



Committee of the Whole  
Tuesday, March 27, 2018 - 4:15 PM  
City Council Chambers

#### 1. BUSH FOUNDATION COMMUNITY INNOVATION GRANT (G&A016)

Over the last few years, a national crisis has begun to hit home in the Magic City: the opioid epidemic. It is impacting our families, friends, and community members. The City of Minot has been awarded a grant from the Bush Foundation for \$208,000 to be used towards fighting this epidemic. The agreement had previously been approved by City Council to be signed on March 5th 2018.

**It is recommended the council pass the ordinance to amend the 2018 budget to increase revenue and expenditures in Admin & General due to receiving the Bush Foundation Community Innovation Grant to fight the opioid epidemic; and authorize the Mayor to sign the budget amendment.**

Documents:

[2018 Memo - Bush Foundation Community Innovation Grant.pdf](#)  
[2018 BA - Bush Foundation Community Innovation Grant.pdf](#)  
[Bush Foundation Grant Agreement.PDF](#)

#### 2. ENBRIDGE SAFE COMMUNITIES GRANT (FD0081)

The fire department applied for the Enbridge Safe Community Grant to purchase a training mannequin. This mannequin would be used in training to give the firefighter a more realistic understanding of weight and maneuvering.

**We recommend the Committee and Council accept the award from Enbridge Safe Communities Grant of \$1,000; and authorize the Mayor to sign the budget amendment.**

Documents:

[2018 Memo - Enbridge Safe Communities Grant FD0081.pdf](#)  
[2018 BA - Fire Enbridge Safe Communities Grant.pdf](#)

#### 3. 2018 WATERMAIN REPLACEMENT AWARD OF BID (CITY PROJECT NO. 4312)

Each year, the Water and Sewer Department budgets funds for water main replacement in areas where old water mains are in poor condition. The proposed improvements are necessary because of the high maintenance costs over the past several years with respect to the old mains and hydrants.

**It is recommended the City Council award the bid for the 2018 Watermain Replacement Project to Post Construction for the lowest bid of \$908,275.80.**

Documents:

[4312 - 2018 Watermain Replacement Award of Bid Memo.pdf](#)  
[4312 - 2018 Watermain Replacement digital signature.pdf](#)

**4. 2018 SANITARY SEWER REHAB AWARD OF BID (CITY PROJECT NO. 4313)**

Each year, the Water and Sewer Department budgets funds for sewer main replacement in areas where old water mains are in poor condition. The proposed improvements are necessary because of the high maintenance costs over the past several years.

**It is recommended the City Council award the bid for the 2018 Sanitary Sewer Rehab Project to Wagner Construction for the lowest bid of \$275,866.00.**

Documents:

[4313 - 2018 Sanitary Sewer Rehab Award of Bid Memo.pdf](#)  
[4313 2018 Sanitary Sewer Rehabilitation Plans E. Stamp1.pdf](#)

**5. 2018 STORM SEWER REHAB AWARD OF BID (CITY PROJECT NO. 4314)**

Each year, funds are allocated in the storm sewer budget to repair or replace storm sewers around town. The improvements generally consist of repairing catch basins and replacing or extending pipes to improve storm water conveyance.

**It is recommended the City Council award the bid for the 2018 Storm Sewer Rehab Project to Wesslen Construction for the lowest bid of \$258,107.98.**

Documents:

[4314 - 2018 Storm Sewer Rehab Award of Bid Memo.pdf](#)

**6. PICKUPS AND SUV BID (PROJECT NUMBER 4321)**

On March 21, 2018, the Public Works Department opened bids for pickups and an SUV for multiple departments.

**1. Recommend council award the bid to Westlie Motor Company in the amount of \$28,398.08 for the Water/Sewer Department SUV, \$33,194.16 for the Street Department pickup, \$29,256.16 for the Landfill pickup, and \$30,327.32 for the Traffic pickup.**

**2. Recommend the additional \$694.16 be funded with Street Department remaining capital funds due to bids coming in under budget.**

Documents:

[4327 - Memo to council - pickups and suv.pdf](#)

**7. INDUSTRIAL WHEEL LOADER (PROJECT NUMBER 4326)**

On March 15, 2018, the Public Works Department opened bids for an industrial wheel loader for the Street Department.

**1. Recommend council award the industrial wheel loader bid to Butler Machinery in the amount of \$25,993.59 per year for a 5-year lease.**

**2. Recommend approval of the attached budget amendment for the lease purchase option for the industrial wheel loader.**

Documents:

[4326 - Memo to council - Wheel Loader.pdf](#)

**8. WIDE-AREA TURF MOWER (PROJECT NUMBER 4327)**

On March 8, 2018, the Public Works Department opened bids for a new wide-area turf mower for the Street Department.

**It is recommended the City Council award the bid to Gooseneck Implement in the amount of \$50,992.31 for the wide-area turf mower.**

Documents:

[4327 - Memo to council - Turf Mower.pdf](#)

**9. SKID STEER LOADER TRADE (PROJECT NUMBER 4271/STR045)**

Over the past few years Public Works has bid multiple skid steers with a guaranteed annual trade amount. This program has helped the departments be more productive by having a new machine under warranty with minimal downtime for repairs. The trade deals work out to a rate of \$5-\$11 per hour which is less than typical rental rates for a similar piece of equipment.

**It is recommended the City Council approve a budget amendment to the 2018 Street Department budget for the purchase of a new skid steer loader.**

Documents:

[4271 - Memo to council - track skidsteer trade.pdf](#)  
[2018 BA- Skid Steer Loader 4271.pdf](#)

**10. PERMIT FEES FOR ENCROACHMENT AGREEMENTS ASSOCIATED WITH OUTDOOR DINING AREAS**

On February 6, 2017, the City Council approved Ordinance No. 5151, amending Chapter 28, Streets, Sidewalks and Grounds, by adding a section 28-3.1, Outdoor Dining Areas; Permits; Applications; Encroachment Agreements. This ordinance established the application requirements for authorization of outdoor dining areas that encroach more than forty-two inches (42") into the public sidewalk along downtown streets.

1. **Recommend approval of a permit fee of thirty-five dollars (\$35.00) for an Encroachment Agreement required as part of the application for an outdoor seating area in the Central Business District; and**
2. **Recommend adoption of the Permit Fee Resolution to require said fee for all such applications; and**
3. **Authorize the Mayor to sign the agreements.**

Documents:

[CC Memo- outdoor seating.pdf](#)  
[Resolution- Outdoor Seating Fee.pdf](#)

**11. ASSIGNMENT OF LEASE, T-HANGAR NO. 2**

There is one (1) vacancy out of sixteen (16) t-hangars owned by the Airport. Protocol established a policy of a waiting list for vacancies. Scott Keller is the next interested party on the waiting list.

Mr. Scott Keller has indicated interest in renting a t-hangar for a monthly rent of \$75.00 per month, and will abide by the lease terms and obligations. The lease term is month-to-month, which may be terminated by the City or the Tenant with a 30-day written notice.

- 1. Recommend approval of the Airport Lease, T-Hangar between the City of Minot and Scott Keller for T-Hangar No. 2 for \$75.00 per month; and**
- 2. Authorize the Mayor to sign the agreement**

Documents:

[MEMO T-Hangar 2.pdf](#)  
[No. 2 Scott Keller.pdf](#)

#### **12. PROPERTY TAX ABATEMENT REQUEST FOR 2017 BY MICHAEL SCHIELE**

Michael Schiele has filed a property tax abatement for the 2017 tax year for his home located at 3200 15th St SE. He is asking the 2017 assessment be reduced from \$279,000 to \$238,762. The home was built in 2008 and is a split foyer style with 1,293 square feet above ground plus a finished daylight basement. The owner did not allow an appraiser from our office to review the property inside as required by NDCC 57-23-05.1. Mr. Schiele did not include any evidence or support for his request with the application.

**Based on the information we currently have for the property on file and based on other similar homes in the area, we believe the request is without merit and we recommend the City Council deny the request.**

Documents:

[Michael Schiele Abatement Agenda item for Council.docx](#)  
[schiele attachments.pdf](#)

#### **13. WELLS FARGO DIRECT PURCHASE PROGRAM**

The Wells Fargo Direct Purchase Program would replace the existing employee credit cards with purchase cards issued to authorized employees. These cards would reduce/eliminate the need for multiple charge accounts at various vendors. This program would improve efficiency, reduce costs and produce revenue to the city. Attached is the preliminary pricing provided. Updated pricing is expected the week of March 19th.

**It is recommended the City Council approve implementation of the Wells Fargo direct purchase program.**

Documents:

[COW March262018.pdf](#)  
[Value Proposition.pdf](#)  
[Copy of City of Minot Payment Manager Pricing \(6\).pdf](#)  
[CityofMinot\\_Proposal\\_20170911.pdf](#)  
[Copy of 031518 - City of Minot Payment Manager Pricing.xlsx \(002\).xlsx](#)

#### **14. AIRPORT ACTIVITIES, REPORTS, AND PROJECT UPDATES**

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

Documents:

[Airport Committee Presentation 032718.pdf](#)





**TO:** Mayor Chuck Barney  
Members of the City Council  
**FROM:** David Lakefield  
**DATE:** 3/19/2018  
**SUBJECT:** **Bush Foundation Community Innovation Grant (G&A016)**

**I. RECOMMENDED ACTION**

- a. It is recommended the council pass the ordinance to amend the 2018 budget to increase revenue and expenditures in Admin & General due to receiving the Bush Foundation

- 
- Community Innovation Grant to fight the opioid epidemic; and
- b. Authorize the Mayor to sign the budget amendment

**II. DEPARTMENT CONTACT PERSONS**

- a. David Lakefield, Finance Director 857-4784

**III. DESCRIPTION**

- a. Background  
Over the last few years, a national crisis has begun to hit home in the Magic City: the opioid epidemic. It is impacting our families, friends, and community members. The City of Minot has been awarded a grant from the Bush Foundation for \$208,000 to be used towards fighting this epidemic. The agreement had previously been approved by City Council to be signed on March 5<sup>th</sup> 2018.
- b. Proposed Project  
N/A
- c. Consultant Selection  
N/A

**IV. IMPACT**

- a. Strategic Impact:  
The purpose of this grant is to identify short-term and long-term collective strategies to address the opioid epidemic and create a regional hub for treatment and family services for people addicted to opioids in the Minot ND area.
- b. Service/Delivery Impact:  
The grant activates and outcomes are detailed in the attached Grant Agreement
- c. Fiscal Impact Project Costs
  - i. Project Costs
    1. Grant Amount \$208,000
  - ii. Project Funding
    1. Bush Foundation Grant 001-0000-369.03-38 \$208,000

**V. ALTERNATIVES**

- a. N/A

**VI. TIME CONSTRAINTS**

- a. Funds of \$208,000 are set to be released to the City of Minot on or around 3/31/2018.

**VII. LIST OF ATTACHMENTS**

- a. Budget Amendment
- b. Agreement

**ORDINANCE NO:**

**AN ORDINANCE AMENDING THE 2018 ANNUAL BUDGET TO INCREASE THE ADMIN & GENERAL EXPENDITURES FOR PURCHASES RELATED TO THE OPIOID EPIDEMIC AND INCREASE THE OPIOID GENERAL FUND REVENUES DUE TO RECEIVING THE BUSH FOUNDATION COMMUNITY INNOVATION GRANT.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINOT:**

- §1: Increase the admin & general expenditures for purchases related to the opioid epidemic and increase the opioid general fund revenues:

001-0000-369.03-38		\$208,000
001-0600-419.03-22		161,000
001-0600-419.04-41		6,000
001-0600-419.05-80		10,000
001-0600-419.05-90		11,500
001-0600-419.06-50		19,500

- §2: This ordinance shall be in effect from and after its passage and approval.

PASSED FIRST READING:

PASSED SECOND READING:

ATTEST:

\_\_\_\_\_  
Chuck Barney, Mayor

\_\_\_\_\_  
Kelly Matalka, City Clerk

Other Business



101 Fifth Street East  
Suite 2400  
Saint Paul, Minnesota 55101

651-227-0891 *phone*  
651-297-6485 *fax*  
BushFoundation.org

February 26, 2018

David Lakefield  
City Finance Director  
City of Minot, North Dakota  
City Hall  
515 2nd Ave SW  
Minot, ND 58702

Dear David,

I'm delighted that the Foundation has approved a grant of \$208,000 to City of Minot, North Dakota.

One administrative step remains before we can release the grant funds to you. Please sign and return the attached Grant Agreement via email to [grants@bushfoundation.org](mailto:grants@bushfoundation.org) at your earliest convenience.

All of us at the Foundation appreciate the work you do on behalf of the communities we serve.

Sincerely,

Jennifer Ford Reedy  
President

Grant #17-63432

Enc.

## BUSH FOUNDATION GRANT AGREEMENT

### ATTACHMENT A Grant # 17-63432

#### Activities

- Assess key indicators to understand opioid addiction in the immediate Minot region (100 mile radius).
- Assess the availability of resources, gaps in services, and road blocks to care.
- Complete a needs analysis for needed treatment services.
- Travel to similarly populated areas to obtain information and learn about possible solutions to implement to mitigate opioid addiction (Mayor's Committee on Addiction members will travel).
- Outline short-term and long-term treatment pathways and resources for better navigation by individuals and families.
- Design a hub and spoke community response to addiction to provide for long-term case management. A hub and spoke approach is meant to provide a sustainable and inclusive approach to addiction services.
- Establish a Community Response Organization (CRO) specifically for addiction. The CRO will serve as the "hub" in the hub and spoke approach.
- Utilize the results of the problem solving process to leverage national and regional funding through grant writing.
- Work with the North Dakota Department of Health to craft a statewide policy for the disposal of over-the-counter and prescription drugs.
- Develop relationships with members of the Mandan, Hidatsa and Arikara Nation, including youth leaders, healthcare providers, and community members, to support tribal involvement in addiction problem solving.
- Use capacity building funds (\$8,000) toward activities that will develop the City of Minot's staff, board or field of expertise within the grant period, including travel to Bush Foundation events. Share information about the capacity building activities with Foundation staff throughout the grant.

#### Outcomes

- Conduct a comprehensive needs analysis to be utilized for treatment facility and service attraction.
- Generate Minot area (100 mile radius) specific data of the impacts of the opioid epidemic.
- Create map of available resources for addiction.
- Identify gaps in services and road blocks to care.
- Create comprehensive community response flowchart that will outline treatment pathways, philosophies, and resources that can be replicated in other rural areas.
- Create comprehensive hub and spoke treatment approach for individuals with opioid addiction in the Minot area that can be replicated in other rural areas.
- Create comprehensive training curriculum on the hub and spoke treatment approach specifically for area providers and law enforcement.
- Create list of tested community solutions to implement for the opioid addiction.
- Create database of potential funding sources for ongoing efforts surrounding addiction.
- Increase community awareness of treatment pathways.
- Establish Community Response Organization (CRO).
- Increase community awareness of opioid addiction - signs, symptoms, and community impacts.
- Adopt enforceable statewide policies, protocols, and guidelines for the disposal of over-the-counter and prescription drugs.

### BUSH FOUNDATION GRANT AGREEMENT

The Bush Foundation is pleased to approve a grant of \$208,000 to City of Minot, North Dakota. The undersigned hereby agrees:

1. That the purpose of this grant is the following: To identify short-term and long-term collective strategies to address the opioid epidemic and create a regional hub for treatment and family services for people addicted to opioids in the Minot North Dakota area. The grant activities and outcomes are further detailed in Attachment A.
2. That the grant period extends from: March 1, 2018 to March 31, 2020.
3. That payment(s) will be made by the date(s) listed in the following table provided the terms and conditions of the Grant Agreement are met:

Payment Amount	Scheduled Payment Date
\$208,000	March 31, 2018

4. To submit progress reports of activities carried on under the grant, evaluations of what the grant accomplished, and complete financial reports detailing use of the grant funds according to the following schedule. The Bush Foundation will send a reminder and instructions for completing required reports prior to the report due date.

Report Type	Report Due Date
interim	May 31, 2019
final	May 31, 2020

5. That if City of Minot, North Dakota has identified individuals or organizations it may use to achieve the purpose of the grant, the Bush Foundation does not direct in any way that these grant funds will be used for those individuals, and City of Minot, North Dakota has complete discretion to select individuals to achieve the purpose of the grant whom it determines are appropriate and qualified to do so. Bush Foundation's approval of this grant and this grant agreement, including without limitation the reference to particular organizations in the description of the purpose of this grant, if any, should not be construed in any way as an agreement or requirement that any particular individuals or organizations be selected to achieve the purpose of this grant.
6. That the grantee is an organization that is either (a) described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") and Section 509(a)(1), (2) or (3) (other than a Type III supporting organization which is not functionally integrated, as defined in Code Section 4943(f)(5)(B)), and that the purposes of the grant are within the grantee's 501(c)(3) charitable purposes, or (b) a state or political subdivision or a tribal governmental entity or an integral part of such entities, and that the purposes of the grant are within the grantee's public purposes. Grantee will inform Bush Foundation of any change in or IRS proposed or actual revocation of its tax-exempt status, whether or not appealed.
7. To use the funds only for the designated purpose and not to use the funds for any purpose prohibited by law, including those purposes specified in Section 4945 of the Code. No part of this grant may be used to intervene in any campaign for public office, for a voter

registration drive, or for lobbying. For these purposes, "lobbying" is attempting to influence legislation at any level of government through attempts to influence public opinion on a legislative subject or direct communications with those who formulate legislation. Nonpartisan analysis, study, and research is permitted.

8. To repay any portion of the grant which is not used for the designated purpose.
9. That unspent or uncommitted funds at the end of the grant period must be returned to the Foundation unless other arrangements have been proposed beforehand.
10. That the Bush Foundation may use City of Minot, North Dakota's name, logo and information about the grant for purposes of publicizing the grant and the Bush Foundation's grant programs generally, including but not limited to on its website and in advertising, editorial, internal publications, and other publicity materials.
11. To maintain records of receipts and expenditures and to make its books relating to this grant available to the Bush Foundation at reasonable times during the term of the grant and for a period of four years following the end of the grant period.
12. To not incur any liabilities in reliance on the grant outside of the stated grant period unless specifically approved by the Bush Foundation.
13. That any grant payment may be discontinued, modified, or withheld at any time when, in the judgment of the Bush Foundation, such action is necessary to comply with the requirements of law or this agreement.
14. Consistent with Executive Order 13224 and the Patriot Act, no portion of the grant will be used to support terrorism, or will be diverted to other individuals or organizations which have assisted, sponsored, or provided financial, material, or technological support for terrorists or persons associated with terrorists.
15. This agreement is governed by the laws of Minnesota and the venue of any dispute regarding its terms shall be Ramsey County, Minnesota.

