

FINANCE AND IMPROVEMENTS COMMITTEE

January 3, 2017

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Members Present:

Frantsvog, Hedberg, Lehner, Olson, Pankow, Sipma, Withus

Members Absent:

None

Others Present:

City Manager, City Clerk, City Attorney, Airport Director, HR Director, City Assessor, Finance Director, City Treasurer, City Comptroller, City Engineer, Assistant City Engineer, Traffic Engineer, Building Official, Fire Chief, Police Chief, Captain White, Public Works Director, Assistant Public Works Director, Public Information Officer, Aud./Rec. Director, Alderman Jantzer, Alderman Shomento, 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 3, 2017:

1. The City Council approve the following requests for final payment:

- a. NDDOT in the amount of \$5,181.77 for the 2014 TAP Project 13th St SE Shared Use Path (3713)**
- b. Berger Enterprises, LLC in the amount of \$108,227.39 for Round 3 Home Demolitions**

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

2. The City Council pass an ordinance to amend the 2017 annual budget to increase the Equipment Purchase revenues and expenditures and decrease the Library’s Maintenance Buildings and Grounds revenue and expenditures for the purchase of new server fiber line.

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

3. The City Council pass an ordinance to amend the 2016 annual budget to increase the Fire Department Associations expenditures and the General Fund Fire Insurance Refund revenues.

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

4. The City Council pass an ordinance to amend the 2016 annual budget to increase the Fire Department Fire Prevention expenditures and the General Fund Donations revenue to account.

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

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5. The City Council pass an ordinance to amend the 2016 annual budget to increase the Library capital purchase expenditures and revenues and decrease the Memorial Donations revenues and expenditures. (LIB025)

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

6. The City Council pass an ordinance to amend the 2016 annual budget to increase Property Maintenance department revenue and expenditures and decrease the Equipment Purchase revenue and expenditures for the Engineering conference room non-capital equipment. (PM0007)

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

7. The City Council pass and adopt on first reading Section 12 ½, Eminent Domain, of the City of Minot Code of Ordinances.

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

8. The City Council approve Amendment 10, effective January 1, 2017, to the Agreement between City of Minot and Program Administrator – CDM Smith and authorize the Mayor to sign the amendment.

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

9. The City Council ratify the signature of the Human Resource Director on the Adoption and Administrative Services Agreements, to instate the City Manager’s 401a retirement plan with the International City/County Management Association-Retirement Corporation (ICMA-RC).

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

10. The City Council approve the request to reassign the Community Facility Funds in the amount of \$1M for Artificial Turf from the Hoeven Baseball Complex to Corbett Field, further authorize the City Attorney to amend the Joint Powers Agreement between the City of Minot and the Minot Park District, and authorize the Mayor to sign the Amended Joint Powers Agreement. (ST2P16)

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

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11. The City Council ratify the sale of surplus properties as listed by city staff.

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

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

- a. **Ordinance No. 5134 – Chapter 30 (Administrative Procedures), Subsections 30-2(H) (Variances), 30-3(E) (Conditional Use Permits), 30-5(C) And (I) (Text Amendments and Zoning District Changes), And 30-7(C) (Annexation) of the City of Minot Zoning Ordinances**
- b. **Ordinance No. 5135 – Incorporating the 2015 Edition of the International Building Code into the CMCO**
- c. **Ordinance No. 5136 – Incorporating the 2015 Edition of the International Building Code into the CMCO**
- d. **Ordinance No. 5137 – Incorporating the 2015 Edition of the International Building Code into the CMCO**

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

13. The City Council pass an ordinance to amend the 2016 annual budget in the amount of \$62,780 to replace the Mondo Athletic Floor with a Connor Rezill Cushion RD Wood Floor System. (CAP002)

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

Alderman Sipma called upon the Auditorium/Recreation Director to explain what has taken place with the flooring up to this point. Mr. Collins stated, the floor was originally installed in 2011, but there was a defect in the product so it was reinstalled later that fall. The same thing happened and the floor was replaced again in the spring. There is a 10-year warranty on the flooring but after a petrographic report was done, the company backed out and the City Attorney was forced to take action. The petrographic engineer said there was no way of knowing the pop outs, as they are referred to, would happen.

