

AGENDA
NAFRS Board Meeting
May 17, 2018, 8:00 am – 9:30 am
LOC: Northfield Police Department

1	Approve Agenda	(Page 1)
2	Approve Minutes	April 19 Minutes (Page 2-4)
3	Chief's Report	
4	Finance	<ol style="list-style-type: none"> 1. Motion 2018-12 Approve disbursement batch 86 (Page 5) 2. Review year to date financial report (Pages 6-9) 3. 2019 Budget overview (Pages 10-12)
5	Capital Equipment Plan	Review and discussion of 2019-2028 Capital Equipment Plan (Page 13)
6	Cost Allocation Formula	Resolution 2018-3 Recommending an Amendment to the Joint Powers Agreement (Pages 14-21)
7	Facility	<ol style="list-style-type: none"> 1. Update on activities 2. Review pre-construction schedule
8	Facility Financing	<ol style="list-style-type: none"> 1. Resolution 2018-4 Approving Rent Schedule (Exhibit B) to Amended and Restated Fire Station Lease Agreement (Pages 22-23) (*Revised Rent Schedule for approval at 5/15/18 City Council Meeting.)
9	Work Session- McGrath Report Review and Next Steps	<ol style="list-style-type: none"> 1. Discussion of the work session and subsequent report prepared by Sharon Klumpp (Pages 24-30) 2. Identify priorities and next steps 3. Consideration of temporary project coordinator
10	Adjourn	

NAFRS Board Meeting Minutes
May 17, 2018, 8:00 am – 9:30 am
LOC: Northfield Police Department

Board Meeting Attendance

Voting Members:	present	absent
Anne Haddad	X	
Glen Castore	X	
Lee Runzheimer	X	
Dana Graham	X	
Paul Liebenstein	X	
Glenn Switzer	X	
Bron Scherer	X	
Jessica Peterson-White	X	

Ex-officio Members:	present	absent
Kevin Estrem		X
Brian Edwards		X
Ben Martig	X	
John McCarthy	X	
Monte Nelson	X	
Gerry Franek	X	
Joe Johnson (EMS)	X	

1	Approve Agenda	The agenda was approved with two changes: 1) Under item #8 add motion to approve construction period interest payments, 2) Under item #4, replace pages 10 and 11 with finance insert distributed at meeting. All in favor.
2	Approve Minutes	Minutes of the April 17 meeting were approved with no changes.
3	Chief's Report	<p>The Chief reported on the following:</p> <ul style="list-style-type: none"> - House fire in Dundas - Live-burn took place May 19, for firefighter for FF training - Basement at station is cleaned out, and ready for demolition - Firefighters attended FDIC conference, in Indiana <p>(Peterson-White arrived)</p>

4	Finance	<p>Motion 2018- 12 Approve disbursement batch June 5 Personnel Minutes</p> <p>Liebenstein motioned, Castore seconded; all present voted yes</p> <p>Discussion: None.</p> <p>Scherer presented Year to Date Financial Report. Char will send invoices to partners for second-half payments, due July 2, 2018.</p> <p>Scherer gave an overview of the NAFRS 2018 Operations Budget. Board will vote on the budget at June meeting.</p>
5	Capital Equipment Plan	<p>Liebenstein reviewed the 2019-2028 Capital Equipment Plan, which was recommended to the Board by the Capital Equipment Committee. Franek pointed out that the longer we keep equipment, the more repairs we will incur and the more out-of-service time we will experience. Runzheimer observed that technical obsolescence will also drive replacement decisions. Vote to approve the Capital Equipment Plan will be in June.</p>
6	Cost Allocation Formula	<p>Resolution 2018-3 Recommending an Amendment to the Joint Powers Agreement</p> <p>Castore motioned to approve, seconded by Peterson-White; YES; Haddad, Castore, Runzheimer, Liebenstein, Switzer, Scherer, Peterson-White. NO: Graham.</p> <p>Discussion: Castore reviewed the reasons for the resolution and the basic content of the amendment. Graham explained his concerns with the process by which the amendment was developed.</p>
7	Facility	<p>Peterson-White gave an update on activities; Franek and Bennet will meet weekly. Northfields Change Order Policy will be in effect, which is anything over \$25,000, goes to City Council for approval. Franek and Bennet will sign off on Change Orders under \$25,000. Monthly Construction Reports will be made to the Board.</p> <p>Char will arrange for alternate meeting spaces during renovation.</p> <p>Pre-construction Meeting will take place Tuesday, May 29, at City Hall.</p>
8	Facility Financing	<p>Martig reviewed materials from Ehlers on financing arrangements and presented the schedule for bond payments.</p> <p>Resolution 2018-4 Approve Rent Schedule (Exhibit B) to Amended and Restated Fire Station Lease Agreement</p> <p>Castore motioned to approve, seconded by Scherer; all present voted yes.</p>

		<p>Discussion: Martig reminded the Board that partner payments will change as the contribution percentages are updated every two years.</p> <p>Motion 2018-13 Approved Revised Interest Payment of \$85,171.13 from NAFRS reserves to the City of Northfield for Fire Station Facility construction period interest. Payment shall be made to the City of Northfield by January 15, 2019, to be used for payment of the same amount on February 1, 2019.</p> <p>Castore motioned to approve, seconded by Scherer; all present voted yes.</p> <p>Discussion: Castore pointed out that this amount was revised from estimate of \$86,987.31, approved April 19, 2018)</p>
9	Work Session- McGrath Report Review and Next Steps	<p>Haddad initiated a discussion of the work session and subsequent report prepared by Sharon Klumpp and asked for feedback and to identify priorities and next steps. Board Members made the following recommendations:</p> <ul style="list-style-type: none"> • A contract position could assist in completing an Administrative Process Handbook. • Should not exceed current budget. • Position to end June 2019 • Expect time commitment of 10 hrs./wk. • Knowledge and understanding of municipal law • Awareness of requirements for confidentiality and limits on access to materials. • Draft an RFP with support of the Personnel Committee <p>A draft of the RFP will be brought to the Board for discussion in June.</p>
10	Adjourn	Meeting adjourned at 9:30am