City of Minot, North Dakota

Name David Lakefield

Title Finance Director

Signature 

Date 3-2-18

#17-63432

Please contact the Bush Foundation before or after the Grant Agreement is signed with any questions you may have about the grant period, the schedule of grant payments, the schedule of reports required or the desired format for narrative and financial reports. Adjustments to grant periods and uses of Bush Foundation funds are possible but require approval by the Bush Foundation. ***A signed copy of this Grant Agreement must be returned to the Bush Foundation before payment can be made.***



**TO:** Mayor Chuck Barney  
Members of the City Council  
**FROM:** Kelli Flermoen  
**DATE:-** March 15, 2018  
**SUBJECT:** ENBRIDGE SAFE COMMUNITIES GRANT (FD0081)

**I. RECOMMENDED ACTION**

- a. We recommend the Committee and Council accept the award from Enbridge Safe Communities Grant of \$1,000; and

- b. Authorize the Mayor to sign the budget amendment

**II. DEPARTMENT CONTACT PERSONS**

- a. Kelli Flermoen, Fire Chief 857-4740

**III. DESCRIPTION**

- a. The fire department applied for the Enbridge Safe Community Grant to purchase a training mannequin. This mannequin would be used in training to give the firefighter a more realistic understanding of weight and maneuvering.

**IV. IMPACT**

- a. The training mannequin would impact our training by making it more realistic feel, allowing our firefighters to feel the weight of a victim and maneuvering a victim within and out the structure.
- b. Fiscal Impact
- i. Project Costs
- |                      |              |
|----------------------|--------------|
| 1. Cost of Mannequin | \$1,400      |
| 2. Grant             | <u>1,000</u> |
| 3. Remaining         | \$ 400       |
- ii. Project Funding
1. Remaining funds to come from the education & training budget.

**V. ALTERNATIVES**

- a. Do not accept grant and do not purchase mannequin. This would have detrimental effects on our firefighters training, and negatively affect our citizens safety.

**VI. TIME CONSTRAINTS**

- a. N/A

**VII. LIST OF ATTACHMENTS**

- a. Budget Amendment

Approved for Council Agenda: \_\_\_\_\_

Date: \_\_\_\_\_





**ORDINANCE NO:**

**AN ORDINANCE AMENDING THE 2018 ANNUAL BUDGET TO INCREASE THE FIRE DEPARTMENT EDUCATION & TRAINING EXPENDITURES TO PURCHASE A TRAINING MANNEQUIN, THE GENERAL FUND DONATIONS REVENUE FOR THE ENBRIDGE SAFE COMMUNITIES GRANT AND APROVE THE TRANSFER OF FUNDS.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINOT:**

- §1: Amend the 2018 annual budget to increase the Fire Department education & training expenditures and the general fund donations revenue for the Enbridge Safe Communities Grant:

001-3100-422.05-90		\$ 1,000
001-0000-369.03-25		1,000

- §2: Approve the transfer of funds:

001-3100-422.05-90		(400)
001-3100-422.05-90	FD0081	400

- §3: This ordinance shall be in effect from and after its passage and approval.

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

\_\_\_\_\_  
Chuck Barney, Mayor

\_\_\_\_\_  
Kelly Matalka, City Clerk



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**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Jason Sorenson, Assistant Director of Public Works

**DATE:** March 20, 2018

**SUBJECT:** **2018 WATERMAIN REPLACEMENT AWARD OF BID (City Project No. 4312)**

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**I. RECOMMENDED ACTION**

- A. Recommend council to award the bid for the 2018 Watermain Replacement Project to Post Construction for the lowest bid of \$908,275.80.

**II. DEPARTMENT CONTACT PERSONS**

Dan Jonasson, Director of Public Works 857-4140  
Jason Sorenson, Assistant Director of Public Works 857-4140

**III. DESCRIPTION**

A. Background

Each year, the Water and Sewer Department budgets funds for water main replacement in areas where old water mains are in poor condition. The proposed improvements are necessary because of the high maintenance costs over the past several years with respect to the old mains and hydrants.

On Tuesday, March 20, 2018 at 11:00 a.m., bids were opened for the 2018 Watermain Replacement Project. Below is a copy of the bid tabulation showing the different bids:

2018 Watermain Replacement Project Bid Tabulation City Project #4312	
Engineers Estimate: \$ 1,134,476.00	
Bidder	Total Bid
Post Construction	\$908,275.80
BEK Consulting LLC	\$1,048,403.00
Tand Construction LLC	\$1,009,983.00
Dakota Underground Specialties LLC	\$1,050,194.00
Wagner Construction Inc.	\$1,084,670.00

The lowest bid was received by Post Construction in the amount of \$908,275.80.

B. Proposed Project

Work for this project will take place in five different locations throughout the City's right of way.

- C. Consultant Selection  
N/A

#### **IV. IMPACT:**

- A. Strategic Impact:  
N/A

- B. Service/Delivery Impact:  
N/A

- C. Fiscal Impact:  
This project was budgeted in the 2018 budget in the amount of \$1,100,000.

##### Project Costs

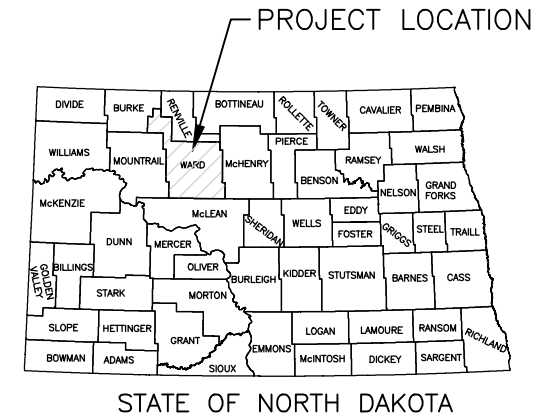
Engineer's Estimate:	\$1,134,476.00
Contractor's Bid:	\$ 908,275.80

#### **V. ALTERNATIVES** N/A

#### **VI. TIME CONSTRAINTS** N/A

#### **VII. LIST OF ATTACHMENTS**

No.	Revision	Date	By



NTS

# City of Minnetonka

Lance Meyer /s/	PE-7121	2/22/2018
LANCE MEYER, P.E. CITY ENGINEER	LIC. NO.	DATE

Surveyed by	BC
Drawn by	BC
Designed by	JS
Date	2-22-18
Project No.	4312

1 OF 19

P:\PROJECTS\4312 - 2018 Watermain Replacement\Design\Plans\2018 WMR backup.dwg-Quantities-2/23/2018 10:13 AM-(ben.cofell)

QUANTITIES 2018 WATERMAIN REPLACEMENT								
ITEM NO.	DESCRIPTION	UNITS	UNIT 1 QUANTITY	UNIT 2 QUANTITY	UNIT 3 QUANTITY	UNIT 4 QUANTITY	UNIT 5 QUANTITY	BASE PLAN QUANTITY
1	Bond	LS/Unit	1	1	1	1	1	5
2	Mobilization	LS/Unit	1	1	1	1	1	5
3	Remove Bituminous Pavement	SY	3,200	860	600	300	1,350	6,310
4	Saw Concrete- curb and gutter/valley gut.	LF	28	8	4	-	36	76
5	Saw Concrete- 6"	LF	-	-	-	-	20	20
6	Remove Curb and Gutter	LF	160	40	20	-	210	430
7	Imported Backfill	CY	150	45	45	30	45	315
8	6" PVC C900 Water main	LF	105	30	15	15	40	205
9	8" PVC C900 Water main	LF	2,414	-	-	94	1,078	3,586
10	8" PVC C900 Water main City Supplied	LF	-	603	447	-	-	1,050
11	12" PVC C900 Water main City Supplied	LF	-	-	-	163	-	163
12	Fittings	LB	695	249	244	426	819	2,433
13	6" Gate Valve (MJ) Box & Riser w/Megalug Restraints	EA	7	2	1	1	4	15
14	8" Gate Valve (MJ) Box & Riser w/Megalug Restraints	EA	9	4	4	2	6	25
15	10" Gate Valve (MJ) Box & Riser w/Megalug Restraints	EA	-	-	-	1	-	1
16	12" Gate Valve (MJ) Box & Riser w/Megalug Restraints	EA	-	-	-	1	-	1
17	5" Hydrant	EA	6	2	1	-	4	13
18	Reconnect Services All Types & Sizes	EA	68	8	5	-	22	103
19	Water Service Pipe	LF	25	-	-	-	75	100
20	Curb Stop 1"	EA	1	-	-	-	1	2
21	Connect to Existing Water Main	EA	5	4	4	4	4	21
22	Aggragate Base, Class 5	TN	1,936	520	363	185	820	3,824
23	Hot Bituminous Pavement CI 29	TN	680	185	130	110	290	1,395
24	Remove & Replace 4" Concrete	SY	12	-	-	-	-	12
25	Truncated Dome Panel	SF	10	-	-	-	-	10
26	Curb & Gutter Type 1	LF	160	40	20	-	210	430
27	Remove & Replace 48" Wide Valley Gutter - High Early Strength	SY	12	-	-	-	-	12
28	Remove & Replace 15" RCP and Catch Basin w/Casting	LS/Unit	-	-	-	-	1	1
29	Traffic Control	LS/Unit	1	1	1	1	1	5
30	Seeding (Hydro-Mulch)	LS/Unit	1	1	1	1	1	5

GENERAL NOTES:

- 1.Field locating and exposure of existing pipe shall be incidental to "connect to existing water main and reconnect services all types and sizes" bid items.
2. All work will conform to the current City of Minot Specifications.
- 3.Curb and gutter on all units shall not be disturbed except where new hydrant or leads are to be placed or as otherwise noted on plan. In the case where the curb is disturbed, the cost of replacement shall be the responsibility of the contractor unless otherwise directed by the Engineer.
4. Asphalt quantities are based on a 11' wide trench.
5. 100% water shutdown may not be obtainable on existing water mains.
6. Coordinate work with MDU for start date on Unit 3, completion date of June 29th for MDU relocation of utilities.
7. All asphalt edges of existing pavement must be saw cut full depth to provide a smooth transition for new pavement. This is incidental to Remove Bituminous Pavement.

City of Minot

1

By

Date

Revision

1

No.

2018 Water Main Replacement

QUANTITIES

BC

BC

JS

2-22-18

4312

Surveyed by

Drawn by

Designed by

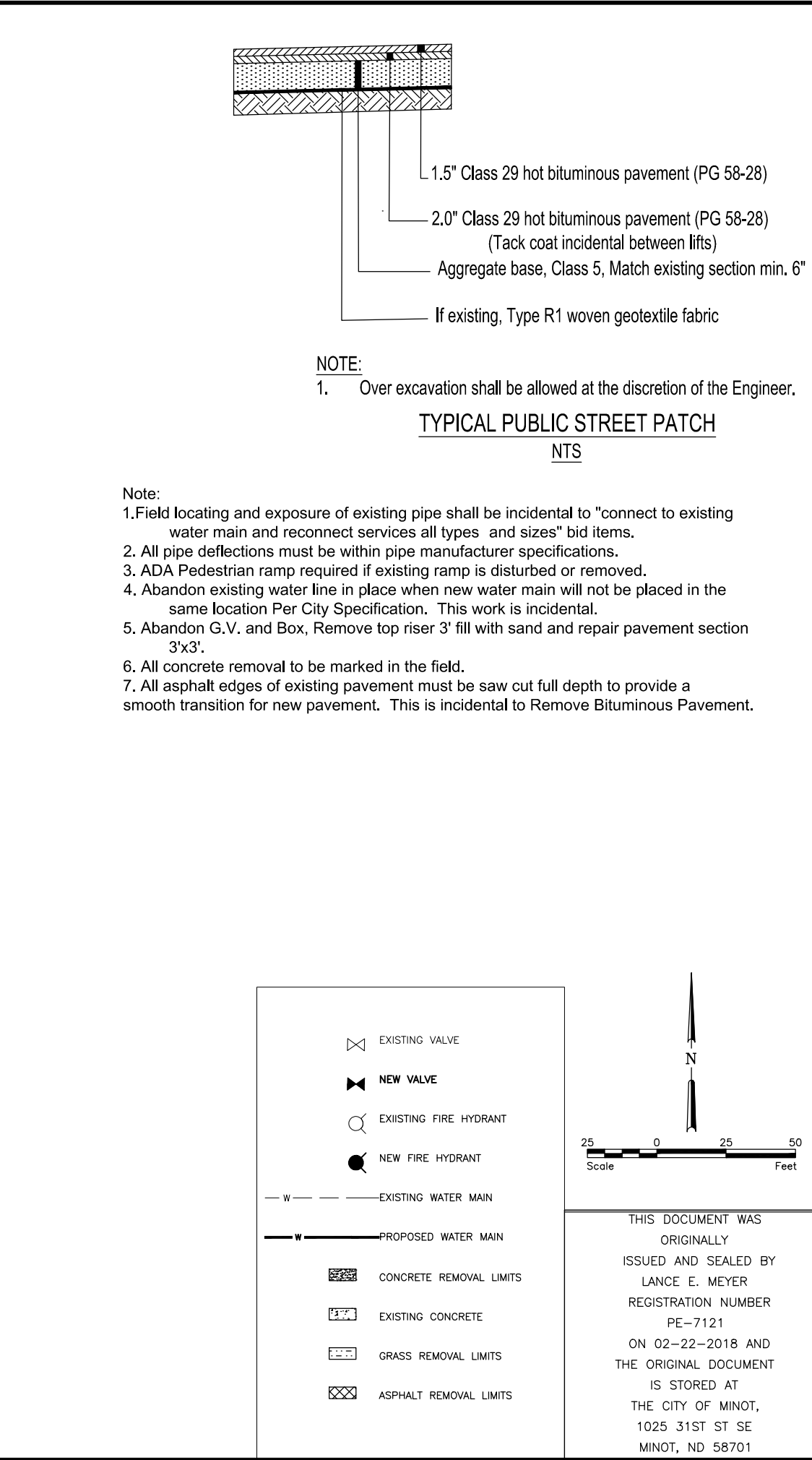
Date


Project No.

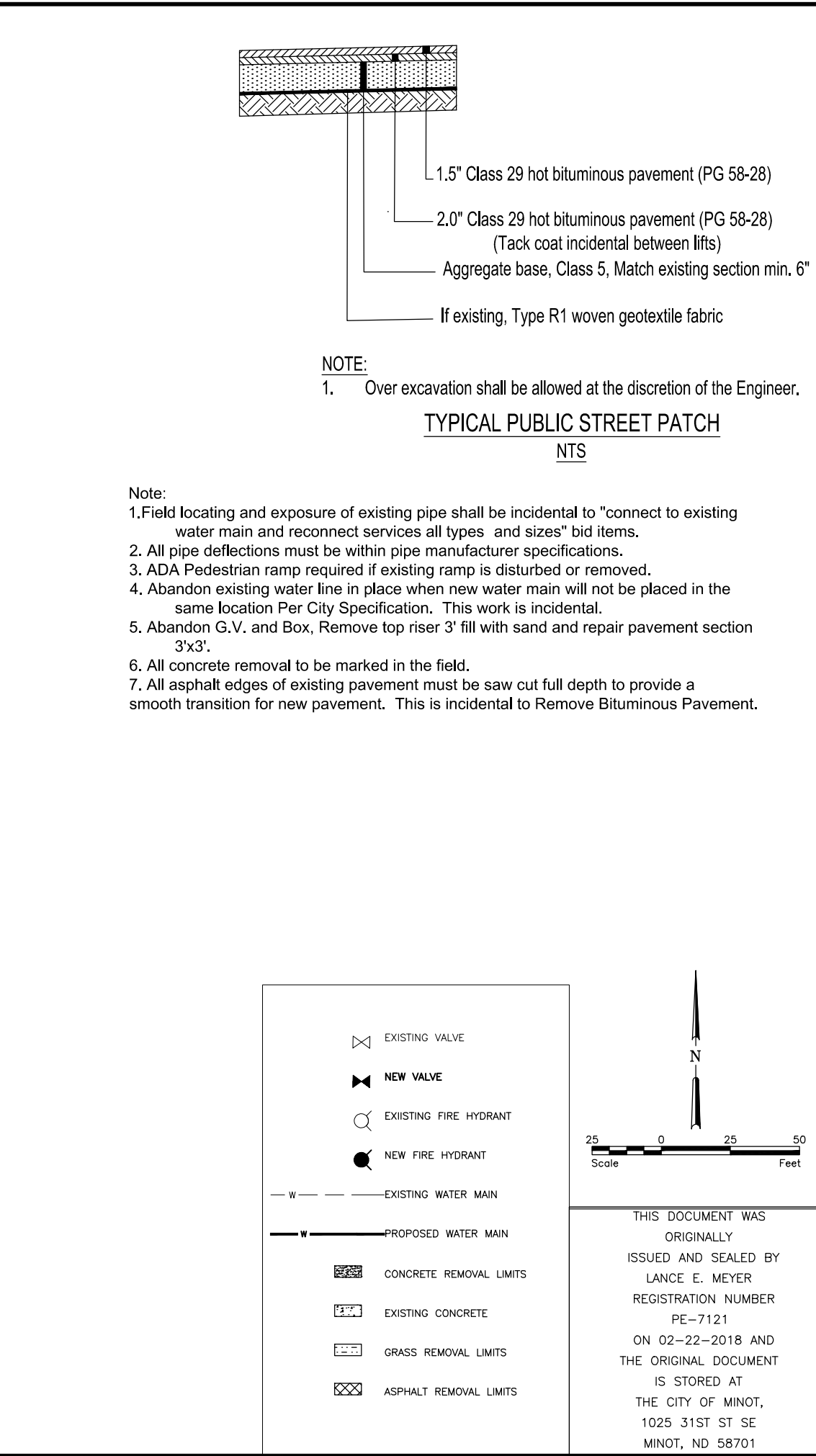
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2 OF 19