Upon questioning by Alderman Sipma, The Auditorium/Recreation Director said, the floor is used daily for volleyball, basketball, the Fun Zone, auctions, weddings and other events. He said he does not foresee losing any events due to installing a different flooring but there may be restrictions, for example, cars will no longer be able to drive on it.

Mr. Collins concluded by saying, the new flooring will be placed on top of the current floor. There will be a foam barrier which spans the entire floor and will be covered with plywood and then maple. The pop outs will not affect the new floor.

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

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- 14. The City Council hold the following resolutions (4197):**
 - 1. Create Storm Sewer District 122.**
 - 2. Direct preparation of the Engineer's Report.**
 - 3. Approve the Engineer's Report.**
 - 4. Waive the resolution of necessity since the project is a storm sewer district listed in NDCC 40-22-01.1**
 - 5. Direct preparation of Plans and Specifications.**
 - 6. Approve Plans and Specifications.**
 - 7. Authorize a Call for Bids.**

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

Ernie Medalen, of 912 18th Ave SW, came before the committee to state, he believes the project should be researched further. He said, after the public meeting where the project was explained, the residents of the area left with several unanswered questions, including the reasoning for the project, whether there were complaints or damages to current properties, and whether a recent study had been done since some improvements were made on Broadway. He questioned whether the plan was the most feasible and efficient way to spend such a large amount of money.

Several residents came forward and explained they have never experienced any flooding issues at their homes and did not hear from anyone at the meeting who had.

Mark Sherman, of 1818 8th St SW, said he reviewed the engineer's report which was provided online and said he sent a letter requesting a less costly option but he has not received a response.

The City Engineer explained, the project was modeled using calculated research done by Ackerman Estvold. There is a Storm Sewer Ad Hoc Committee who decides when a project should be done and that committee decided to move this project up the list. He said, the list is prioritized by damage to streets and property and added, this area should have had a storm sewer installed when it was built in the 1950's but it never did. He also discussed the storm sewer utility fee which is collected in order to pay for projects like this in areas where repetitive flooding occurs. That fee will be used to pay for half of the project and the other half will be special assessed to the property owners. Mr. Meyer then showed a spreadsheet demonstrating the drainage issues and the substantial improvements as to the depth and duration of standing water during various degrees of rain events. He said, catch basins would not be an effective solution.

Alderman Pankow said he would like to have the resident's questions answered before approving the Storm Sewer District and asked how that would affect the timeframe of the project. The City Engineer replied by saying, if the bids are delayed further into the bidding season, it could result in higher bids. Mr. Meyer stated, the proposed piping arrangement is necessary to pick up the water. There have been extensive modeling and calculations done since the DOT pipes were installed, to come up with this plan.

Upon questioning by Alderman Lehner, the City Engineer stated, 18th Ave would be shut down to complete the project. The water main will be replaced on the south side of the road and the storm sewer would be installed on the north side due to regulations to keep them separated.

Mr. Meyer explained that special assessments are broken down into units and the cost is determined by the square footage of the property. The assessment is then paid over a 10-year span.

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Alderman Hedberg stated, it seems like the solution is in search of a problem and he believes the testimony from the homeowners in the area speaks louder than the engineer's reports.

Alderman Lehner moved the Committee hold the item for one month in order to do more research. Motion seconded by Sipma and was carried by the following roll call vote: ayes: Hedberg, Lehner, Olson, Pankow, Sipma, Withus. nays: none

15. The City 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.

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

Alderman Lehner stated he believes the barrier is overdue. As seen in recent incidents where citizens have attacked road crews while clearing snow, he said he does not want the same thing to happen in utility billing.

Alderman Sipma added, he agrees, and believes there is a privacy issue anytime billing information is present.

There being no further business, Chairman Frantsvog adjourned the meeting at 5:03 p.m.

Respectfully Submitted,
Kelly Matalka,
City Clerk