

FINANCE AND IMPROVEMENTS COMMITTEE

November 29, 2016

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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, Library Director, Police Chief, Public Works Director, Assistant Public Works Director, Public Information Officer, Auditorium/Rec. Director, Alderman Schuler, 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 29, 2016:

- 1. The City Council approve the following requests for final payment:**
 - a. **Fire Safety USA in the amount of \$269,255.71 for delivery of a fire engine and quint truck**
 - b. **Keller Paving and Landscaping, Inc. in the amount of \$31,119.01 for 2016 Street Patching Project (4184)**
 - c. **Bechtold Paving, Inc. in the amount of \$112,005.07 for 2016 Sidewalk, Curb and Gutter Project (4166)**
 - d. **D.L. Barkie in the amount of \$3,174.93 for the Nuisance Abatement Project (4198)**
 - e. **Dig It Up Backhoe Service in the amount of \$9,467.01 for Paving District 495 (4082)**
 - f. **Bechtold Paving, Inc. in the amount of \$518,940.14 for the Sertoma Complex Parking Lot and Paving Improvements (4142)**
 - g. **Post Construction, Inc. in the amount of \$185,612.23 for 2016 Water Main Replacement (4162)**
 - h. **Main Electric Construction, Inc. in the amount of \$785.00 for the Library’s Boiler Room Pump (LIB027)**
 - i. **Prairie Scale System in the amount of \$99,870 for the new scales and scale house for the Landfill (4205)**
 - j. **Level Up Builders in the amount of \$2,197.50 for the new scales and scale house for the Landfill (4205)**

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 Amendment No. 6 to the agreement between City of Minot and Program Administrator – CDM Smith for Community Development Block Grant Disaster Recovery Funds – PL 113-2, effective October 30, 2016 and authorize the Mayor to sign the necessary documents.**

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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3. The City Council approve the Contract between the Minot Area Development Corporation (MADC) and the City of Minot and further authorize the Mayor to sign the contract.

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 approve the City of Minot Optional Relocation Policy #2, and further authorize the (Acting) City Manager 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

5. The abatement application by Townhomes at Stonebridge, LLC was withdrawn prior to the meeting.

6. The City Council approve Brenda Locken as the Inspector for the June 13, 2017 Special City Election.

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 approve the 2017 Committee and Council meeting schedule.

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 place and pass the following ordinances on second reading:

- a. **Ordinance No. 5124 – Annex Outlots 6, 20, 27, & 28, Section 21-155-83 into City Limits**
- b. **Ordinance No. 5132 – Repealing And Reenacting Sections 2-126, 2-157, 4-16, 5-25, 5-32, 9-135, 18-193, 18-196, And 18-197 of The City Of Minot Code of Ordinances**
- c. **Ordinance No. 5133 – Repealing and Reenacting Chapter 2 (Administration), Article II (City Council), Division 1 (Generally), Sections 2-16 through 2-24, Repealing and Reenacting Chapter 2 (Administration), Article III (City Officers), Division 10, and Repealing and Reenacting Chapter 11 ½ (Elections) 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

9. The City Council approve using the services of Prothman Company for the recruitment of the Finance Director position; and further, authorize the Mayor to sign the contract on the City’s behalf.

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

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Cindy Hemphill stated, there is a change to the funding source for the services and if approved, will be taken from the finance budget rather than the general fund.

Alderman Sipma asked if there are any prospects from Prothman to fill the position, to which the HR Director responded by saying, Prothman is currently having difficulty finding Finance Directors due to the time of the year and the requirement to relocate.

Alderman Lehner questioned what would happen if a replacement is not found within the time frame and asked if there is sufficient staff to take over after Ms. Hemphill's resignation.

Ms. Hemphill stated, she has had discussions with the HR Director and the Mayor and staff will be prepared in that situation.

Whereupon a vote was taken on the motion by Alderman Olson, seconded by Alderman Lehner 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 4:19 p.m.

Respectfully Submitted,
Kelly Matalka,
City Clerk