



Committee of the Whole  
Tuesday, January 30, 2018 - 4:15 PM  
City Council Chambers

**1. DOWNTOWN INFRASTRUCTURE IMPROVEMENTS PHASE III FINAL PAYMENT (3608)**

Phase III of the Downtown Infrastructure Improvements was the final phase of the project. The project is substantially complete and awaiting final payment.

**It is recommended the Committee and Council approve final payment to Wagner Construction Inc in the amount of \$49,670.51 for Phase III Downtown Infrastructure Improvements.**

Documents:

[Downtown Infrastructure Improvements Phase III Final Payment Memo.docx](#)  
[Contractors Pay Application 6 Final.pdf](#)  
[Change Order 2.pdf](#)

**2. AUDITORIUM ROOF-TOP UNIT FINAL PAYMENT (REC029)**

The Auditorium replaced six Rooftop Heating and Cooling units to replace the existing units which were installed in 1977-1978.

**It is recommended the City Council approve Final Payment of \$69,927.23 to Minot Plumbing & Heating for Removal and Replacement of six Rooftop Heating/Cooling Units at the Municipal Auditorium.**

Documents:

[Auditorium Rooftop Unit Final Billing Memo - 2018.docx](#)  
[Scan0026.pdf](#)

**3. PLEDGED ASSETS, DECEMBER 31, 2017**

Section 21-04-11 of the North Dakota Century code requires securities pledged for deposits by banking institutions be approved by the City Council annually.

**It is recommended the City Council approve the Pledged Assets as of December 31, 2017.**

Documents:

[Memo pledged assets 123117.pdf](#)  
[Pledged Assets 123117.pdf](#)

**4. 2017 BA - OVER BUDGET LINE ITEMS**

Department budgets must reflect the correct amounts for the 2017 CAFR, adjustments are necessary so no departments report amounts that were not appropriated.

**It is recommended the Committee and Council pass an ordinance to amend the**

**2017 annual budget to adjust department budgets for funds approved by City Council for Library Memorial, City Accident Claims, Various Grants, Sidewalks, Bond Interest, CDBG-DR Relocations, and Interest Distribution.**

Documents:

[Memo 2017 BA - Over-budget line items.pdf](#)  
[2017 ba - over budget line items.pdf](#)

**5. LIBRARY DIGITAL SIGN PURCHASE (LIB033)**

The Minot Public Library staff and patrons have been discussing signage for the Library since construction re-routed traffic to 6th street near the Library several years ago. The Library struggles to promote its services and often people don't even realize where the Minot Public Library is located.

- 1. It is recommended the Committee and Council pass an ordinance amending the 2018 annual budget to increase the library capital expenditures and memorial revenue for the purchase and installation of an exterior digital sign; and**
- 2. Authorize the Library Director to advertise a request for bids.**

Documents:

[LIB033\\_Library Digital Sign Memo.pdf](#)  
[2018 BA- Library Digital Sign LIB033.pdf](#)

**6. AUCTION OF FLOOD BUYOUT ACQUIRED STRUCTURES**

Structures acquired as part of the Flood Buyout Involuntary Acquisition Program deemed to be sufficiently sound to be relocated, are identified for auction. Approval for those structures is requested by City Council.

**It is recommended the Committee and Council authorize auction of attached listed property structures by address with execution of sale to the highest responsible bidder.**

Documents:

[Auction Homes City Council Memo1-22-18.pdf](#)  
[Auction Structures List1-22-18.pdf](#)

**7. ORDINANCE AMENDING THE 2017 ANNUAL BUDGET - \$80,000 CAPITAL PURCHASE**

In the latter half of 2016, a determination was made that the structure owned by Open Gate Ministries and being used as a Church was inside the boundaries of the flood mitigation buyout area determined to be needed for the initial phases of construction of a flood wall. It was also determined at the time that the parking lots associated with the Church and also owned by the Church were not needed and were not physically located within the boundary of the flood mitigation buyout area. The city chose to proceed in seeking to acquire the property to include the parking lots because it made no sense to try only acquire the Church structure since without the structure there is no purpose for the lots.