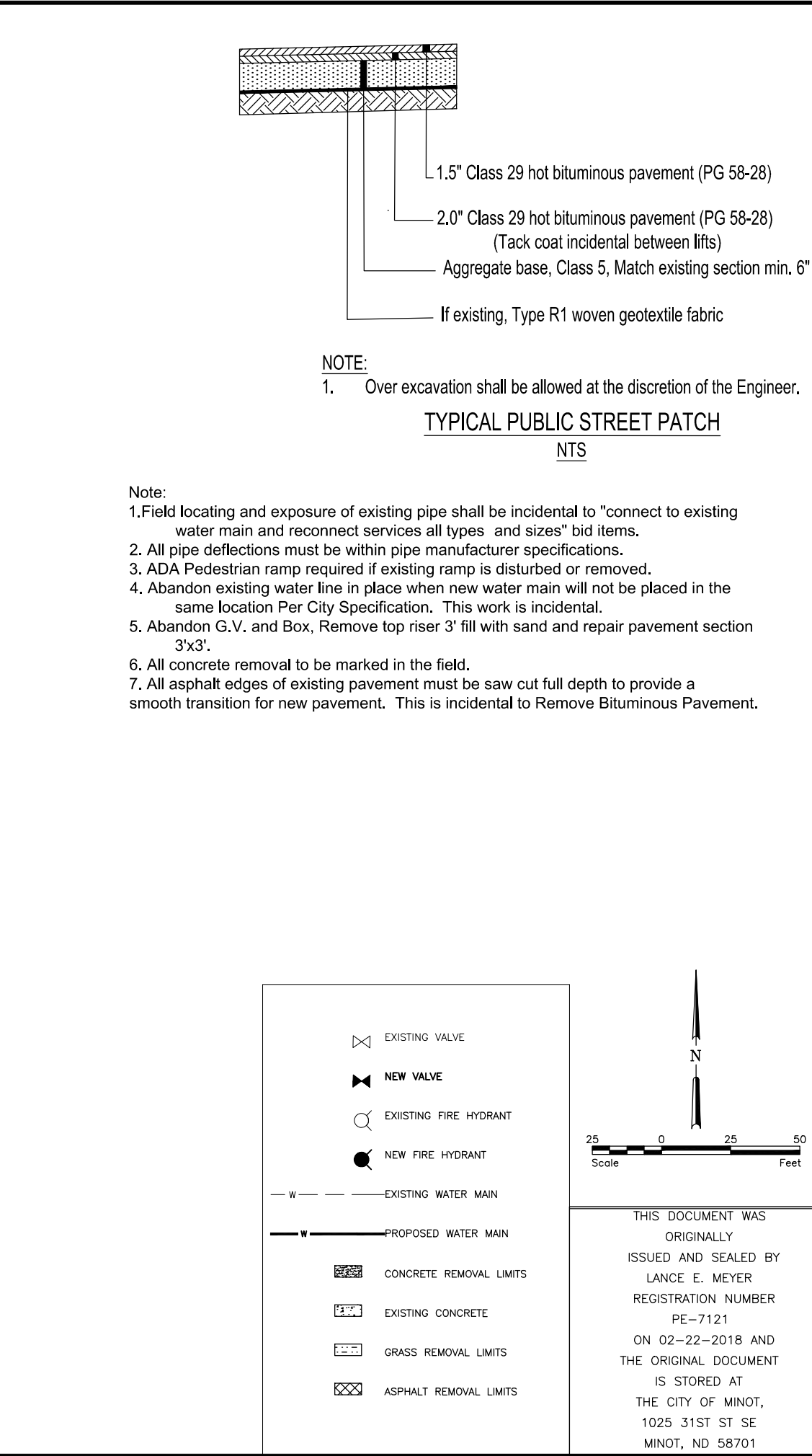
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MINOT, ND 58701




3 OF 19	SHEET	Surveyed by	BC	2018 Water Main Replacement Removal Unit One						
		Drawn by	BC							
		Designed by	JS							
		Date	2-22-18							
		Project No.	4312							
		No.	Revision							By

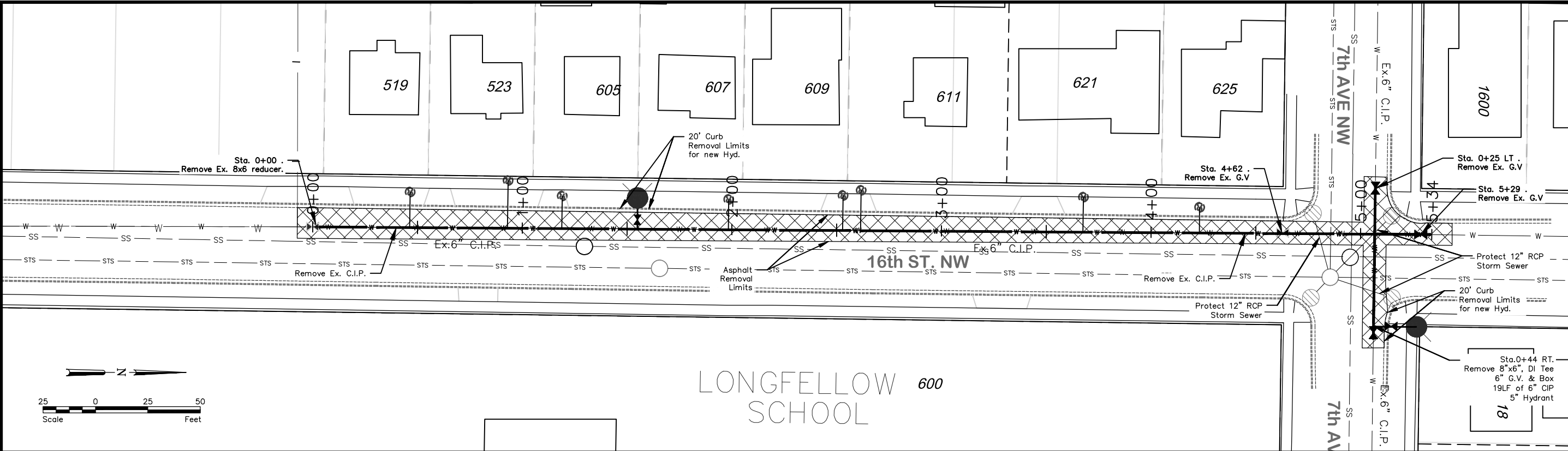






5 OF 19	SHEET	Surveyed by	BC	2018 Water Main Replacement Removal Unit One						
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		Date	2-22-18							
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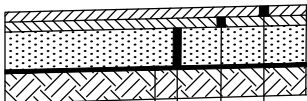
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Note:

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5. Abandon G.V. and Box, Remove top riser 3' fill with sand and repair pavement section 3'x3'.
6. All concrete removal to be marked in the field.
7. All asphalt edges of existing pavement must be saw cut full depth to provide a smooth transition for new pavement. This is incidental to Remove Bituminous Pavement.

Construction Restrictions: This Unit must be completed to include paving by August 3, 2018.



1.5" Class 29 hot bituminous pavement (PG 58-28)

2.0" Class 29 hot bituminous pavement (PG 58-28)  
(Tack coat incidental between lifts)

Aggregate base, Class 5, Match existing section min. 6"

If existing, Type R1 woven geotextile fabric

NOTE:

1. Over excavation shall be allowed at the discretion of the Engineer.

TYPICAL PUBLIC STREET PATCH

NTS

	EXISTING VALVE
	NEW VALVE
	EXISTING FIRE HYDRANT
	NEW FIRE HYDRANT
	EXISTING WATER MAIN
	PROPOSED WATER MAIN
	CONCRETE REMOVAL LIMITS
	EXISTING CONCRETE
	GRASS REMOVAL LIMITS
	ASPHALT REMOVAL LIMITS

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Water Main Replacement 2017

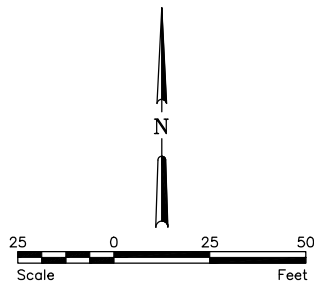
Removal  
Unit Two

Surveyed by	BC	Drawn by	BC	Designed by	JS	Date	2-22-18	Project No.	4312
SHEET									6 OF 19

City of Minot

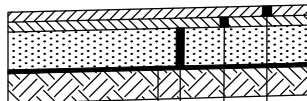
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Date  
Revision  
No.

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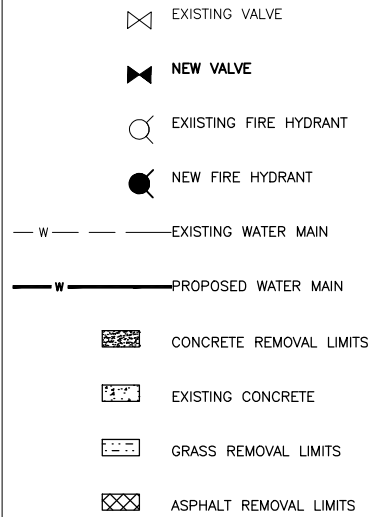
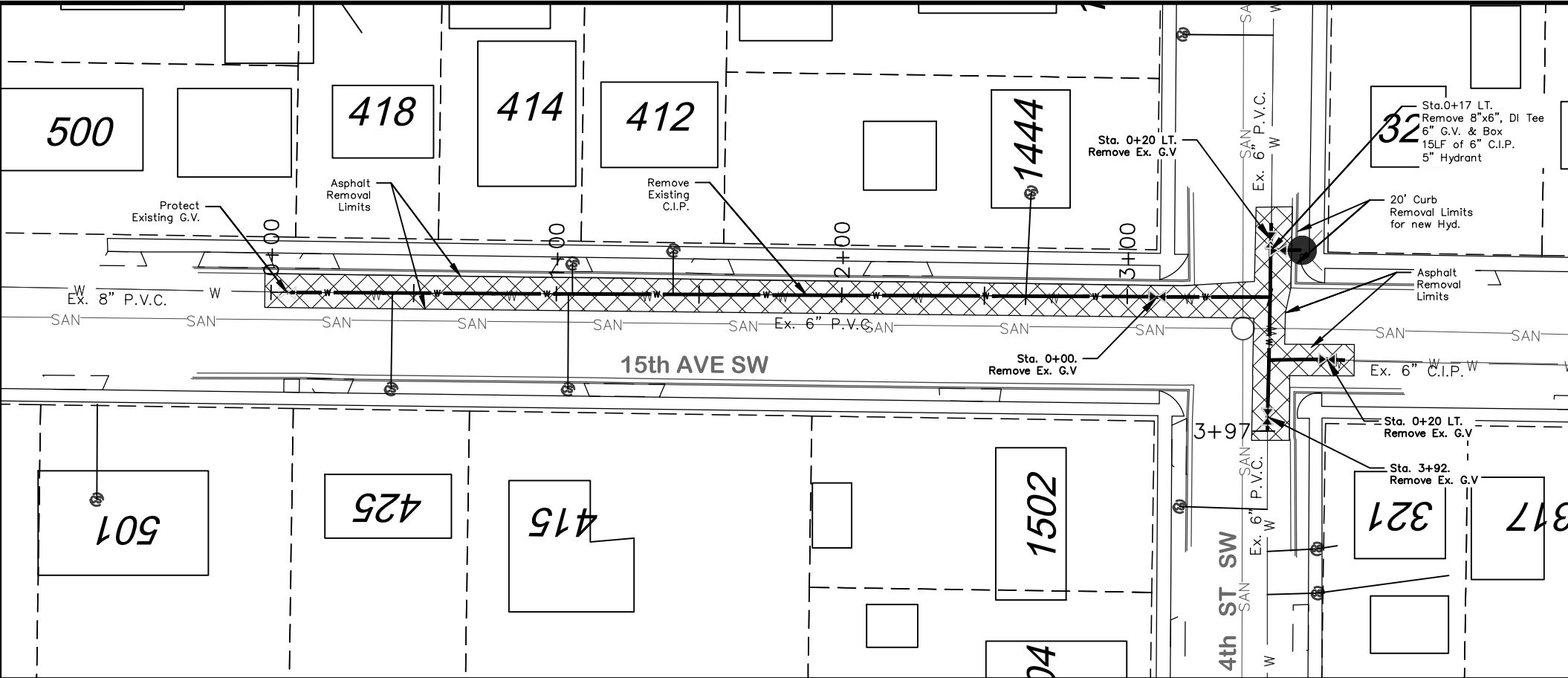
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**NOTE:**

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**TYPICAL PUBLIC STREET PATCH**

NTS



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**Water Main Replacement 2018**

**Removal  
Unit Three**

Surveyed by	BC
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Designed by	JS
Date	2-22-18
Project No.	4312

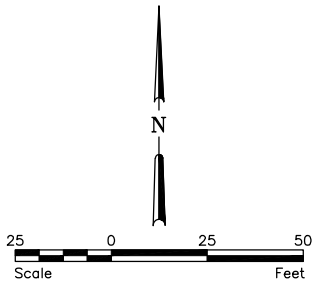
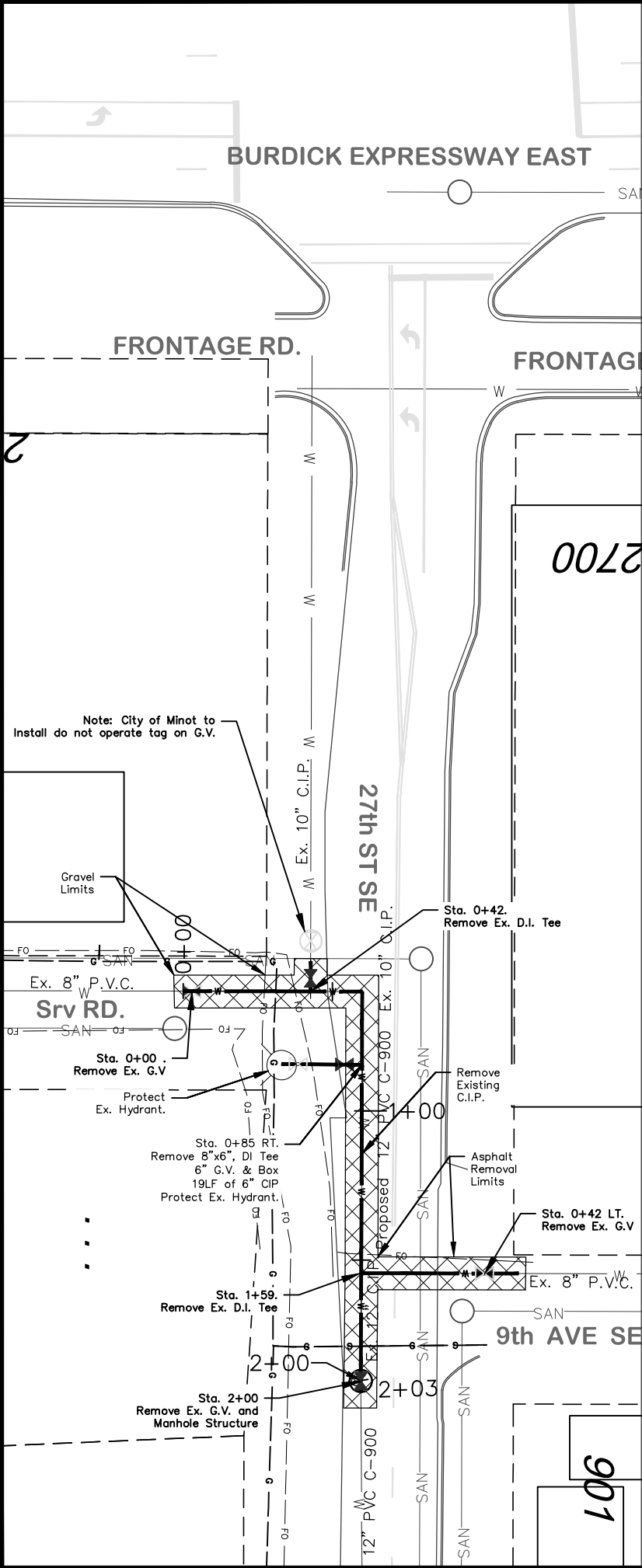
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7 OF 19

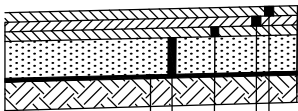
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Date	
Revision	
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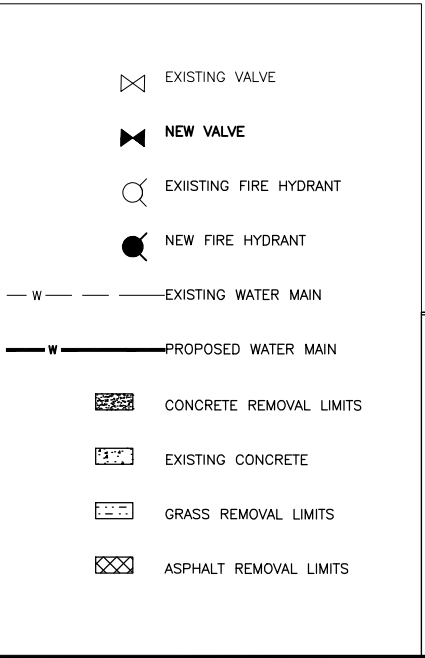


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NOTE:

1. Over excavation shall be allowed at the discretion of the Engineer.
2. Full depth saw cut required on all patches.



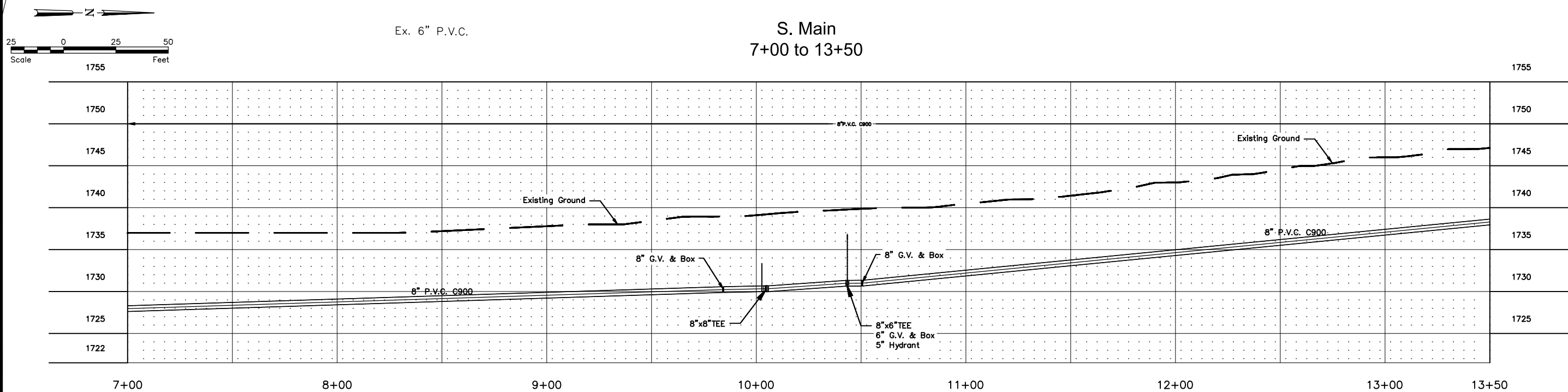
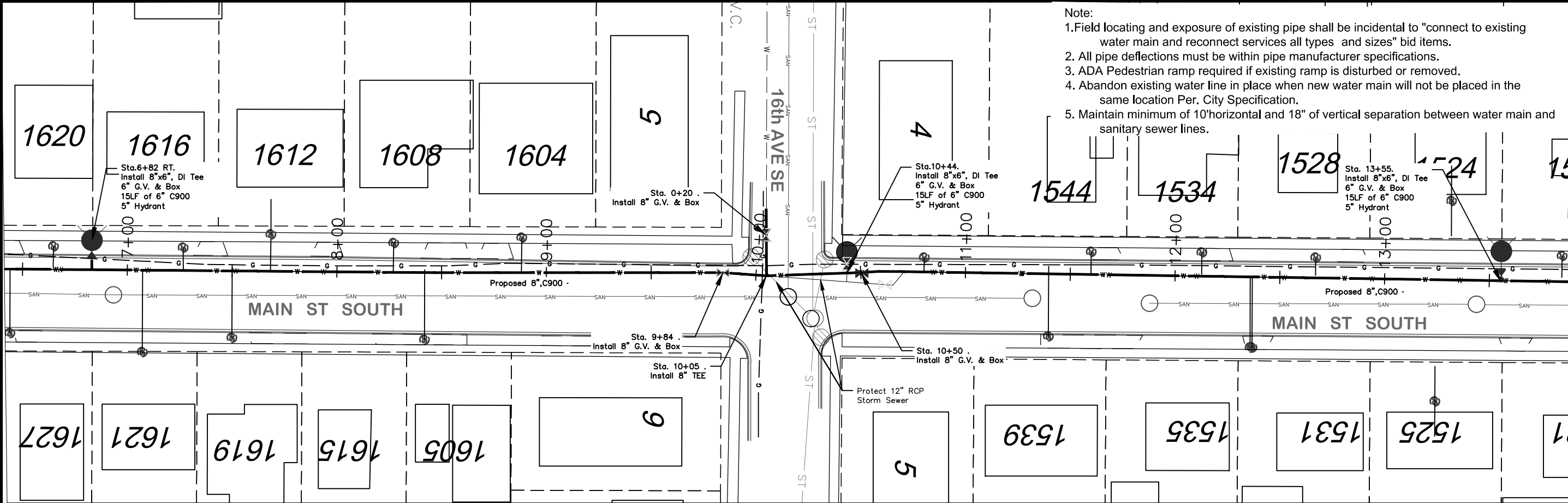
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				Date	
				Revision	
				No.	
Water Main Replacement 2018 Removal Unit Four					
Surveyed by	BC	Drawn by	BC	Designed by	JS
				Date	2-22-18
				Project No.	4312
SHEET					
8 OF 19					





