

**CITY OF GRAFTON
WAYS AND MEANS COMMITTEE
MEETING OF NOVEMBER 2, 2015**

The regular meeting of the Ways and Means Committee of the City of Grafton was held in the Council Chambers, City Hall, Grafton, North Dakota at 5:30 p.m. Monday, November 2, 2015.

Chairperson West presided. Members present: Dave Fellman, Don Hutson, Mary Stark, and Greg Young. Others present: Chris Lipsh, Brian Sieben, Shane Mohn, Nick Ziegelmann, Tony Dumas, Russ Geddes, Mary Kay Burns, Ryan Johnston, and Todd Kjelland.

LABOR RELATIONS MATTERS

Police Officer Katie Fruetel has submitted her resignation.

NEW BUSINESS

City Administrator Nick Ziegelmann reported the staff recommends renewing the Armory kitchen and dining room rental contract with the Walsh County Nutrition Program with no changes to the terms; they pay \$500 per month. It was moved by Mr. Hutson and seconded by Mr. Young to recommend the City Council renew the Walsh County Nutrition Program contract for Armory kitchen and dining room rental with no changes. All members were present and voted in favor thereof; Chairperson West declared the motion carried.

City Administrator Nick Ziegelmann reported staff recommends renewing the Armory community room rental contract with the Grafton Senior Citizens Club with no changes to the terms except to add Wednesday from 9:30 to 4:30 for their use; they pay \$100 per month. It was moved by Mr. Hutson and seconded by Mr. Young to recommend the City Council renew the Grafton Senior Citizens contract for the Armory community room with the addition of Wednesdays. All members were present and voted in favor thereof; Chairperson West declared the motion carried.

City Administrator Nick Ziegelmann reported staff recommends renewing the Municipal Prosecutor contract with Robert Fleming with no changes to the terms; the City pays \$1,650 per month. It was moved by Mr. Fellman and seconded by Ms. Stark that it be recommended the City Council renew the 2016 Municipal Prosecutor contract with Robert Fleming for \$1,650 per month. All members were present and voted in favor thereof; Chairperson West declared the motion carried.

Proposals to reroof the Armory flat roof next spring were received from The Insulation Place for \$71,790, Skinner Roofing for \$89,400 and Tecta America for \$93,250. In addition to the roofing contract there will be about \$5,000 to Wayne's Heating and Cooling to remove the old HVAC units and ductwork from the roof and to temporarily move the new HVAC units to facilitate a thorough roofing project. It was moved by Mr. Hutson and seconded by Mr. Fellman that it be recommended the City Council approve the bid submitted by The Insulation Place for \$71,790 to reroof the Armory flat roof. All members were present and voted in favor thereof; Chairperson West declared the motion carried.

City Administrator Nick Ziegelmann reported staff recommends revising the City purchasing policy purchasing limits to purchases and services valued at 1) less than \$5,000 increased to \$10,000; 2) between \$5,000 and \$10,000 increased to between \$10,000 and \$25,000; 3) between

\$10,000 and \$100,000 increased to between \$25,000 and \$100,000; and 4) more than \$100,000 done in accordance with North Dakota Century Code 48-01.2-04. It was moved by Mr. Fellman and seconded by Mr. Young to recommend the City Council approve the changes to the purchasing policy as presented. All members were present and voted in favor thereof; Chairperson West declared the motion carried.

City Administrator Nick Ziegelmann explained that Drees, Risky, Vallagher, the auditing firm that has conducted the City's audits for three years at \$14,500 per year, has merged with Brady Martz & Associates. Brady Martz & Associates submitted a proposal to conduct the 2015 audit for \$14,500 plus an additional \$1,000 to conduct the new pension reporting and an additional \$1,500 if the Federal funds received by the City exceed \$750,000, requiring an A-133 Audit. Mr. Ziegelmann recommended accepting the proposal from Brady, Martz & Associates and it was moved by Mr. Young and seconded by Ms. Stark to recommend the City Council approve the proposal submitted by Brady Martz & Associates for the 2015 Audit. All members were present and voted in favor thereof; Chairperson West declared the motion carried.

CORRESPONDENCE AND ANNOUNCEMENTS

The Red River Regional 2015 Ideas to Actions Summit will be held Wednesday, November 4th.

City offices will be closed the day after Thanksgiving; staff will be allowed to use vacation time.

ADJOURNMENT

It was moved by Mr. Young, seconded by Mr. Fellman and carried to adjourn the meeting.

* * * * *

Chris West, Chairperson

Connie A. Johnson, City Auditor-Treasurer