

FINANCE AND IMPROVEMENTS COMMITTEE

November 1, 2016

Page 1

Members Present:

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

Members Absent:

None

Others Present:

City Clerk, Acting City Manager, City Attorney, Airport Director, HR Director, City Assessor, City Treasurer, City Comptroller, City Engineer, Assistant City Engineer, Traffic Engineer, Planning Director, Building Official, Fire Chief, Police Chief, Public Works Director, Assistant Public Works Director, Public Information Officer, Alderman Shomento, 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 November 1, 2016:

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

- a. **Astech Corp. in the amount of \$105,039.38 for the 2016 Street Seal District Project (4165)**
- b. **Wagner Construction, Inc. in the amount of \$51,928.14 for the NE Water Distribution System Improvements (3681)**
- c. **First Dakota Enterprises in the amount of \$30,408.53 for the 55th Crossing Fire Station (CDBG09)**
- d. **Main Electric in the amount of \$16,286.50 for the 55th Crossing Fire Station (CDBG09)**
- e. **3D Specialties, Inc. in the amount of \$425.93 for signage at the new Terminal (AIR015)**
- f. **Wesslen Construction, Inc. in the amount of \$57,373.82 for the 2016 4th St Storm Sewer Rehabilitation (4009)**
- g. **Northern Plains in the amount of \$7,287.75 for the Dakota Square Pump Station Rehab (4030)**
- h. **EAPC in the amount of \$1,262.53 for the 55th Crossing Fire Station (CDBG09)**

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 approve the City of Minot Anti-Displacement policy, and further authorize the Mayor to sign the policy.

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 approve the City of Minot Involuntary Acquisition Policy, and further authorize the Finance Director to sign the policy.

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

FINANCE AND IMPROVEMENTS COMMITTEE

November 1, 2016

Page 2

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

5. The City Council declare 616 3rd Street NW surplus property; authorize the Finance Director to advertise the property for sale with a minimum bid price of \$32,000; authorize the Finance Director to sell the property if the minimum bid price is met; and further authorize the Mayor to sign the necessary documentation.

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 on first reading to amend the 2016 annual budget to increase the Equipment Capital Revenue and Expenditures and decrease the Auditorium Maintenance Building and Grounds Expenditures for the Auditorium lighting. (REC025)

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 an ordinance on first reading to amend the 2016 annual budget to increase the Planning Department salary and benefits and decrease the City Manager salary and benefits for the Chief Resilience Officer position.

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 pass an ordinance on first reading to amend the 2016 annual budget to increase the Equipment Capital Revenue and Expenditures and decrease the Contract Mowing Expenditures for the Flail Mower. (STR043)

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 place and pass the following ordinances on second reading:

- a. **Ordinance No. 5112 – Rezone NW1/4, Section 33-155-83; S1/2S1/2SW1/4, S1/2N1/2S1/2SW1/4, & SW1/4SE1/4 less N330’ & Sorenson’s 4th Addition all in Section 28-155-83**
- b. **Ordinance No. 5117 – Amend the 2016 Annual Budget - Snow Removal Equipment**
- c. **Ordinance No. 5118 – Amend the 2016 Annual Budget - Led Lighting Upgrade**
- d. **Ordinance No. 5119 – Amend the 2016 Annual Budget - Old Terminal Demolition**

FINANCE AND IMPROVEMENTS COMMITTEE

November 1, 2016

Page 3

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 award the bid for sanitation trucks to Sanitation Products for the 5-year lease option in the amount of \$387,266.00/year. (4238)

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

11. The City Council ratify the Mayor’s signature on the National Disaster Resilience Grant Agreement between the City of Minot and U.S. Department of Housing and Urban Development.

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

Alderman Hedberg asked, who is leading the progress of the Resiliency grant, since the Chief Resilience Officer position has been eliminated and asked about the current status of the proposed projects.

Cindy Hemphill, Acting City Manager, stated, the Planning Director has absorbed the responsibilities of the CRO. She and Chris Owen, the Federal Compliance Officer are also working with the Resiliency plans. She stated, the affordable housing study will be completed this year, Alderman Straight is helping with the downtown gathering space project and Aldermen Schuler and Lehner are also contributing to projects. She added, there will be neighborhood meetings on November 9th and 10th at 6:30, to discuss the buyout process with affected residents and supply information on the levee system. She said once the State gives final authorization, the process will begin.

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

12. The City Council adopt the Resolution Offering to Purchase Land and Authorizing Use of Eminent Domain.

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

Alderman Frantsvog asked for clarification on the number of properties included in the resolution. Ms. Hemphill said she would verify and have the information corrected for the City Council meeting.

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

13. The City Council appoint Mr. Timothy C. Wilhelm as an alternate municipal judge compensated at \$300 per day.

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

FINANCE AND IMPROVEMENTS COMMITTEE

November 1, 2016

Page 4

Alderman Hedberg asked if it is typical to have a second alternate judge and if the \$300 per day is budgeted. The Acting City Manager stated, the second alternate judge would be used very infrequently but would be necessary in the event neither of the other judges are available. She said there is a minimal amount of money budgeted for these instances.

The above motion by Alderman Olson, 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 4:22 p.m.

Respectfully Submitted,
Kelly Matalka,
City Clerk