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City of Minot

No.	Revision	Date	By

2018 Water Main Replacement  
Plan & Profile  
Unit One

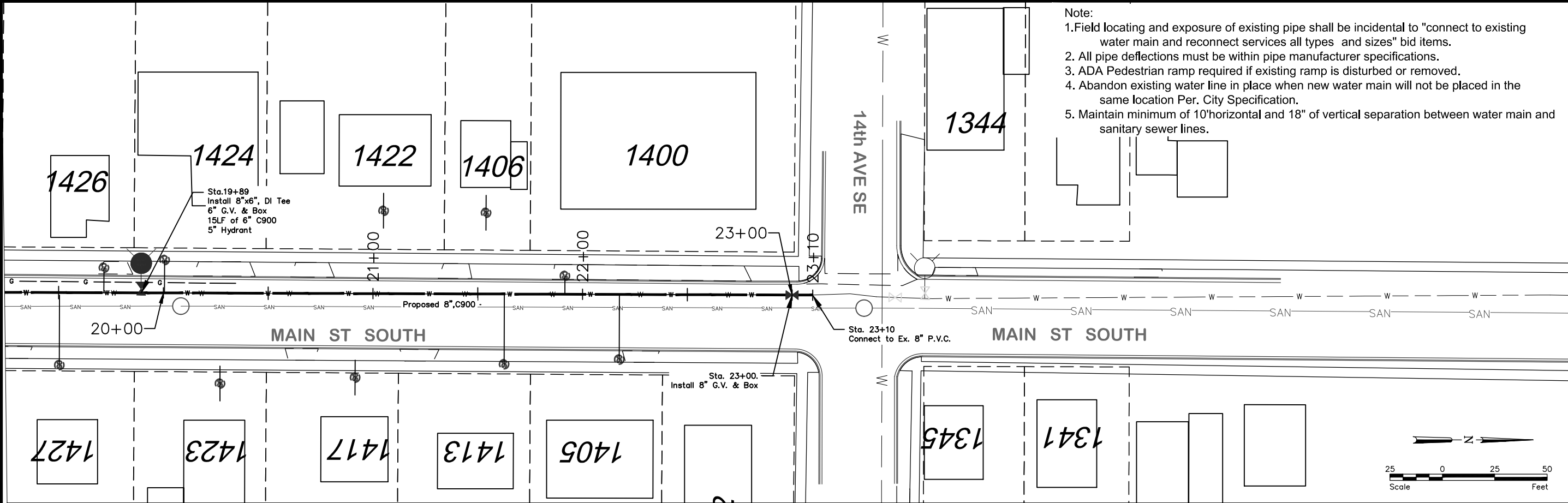
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Designed by	JS
Date	2-22-18
Project No.	4312

SHEET  
11 OF 19

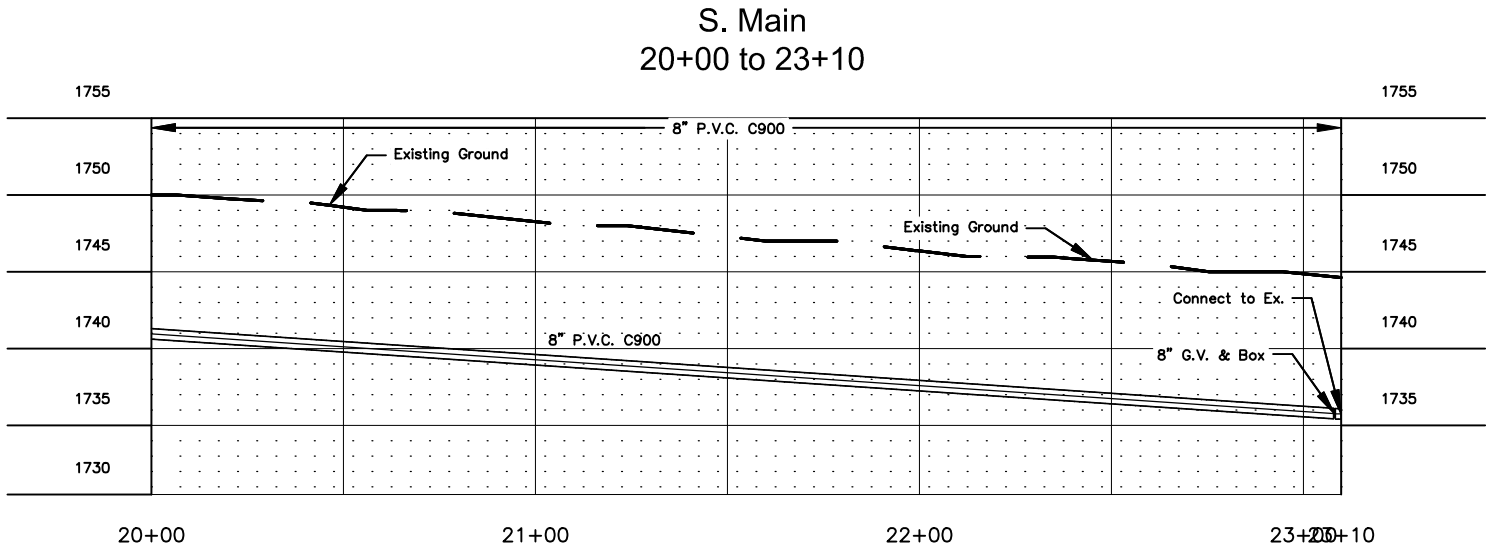




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  5. Maintain minimum of 10' horizontal and 18" of vertical separation between water main and sanitary sewer lines.



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City of Minot

				By
				Date
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				No.

2018 Water Main Replacement

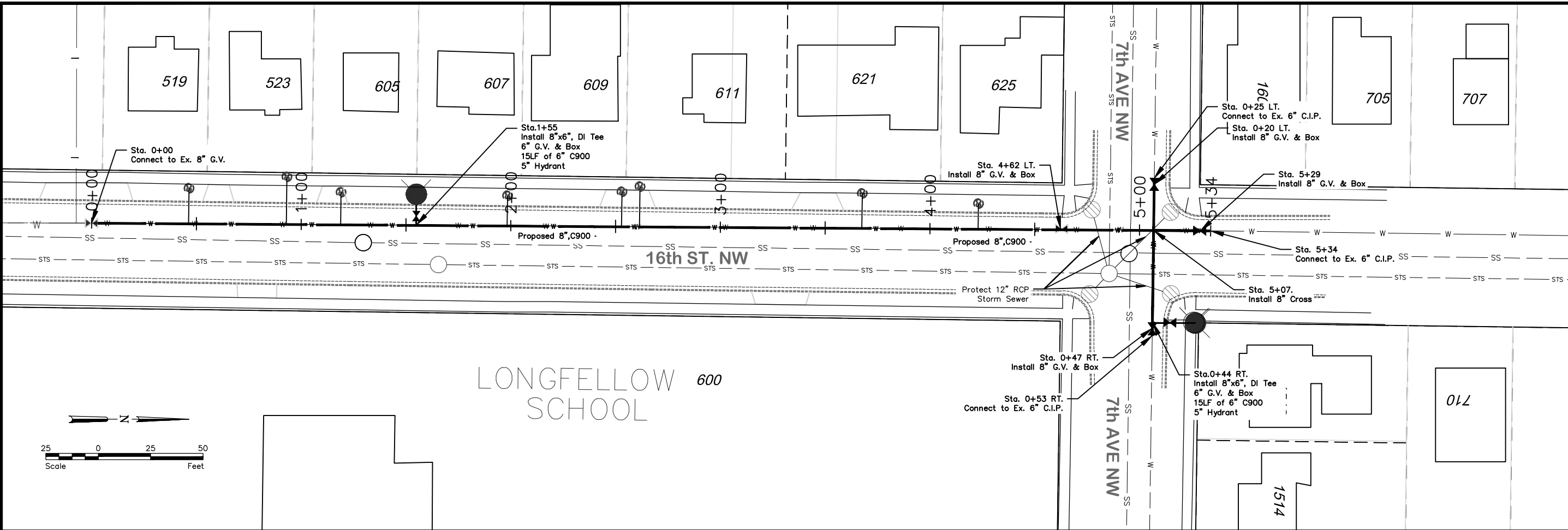
Plan & Profile

Unit One

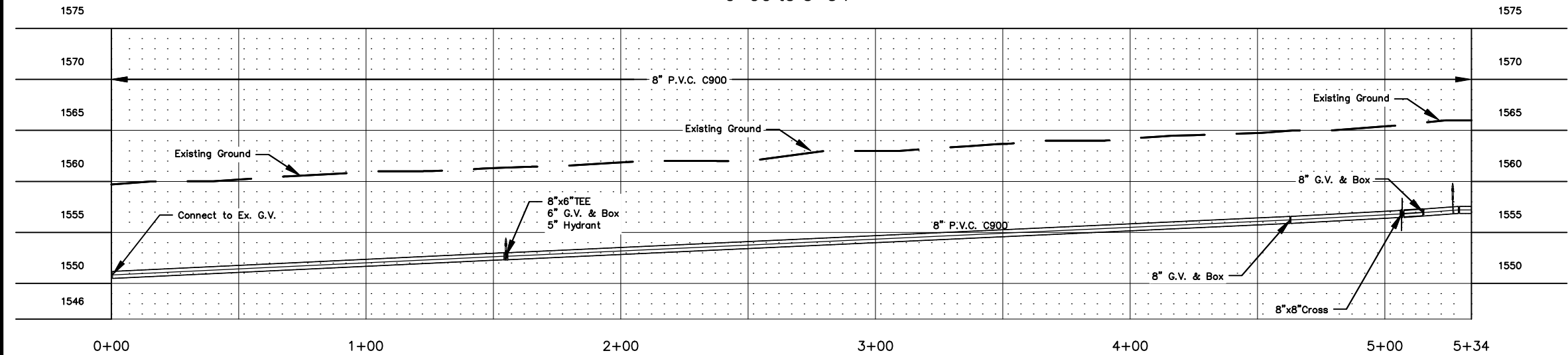
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Drawn by	BC	
Designed by	JS	
Date	2-22-18	
Project No.	4312	

13 OF 19

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16th St NW  
0+00 to 5+34



Note:

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2018 Water Main Replacement  
Plan & Profile  
Unit Two

Surveyed by	BC	Drawn by	BC	Designed by	JS	Date	2-22-18	Project No.	4312
SHEET									14 OF 19

