

City of Minot

Committee of the Whole
Wednesday, January 3, 2018 - 4:15 PM
City Council Chambers

1. BUILDING RELOCATION REQUEST- 5337 ZAHARIA DRIVE

The building to be moved is a 2015 year built 1643 square foot single family residence. The home is a 4 bedroom, 2 bathroom dwelling with asphalt shingled roof, wood frame construction, and exterior vinyl siding. The structure currently has an attached garage that will be moved to the new location.

It is recommended the Committee and Council approve the relocation of the single family residence, from 1111 5th Ave SW, Minot ND, 58701 also known as Kittlesons S/D Port N ½ SW Sec 23-155-83 West 60 Lot 3, to 5337 Zaharia Drive, Minot, ND 58701, also known as Kopper Sunrise 2nd Addition Lot 11 Block 1 S4-154-82 Sundre-S10, subject to conditions.

Documents:

[Memo to City Council.pdf](#)
[Property Owners Letter - Thurn.pdf](#)
[Inspectors Report - Thurn.pdf](#)
[Assessors Report -Thurn.pdf](#)

2. CHANGE TO NORTH AND WEST BUS ROUTES

The current transit route system was established in August 2016. After over a year of operating the new routes we are making these two minor changes to eliminate duplication of service along University Avenue and expand the area served by the North Route to provide a better service to the community.

It is recommended the City Council approve the proposed change to the North and West city transit routes so that the North Route use 11th Ave NW on its return route to the City Auditorium instead of University Avenue and that the West Route continue north on 16th St. NW to University Avenue instead of turning east on 7th Ave NW.

Documents:

[MTC for 2018 route changes.pdf](#)

3. REQUEST INCREASE OF BUS ADVERTISING RATES

The current advertising rates were put into place when Minot City Transit buses were operating 8 hours a day Monday through Friday. The new transit routes and hours implemented in 2016 now provide service 12 hours a day Monday through Friday. With

the increase in operating hours, advertisers are now getting 50% more exposure to their ads than they were when the current rates were approved. Staff is requesting a modest 30% increase in rates for the additional advertising exposure now provided.

It is recommended the City Council approve the proposed increase in rates for advertising on Minot City Transit vehicles. The current and proposed rates are attached for review.

Documents:

[MTC for Transit Advertising Rate Increase.pdf](#)

4. FINAL PAYMENT – SOUTH HILL STORM SEWER IMPROVEMENTS (4135)

The City has been working with the developer of the Park South project for the past couple years. This portion of the project consisted of the developer constructing a storm water detention pond and pump station on a piece of City owned property. The developer received a State CDBG grant for the project, but the funds needed to be administered by a government entity. Apex Engineering designed the project and Ackerman Engineering performed the construction administration. The project was bid in August of 2016. The electrical portion of the bid was awarded to Fusion Automation and the general construction was awarded to Strata Corporation. Strata and Fusion have completed all remaining items for their respective contracts for the project.

It is recommended the City Council approve the final payments in the amounts of \$7,198.27 to be paid to Fusion Automation and \$150,430.00 to be paid to Strata Corporation for the South Hill Storm Sewer Improvements.

Documents:

[4135 - Memo to council - final payment.pdf](#)
[4135 - Fusion final payment.pdf](#)
[4135 - Strata final payment.pdf](#)

5. FINAL PAYMENT – WATER PLANT HMGP PROJECT (PROJECT NUMBER 3673)

The City has been constructing the flood protection for the water plant and NAWS pump station under a grant award from FEMA and the NDDES, with a local cost share of 15%. This project was the result of a grant application for Hazard Mitigation Grant Funds through FEMA, which provides flood protection to the 2011 event for the City of Minot's Water Treatment Facility and the NAWS high service pump station. Wagner construction has completed the final punch list of items and the project is ready to be closed out.

It is recommended the City Council approve the final payment in the amount of \$575,576.69 to be paid to Wagner Construction Company for the Water Plant HMGP Project.

Documents:

[3673 - Memo to council - final payment.pdf](#)
[3673 pay estimate 17 final.pdf](#)
[3673 final change order 7.pdf](#)
[3673 payment waiver and release of claims documents.pdf](#)

6. US 83 BYPASS 4 LANE PROJECT COST PARTICIPATION AND MAINTENANCE AGREEMENT AMENDMENT (4040)

As part of the US 83 Bypass 4 Lane project, 21st Ave intersection was upgraded, a signal installed, and 21st Ave was extended west to 30th Ave NW. An existing Cost Participation and Maintenance agreement (CPM) with the NDDOT is signed and in place for this project. In the existing agreement, the maintenance responsibilities were inadvertently omitted from the agreement. This amendment specified the maintenance responsibilities of each agency.

