

**FINANCE AND IMPROVEMENTS COMMITTEE**

January 5, 2016

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Members Present:

Frantsvog, Hedberg, Miller, Olson, Pankow

Members Absent:

Frey, Seymour

Others Present:

City Clerk, Clerk Admin, City Manager, City Attorney, Airport Director, City Assessor, Finance Director, City Comptroller, City Treasurer, City Engineer, Assistant City Engineer, Chief Resiliency Officer, Fire Chief Craven, Fire Chief Flermoen, Library Director, Police Chief, Captain Klug, Public Works Director, Assistant Public Works Director, Auditorium/ Recreation Director, Public Information Officer, Alderman Connole, Alderman Hatlelid, Alderman Jantzer, Alderman Lehner, Alderman Schuler, Alderman Shomento, Jill Schramm, Jim Olson, Chelsea Gleich, Pam Karpenko, Josh Wolsky, Dave Schwengler

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 5, 2016:

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

- a. **Utility Systems of America, Inc. in the amount of \$3,368.34 for the Puppy Dog Phase 6-Inverted Syphon (3020.5)**
- b. **Wagner Construction in the amount of \$428,893.14 for the 14<sup>th</sup> Ave, 16<sup>th</sup> Ave, 46<sup>th</sup> St. Reconstruction (3873.1)**
- c. **Wagner Construction in the amount of \$370,401.99 for the 55<sup>th</sup> Crossing West Street and Utility Improvements Project (3913)**
- d. **Keller Paving in the amount of \$433,983.14 for Paving District 494 (3982)**
- e. **Dig It Up in the amount of \$133,766.89 for 2016 Flood Control Demolition Project**
- f. **Dig It Up in the amount of \$260,228.35 for 2015 Flood Repairs #2 (3992)**
- g. **Main Electric Construction Inc. in the amount of \$3,513.75 for the Library Hazard Mitigation (LIB016)**
- h. **C&C Plumbing & Heating, LLP in the amount of \$5,000.01 for the Library Boiler/Humidifier Project (LIB013)**

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The above motion by Alderman Miller, seconded by Alderman Hedberg and was carried unanimously.

**2. The City Council pass an ordinance amending the 2015 annual budget to increase the Fire Department budget for funds spent using corresponding insurance rebate revenues.**

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The above motion by Alderman Miller, seconded by Alderman Hedberg and was carried unanimously.

**3. The City Council pass an ordinance amending the 2015 annual budget to increase revenues and expenditures in the Information Technology contract agreements account for the New World Software**

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**upgrade and decrease the capital equipment fund revenues and expenditures.**

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The above motion by Alderman Miller, seconded by Alderman Hedberg and was carried unanimously.

**4. The City Council pass an ordinance amending the 2015 annual budget to create a Flood Control Capital Projects Fund and decrease the Sales Tax Flood Control fund revenue and expenditures for the flood control environmental, permitting, and design engineering phases 1-3.**

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The above motion by Alderman Miller, seconded by Alderman Hedberg and was carried unanimously.

**5. The City Council pass an ordinance amending the 2016 annual budget to increase the Flood Control Capital Projects Fund and decrease the Sales Tax Flood Control fund revenue and expenditures for the flood control environmental, permitting, and design engineering phases 1-3.**

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The above motion by Alderman Miller, seconded by Alderman Hedberg and was carried unanimously.

**6. The City Council adopt the following proposed resolutions: create Paving District # 495, direct preparation of the Engineer’s Report, approve Engineer’s Report, waive the Resolution of Necessity and Public Hearing since a majority of the land area has petitioned for the project, direct preparation of plans and specifications, approve the request for Ackerman-Estvold Engineering to provide the necessary engineering services and authorize the Mayor to sign the contract on the City’s behalf.**

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The above motion by Alderman Miller, seconded by Alderman Hedberg and was carried unanimously.

**7. The City Council pass an ordinance to amend the 2015 annual budget to increase revenues and expenditures in the oil impact grant- narcotics task force grant and the 2015 accident project. (ACDT15, PD0058, PD0067)**

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The above motion by Alderman Miller, seconded by Alderman Hedberg and was carried unanimously.