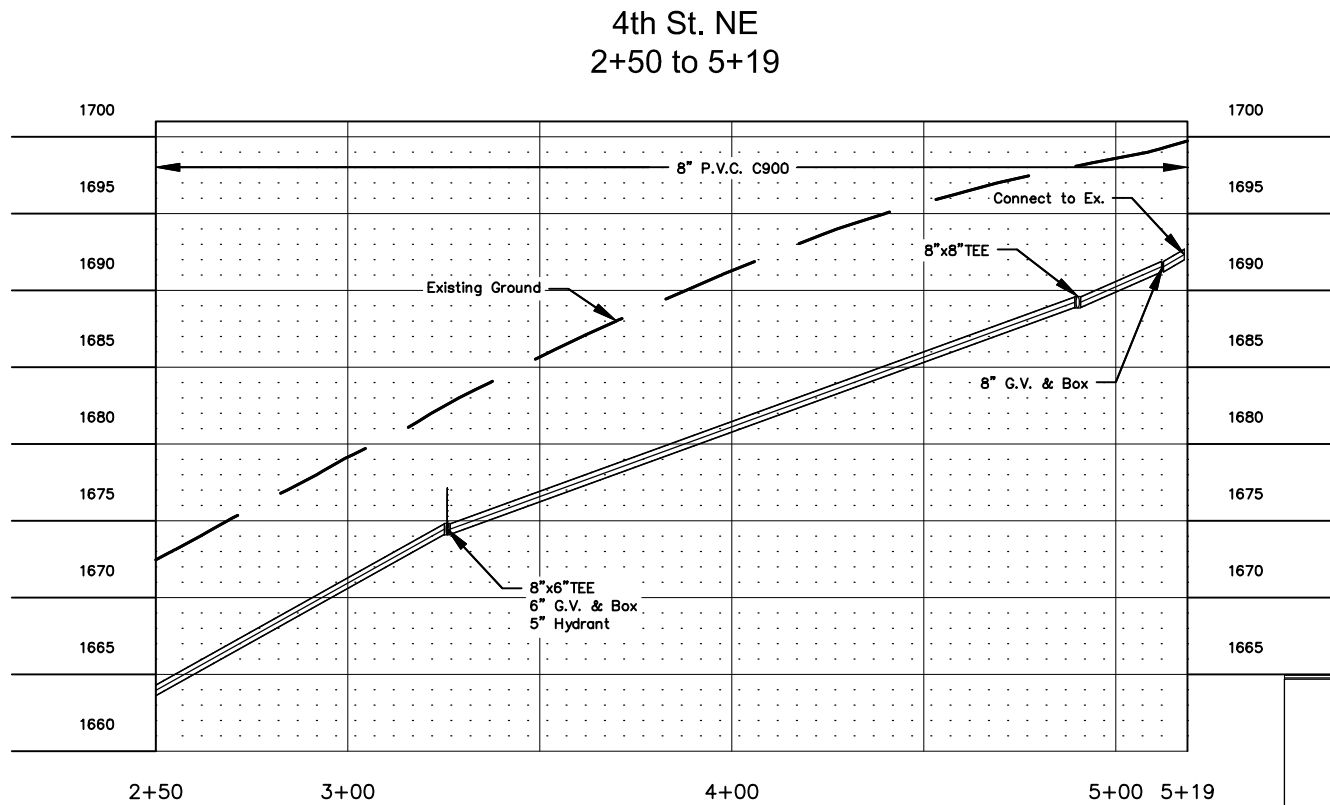
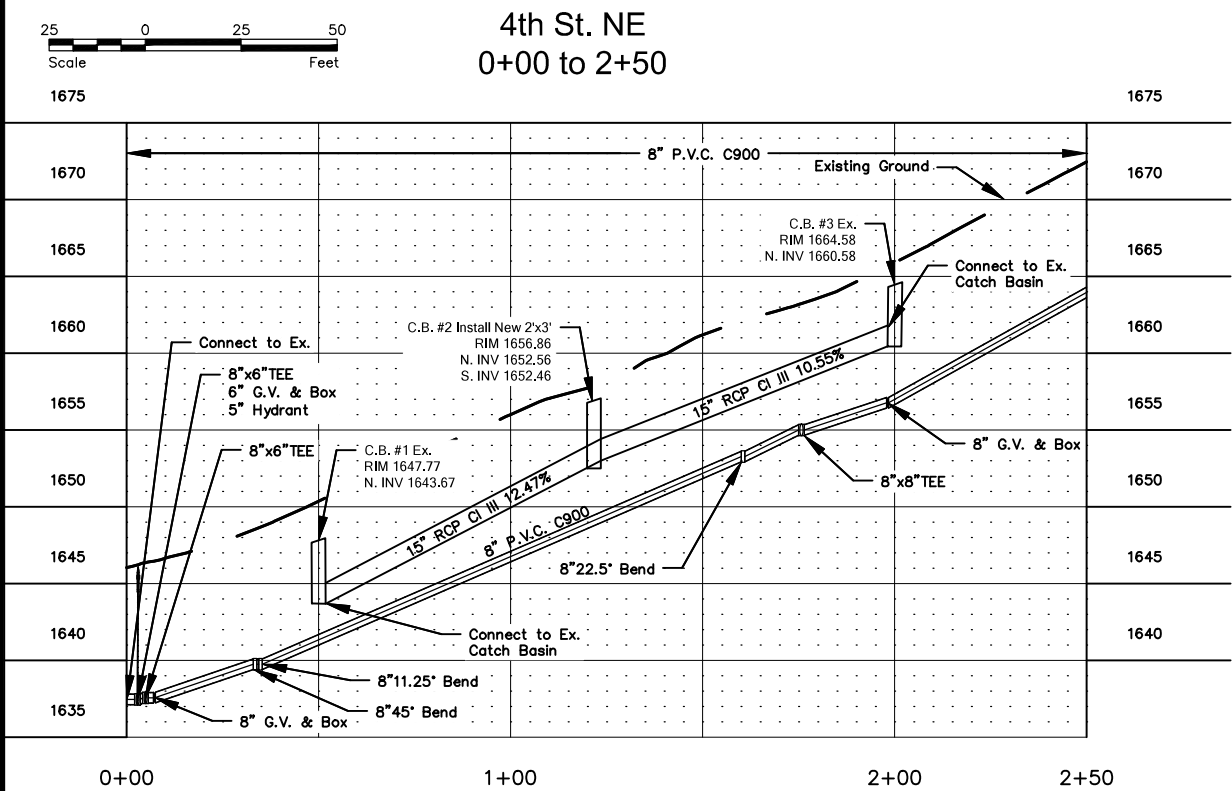
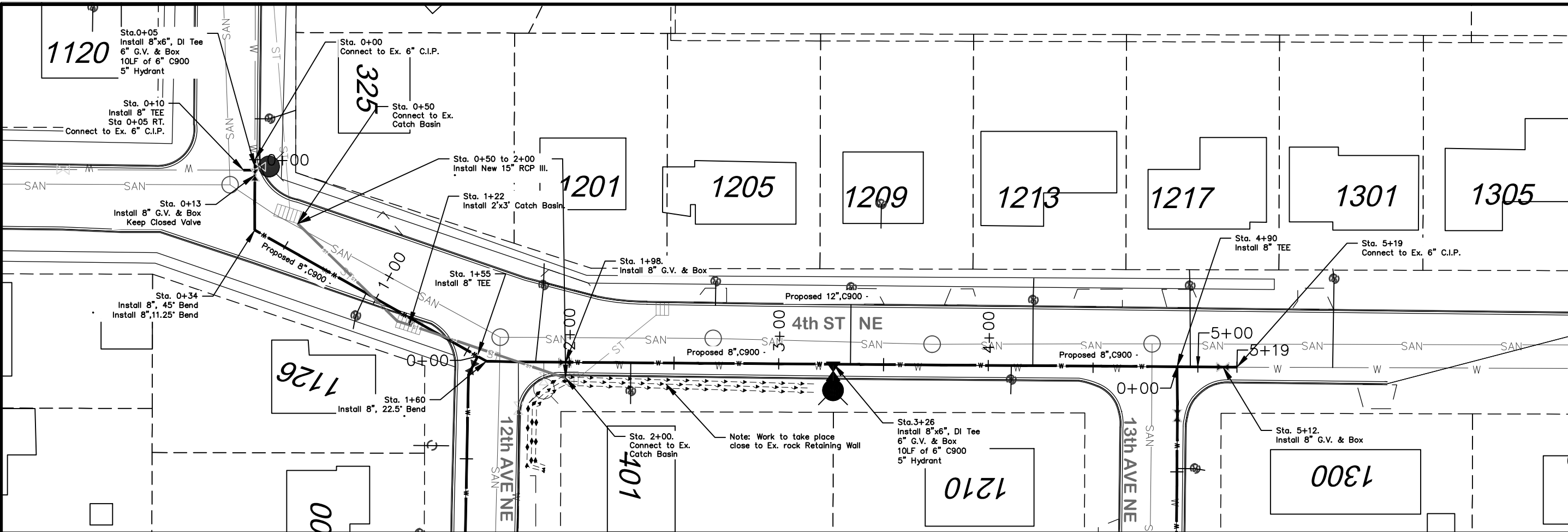
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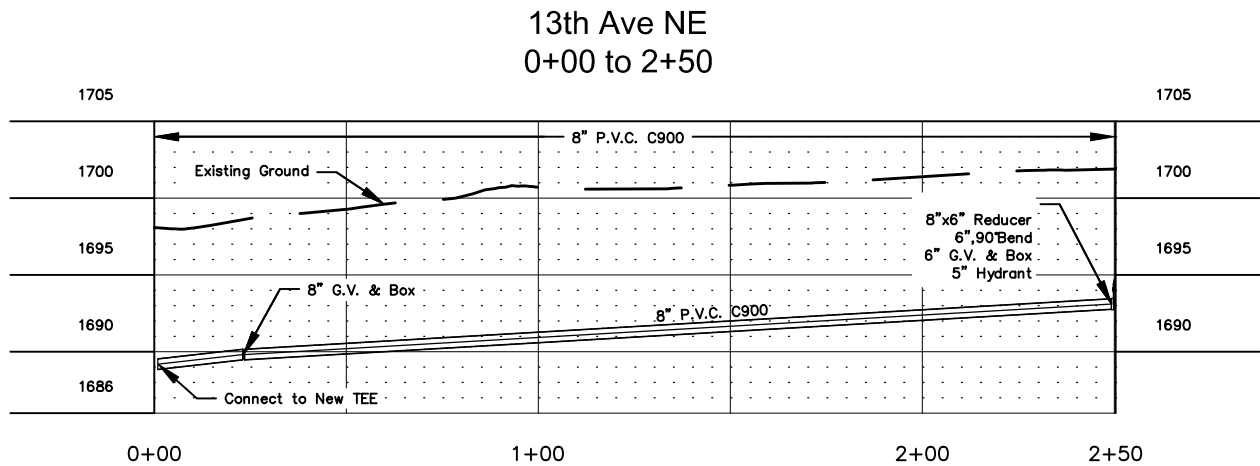
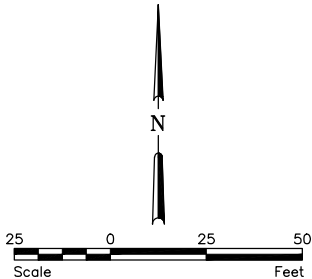
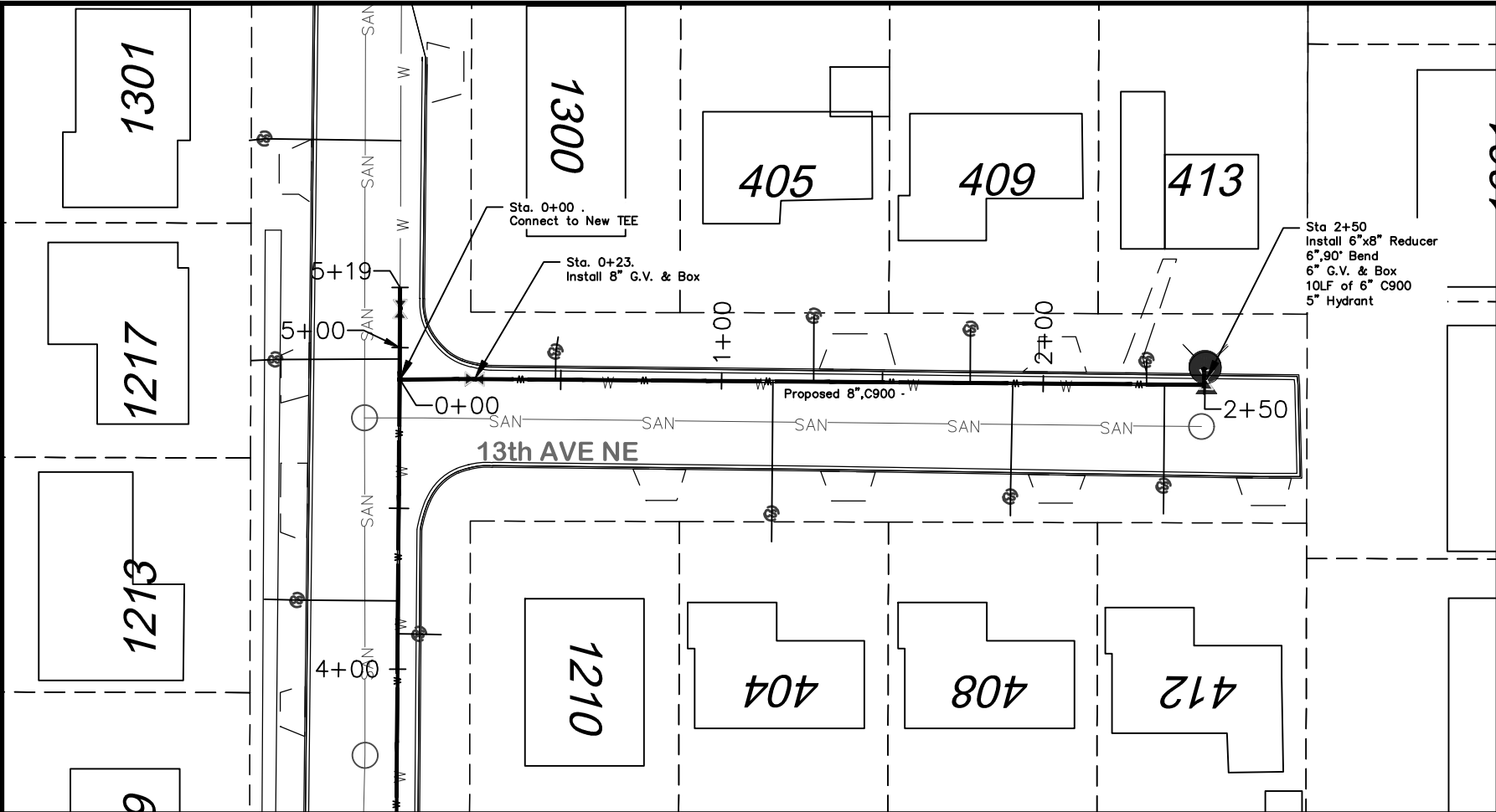
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SHEET									17 OF 19

2018 Water Main Replacement  
Plan & Profile  
Unit Five

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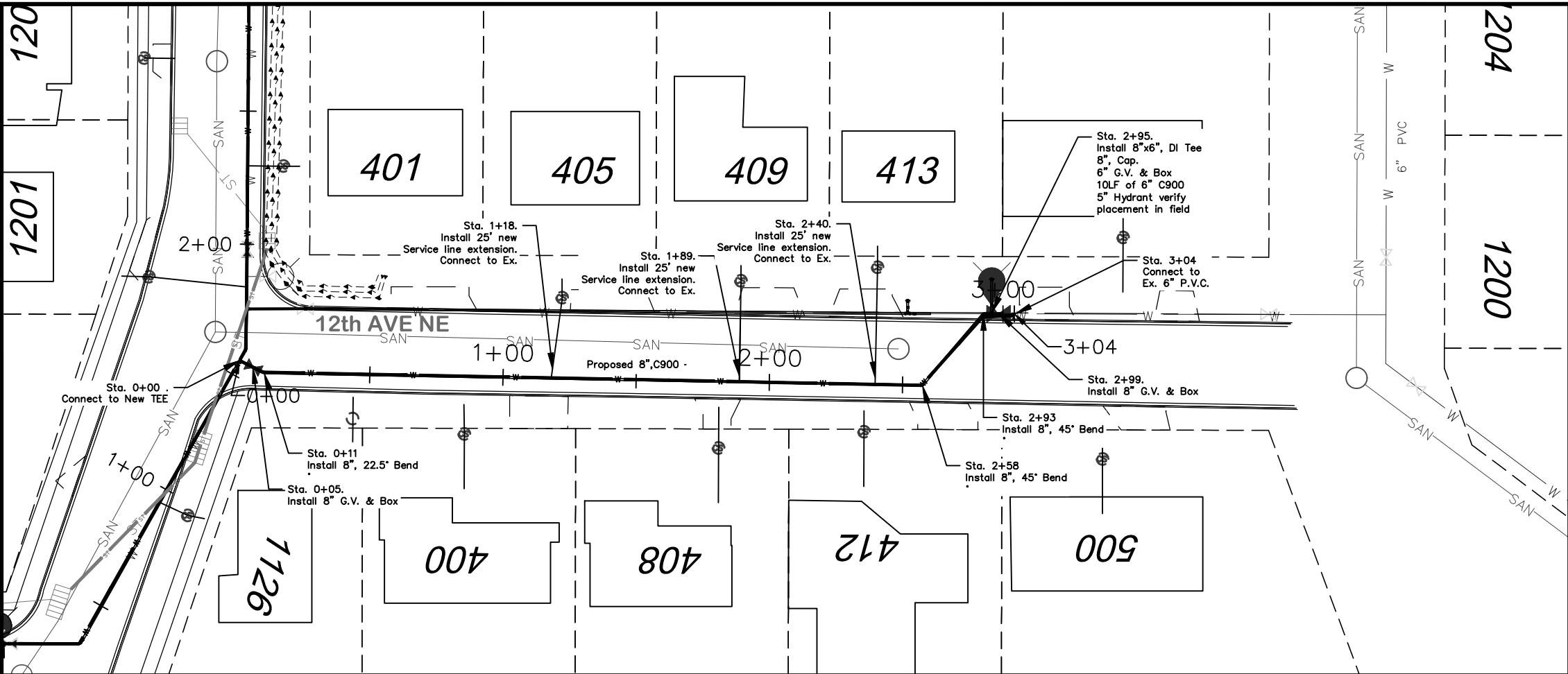
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SHEET									18 OF 19

2018 Water Main Replacement  
Plan & Profile  
Unit Five

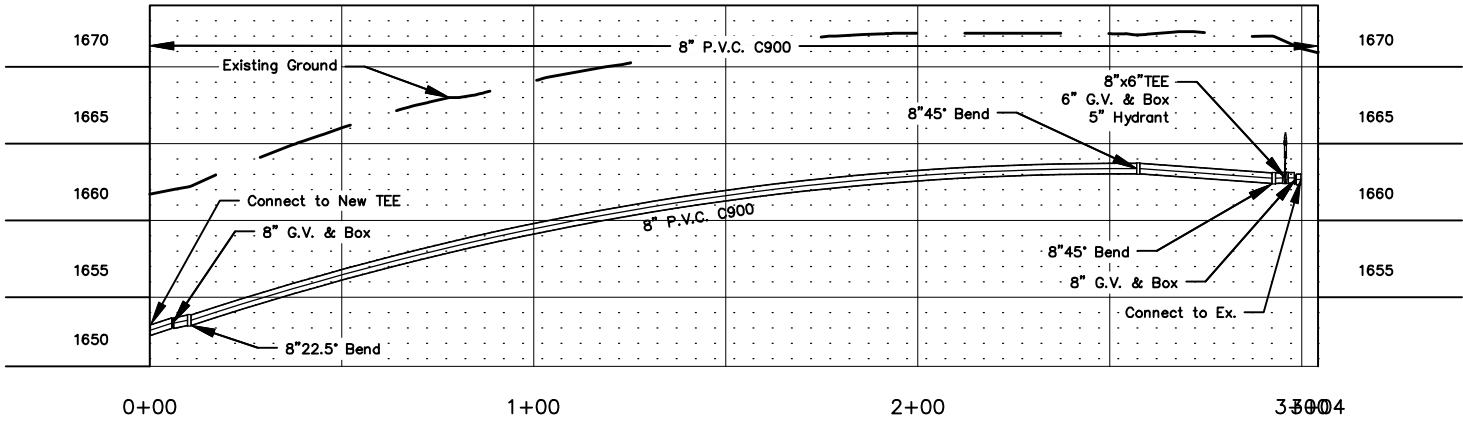
No.	Revision	Date	By



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12th Ave NE  
0+00 to 3+04



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2018 Water Main Replacement									
Plan & Profile									
Unit Five									
Surveyed by	BC	Drawn by	BC	Designed by	JS	Date	2-22-18	Project No.	4312
SHEET									
19 OF 19									



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**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Jason Sorenson, Assistant Director of Public Works

**DATE:** March 20, 2018

**SUBJECT:** **2018 SANITARY SEWER REHAB AWARD OF BID (City Project No. 4313)**

---

**I. RECOMMENDED ACTION**

- A. Recommend council to award the bid for the 2018 Sanitary Sewer Rehab Project to Wagner Construction for the lowest bid of \$275,866.00.

**II. DEPARTMENT CONTACT PERSONS**

Dan Jonasson, Director of Public Works 857-4140  
Jason Sorenson, Assistant Director of Public Works 857-4140

**III. DESCRIPTION**

A. Background

Each year, the Water and Sewer Department budgets funds for sewer main replacement in areas where old water mains are in poor condition. The proposed improvements are necessary because of the high maintenance costs over the past several years.

On Tuesday, March 20, 2018 at 11:30 a.m., bids were opened for the 2018 Sanitary Sewer Rehab Project. Below is a copy of the bid tabulation showing the different bids:

2018 Sanitary Sewer Rehab Project Bid Tabulation City Project #4313	
Engineers Estimate: \$ 257,290.00	
Bidder	Total Bid
Post Construction	\$311,445.00
Dig It Up Backhoe Service	\$329,493.00
Wesslen Construction	\$282,353.50
Wagner Construction	\$275,866.00

The lowest bid was received by Wagner Construction in the amount of \$275,866.00.

B. Proposed Project

Work for this project will take place on 21<sup>st</sup> street NW to place deteriorated clay tile pipe that is starting to collapse.



- C. Consultant Selection  
N/A

**IV. IMPACT:**

- A. Strategic Impact:  
N/A

- B. Service/Delivery Impact:  
N/A

- C. Fiscal Impact:  
Funds for this project were budgeted in the 2018 Sewer Rehabilitation budget in the amount of \$800,000.

Project Costs

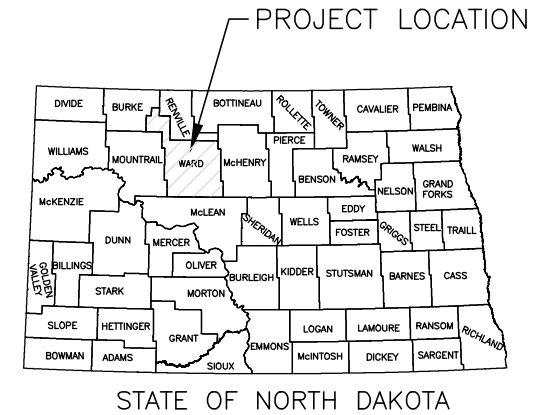
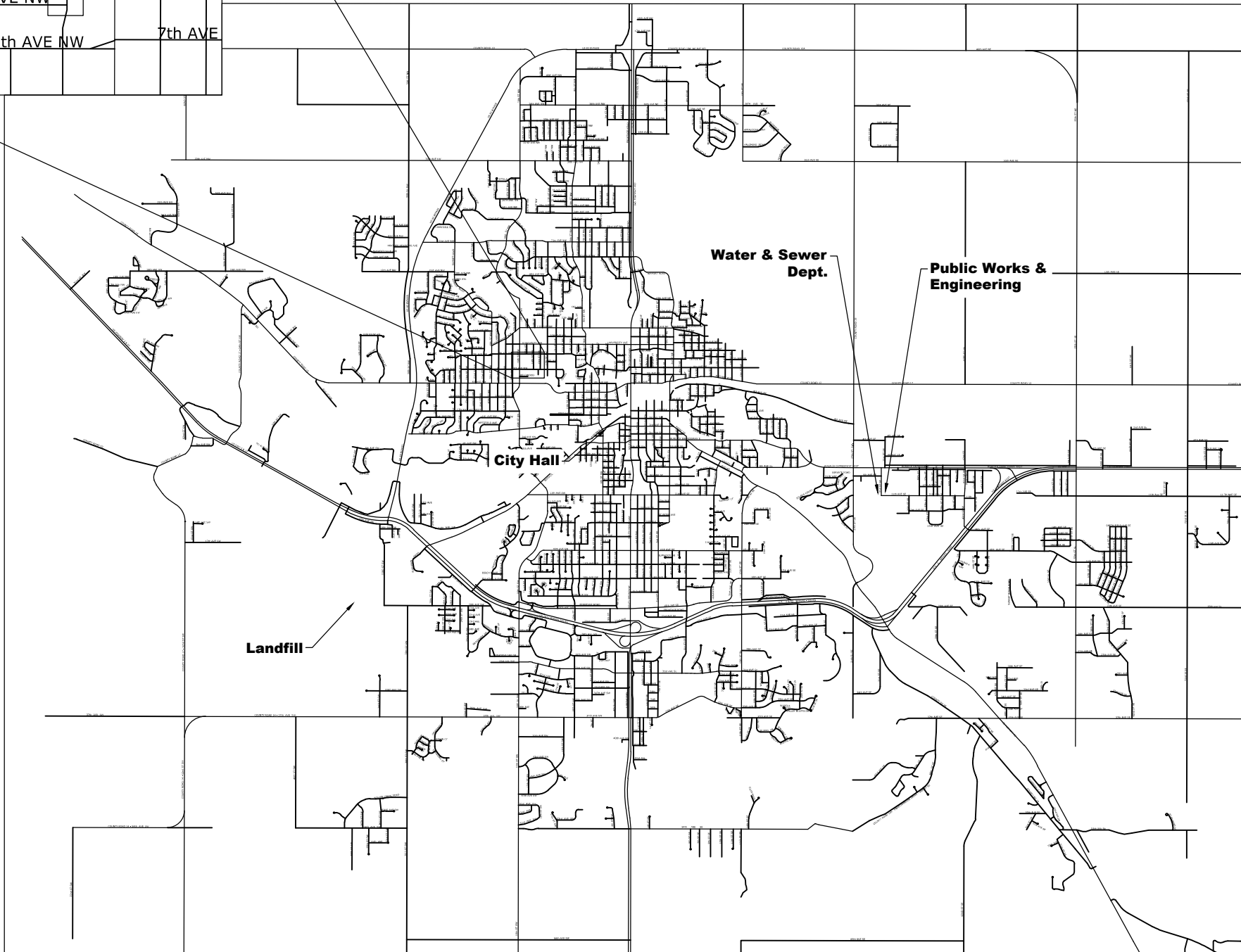
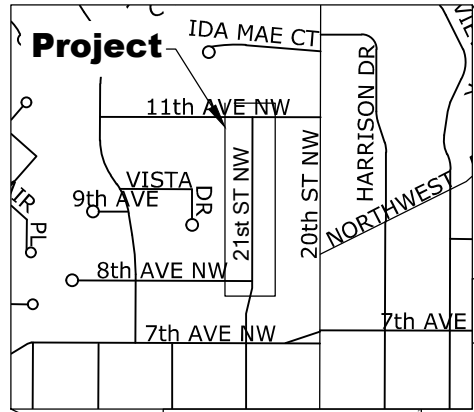
Engineer's Estimate:	\$257,290.00
Contractor's Bid:	\$275,866.00

- V. ALTERNATIVES**  
N/A

- VI. TIME CONSTRAINTS**  
N/A

- VII. LIST OF ATTACHMENTS**

**CITY OF MINOT**  
**WARD COUNTY, ND**  
**2018 Sanitary Sewer Rehabilitation**



CITY HALL

515 2ND AVE SW, MINOT, ND 58701

PUBLIC WORKS & ENGINEERING

1025 31ST ST SE, MINOT, ND 58701

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58702

I hereby certify that the attached plans were prepared by me or under my direct supervision and that I am a duly registered professional engineer under the laws of the State of ND.

