

**FINANCE AND IMPROVEMENTS COMMITTEE**

May 31, 2016

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Members Present:

Frantsvog, Frey, Hedberg, Miller, Olson, Pankow, Seymour

Members Absent:

None

Others Present:

City Clerk, City Manager, HR Director, City Assessor, Finance Director, City Comptroller, City Treasurer, City Engineer, Assistant City Engineer, Chief Resilience Officer, Building Official, Fire Chief, Police Chief, Public Works Director, Assistant Public Works Director, Public Information Officer, Alderman Hatlelid, Alderman Lehner, Nancy Simpson, Jill Schramm, Josh Wolsky, Shannon Straight

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 May 31, 2016:

- 1. The City Council approve the following requests for final payment:**
  - a. **C&C Plumbing in the amount of \$65,691 for the 55<sup>th</sup> Crossing Lift Station (CDBG09)**
  - b. **SJ Louis Construction in the amount of \$289,554.26 for the SW Sanitary Sewer Improvements Phase 1B (3561)**
  - c. **Stein Construction, Inc. in the amount of \$994.78 for the 2016 Public Works Concrete Repair (4106)**

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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 to amend the 2016 annual budget to increase the Police Administration Crime Prevention Supplies expenditures to purchase supplies and increase the general fund revenue for the St. Joseph’s Community Health Foundation Grant.**

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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 to amend the 2016 annual budget to increase the City Manager department expenditures and increase the General Fund revenue for the Cities of Service Federal Grant by \$25,000.**

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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 to amend the 2016 Annual Budget to Increase General Fund Contract and Software Agreement Expenditures and Decrease the Equipment Purchase Expenditures for Credit Card Enablement Fees/Licensing and Approve the Transfer of Funds. (TT0010)**

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

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**5. The City Council approve the sponsorship of the CDBG grant for Accessible Space Apartments and authorize the Mayor to sign the necessary documentation.**

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

**6. The City Council award the bid for the 2016 Copier for Engineering to Advanced Business Methods of Minot in the amount of \$7,309 including the monthly service agreement of \$184. Also, to pass an ordinance amending the 2016 annual budget to increase the Equipment Purchase expenditures and decrease the engineering operation supplies expenditures. (ENG012)**

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

**7. The City Council concur with the low bid received from Industrial Builders Inc. of Fargo for the South Broadway Mill & Overlay project and authorize the Mayor and City staff to sign the agreement and related documents. (4180)**

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

**8. The City Council retroactively approve the utility occupancy permit with Canadian Pacific Railway and authorize the Mayor to sign the documents. (4073, 3608)**

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

**9. The City Council authorize the Mayor to sign the necessary documents for the PACE Buy Down for Fieldcrest, LLC.**

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

**10. The City Council award the bid for Auditorium Lighting Upgrade to Minot Electric, Inc. in the amount of \$152,650.**

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

**11. The City Council approve the Amendment to the Agreement between the City of Minot and CDM Smith for National Disaster Resilience Competition (NDRC) Pre-Agreement Services for Minot, ND to reflect the effective date, as previously approved by the City Council, of February 1, 2016 and extend the period of performance to June 6, 2016.**

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

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**12. The City Council pass an ordinance amending the 2016 annual budget to increase the Asset Forfeiture revenue and the Police Patrol expenditures to purchase equipment that was not previously budgeted.**

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

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

- a. Ordinance No. 5078 – Stop sign at intersection of 7th St NE and Bavaria Drive
- b. Ordinance No. 5079 – Parking Restriction- west side of 10th St NE between Railway and 6th Ave
- c. Ordinance No. 5080 – Amend the 2016 Annual Budget- Police Patrol and Capital Equipment
- d. Ordinance No. 5081 – Amend the 2016 Annual Budget- Airport Professional Service Contract

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

**14. The City Council deny the request for abatement or refund of taxes by MAB 1-22 LLC.**

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

**15. The City Council held the 2014-2015 lists of Nuisance Abatement Special Assessments to be discussed at a later meeting.**

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The above motion by Alderman Frey, seconded by Alderman Seymour and was carried unanimously.

The Finance Director stated, this item will be tabled while the department works on some matters internally and will bring it back for approval at a later date.

Alderman Frey said he received a call from a citizen who did not see their address on the list but had received a notification in the mail. He asked if there was another list. The Finance Director explained the list was published in the Minot Daily News and certified letters were sent to the homeowners. She continued by saying, the person can contact the Finance Department for clarification.

**16. The City Council approve the National Disaster Resilience Grant Implementation Agreement between the City of Minot and CDM Smith Effective June 6, 2016 and authorize the Mayor to sign the necessary documentation.**

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

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The Finance Director gave a presentation on the National Disaster Resilience Grant and the partnership between the City of Minot and CDM Smith. She explained, the City of Minot was awarded \$74.3 million from the Department of Housing and Urban Development and an additional \$130 million in leverage dollars to be provided by other sources which will ensure the development of the proposed projects for years to come. She outlined the major projects included in the application but stated, the City has not received final guidance from HUD regarding the allocations to each activity.

Upon questioning by Alderman Seymour as to the delay, the Finance Director stated, the Federal Register has been prepared but is waiting for approval before the City may begin working on any projects.

The Finance Director stated, the City wishes to enter a contract with CDM Smith for administrative and project delivery costs. The not to exceed contract amount is \$19,383,482 or approximately 9.7% of the total project costs. She explained, the City is not obligated to pay that amount but rather, will pay for services provided up to the contract amount.

In her presentation, the Finance Director explained that CDM Smith has been working closely with the City for the past five years, providing project delivery services for flood recovery grants. They were a vital resource during the application process and as a result of their history with this particular grant, will be able to hit the ground running. Upon questioning by Alderman Miller, she added, there was a team of judges to rank the proposals submitted for project delivery services and the selection of CDM Smith complies with necessary regulations.

The City Manager commented, CDM Smith has been a partner for a long time. He stated, City staff does not have the expertise to execute the proposed projects and easily abide by all of the federal regulations. He continued by saying, the 2017 budget includes funds for in-house staff to perform these duties but CDM Smith is necessary for the planning phase and will only be paid for the work performed up to the contract amount.

Shannon Straight came before the committee with a few questions. He asked when the scope of the contract was determined and wants to ensure the awarded funds are spent as efficiently as possible.

The City Manager responded by saying, it was done at the time of the award but after much discussion, it will be determined what level of effort to expect from CDM Smith.

Mr. Straight inquired whether all of the proposed projects are still necessary, particularly downtown housing.

The City Manager stated, project development will be based on the current economic needs. He said he will give an update during his report to City Council on Monday. He also stated he will plan a meeting with the media and the public and will redo a study to determine the most resilient uses for the funds are conducted.

There being no further business, Chairman Frantsvog adjourned the meeting at 4:45 p.m.

Respectfully Submitted,  
Kelly Matalka,  
City Clerk