

FINANCE AND IMPROVEMENTS COMMITTEE

January 31, 2017

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Members Present:

Frantsvog, Hedberg, Lehner, Olson, Sipma, Withus

Members Absent:

Pankow

Others Present:

City Manager, City Clerk, City Attorney, Airport Director, Airport Operations Manager, HR Director, City Assessor, Finance Director, City Treasurer, City Engineer, Assistant City Engineer, Traffic Engineer, Fire Chief, Police Chief, Assistant Public Works Director, Public Information Officer, Aud./Rec. Director, Alderman Jantzer, Alderman Straight, Alderman Podrygula, Josh Wolsky, Jill Schramm

To the Honorable Mayor and All Aldermen:

Following are the recommendations of the **Finance and Improvements Committee** meeting called to order at 4:15 p.m. on January 31, 2017:

1. The City Council pass an ordinance amending the 2016 annual budget to increase the department expenditures for funds approved by City Council for the Mouse River Enhanced Flood Protection Plan using cash reserves and the Minot State University Air Dome previously approved by City Council and increase the storm sewer maintenance expenditures for the Storm Sewer District #121 and increase the general fund revenues and expenditures for the Narcotics Task Force Grant.

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote: ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

2. The City Council pass an ordinance amending the 2016 annual budget to increase the revenues and expenditures in the Criminal Investigations budget for the Internet Crimes against Children grant. (PD0126)

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote: ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

3. The City Council pass an ordinance amending the 2016 annual budget to increase the National Disaster Resilience Competition (\$74.3M) expenditures and revenues.

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote: ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

4. The City Council pass an ordinance amending the 2017 annual budget to increase Information Technology capital purchase expenditures for the City SAN replacement. (IT0012)

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote: ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

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5. The City Council pass an ordinance amending the 2017 annual budget to increase the Capital Equipment Purchase expenditures and decrease the General Fund expenditures for the purchase of new GIS software. (ENG014)

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote:
ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

6. The City Council appoint Lacey Anderson as a Special Assistant City Attorney as an associate under Mr. Goettle’s contract and further authorize the Mayor to sign the necessary documentation.

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote:
ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

7. The City Council appoint the City Comptroller to the loan committee for the State Small Business Credit Initiative administered by the Lewis and Clark Regional Development Center until such time a Finance Director is hired.

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote:
ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

8. The City Council approve Amendment No. 7 to the Agreement between City of Minot and Program Administrator (CDM Smith) – Hurricane Sandy Allocation (Second Allocation) and further authorize the Mayor to sign the necessary documentation.

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote:
ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

9. The City Council approve the Memorandum of Agreement between the North Dakota State Historic Preservation Officer and the City of Minot Regarding “The Minot Mill” 400 3rd Street NE Located within the Minot Industrial Historic District and further authorize the Mayor to sign the Memorandum of Agreement.

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote:
ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

10. The City Council approve Contract Amendment No. 2 to the Agreement between City of Minot and Program Administrator (CDM Smith) – NDR Funds and further authorize the Mayor to sign the necessary documents.

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote:
ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

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11. The Committee held the creation of Storm Sewer District 122 until next month.

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote:
ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

12. The City Council approve the list of pledged securities as of December 31, 2016.

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote:
ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

13. The City Council approve the final payment to Minot Electric, Inc. in the amount of \$17,132.50 for the Auditorium Lighting Upgrade. (REC025)

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote:
ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

14. The City Council place and pass the following ordinances on second reading:

- a. Ordinance No. 5147 – Amend CMCO- Chapter 5 Premises Requirements
- b. Ordinance No. 5148 – Amend CMCO- Chapter 5 MAYSA Arena License
- c. Ordinance No. 5149 – Amend CMCO- Chapter 5 Supper Club Restrictions
- d. Ordinance No. 5150 – Amend CMCO- Chapter 5 Supper Club Definition
- e. Ordinance No. 5151 – Amend CMCO- Chapter 28 Outdoor Dining Areas
- f. Ordinance No. 5152 – Rezone Trinity Health Addition, Lot 1 from AG to C2

The above motion by Alderman Lehner, seconded by Alderman Withus and was carried by the following roll call vote:
ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

15. The City Council approve the Comptroller and City Treasurer sharing the Finance Director’s responsibilities and further authorize the City Treasurer to countersign all orders on the city treasury and all purchase agreements. This authorization will terminate when the new Finance Director starts in the position.

The above motion by Alderman Lehner, seconded by Alderman Hedberg.

Alderman Hedberg requested an update on the search for a new Finance Director. The HR Director replied by saying, there are two qualified applicants who are scheduled for first interviews next Thursday. After that, final interviews will be conducted by the City Manager. Upon further questioning, Ms. Jundt said, the recruitment firm, Prothman was used for the search.

The Finance Director came forward to request the motion be amended to include signing purchase agreements to the list of duties the City Treasurer is authorized to do. Alderman Lehner amended the motion. Alderman Hedberg amended his second.

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Whereupon a vote was taken on the above motion by Alderman Lehner as amended, seconded by Alderman Hedberg and was carried by the following roll call vote: ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

16. The City Council approve the City of Minot Optional Relocation Policy #2, and further authorize the City Manager to sign the policy.

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The above motion by Alderman Olson, seconded by Alderman Lehner.

Upon the request of Alderman Olson, the Finance Director gave a brief description of the changes in the relocation policy. She stated, the award of National Disaster Resiliency funds made it possible to purchase more properties for the flood control project than had been anticipated. Most of the properties in these locations have been rebuilt since the 2011 flood and as a result will be upside down in their mortgage if the property is purchased by the City at market value. HUD allows grant recipients to make sure residents at least break even, as long as it is written in a policy.

Whereupon a vote was taken on the motion by Alderman Olson, seconded by Alderman Lehner and was carried by the following roll call vote: ayes: Hedberg, Lehner, Olson, Sipma, Withus. nays: none

There being no further business, Chairman Frantsvog adjourned the meeting at 4:20 p.m.

Respectfully Submitted,
Kelly Matalka,
City Clerk