Lance Meyer /s/	PE-7121	2/22/2018
LANCE MEYER, P.E. CITY ENGINEER	LIC. NO.	DATE

## 2018 Sanitary Sewer Rehabilitation

SHEET

1 OF 11

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QUANTITIES 2018 SANITARY SEWER REHABILITATION			
ITEM NO.	DESCRIPTION	UNITS	PLAN QUANTITY
1	Bond	LS	1
2	Mobilization	LS	1
3	Remove Bituminous Pavement	SY	1,636
4	Remove & Replace Curb and Gutter	LF	292
5	Remove & Replace 4" Concrete Sidewalk	SY	110
6	Imported Backfill	CY	60
7	4" SCH-40 Sewer Lateral	LF	600
8	8" SDR 35 PVC Sewer main	LF	863
9	Reconnect Sewer Services All Types & Sizes	EA	21
10	Remove and Replace Manhole Adjustment	EA	2
11	Connect to Existing Sewer Manhole	EA	4
12	Aggregate Base - CL 5	TN	864
13	Hot Bituminous Pavement CI 29, 3.5"	TN	331
14	Seeding (Hyrdo-mulch)	LS	1
15	Traffic Control	LS	1

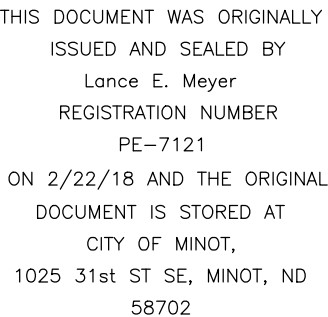
GENERAL NOTES:

1. Field locating and exposure of existing pipe and services shall be incidental to "connect to existing sanitary sewer main and reconnect services all types and sizes" bid items.
2. The contractor is responsible for the location of all existing underground utilities.
3. All work will conform to the current City of Minot Specifications.
4. It shall be the responsibility of the contractor to provide a traffic control plan. A plan shall be submitted to the City of Minot Traffic Engineer and approved prior to construction activities.
5. Asphalt removal limits are figured off a 14' wide trench at the surface for Sewer Main. Asphalt removal limits are figured off an 11' wide trench at the surface for Sewer Service Laterals.
6. All Sanitary Sewer Service Lateral locations are approximate.
7. All Areas disturbed outside those designated shall be the responsibility of the contractor to repair, unless Prior Approval is granted by the Engineer.

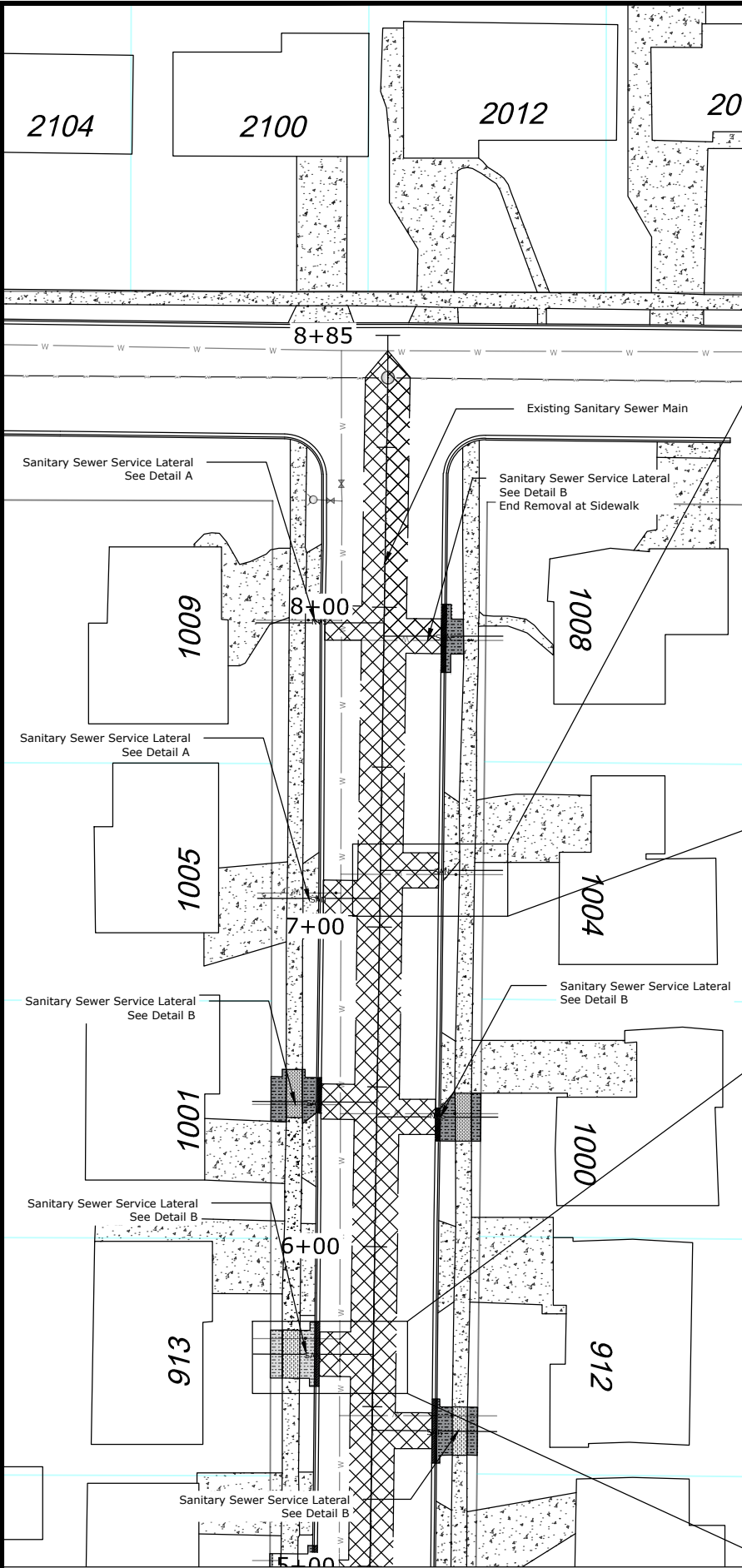
SUPPLEMENTAL NOTES:

1. Completion of mandrel testing shall be completed immediately after each run is completed: Run 1-MH#1 to MH#2 and Run 2-MH#2 to MH#3.
2. City to televise at the completion of each manhole to manhole run with a minimum 48-hour notification.
3. If the system is not completed at the end of the working day, a by-pass or temporary connection will need to be installed and will be incidental to the work.
4. All Sanitary Sewer Connections shall be installed with inline Wyes as specified in 2013 City of Minot Specifications.
5. All Sanitary Sewer Connections to existing service pipe materials other than PVC shall be made with a strong back coupler as specified in 2013 City of Minot Specifications.
6. Adjust Manhole Casting to include: remove existing adjustments rings to cone section, casting and lid. Installation of new casting and lid, external chimney seal, and adjustment rings. Total depth from top of cone section to top of asphalt is 1.9'.
7. Removal and Replacement of Sanitary Sewer Service Laterals to Include: Removal of Existing Sewer Service Laterals (lengths vary), and Replacement with 4" SCH-40 PVC. All Sanitary Sewer Service Laterals removal lengths shall be agreed upon based on field conditions prior to disconnecting service.
8. All Bituminous Pavement installation shall be completed within 14 days of final Sewer Main pipe installation.

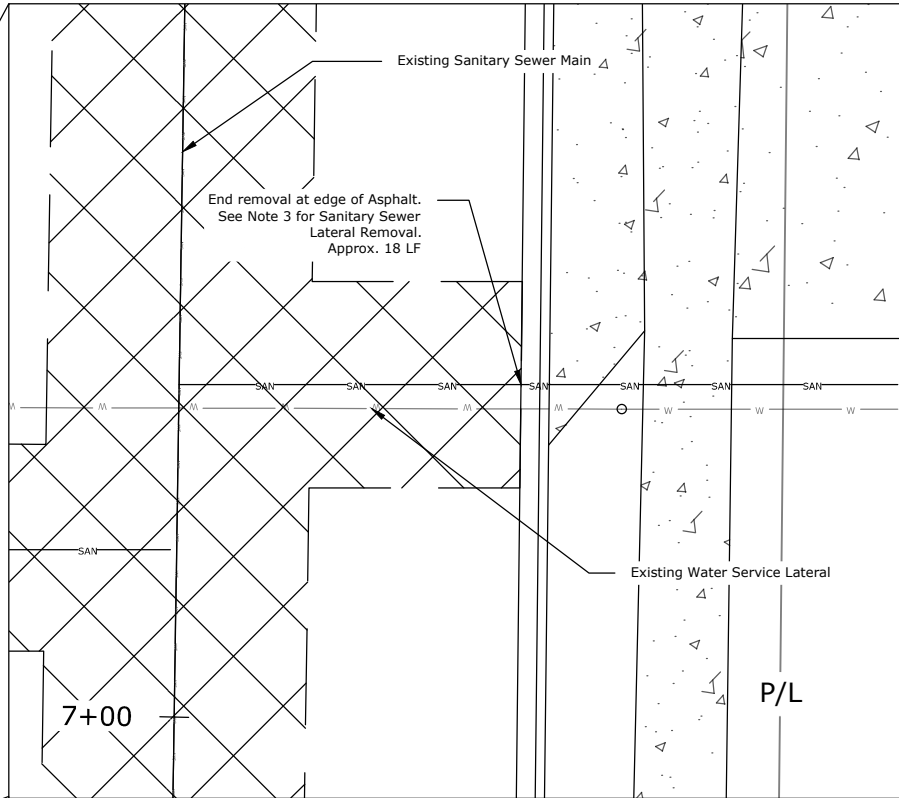
SHEET 2 OF 11	2018 Sanitary Sewer Rehabilitation Quantities/Notes																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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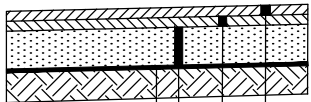
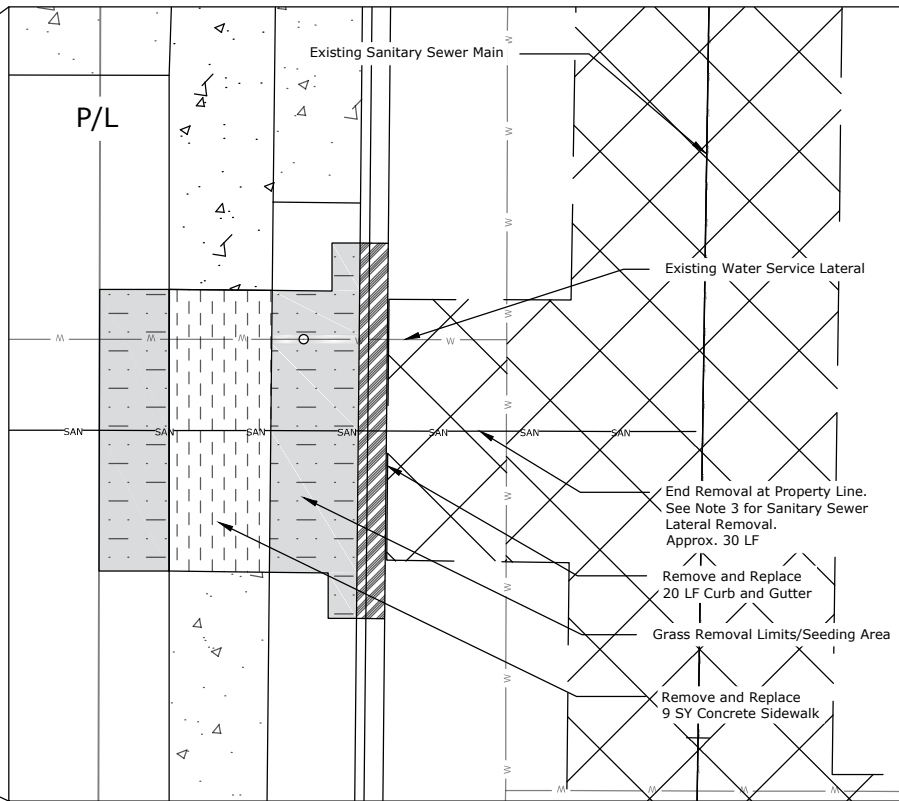
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Detail A  
Typical Sanitary Sewer Partial Lateral Removal



Detail B  
Typical Sanitary Sewer Full Lateral Removal



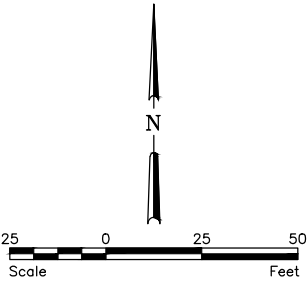
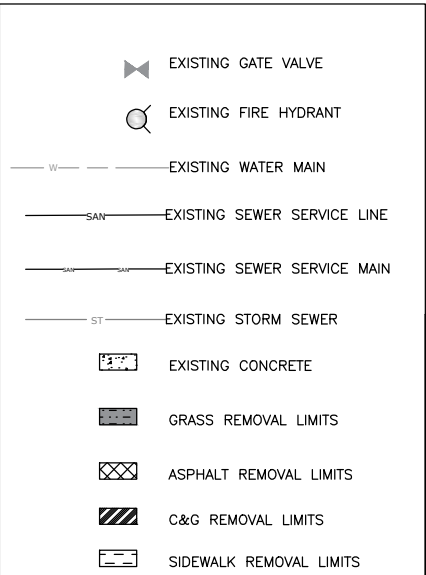
- 1.5" Class 29 hot bituminous pavement (PG 58-28)
- 2.0" Class 29 hot bituminous pavement (PG 58-28)  
(Tack coat incidental between lifts)
- Aggregate base, Class 5, Match existing section min. 6"
- If existing, Type R1 woven geotextile fabric

NOTE:  
1. Over excavation shall be allowed at the discretion of the Engineer.

TYPICAL PUBLIC STREET PATCH  
NTS

- Note:
- Field locating and exposure of existing pipes and services shall be incidental to "connect to existing sanitary sewer main and reconnect services all types and sizes" bid items.
  - Asphalt removal limits are figured off a 14' wide trench at the surface for Sewer Main. Asphalt removal limits are figured off an 11' wide trench at the surface for Sewer Service Laterals.
  - All Sanitary Sewer Service lateral locations are approximate. Extent of removal lengths shall be agreed upon based on field conditions prior to disconnecting services.
  - All Sidewalk and Curb and Gutter removal limits shall be field marked by the Engineer.

Casting Adjustment:  
1. Adjust Manhole casting to include: remove existing adjustment rings to cone section, casting and lid. Installation of new casting and lid, external chimney seal and adjustment rings. Total depth from top of cone section to top of asphalt is 1.9'.



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City of Minot

By

Date

Revision

No.