- 1. Recommend approval of the Cost Participation and Maintenance Agreement Amendment with the NDDOT for the US 83 Bypass 4 Lane Project; and**
- 2. Authorize the Mayor to sign the agreement**

Documents:

[4040 - CPM Amendment Memo.docx](#)
[Amendment to CPM for SOIB-CPU-TRP-4-083\(130\)920.pdf](#)

7. REQUEST APPROVAL TO PURCHASE POLICE PATROL VEHICLES ON STATE BID (PD0143)

The police department specifications for police vehicles are almost identical to the state specifications for patrol vehicles. Nelson Auto Center in Fergus Falls, MN has the contract for 2018 and has supplied the patrol vehicles to the state and police department since 2015. The police department has been authorized to purchase four (4) all-wheel drive police patrol vehicles in the 2018 capital purchases budget and are requesting authorization to purchase them on State Contract Pricing.

- 1. Recommend approval to purchase police patrol vehicles on the State Bid contract as authorized by City Ordinance Sec. 2-134(d);**
- 2. Recommend the City Council pass an ordinance amending the 2018 annual budget to increase Equipment capital expenditures**

Documents:

[Council Memo \(2018\).docx](#)
[State Bid_Contract.pdf](#)
[MinotPD Quotes 122017 \(Utility and Sedan\).pdf](#)
[2018 BA - PD Vehicles 2018.pdf](#)

8. 4071 - 36TH AVE NW EXTENSION TO BROADWAY FINAL PAYMENT MEMO

Prior to this project, 36th Avenue NW ended 700 feet east of 8th Street NW and did not connect to Broadway. This project extended a new asphalt roadway, a 10' shared use path, sanitary sewer, water main, storm sewer and street lighting infrastructure to Broadway. In addition, traffic signals were installed at the intersection of 36th Avenue NW and Broadway.

Recommend Council approve the final payment of \$344,384.74 be paid to Keller Paving and Landscaping for 36th Ave NW Extension to Broadway.

Documents:

[4071 - 36th Avenue NW Extension to Broadway Final Payment Memo with Documents.pdf](#)

9. 4245 - 2017 SIDEWALK, CURB AND GUTTER FINAL PAYMENT

This is the annual maintenance project to repair portions of sidewalk, curb and gutter that are within the right of way and deemed a safety issue. This year's project is broken into two units, Unit 1 and Unit 2 respectively.

Each year the City Council sets aside \$120,000 for City repairs. The repair work performed in Unit 1 will be paid for with those funds.

Property Owners are notified of needed repair work and have the option to repair the sidewalk themselves, hire an independent Contractor, or have the City Contractor (JMAC) repair the sidewalk. If the property owner wishes to have the City Contractor repair the sidewalk, the costs are assessed to the property owner. The work performed in Unit 2 will be assessed to property owners or other Departments.

It is recommended that Council approve the final payment of \$81,334.10 be paid to JMAC Resources for 2017 Sidewalk Curb, and Gutter Maintenance.

Documents:

[4245 - 2017 Sidewalk, Curb and Gutter Final Payment Memo with Pay App.pdf](#)

10. ARCHITECTS FOR AUDITORIUM FLOOR REPLACEMENT RFQ

The Auditorium Main Arena Multi-purpose floor is 26 years old and needs to be replaced. All Recreation activities use the floor for volleyball/basketball games and practices when the Portable wood floor is not installed. The floor is also used for everyday activities/events such as concerts, weddings, auctions, etc. The existing floor is in very poor condition and has outlived its lifespan.

Recommend approval for the Recreation/Auditorium Director to publish RFQ's for Architect Qualifications to replace the Auditorium Main Arena Multi-Purpose floor.

Documents:

[Memo to Council - 2018 Floor Replacement.docx](#)
[Main Arena Flooring Replacement RFQ - 2018.docx](#)

11. ELECTRICAL ENGINEERING SERVICES RFQ

The Auditorium Complex has (543) existing (T-12) light fixtures that are no longer manufactured. This project would update all remaining lights throughout the building, which have not already been replaced, with new LED lighting. Cost savings LED lighting is estimated at 60% more efficient.

Recommend approval for the Recreation/Auditorium Director to publish RFQ's for Electrical Engineering Qualifications to replace the remaining (543) light fixtures throughout the Auditorium Complex.

Documents:

[Memo to Council - 2018 LED Light Replacement.docx](#)
[Auditorium Light Upgrade RFQ - 2018.docx](#)

12. AWARD OF BID - LIBRARY AIR CONDITIONER/CHILLER REPLACEMENT (LIB030)

As approved at the October, 2017 City Council meeting, the Minot Public Library will be replacing an air conditioning unit (chiller) in the early spring of 2018.

It is recommended the Committee and Council:

1. Award the bid to C&C Plumbing & Heating, L.L.P in the amount of \$71,361.00;
2. Pass an ordinance amending the 2017 budget; and
3. Authorize the Mayor to sign the agreement.