**It is recommended the Council pass an ordinance amending the 2017 Annual Budget to approve an increase of the special assessment debt reserve funding to capital purchases for the acquisition of two parking lots in the amount of \$80,000 owned by the Open Gate Church as part of the flood mitigation buyout.**

Documents:

**8. NDDOT URBAN ROAD AND REGIONAL HIGHWAY PROJECT SUBMITTAL FOR 2019 - 2022 (4341)**

Yearly, the NDDOT requests projects funded by federal funds to be submitted for programming into the 5 year STIP. Minot's current 5 year program is attached to this memo. Most of the projects are funded by federal and state dollars and do not require a city cost share. 31st Ave SE reconstruction is listed, which is our Urban Road Program project slated to occur in 2020.

**It is recommended the City Council approve the listed priority of projects for submittal to the NDDOT.**

Documents:

[Urban Road and Regional Highway Project Sumittal 2022 Memo.docx](#)  
[Minot Urban Program.pdf](#)

**9. BLUFFS 8TH ADDITION DEVELOPMENT (PLAT) AGREEMENT PROJECT 4298**

This area was previously platted as Bluffs 2nd Addition Block 2, Lots 17 & 18 in June of 2013 and zoned R2 – “Two-Family Residential District”. The Developer wishes to re-plat Lots 17 & 18 into twenty-three smaller single family lots with the zoning designation staying the same. This item was approved by the Planning Commission and City Council in October of 2017. The Development agreement must be approved and signed before the plat will be recorded.

- 1. Recommend approval of the Development (Plat) Agreement by the Council.**
- 2. Authorize the Mayor to sign the Development (Plat) Agreement.**

Documents:

[4298 - Bluffs 8th Addition Developer Agreement Memo with Attachments.pdf](#)

**10. NEW PLOTTER FOR ENGINEERING PROJECT 4338**

The Engineering Department has two large format machines in our inventory that are utilized by several Departments within the City. In 2009, the Engineering Department purchased the large format KIP 3100 black and white printer/scanner/copier primarily for the use of scanning large documents. In 2010 the Engineering Department purchased the Cannon IPF 810 large format color plotter. Due to their age, neither one of these devices are supported by the manufacturer and replacement parts are no longer available.

**Recommend approval to solicit bids for a new large format plotter/copier/scanner for the Engineering Department.**

Documents:

[4338 - New Plotter for Engineering Memo .pdf](#)

**11. GA APRON: CHANGE ORDER AND FINAL PAYMENT (AIR029)**

This project was approved by City Council in December 2016 and advertised in June 2017. The original contract amount was \$818,198.70; the City share was \$40,909.94.

- 1. Recommend approval of Change Order #2 for fabric delivery and markup along with removal of scarify and paint bead credit; and**
- 2. Recommend approval of Pay Request #3 – Final to Wagner Construction for**

work completed on the General Aviation Apron Reconstruction project; and

**3. Authorize Rick Feltner, Airport Director, to sign applicable Change Order and Final Payment documentation**

Documents:

[MEMO GA Apron - CO and Final Pay.docx](#)  
[Change Order 2 - GA Apron.pdf](#)  
[Pay Request 2 - Final GA Apron.pdf](#)

**12. DESIGN THE RELOCATION OF CAR RENTAL OPERATIONS TO THE WEST SHORT TERM PARKING AREA**

Since the opening of the new passenger terminal in February of 2016, a source of frustration for customers and car rental companies has been the distance of the rental car return lot from the car rental counters. During the recent contract RFP process, car rental companies expressed an interest in moving their parking spots for both pick-up and return to the parking area west of the current short-term parking lot. This lot is currently not being utilized, and is the likely spot for placement of a rental car Quick Turn Around (QTA) facility at some point in the future. Modifications are likely to include re-design of the entrances and exits to separate rental car traffic from pay-parking traffic, construction of a sidewalk on the south side of the street, gates with associated ground loops, signage, and demolition of the old terminal monument.