2018 Sanitary Sewer Rehabilitation  
Removals

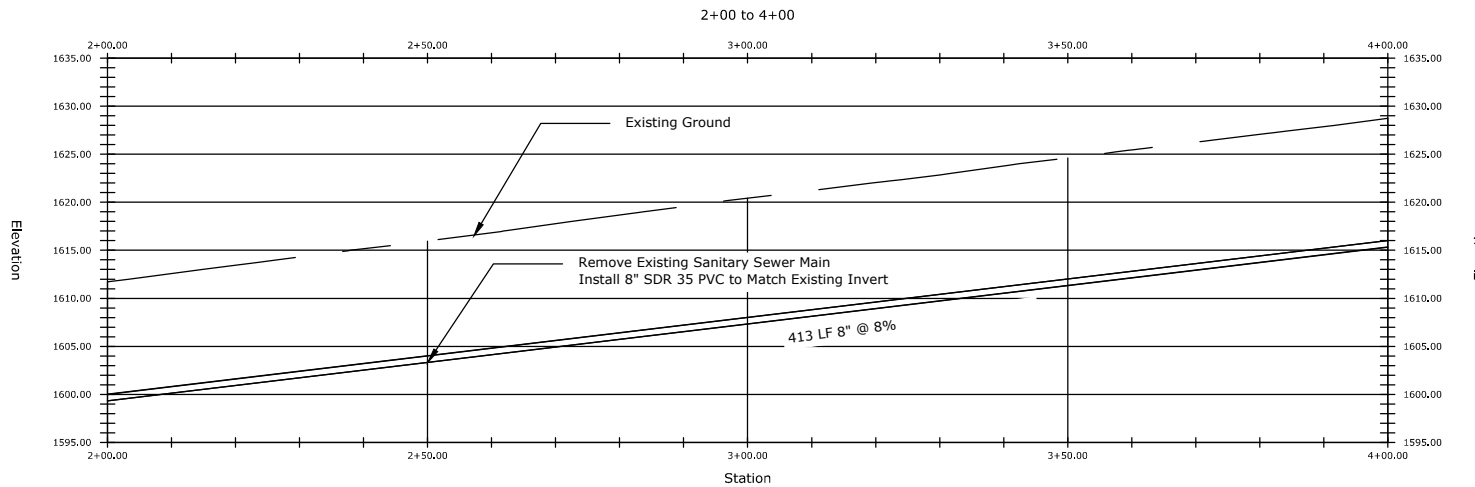
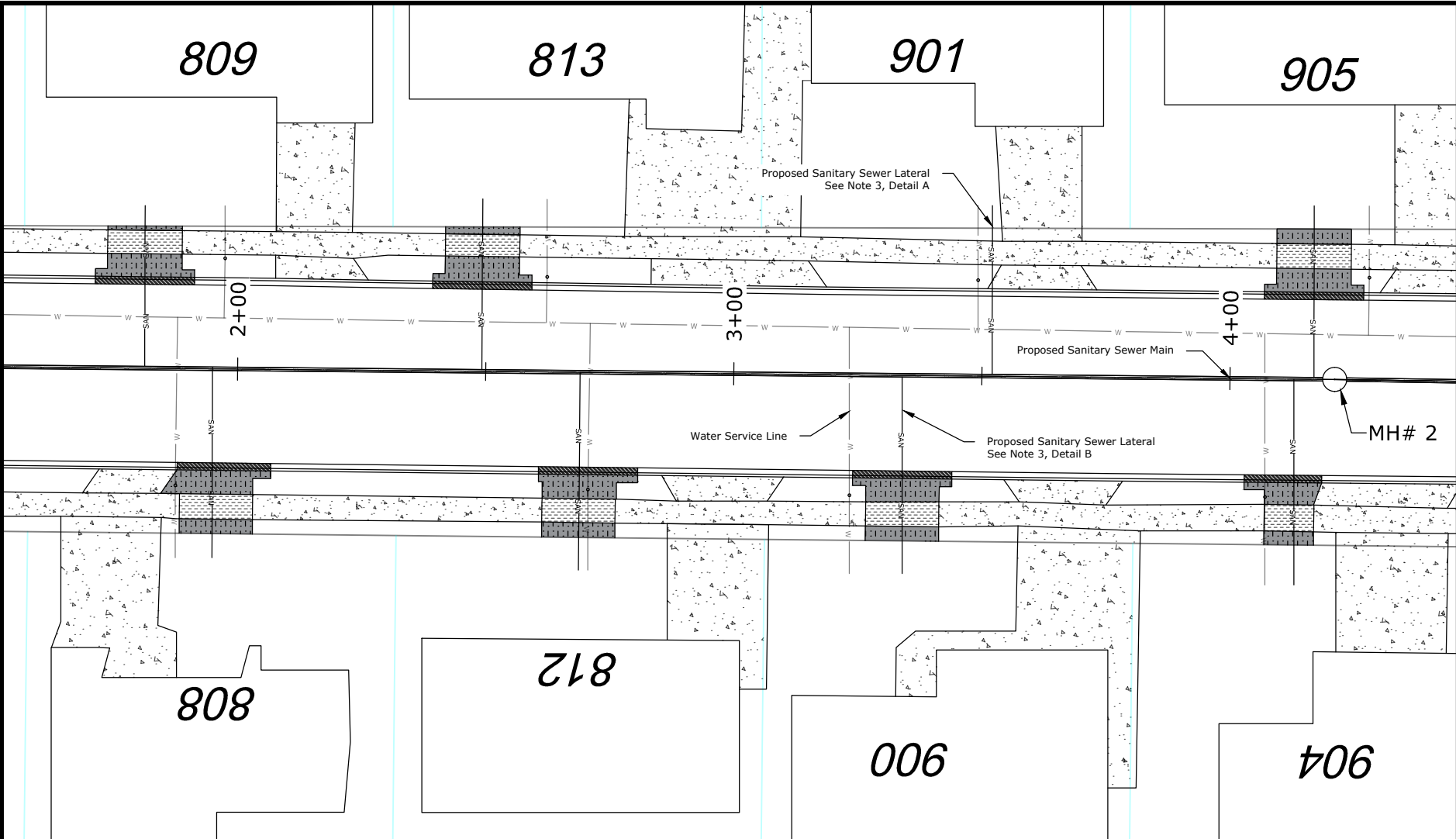
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Drawn by	CB
Designed by	CB
Date	2-22-18
Project No.	4313

SHEET  
4 OF 11



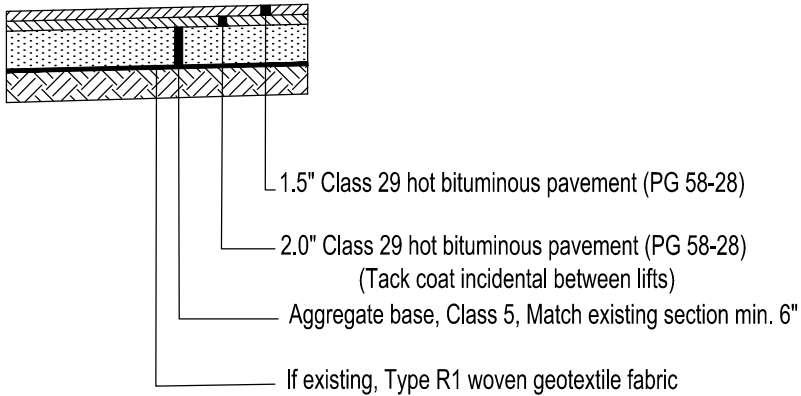


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Remove 8" VCP  
Sta. 2+00 to Sta. 4+00

Install 8" PVC  
Sta. 2+00 to Sta. 4+00 @ 8%

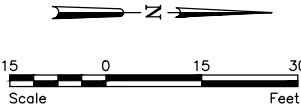
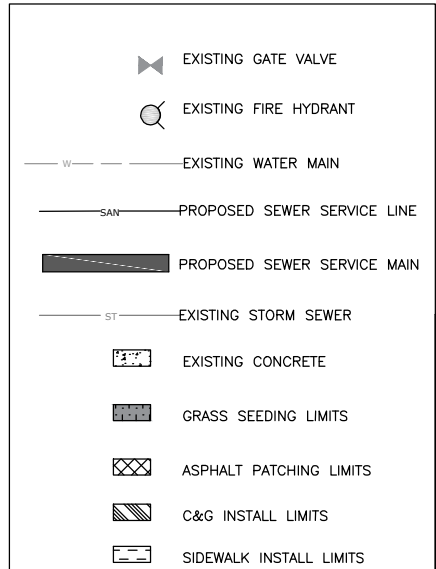


NOTE:  
1. Over excavation shall be allowed at the discretion of the Engineer.

TYPICAL PUBLIC STREET PATCH  
NTS

- Note:
- Field locating and exposure of existing pipes and services shall be incidental to "connect to existing sanitary sewer main and reconnect services all types and sizes" bid items.
  - Asphalt removal limits are figured off a 14' wide trench at the surface for Sewer Main. Asphalt removal limits are figured off an 11' wide trench at the surface for Sewer Service Laterals.
  - All Sanitary Sewer Service lateral locations are approximate. Extent of removal lengths shall be agreed upon based on field conditions prior to disconnecting services.
  - All Sidewalk and Curb and Gutter removal limits shall be field marked by the Engineer.

Casting Adjustment:  
1. Adjust Manhole casting to include: remove existing adjustment rings to cone section, casting and lid. Installation of new casting and lid, external chimney seal and adjustment rings. Total depth from top of cone section to top of asphalt is 1.9'.



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City of Minot

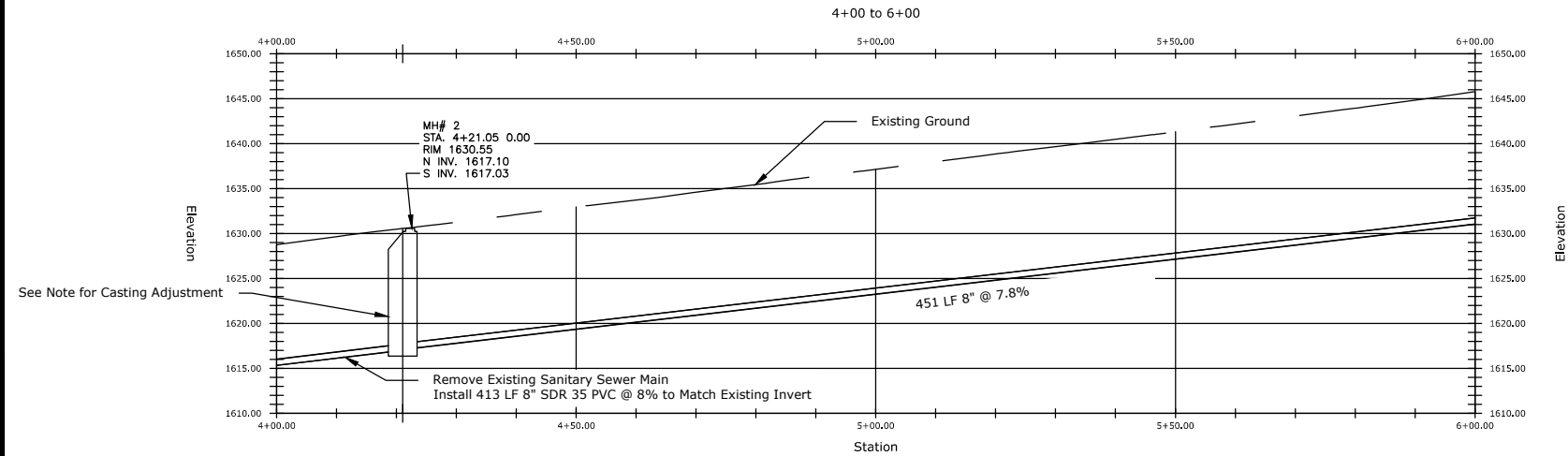
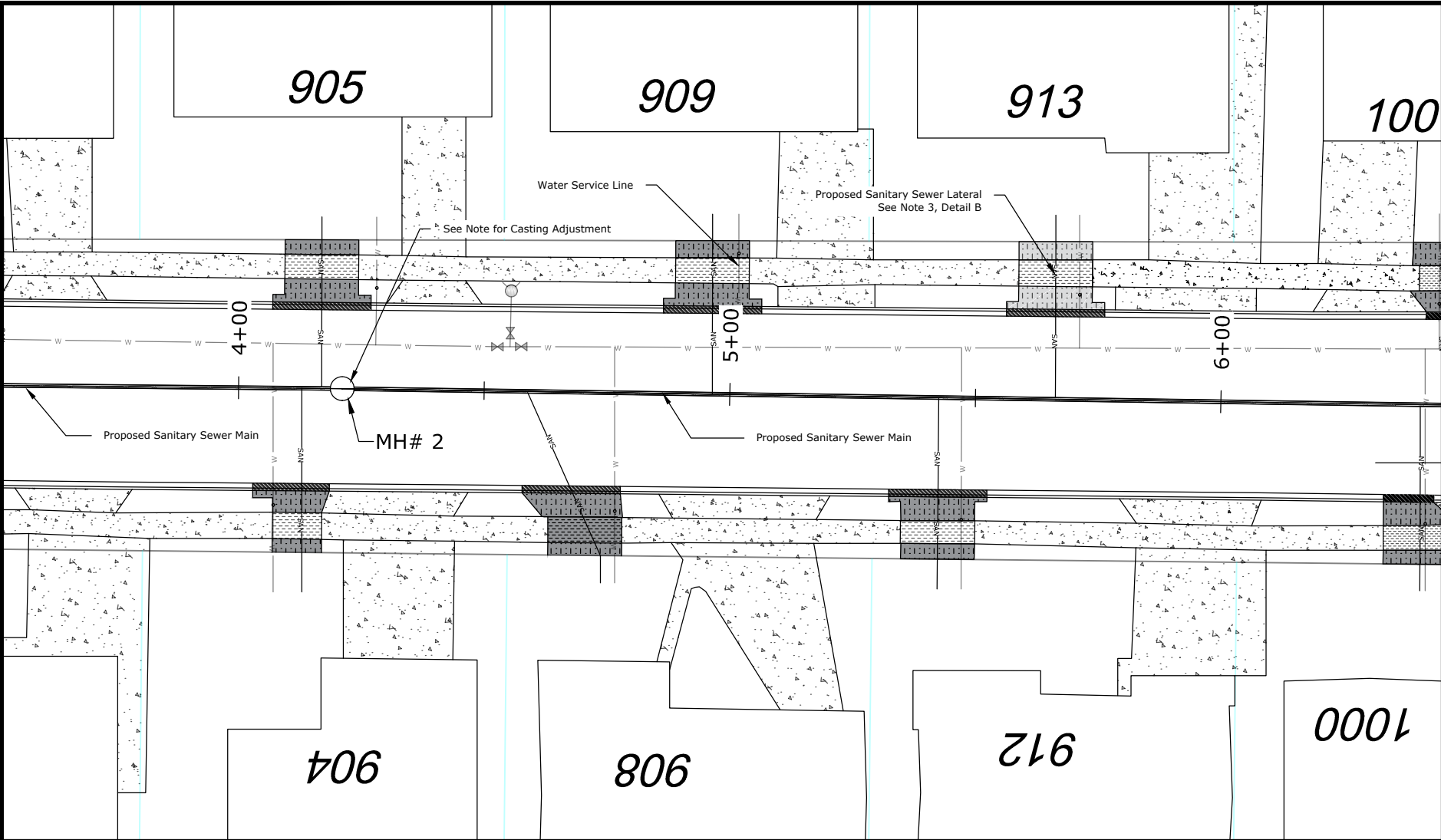
					By
					Date
					Revision
					No.

2018 Sanitary Sewer Rehabilitation  
Plan and Profile

Surveyed by	CB
Drawn by	CB
Designed by	CB
Date	2-22-18
Project No.	4313

SHEET  
6 OF 11

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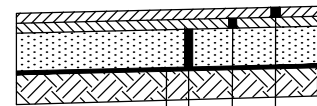


Remove 8" VCP  
Sta. 4+00 to Sta. 4+21

Install 8" PVC  
Sta. 4+00 to Sta. 4+21 @ 8%

Remove 8" VCP  
Sta. 4+21 to Sta. 6+00

Install 8" PVC  
Sta. 4+21 to Sta. 6+00 @ 7.8%



- 1.5" Class 29 hot bituminous pavement (PG 58-28)
- 2.0" Class 29 hot bituminous pavement (PG 58-28)  
(Tack coat incidental between lifts)
- Aggregate base, Class 5, Match existing section min. 6"
- If existing, Type R1 woven geotextile fabric

**NOTE:**

- Over excavation shall be allowed at the discretion of the Engineer.

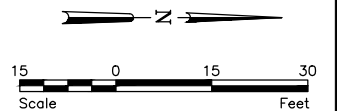
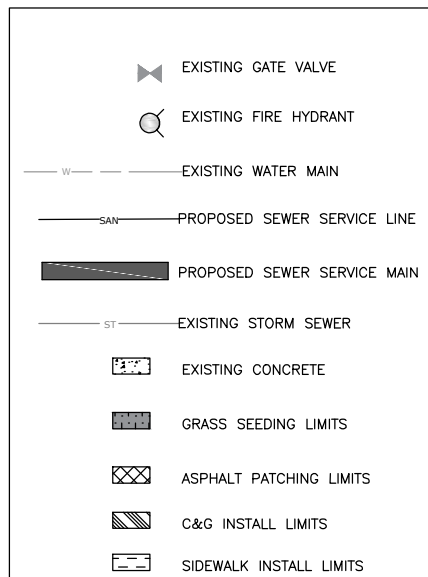
**TYPICAL PUBLIC STREET PATCH**  
NTS

**Note:**

- Field locating and exposure of existing pipes and services shall be incidental to "connect to existing sanitary sewer main and reconnect services all types and sizes" bid items.
- Asphalt removal limits are figured off a 14' wide trench at the surface for Sewer Main. Asphalt removal limits are figured off an 11' wide trench at the surface for Sewer Service Laterals.
- All Sanitary Sewer Service lateral locations are approximate. Extent of removal lengths shall be agreed upon based on field conditions prior to disconnecting services.
- All Sidewalk and Curb and Gutter removal limits shall be field marked by the Engineer.

**Casting Adjustment:**

- Adjust Manhole casting to include: remove existing adjustment rings to cone section, casting and lid. Installation of new casting and lid, external chimney seal and adjustment rings. Total depth from top of cone section to top of asphalt is 1.9'.



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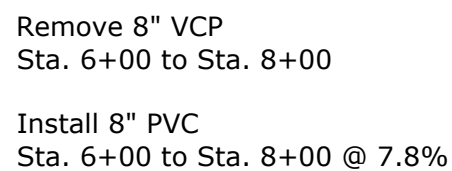
**City of Minot**

**2018 Sanitary Sewer Rehabilitation**  
Plan and Profile

Surveyed by	CB
Drawn by	CB
Designed by	CB
Date	2-22-18
Project No.	4313

**SHEET**  
**7 OF 11**

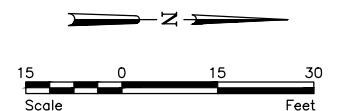




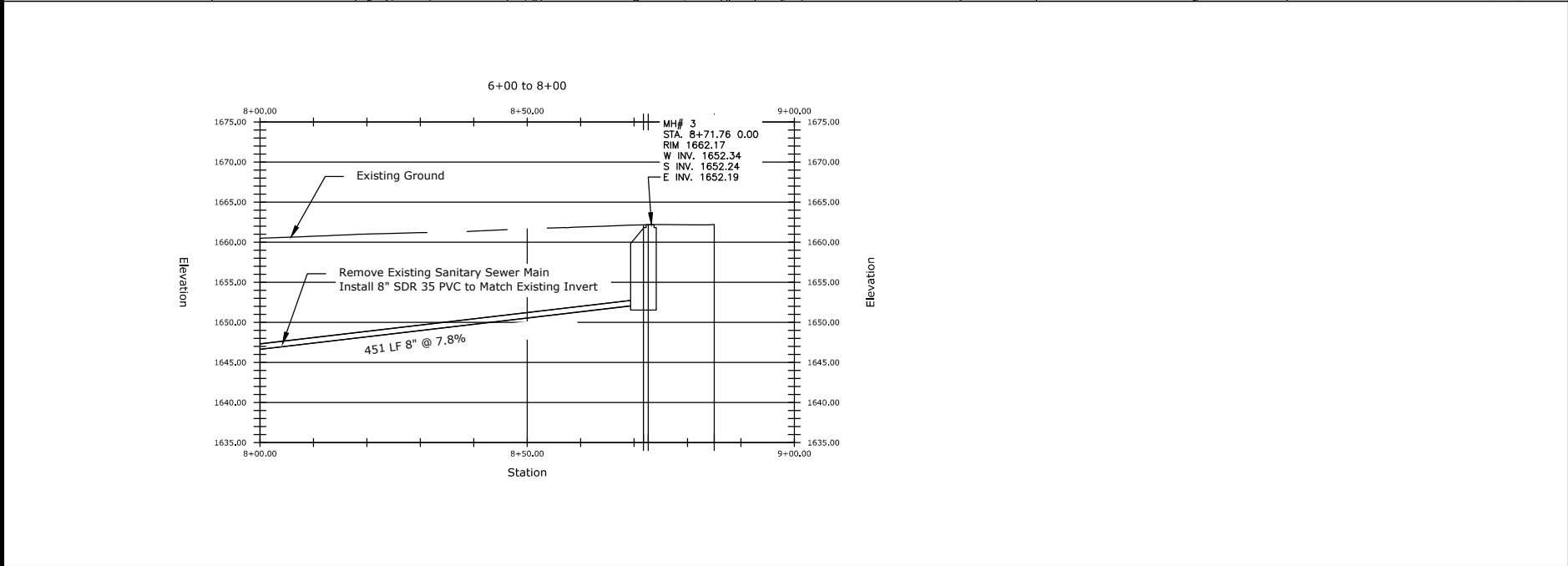
Note:

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2. Asphalt removal limits are figured off a 14' wide trench at the surface for Sewer Main. Asphalt removal limits are figured off an 11' wide trench at the surface for Sewer Service Laterals.
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4. All Sidewalk and Curb and Gutter removal limits shall be field marked by the Engineer.