Documents:

[Award of Bid MEMO.pdf](#)
[C and C Plumbing Proposal.pdf](#)
[2017 ba - lib030 air conditioner unit.pdf](#)

13. VIRTUAL SERVER ENVIRONMENT CONSOLIDATION AND UPGRADE

The City of Minot currently has two virtual server environments comprised of hardware originally purchased in 2013. One environment contains virtual servers dedicated to City functions (application, file and database servers) and the other environment contains servers dedicated to Public Safety functions, shared by multiple agencies including Minot PD, Minot Central Dispatch and Ward Co Sheriff's Office. The hardware in both environments has reached its generally accepted end of life and should be replaced, as extended hardware maintenance is not available in 2018.

1. Recommend award to Dell EMC in the amount of \$221,269.11 for a Dell VxRail 4.0 E560F virtual environment.
2. Recommend the Committee and Council to pass an ordinance amending the 2018 annual budget.
3. Approve the use of Sales Tax – Major Projects.

Documents:

[Memo- Bid Award VX.pdf](#)
[2018 BA - Consolidated Virtual Environment for City New World Systems IT0014.pdf](#)

14. AWARD OF BID- UPS/BATTERY BACKUP FOR DATA CENTER/911 EQUIPMENT

This single unit battery backup will replace the two smaller units at City Hall that are beyond their useful lives.

It is recommended the Committee and Council award the bid to Main Electric in the amount of \$18,695 for an Eaton 9355-30 UPS.

Documents:

[Memo- UPS Bid Award.pdf](#)

15. BUDGET AMENDMENT RECTRAC FACILITY MANAGEMENT/RECREATION LEAGUE & TOURNAMENT SOFTWARE (REC028)

It is recommended the Committee and Council pass an ordinance to amend the 2017 annual budget to increase the recreation and auditorium Budprofessional service contracts revenue and expenditures and decrease the recreation and auditorium capital equipment revenue and expenditures for the purchase of RecTrac Facility Management /Recreation League & Tournament Software.

Documents:

[2017 BA - RecTrac Facility Management Software REC028.pdf](#)

16. MOUSE RIVER FIREFIGHTERS ASSOCIATION MOU

This document is an updated version which was approved and signed by the Mayor in 2017. The bylaws for the Mouse River Firefighters Association required the entity to update their agreement each even year. This agreement will be for the years 2018 and 2019. This agreement will enter the Minot Fire Department and the other agencies as written in the document to call on in the event of a larger emergency. This defines roles, responsibilities and expectations of the agencies responding and requesting. This document was reviewed by the city attorney.

Recommend council authorize the Mayor to sign the Mouse River Firefighters Association Mutual Aid Agreement.

Documents:

[12-2017 Mouse river mou memo.pdf](#)
[Minot FD Station 1_20171204_144958.pdf](#)

17. RETIREMENT AND TRANSFER OF OWNERSHIP OF POLICE K-9

Police K-9 handler, Titus Clouse resigned his position with the Minot Police Department in December 2017. Police K-9, Piko has been in service since 2013 and was partnered with Officer Clouse the entire time. Piko has become highly socialized with his handler and has already served over half of his projected service career, making reassignment impractical. Piko has also struggled in some areas that would make it advantageous to begin with a new K-9 in the future as opposed to retraining a different handler with Piko.

It is recommended the City Council authorize the retirement of Police K-9 Piko, from active service and transfer ownership responsibility to Titus Clouse for the sum of \$1 pursuant to the attached sale and waiver of liability agreement, and authorize the Mayor to sign the agreement with Titus Clouse.

Documents:

[Piko memo.pdf](#)
[Transfer of Piko.pdf](#)

18. SUPPER CLUB LICENSE- MI CASA SU CASA, LLC DBA MI CASA SU CASA

The City received a request from Mi Casa Su Casa, LLC, dba Mi Casa Su Casa for a Supper Club License operating at 315 South Main Street Suite 200. The application has been submitted to the appropriate departments for approval and inspections have been conducted.

It is recommended the Committee and Council approve the request from Mi Casa Su Casa, LLC, dba Mi Casa Su Casa for a Supper Club License operating at 315 South Main Street Suite 200 subject to approval by the Police Chief, Fire Marshall, and Building Official.

Documents:

[Memo- Mi Casa Su Casa.pdf](#)

19. CWSRF APPLICATION

The utility and resulting street improvements that will take place during the MI-1 portion of the flood project are eligible costs for a loan with the ND Department of Health. This program has a favorable interest rate and will result in considerable savings in interest costs.

It is recommended the City Council adopt the Resolution authorizing the application for CWSRF Financing and authorize the Mayor and/or the Finance Director to sign the documents.

Documents:

[COW Jan22018CWSRF.pdf](#)
[DWSRF App.pdf](#)
[CWSRF Application MI-1.pdf](#)