In the interim, the pick-up and return locations have been moved to the Short-term lot across from the terminal. While this solution provides good proximity to the counters, it utilizes valuable spaces that could be better used for the generation of parking revenue. While there are still adequate numbers of spaces available for both pay parking and rental cars at this time, it is anticipated this entire lot will need to be dedicated to pay parking in the not too distant future. Additionally, the mixing of rental cars with paid parking creates operational difficulties with managing the entrance and exit gates, as well as accounting for time stamped parking tickets.

- 1. Recommend approval for Airport engineering firm Ulteig to design modifications to the West Short-term parking lot so it can be utilized for car rental operations; and**
- 2. Authorize Customer Facility Charges (CFC's), not to exceed \$20,000, to be utilized as the funding source; and**
- 3. Authorize the Mayor to sign a scope of work agreement from Ulteig reflecting 1 and 2 (above).**
- 4. Approve the 2018 Budget amendment to increase capital purchases.**

Documents:

[MEMO Relocate Car Rental Return \(3\).docx](#)  
[RAC Return 1.23.18.pdf](#)  
[2018 BA - RAC Relocate car rental return.pdf](#)

**13. CONSENT TO MORTGAGE OF LEASEHOLD INTEREST, AVFLIGHT LEASED PREMISES**

Comerica has previously loaned or committed to loan to Avflight Corporation, \$30,000,000, a portion of which has funded or will fund the acquisition and renovation by Avflight Minot Corporation of the land, building and other improvements on the land described in Exhibit A. being leased by the City to Avflight Minot pursuant to the Lease Agreement dated December 13, 2017. As such, Comerica has required that Avflight Minot grant to Comerica a Mortgage of its leasehold interest in the Leased Premises as a condition to continued funding under the Loan. Under this Consent Agreement, the City Agrees to the following as attached:

- The City will not claim a breach, cancel or terminate its performance under the Lease

without 30 days' written notice to Comerica and a 30-day cure period. The cure period may be extended per the conditions in Paragraph 7.

- In the event that Comerica forecloses on the mortgage and takes possession of the Leased Premises, the City will be bound by all of the terms and conditions of the Lease
- The City will not terminate or cancel the lease based upon Comerica's exercise of its right of receivership.
- The City reserves the right to proceed directly against Avflight Minot for any claim of breach occurring under the Lease so long as Avflight Minot remains in possession of the Leased Premises.

- 1. Recommend Committee and Council consent to the grant by Avflight Minot to Comerica of the Mortgage with respect to Avflight Minot's leasehold interest under the Lease and in the Leased Premises, upon the condition that the net proceeds of such mortgage be devoted exclusively to the purpose of acquiring or developing the Leased Premises and the Initial Improvements thereon; and**
- 2. Authorize the Mayor to sign the attached consent document**

Documents:

[MEMO Consent to Mortgage.docx](#)  
[Consent to Mortgage of Leasehold Interest.pdf](#)  
[Avflight 12.13.2017.pdf](#)

**14. APPROVAL OF THE COMBINED WORK ORDERS FOR 2018 FAA PROJECT SNOW REMOVAL BROOM AND SANDER (AIR060, AIR067)**

As part of the Airport FAA sponsored capital projects in 2018, the Airport has budgeted for two new pieces of snow removal equipment (SRE). The Broom was budgeted for in 2017 as well, however the Airport elected to reject all bids and carry the project over to 2018. The sander is included in the 2018 budget and the Airport has elected to combine both purchases in 2018 in anticipation that purchasing the equipment together will generate a discount resulting in a lower cost from the supplier. The FAA has approved the Scope of Work for the broom; the scope of work for the sander is in the development stages. This request is for the engineering services associated with the purchase to be made later in the year.

- 1. Recommend approval of the combined work orders for the Snow removal equipment broom and sander; and**
- 2. Authorize the Mayor to sign the work orders**

Documents:

[MEMO SRE Broom and Sander \(3\).docx](#)  
[Work Order SRE-Broom.pdf](#)  
[Work Order SRE-Sander.pdf](#)

**15. AIRPORT ACTIVITIES, REPORTS, AND PROJECT UPDATES**

The Airport Director submitted a report and will be available for any questions.

Documents:

[Airport Director.pdf](#)