

FINANCE AND IMPROVEMENTS COMMITTEE

August 30, 2016

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Members Present:

Frantsvog, Hedberg, Olson, Pankow, Sipma, Withus

Members Absent:

Lehner

Others Present:

City Clerk, Acting City Manager, City Attorney, Airport Director, HR Director, City Assessor, City Treasurer, City Comptroller, Assistant City Engineer, Traffic Engineer, Fire Chief, Police Chief, Captain White, Assistant Public Works Director, Public Information Officer, Alderman Jantzer, Alderman Podrygula, Alderman Straight, 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 August 30, 2016:

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

- a. **S.J. Louis Construction, Inc. in the amount of \$417,912 for 55th Street Forcemain and Gravity Sewer Improvements (3490.3)**

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

2. The City Council approve the updated City of Minot Citizen’s Participation Plan, and further authorize the Mayor to sign the policy.

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

3. The City Council adopt a resolution offering to purchase land and authorizing use of eminent domain.

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

4. The City Council approve the list of 2016 Demolitions.

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

5. The City Council approve the list of 2016 Nuisance Abatements.

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

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6. The City Council approve the list of 2016 Weed Cutting & Miscellaneous Assessments.

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

8. The City Council pass an ordinance to amend the 2016 annual budget to increase the Police Administration Education and Training Expenditures account and increase the General Fund Revenues to reflect the award from the ND Insurance Reserve Fund.

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

9. The City Council pass an ordinance to amend the 2016 annual budget to increase the Equipment Capital Expenditures and the Miscellaneous Damage Claims Revenue and decrease the Police Patrol Maintenance Expenditures for the balance to purchase a replacement vehicle.

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

7. The City Council approve the use of liquidated damages to compensate SRF Consulting for additional engineering services up to the maximum liquidated damages charged and also pay the overage to Braun Intertec in the amount of \$1,770 for the Oak Park Bridge Replacement. (4032)

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

Alderman Withus asked if SRF was getting all of the money received from the contractor for liquidated damages. The Finance Director explained, SRF billed more than the \$13,200 in liquidated damage funds but they are forced to write off the remainder. There is also \$1,770 that will be paid to Braun Intertec for additional testing required.

Upon questioning by Alderman Frantsvog, the Assistant City Engineer stated, the consultant's job is to make sure the project is constructed per the City's standards. The contractor is responsible for their own time management but, in this situation, the contractor chose a different process when installing the light bases which put them behind schedule. The consultant cannot control the means and methods for which a contractor performs the job and therefore, SRF will take a loss on this project. She continued by saying, SRF has a Not to Exceed contract.

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

11. The City Council approve the design concepts as presented, authorize the architectural contract with V3 Studios for design and construction management, authorize the creation of plans and specifications, and authorize a call for bids.

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

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Gloria Larsgaard, of EAPC, presented their proposal for the exterior of both of the downtown parking structures. She explained, if nothing is done to the current exterior, the winter weather could damage the rest of the building. Their goal is to preserve the character of downtown while also abiding by the zoning and building codes. Their plan is to install EIFS, which is a versatile and cost effective material, during Phase 1. She also described Alternate 1 which includes a base made of nichiha to protect the exterior from damage around the bottom of the structures. She stated, the awning and finishes would be added later to prevent them from being damaged while further construction takes place. She also said the windows can be installed when retailers are secured and can personalize their own space.

Upon questioning by Alderman Withus, Ms. Larsgaard said pending approval by City Council, the project will go to bid in September and the EIFS can be installed this fall. She explained, the finishing coat cannot be installed in weather under 40 degrees but local companies have suggested sheltering the building if necessary.

Upon questions regarding the roof, Ms. Larsgaard stated, they have a provision for applying a protective treatment but the developer will be responsible for the completion of the roof and retail space.

Ms. Larsgaard assured they would work with the downtown contractor to make sure there are no gaps between the sidewalk and the base of the exterior finishes. She also said she would find out the depth at which the EIFS would reach in the interior of the building once the plans and specs are completed.

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

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

- a. **Ordinance No. 5098 – Community Development Funds- City of Minot Recreation Commission and Minot Park District**
- b. **Ordinance No. 5099 – Community Development Funds- Minot Commission on Aging**
- c. **Ordinance No. 5100 – Community Development Funds- City of Minot Police Department and Domestic Violence Crisis Center**
- d. **Ordinance No. 5104 – Install Stop Sign at the Intersection of 1st Street & 18th Avenue SE**
- e. **Ordinance No. 5105 – Special Speed Zones for John Hoeven Elementary School**
*Second reading is an amended ordinance from the first reading, changing 25 mph to 20 mph
- f. **Ordinance No. 5106 – Four Way Stop Control at the Intersection of Central Ave & Main St.**
- g. **Ordinance No. 5107 – Amend the 2016 Annual Budget- Airport Capital Expenses**

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

Alderman Frantsvog clarified the amendment that was made to Ordinance No. 5105. He stated it was changed from a special speed zone of 25 mph which was approved for the first reading and is now 20 mph.

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

There being no further business, Chairman Frantsvog adjourned the meeting at 4:34 p.m.

Respectfully Submitted,
Kelly Matalka,
City Clerk