

PAVE COMMITTEE
Property Management Project
Meeting Minutes – June 18, 2020 at 9:00 AM
Council Chambers and online Zoom meeting

Member Attendance:

Rick Riker (Chair & City Councilor)
Dennis Roler (Vice Chair & City Councilor)
Joel King (City Councilor) (absent)
Barry Eames (City Councilor)
Linda Barkey
Tom Bradbeer
Connie Roach (absent)
David Corsi (absent)

Staff/Liaison/Other:

Jay Meredith (Finance Consultant)
Lora Glover (PCD Consultant)
Mike Byrne (Property Management Coordinator)
Wendy Giordano (Parks & Property Mgmt. Supt.)
Jason Canady (Public Works Director)

Guests and Public in attendance:

Brad Rafish (Merina+Co)
Jordan Henderson (Merina+Co)

1. Roll Call:

- Chair Riker opened the meeting at 9:01 AM and took roll.

2. Introductions:

- Brad Rafish and Jordan Henderson from Merina+Co were introduced as the project team from the consulting firm for this PAVE project.

3. Public Comment:

- None

4. Approval of Minutes:

- Approval of Minutes from December 13, 2019.

**Member Bradbeer moved, and Councilor Eames seconded the motion to approve the Minutes as submitted. The vote resulted as follows: “AYES”: Chair Riker, Vice Chair Roler, Councilor Eames, and Members Barkey, and Bradbeer. “NAYS”: None. Absent: Councilor King, Members Corsi and Roach.
Motion passed.**

5. Action Items:

a) Presentation of draft Property Management project report from consulting firm Merina+Co. Discuss findings and recommendations with Merina+Co.

- Brad and Jordan gave an online presentation that included a summary of what was done for the project, findings/assessments made during the project, and recommendations by priority.
- Questions from committee members included what benchmarks or standards should be used to measure the amount of maintenance that should be done on each facility (2-4% per year for preventative maintenance with capital/replacement costs and regular maintenance costs of 5-8% in addition to that percentage), City Hall was mentioned as a top priority as far as facilities that have top priority capital/equipment replacement needs, the Public Works Yard has some facilities that approaching not safe due to age and not sized appropriately (such as the Fleet building), FTE (headcount) needs which include two additional FTE's recommended for Property Management operations if Property Management takes over Public Safety facilities, reallocating the funding

source for property management staff that work in Downtown maintenance, funds available for capital upgrades within the Lands & Buildings capital projects fund, how our property management program compares to many other cities, the need for capital improvement plans, whether it makes sense for Property Management to take over the maintenance of Public Safety facilities (yes), and other topics highlighted in the report.

- Jay explained the process the Committee should follow to finalize the draft report and recommend the report be sent to the full City Council.
- Chair Riker suggested one final change to the draft report that would be helpful would be to insert a list of all properties maintained by Property Management and/or all properties reviewed by Merina+Co as part of this project.
- Chair Riker polled the committee members to see if another meeting would be needed to review and make comments on the draft report before finalizing the report and recommending it to the City Council.

Councilor Roler moved, and member Bradbeer seconded the motion to finalize the project report and send it to the City Council. The vote resulted as follows: “AYES”: Chair Riker, Vice Chair Roler, Councilor Eames, and Members Barkey, and Bradbeer. “NAYS”: None. Absent: Councilor King, Members Corsi and Roach.

Motion passed.

6. Matters from Committee Members and Staff:

- Wendy Giordano suggested that similar needs exist in the parks system in terms of capital improvement planning. Wendy will consider addressing planning needs for parks in conjunction with property management.
- Councilor Roler asked about the status of the surplus property recommendations and it was mentioned that the City received four proposals to develop the Ramsey/Nebraska property and other properties will come back in front of the Council for consideration in coming months as the schedule allows.

7. Future Agenda Building and Set Date for Next Meeting:

- The Committee has completed its project duties and no additional meetings are scheduled at this time.

8. Adjourn:

- Meeting adjourned at 10:23 AM.

These minutes were prepared by Jay Meredith, Staff liaison for the committee.