**8. The City Council pass an ordinance amending the 2015 annual budget to increase the Equipment Purchases expenditures and revenues for the Oil Impact Grant and decrease the Police Patrol Maintenance revenues and expenditures for a capital purchase. (PD0052)**

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The above motion by Alderman Miller, seconded by Alderman Hedberg and was carried unanimously.

**9. The City Council forgive the remaining amount owed on the promissory note, entered into by the Hickmans through the CDBG-DR Home Rehabilitation Program, when the Hickmans sell their home at 611 1st Street SE.**

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The above motion by Alderman Miller, seconded by Alderman Hedberg and was carried unanimously.

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- 10. The City Council place and pass the following ordinances on second reading:**
  - a. Ordinance No. 5033 – No Parking Zone along 10th Ave SE**
  - b. Ordinance No. 5034 – No Parking Zone along North Side of 3rd Ave SW**
  - c. Ordinance No. 5035 – Amend the 2016 Annual Budget- Chief Resilience Officer Position**
  - d. Ordinance No. 4889 – Rezoning Trestle Ridge 3rd Addition, Lots 1-4**
  - e. Ordinance No. 5013 – Rezoning Saugstad Addition, Lots 1 & 2**

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The above motion by Alderman Miller, seconded by Alderman Hedberg and was carried unanimously.

- 11. The City Council pass an ordinance amending the 2016 Annual Budget to increase the planning operations supplies expenditures and use cash reserve funds from a grant awarded by Hess in 2015 to purchase trees to be planted on North Broadway.**

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The above motion by Alderman Miller, seconded by Alderman Olson and was carried unanimously.

Alderman Miller congratulated Donna Bye, Chief Resilience Officer, on her efforts in achieving this contribution. He asked about her plans to coordinate with the Park District.

The Chief Resilience Officer responded by thanking Alderman Miller and stating that the grant was not successful for the entire amount but Hess gave a portion of the desired funds. She continued by saying, both she and the City Forrester share the same aesthetic vision and even though the Park District is a separate entity they can still work together.

Upon questioning by Alderman Miller, the CRO stated the trees would be planted over a two week period in April or May, depending on the weather and also working with the schedule of other Broadway projects.

- 12. The City Council pass an ordinance on first reading amending the 2016 annual budget using second penny sales tax property relief to fund the Library and Recreation Departments as budgeted.**

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The above motion by Alderman Olson, seconded by Alderman Hedberg and was carried unanimously.

Alderman Olson asked the Finance Director for clarification on the changes to the mill levy.

The Finance Director explained, after the City passes the Budget, it is sent to the County Auditor. During the legislative session, there were limits put on the number of mills allowed to be levied. The County Auditor used that interpretation to reduce the number of mills for the Library and for Recreation. The Finance Director stated however, that the City of Minot’s home rule charter grants the power to levy and collect taxes so the City’s budget ordinance did not exceed the total number of mills allowed. The Finance Director said she has contacted the North Dakota State Tax Commissioner’s Office for clarification.

Upon questioning by Alderman Olson on whether the City has sufficient funds to finance the Library and Recreation, the Finance Director responded there are reserves.

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Alderman Frantsvog asked if the intent now is to stay under the limit, to which the Finance Director replied the Municipality cannot exceed the total mills. In the future it would be up to Council whether to fund the Library as requested. Alderman Frantsvog followed up by asking what other departments are funded with a cap in mills. The Finance Director stated, Cemetery, Airport, fire equipment, and the general fund among others, all use mill levies.

Alderman Miller asked the Library Director to discuss the impact it would have on the Library if mills were decreased.

The Library Director stated the budget would be cut by 20% which would require cutting 6 positions, closing the Library 3 days per week and would discontinue several children's and teenage programs.

Alderman Frantsvog and the Finance Director clarified, the request before the Committee is to move money from sales tax property relief second penny to the library and recreation funds in order to maintain their budgets as already approved.

The Finance Director concluded that she will work with the County Auditor to ensure the issue is resolved next year.

**13. Passed without a recommendation from Committee and for the City Council to make a recommendation regarding the Subordination and Standstill Agreement as well as the Notice, Consent and Acknowledgement of Assignment documents from Cypress Development after further review by City staff.**

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The above motion by Alderman Miller, seconded by Alderman Olson and was carried unanimously.

There being no further business, Chairman Frantsvog adjourned the meeting at 4:29 p.m.

Respectfully Submitted,  
Lisa Jundt,  
City Clerk