

**FINANCE AND IMPROVEMENTS COMMITTEE**

May 30, 2017

Page 1

Members Present:

Frantsvog, Hedberg, Lehner, Olson, Pankow, Sipma

Members Absent:

Withus

Others Present:

City Clerk, City Attorney, Airport Director, HR Director, City Assessor, City Treasurer, Assistant City Engineer, Traffic Engineer, Planning Director, Fire Chief, Police Chief, Captain White, Assistant Public Works Director, PIO, Aud./Rec. Director, Federal Compliance Officer, Alderman Jantzer, Alderman Podrygula, Alderman Shomento, Alderman Straight, Cindy Hemphill, Jill Schramm, Josh Wolsky

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 30, 2017:

- 1. The City Council approve final payment to Strata Corporation in the amount of \$10,000 for Phase I of the Downtown Infrastructure Improvements project. (3608)**

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

- 2. The City Council approve final payment to NDDOT in the amount of \$529.72 for the Perkett Elementary Safe Routes to School project.**

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

- 3. The City Council pass an ordinance on first reading to amend the 2017 annual budget to increase the Vehicle Maintenance Operation Supplies Expenditures and decrease the Capital Equipment Expenditures for the purchase of mobile column lifts and stand. (SHP007)**

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

- 4. The City Council award the bid for replacing six Auditorium rooftop condensing units to Minot Plumbing & Heating in the amount of \$654,812 and authorize the Mayor to sign the agreement. (REC029)**

**FINANCE AND IMPROVEMENTS COMMITTEE**

May 30, 2017

Page 2

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

**5. The City Council award the bid to Streicher’s in the amount of \$24,767.30 for the purchase of external vests for the Police Department. (PD0134)**

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

**6. The City Council approve Amendment no. 11 to the Agreement between the City of Minot and program administrator, CDM Smith, for the contract entered into on May 7, 2012 for continued program administration and project delivery.**

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

**7. The City Council approve the contract between the City of Minot and EAPC for design and construction services for affordable single-family resilient neighborhoods.**

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

**8. The City Council approve the Memorandum of Agreement between the ND State Historic Preservation Officer and the City of Minot, regarding 103 4th Ave NE and authorize the Mayor to sign the agreement. (ACQ 140)**

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

**9. The City Council authorize staff to conduct sealed-bid auctions of homes acquired via the city buyout program in support of the flood control project. (DR0002)**

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

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

**FINANCE AND IMPROVEMENTS COMMITTEE**

May 30, 2017

Page 3

- 1. Ordinance no. 5190 - Amend the CMCO - HVAC and Plumbing Permit Fees**
- 2. Ordinance no. 5191 - Amend the CMCO - Modifying Franchise Agreements**

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

- 11. The City Council approve the engineering amendment with Houston Engineering for the Sundre Waterline re-route and reservoir and authorize the Mayor to sign the agreement. (4195)**

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

- 12. The City Council pass an ordinance on first reading to amend the 2017 annual budget to transfer \$21,112 from the Planning Department to the City Manager Department to pay for a part time Communication Intern.**

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

Alderman Frantsvog asked the Public Information Officer if he intends on requesting a full time position in the 2018 budget. The PIO responded by saying, right now it is a part time internship but he would prefer a full time employee if possible. Upon further questioning the PIO said, the internship will last through the end of December of this year and Brian Obenchain will remain in the position for its entire term.

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

- 13. The City Council award the contract to CDM Smith for grant administration and project delivery services for the CDBG-NDR Grant.**

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

Upon questioning by Alderman Lehner, Cindy Hemphill, Acting NDR Program Manager, stated, there are some processes in the NDR grant that are strictly administrative, for example, a disaster recovery grant reporting system that must be submitted to HUD on a quarterly basis. The way the RFP was written provides that they are able to change for services that are strictly project delivery and strictly administrative.

Alderman Pankow requested a list of the services from the proposal and Ms. Hemphill said she would provide the information to the Council.

**FINANCE AND IMPROVEMENTS COMMITTEE**

May 30, 2017

Page 4

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

**14. The City Council authorize staff to issue the request for solicitation of qualified bidders for affordable multi-family rental housing.**

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

Alderman Sipma asked whether the program is looking at constructing new resilient neighborhoods for low to moderate income families or developing existing properties.

The Acting NDR Program Manager explained, there has been lots of discussion on the topic. This item is to address multi-family housing but they are still looking to address single-family as well. Part of the buy-in project, which was included in the NDR application was established to create resilient neighborhoods. They are working to identify some tracts of land, for example, some areas in north Minot where development started but basically failed. It will be an RFP process where developers that have lots and/or infrastructure will commit some number of lots to that project. She said the details are still being worked out but they will keep the Council up to date as they formulate a plan.

Upon questioning by Alderman Sipma, Ms. Hemphill said, the City must be very careful that the RFP is provided to all developers at the same time so there are no charges of collusion. She said, they will get input from the Council and the Community to ensure there is enough “vacant homes” but the project in the application is “Resilient Neighborhoods” and she said it would be difficult to bring many existing neighborhoods to meet the criteria. She added, putting one house in a neighborhood would not meet the intent of the application.

Alderman Pankow asked if the funds allocated in the NDR Grant are broken down specifically by multi-family and single-family uses, to which Ms. Hemphill replied by saying, she did not have the information with her but she would provide it to the Council.

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

There being no further business, Chairman Frantsvog adjourned the meeting at 4:25 p.m.

Respectfully Submitted,  
Kelly Matalka,  
City Clerk