

**FINANCE AND IMPROVEMENTS COMMITTEE**

April 25, 2017

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Members Present:

Frantsvog, Hedberg, Lehner, Olson, Sipma, Withus

Members Absent:

Pankow

Others Present:

City Manager, City Clerk, City Attorney, Airport Director, HR Director, City Assessor, Finance Director, City Comptroller, City Treasurer, City Engineer, Police Chief, Public Works Director, Assistant Public Works Director, Public Information Officer, Library Director, Aud./Rec. Director, Federal Compliance Officer, Alderman Jantzer, Alderman Podrygula, Cindy Hemphill, Jill Schramm

To the Honorable Mayor and All Aldermen:

Following are the recommendations of the **Finance and Improvements Committee** meeting called to order at 4:16 p.m. on April 25, 2017:

**1. The City Council ratify the application by the Minot Police Department / Ward County Narcotics Task Force, authorize acceptance if awarded, the 2018 JAG and Lottery Grant from the ND Bureau of Criminal Investigation, and authorize the Mayor to sign the necessary documentation. (PD0132)**

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

**2. The City Council award the bid to Rolac Contracting in the amount of \$159,880 for the Library exterior renovation and authorize the Mayor to sign the agreement. (LIB024)**

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

**3. The City Council pass an ordinance on first reading to amend the 2017 annual fire capital purchase to decrease the expenditures and revenues to reflect 2017 projects that will occur.**

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

**4. The City Council approve the final payment of \$17,209.71 and \$7,943.42 be paid to the North Dakota Department of Transportation (NDDOT) for the 37th Ave Reconstruction Project. (3647)**

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

**5. The City Council approve Kyle Medeiros, intern for the City Attorney’s Office, to appear in municipal court and/or district court on behalf of the City of Minot and to perform any and all other activities permitted by the Limited Practice of Law by Law Students, under the supervision of either the City Attorney or Assistant City Attorney. This approval shall be contingent upon Mr. Medeiros obtaining certification from UND Law School and filing any and all paperwork with the Clerk of the North Dakota Supreme Court. It is also recommended the Council authorize the Mayor and City Attorney to sign the written consent and approval.**

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

**6. The City Council award the bid to Gooseneck Implement in the amount of \$17,982.71 for the John Deere 825 s S4. (4259)**

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

**7. The City Council award the bid to RDO Equipment in the amount of \$64,373.69 for the John Deere 1600 Turbo Series II wide area mower. (4273)**

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

**8. The City Council award the bid to Acme Tools in the amount of \$18,900 for the Sullair 185DPQ. (4266)**

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

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

- 1. Ordinance No. 5184- Amending the 2017 Annual Budget- Sale of Rescue Truck**
- 2. Ordinance No. 5185- Amending the 2017 Annual Budget- REIL and Wetland Delineation and Culture Report Update**
- 3. Ordinance No. 5186- Amend the CMCO- Chapter 5 Limitation on the Number of Licenses**

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

**10. The City Council award the bid to award to Westlie Motor Co. in the amount of \$25,914.64 for the Ford F-150 and take the \$914.64 that is over budgeted amount from Water Supply and Treatment operation supplies account. It is also recommended the City Council award to Westlie Motor Co. in the amount of \$31,659.28 for the Ford F-250. (4265)**

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

**11. The City Council adopt a resolution offering to purchase land/authorizing use of eminent domain and authorize the Mayor to sign any necessary documents. (ACQ169)**

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

Alderman Lehner recalled, the Ballantyne's did not appear at the buyout hearing for their property and he wanted to give them another chance to come forward. No one appeared on their behalf.

Alderman Sipma asked why there was such a large difference between the offer from Swanson & Warcup, of \$73,500 and the assessor's value of \$191,000. The Federal Compliance Officer responded by saying, the initial value was for the entire parcel but it was revised to include only a portion.

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

**12. The City Council approve the contract extension for Swanson & Warcup to complete existing eminent domain cases; authorize creation of a request for proposal to procure new eminent domain legal services. (DR0003)**

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

Alderman Hedberg asked how many properties are left to purchase for the first four phases of flood control, to which the Federal Compliance Officer replied by saying, there are less than 20 left.

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

**13. Informational- Affordable Multi-Family Rental Housing Project Requirement and Evaluation Criteria.**

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Upon questioning by Alderman Withus, Cindy Hemphill stated, the proposals for multi-family affordable housing will be rated using the criteria provided. She clarified the low to moderate income (LMI) requirements by saying, 51% of renters must be LMI and 10% must be disabled but a disabled resident could also qualify as low to moderate income. The requirements must be met by the establishment or they would have to repay the funding provided by the grant. There are resources to help them fill the apartments with appropriate renters. Ms. Hemphill said, it was determined 183 apartments would be needed to fulfill the unmet need in Minot.

Alderman Sipma asked who would be the best point of contact if there were any questions on the projects, to which Ms. Hemphill replied by saying, she is available by email but once the request for proposals is issued in late June or July, a contact person will be identified.

Alderman Sipma also addressed concerns from developers who believe there is a problem with overbuilding new properties in Minot but clarified, these proposals will hopefully focus more on renovating existing properties rather than building new ones.

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There being no further business, Chairman Frantsvog adjourned the meeting at 4:26 p.m.

Respectfully Submitted,  
Kelly Matalka,  
City Clerk