

FINANCE AND IMPROVEMENTS COMMITTEE

Tuesday, November 1, 2016 – 4:15 p.m.

City Council Chambers

A g e n d a

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2. [National Disaster Resilience Grant Agreement](#)
3. [Anti-Displacement Policy](#)
4. [Involuntary \(Home\) Acquisition Policy](#)
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MEMO TO: Finance and Improvements Committee
FROM: City Clerk's Office
RE: Agenda for Tuesday, November 1, 2016 - 4:15 p.m.

1. Final Payments

It is recommended the Committee and Council approve the following requests for final payment:

- a. [Astech Corp.](#) in the amount of \$105,039.38 for the 2016 Street Seal District Project (4165)
- b. [Wagner Construction, Inc.](#) in the amount of \$51,928.14 for the NE Water Distribution System Improvements (3681)
- c. [First Dakota Enterprises](#) in the amount of \$30,408.53 for the 55th Crossing Fire Station
- d. [Main Electric](#) in the amount of \$16,286.50 for the 55th Crossing Fire Station
- e. [3D Specialties, Inc.](#) in the amount of \$425.93 for signage at the new Terminal (AIR015)

2. National Disaster Resilience Grant Agreement

The City of Minot received the grant agreement for the National Disaster Resilience grant on September 23, 2016. The Mayor signed the agreement on September 29, 2016, and returned to the U.S. Department of Housing and Urban Development for execution.

It is recommended the Committee and Council ratify the Mayor's signature on the National Disaster Resilience Grant Agreement between the City of Minot and U.S. Department of Housing and Urban Development.

3. Anti-Displacement Policy

The City of Minot Anti-Displacement Policy has been revised to include specifics for the HUD National Disaster Recovery grant, based on guidance published in the Federal Register. The changes are summarized below and the [policy](#) is attached for more thorough review.

The revisions provide definitions of suitable/unsuitable for rehabilitation homes and provides details for federal guidance waivers regarding one-for-one replacements and relocation assistance. These details will be covered individually with each affected household by relocation specialists as part of the notification process. The overall policy intent (minimize adverse effects on displaced residents) remains unchanged from the previous version used with CDBG disaster recovery funds.

It is recommend the Committee and City Council approve the City of Minot Anti-Displacement policy, and further authorize the Mayor to sign the policy.

4. Involuntary (Home) Acquisition Policy

The City of Minot's Involuntary Acquisition Policy has been revised to include specifics for the HUD National Disaster Recovery (NDR or Resilience) grant, based on guidance published in the Federal Register.

This policy outlines criteria used and procedures to be followed by relocation specialists through the buyout process. It is similar to the previous CDBG-DR acquisition policy for flooded homes, however the voluntary process has been eliminated since all properties are required to be bought, which may result in the use of eminent domain.

It is recommend the Committee and City Council approve the City of Minot Involuntary Acquisition Policy, and further authorize the Finance Director to sign the policy.

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5. Installation of Safety Features for Utility Billing

For several years, the city staff that work in utility billing have felt vulnerable in regards to personal safety.

During the day anyone may enter city hall through the doors located on the north side and south side of the building. The city staff working in utility billing are completely exposed to all traffic and individuals that enter the building regardless of their business at city hall. Staff have expressed many times their concern for their safety being exposed with no protection between them and the public. In addition, the staff are confronted frequently with irate customers.

In more than one instance, staff has had to call the police when an irate customer has become threatening. In addition, the finance director has been called more than once to attempt to deal with an irate customer.

The finance director requested building maintenance to assess the situation for a possible solution. Building maintenance has determined that glass may be installed. The glass will be 3/8 inch glass that will go up six feet. This will put a barrier between the public and the staff.

Fiscal Impact: Funds are available from cash reserves from fund 140. As this is a matter of personal safety staff is requesting approval of this request. It is estimated the cost will be \$9,000.

It is recommended the Committee and Council approve the installation of safety features for utility billing and pass on first reading the necessary budget amendment moving the funds from cash reserves to utility billing.

6. Resolution Offering to Purchase Land and Authorizing Use of Eminent Domain Authority

The city staff has been working with property owners in the first three phases of the flood control project. Staff is not always able to reach an agreement with the property owner on the purchase price of their property. When this occurs, the City will need to proceed to the eminent domain process.

Staff has identified six (6) additional properties that may potentially follow the eminent domain process as follows:

| Property Address | Record Title Owner | Legal Description |
|---------------------------------|--|---|
| 111 - 4 th Street NW | Loren C. Ness and Jan M. Ness | N½ of Lot 13, Block 2, Riverside Addition to the City of Minot, North Dakota |
| 325 - 3 rd Street NW | Nathan Smith and Jennifer Smith | Lot 1, Replat of Lot 1, Block 2, Watna's Addition to the City of Minot, Ward County, North Dakota |
| 319 - 3 rd Street NW | Orville G. Nesdaahl and Linda K. Nesdaahl | Lot 1, Robo Addition to the City of Minot, Ward County, North Dakota |
| 305 - 3 rd Street NW | Orville G. Nesdaahl and Linda K. Nesdaahl | Lot 6, Block 2, Watna's Addition to the City of Minot, Ward County, North Dakota |
| 315 - 3 rd Street NW | Orville G. Nesdaahl and Dwight E. Slotto | Lot 4, Block 2, Watna's Addition to the City of Minot, Ward County, North Dakota |

It is recommended the Committee and Council adopt the [Resolution](#) Offering to Purchase Land and Authorizing Use of Eminent Domain.

7. Surplus Property- 616 3rd Street NW

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The property at 616 3rd Street NW was purchased after the 2011 flood. This property is not required for the flood protection project. Therefore, it is recommended the City declare this property surplus property and allow the Finance Director to advertise this property for sale with a minimum bid price of \$32,000.

The minimum bid price was established with input from the City Assessor. The assessor has provided information stating land in that area is assessed at \$5.00 per square foot. The lot at 616 3rd St NW is 6,532 square feet. Therefore, a recommended assessed value is \$32,000.

It is recommended the Committee and Council declare 616 3rd Street NW surplus property; authorize the Finance Director to advertise the property for sale with a minimum bid price of \$32,000; authorize the Finance Director to sell the property if the minimum bid price is met; and further authorize the Mayor to sign the necessary documentation.

8. Amend the 2016 Annual Budget- Auditorium Lighting (REC025)

It is recommended the Committee and Council pass an [ordinance](#) on first reading to amend the 2016 annual budget to increase the Equipment Capital Revenue and Expenditures and decrease the Auditorium Maintenance Building and Grounds Expenditures for the Auditorium lighting.

9. Amend the 2016 Annual Budget- Chief Resilience Officer Position

It is recommended the Committee and Council pass an [ordinance](#) on first reading to amend the 2016 annual budget to increase the Planning Department salary and benefits and decrease the City Manager salary and benefits for the Chief Resilience Officer position.

10. Amend the 2016 Annual Budget- Flail Mower (STR043)

It is recommended the Committee and Council pass an [ordinance](#) on first reading to amend the 2016 annual budget to increase the Equipment Capital Revenue and Expenditures and decrease the Contract Mowing Expenditures for the Flail Mower.

11. Ordinances on Second Reading

The following ordinances need to be considered on second reading:

- a. [Ordinance No. 5112](#) – Rezone NW1/4, Section 33-155-83; S1/2S1/2SW1/4, S1/2N1/2S1/2SW1/4, & SW1/4SE1/4 less N330' & Sorenson's 4th Addition all in Section 28-155-83
- b. [Ordinance No. 5117](#) – Amend the 2016 Annual Budget - Snow Removal Equipment
- c. [Ordinance No. 5118](#) – Amend the 2016 Annual Budget - Led Lighting Upgrade
- d. [Ordinance No. 5119](#) – Amend the 2016 Annual Budget - Old Terminal Demolition