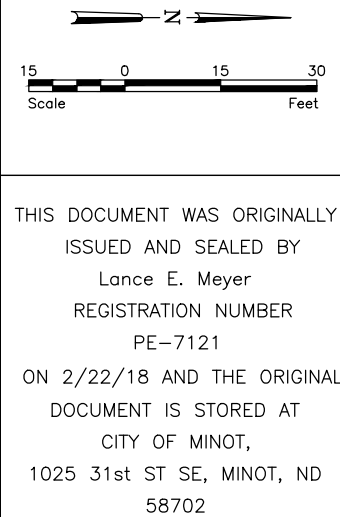
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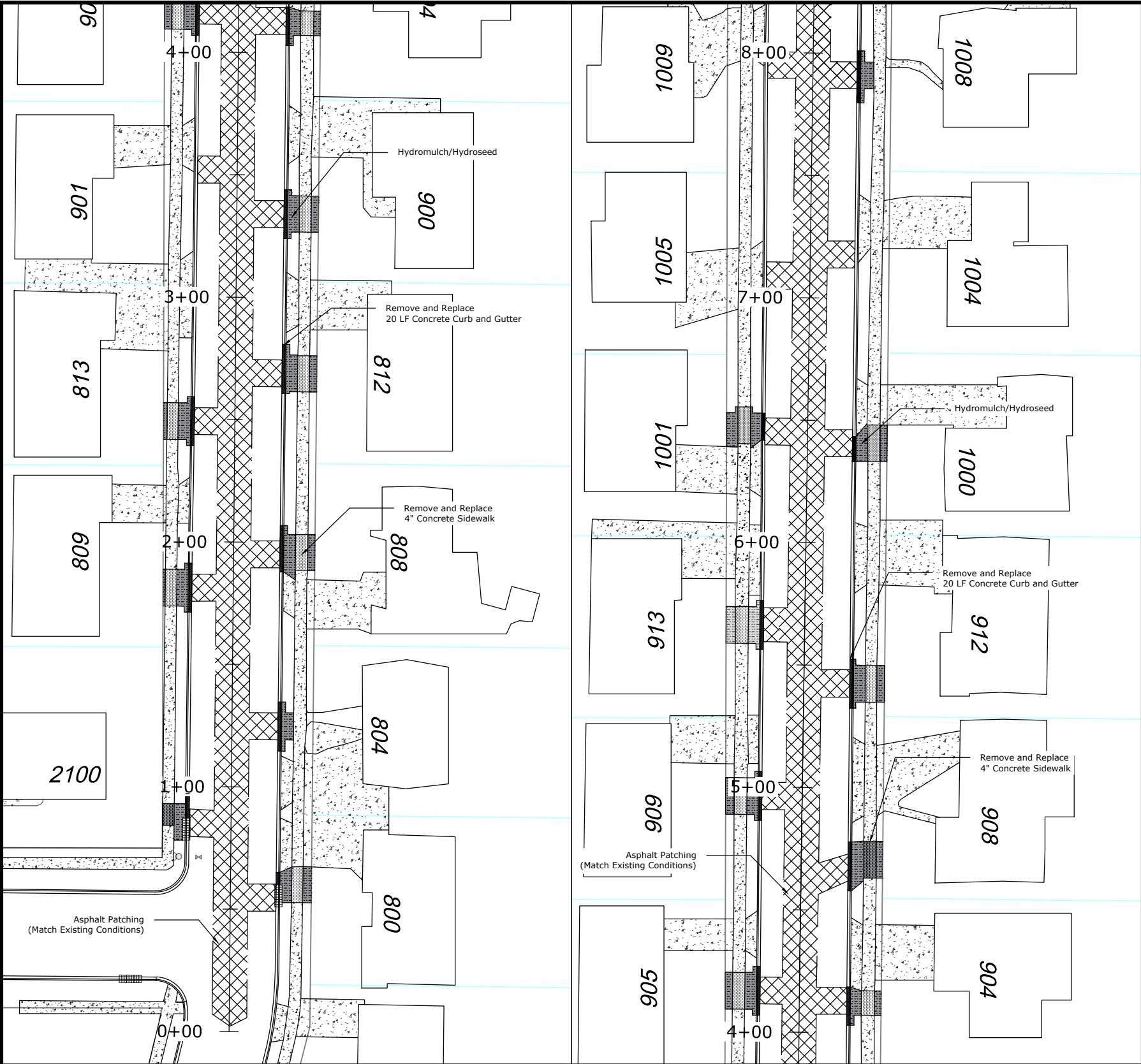
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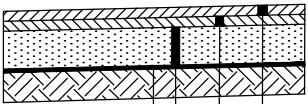
Remove 8" VCP Sta. 8+00 to Sta. 8+72	
Install 8" PVC Sta. 8+00 to Sta. 8+72 @ 7.8%	



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Seeding Note:  
1. Total Approx. Seeding Area: 225 SY



- 1.5" Class 29 hot bituminous pavement (PG 58-28)
- 2.0" Class 29 hot bituminous pavement (PG 58-28)  
(Tack coat incidental between lifts)
- Aggregate base, Class 5, Match existing section min. 6"
- If existing, Type R1 woven geotextile fabric

NOTE:  
1. Over excavation shall be allowed at the discretion of the Engineer.

**TYPICAL PUBLIC STREET PATCH**  
NTS

- Note:
- Field locating and exposure of existing pipes and services shall be incidental to "connect to existing sanitary sewer main and reconnect services all types and sizes" bid items.
  - Asphalt removal limits are figured off a 14' wide trench at the surface for Sewer Main. Asphalt Removal Limits are figured off an 11' wide trench at the surface for Sewer Service laterals. Asphalt Patching shall match existing conditions, unless otherwise directed by the Engineer.
  - All Sidewalk and Curb and Gutter Removal limits shall be field marked by the Engineer.
  - Any disturbed areas outside those designated will be the responsibility of the Contractor to repair.
  - Seed shall conform to Current City of Minot Specifications.

EXISTING GATE VALVE

EXISTING FIRE HYDRANT

EXISTING WATER MAIN

PROPOSED SEWER SERVICE LINE

PROPOSED SEWER SERVICE MAIN

EXISTING STORM SEWER

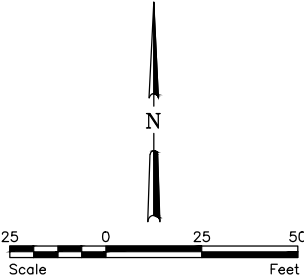
EXISTING CONCRETE

GRASS SEEDING LIMITS

ASPHALT PATCHING LIMITS

C&G INSTALL LIMITS

SIDEWALK INSTALL LIMITS



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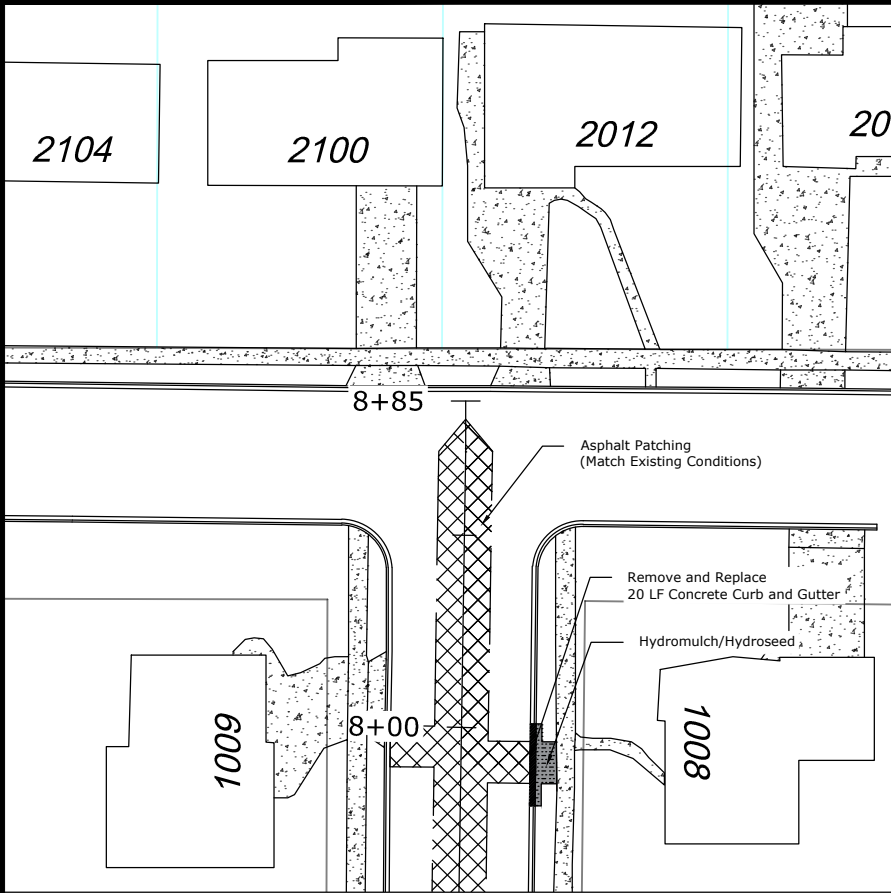
2018 Sanitary Sewer Rehabilitation  
Seeding/Installation

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Drawn by	CB
Designed by	CB
Date	2-22-18
Project No.	4313

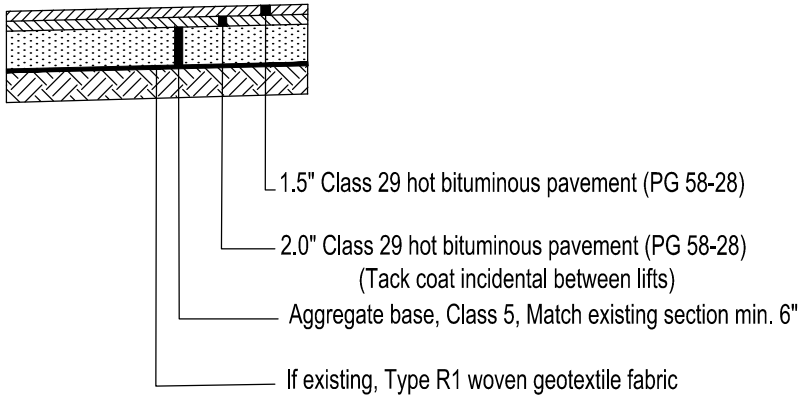
SHEET

10 OF 11

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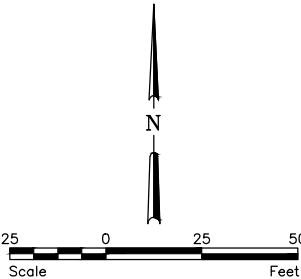
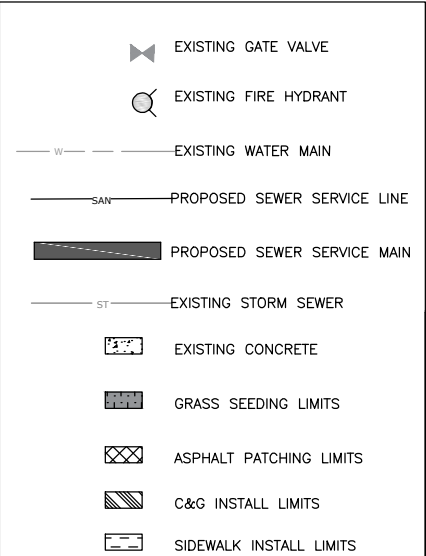
Seeding Note:  
1. Total Approx. Seeding Area: 225 SY



NOTE:  
1. Over excavation shall be allowed at the discretion of the Engineer.

TYPICAL PUBLIC STREET PATCH  
NTS

- Note:
- Field locating and exposure of existing pipes and services shall be incidental to "connect to existing sanitary sewer main and reconnect services all types and sizes" bid items.
  - Asphalt removal limits are figured off a 14' wide trench at the surface for Sewer Main. Asphalt Removal Limits are figured off an 11' wide trench at the surface for Sewer Service laterals. Asphalt Patching shall match existing conditions, unless otherwise directed by the Engineer.
  - All Sidewalk and Curb and Gutter Removal limits shall be field marked by the Engineer.
  - Any disturbed areas outside those designated will be the responsibility of the Contractor to repair.
  - Seed shall conform to Current City of Minot Specifications.



THIS DOCUMENT WAS ORIGINALLY  
ISSUED AND SEALED BY  
Lance E. Meyer  
REGISTRATION NUMBER  
PE-7121  
ON 2/22/18 AND THE ORIGINAL  
DOCUMENT IS STORED AT  
CITY OF MINOT,  
1025 31st ST SE, MINOT, ND  
58702

City of Minot

				By
				Date
				Revision
				No.

2018 Sanitary Sewer Rehabilitation  
Seeding/Installation

Surveyed by	CB
Drawn by	CB
Designed by	CB
Date	2-22-18
Project No.	4313

SHEET  
11 OF 11





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**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Jason Sorenson, Assistant Director of Public Works

**DATE:** March 20, 2018

**SUBJECT:** **2018 STORM SEWER REHAB AWARD OF BID (City Project No. 4314)**

---

**I. RECOMMENDED ACTION**

- A. Recommend council to award the bid for the 2018 Storm Sewer Rehab Project to Wesslen Construction for the lowest bid of \$258,107.98.

**II. DEPARTMENT CONTACT PERSONS**

Dan Jonasson, Director of Public Works 857-4140  
Jason Sorenson, Assistant Director of Public Works 857-4140

**III. DESCRIPTION**

A. Background

Each year, funds are allocated in the storm sewer budget to repair or replace storm sewers around town. The improvements generally consist of repairing catch basins and replacing or extending pipes to improve storm water conveyance.

On Tuesday, March 20, 2018 at 11:30 a.m., bids were opened for the 2018 Storm Sewer Rehab Project. Below is a copy of the bid tabulation showing the different bids:

2018 Storm Sewer Rehab Project Bid Tabulation City Project #4314	
Bidder	Total Bid
Post Construction	\$337,040.80
Dig It Up Backhoe Service	\$269,510.00
Wesslen Construction	\$258,107.98
Wagner Construction	\$310,470.00
Dakota Underground Specialties	\$311,952.00

The lowest bid was received by Wesslen Construction in the amount of \$258,107.98.

B. Proposed Project

Work for this project will take place in the vicinity of 13<sup>th</sup> street and 5<sup>th</sup> avenue NW to replace and upsize the storm sewer system to improve conveyance.

- C. Consultant Selection  
N/A

**IV. IMPACT:**

- A. Strategic Impact:  
N/A

- B. Service/Delivery Impact:  
N/A

- C. Fiscal Impact:  
Funds for this project were budgeted in the 2018 Storm Sewer Replacement budget in the amount of \$400,000.

Project Costs

Contractor's Bid:	\$258,107.98
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**V. ALTERNATIVES**  
N/A

**VI. TIME CONSTRAINTS**  
N/A

**VII. LIST OF ATTACHMENTS**



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**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Jason Sorenson

**DATE:** March 21, 2018

**SUBJECT:** PICKUPS AND SUV BID (PROJECT NUMBER 4321)

---

**I. RECOMMENDED ACTION**

1. Recommend council award the bid to Westlie Motor Company in the amount of \$28,398.08 for the Water/Sewer Department SUV, \$33,194.16 for the Street Department pickup, \$29,256.16 for the Landfill pickup, and \$30,327.32 for the Traffic pickup.
2. Recommend the additional \$694.16 be funded with Street Department remaining capital funds due to bids coming in under budget.

**II. DEPARTMENT CONTACT PERSONS**

Dan Jonasson, Director of Public Works 857-4140  
Jason Sorenson, Assistant Director of Public Works 857-4140

**III. DESCRIPTION**

A. Background

*On March 21, 2018, the Public Works Department opened bids for pickups and an SUV for multiple departments. Two bids were received and they are as follows:*

<b><i>Westlie Motor Company</i></b>	<b><i>Make/Model</i></b>	<b><i>Bid Price</i></b>
<i>4x4 SUV (Water/Sewer)</i>	<i>Ford Explorer</i>	<i>\$28,398.08</i>
<i>1/2 ton 4x4 4-door (Street)</i>	<i>Ford F-150 Supercrew</i>	<i>\$33,194.16</i>
<i>3/4 ton 4x4 Ex. Cab (Traffic)</i>	<i>Ford F-250 Supercab</i>	<i>\$30,327.32</i>
<i>1/2 ton 4x4 Ex. Cab (Landfill)</i>	<i>Ford F-150 Supercab</i>	<i>\$29,256.16</i>

<b><i>Nelson Auto Center, Inc.</i></b>	<b><i>Make/Model</i></b>	<b><i>Bid Price</i></b>
<i>4x4 SUV (Water/Sewer)</i>	<i>GMC Yukon</i>	<i>\$41,586.00</i>
<i>1/2 ton 4x4 4-door (Street)</i>	<i>Ford F-150 Supercab</i>	<i>\$27,798.00</i>
<i>3/4 ton 4x4 Ex. Cab (Traffic)</i>	<i>Ford F-150 Supercab</i>	<i>\$28,088.00</i>
<i>1/2 ton 4x4 Ex. Cab (Landfill)</i>	<i>Ram 2500 Crew cab</i>	<i>\$29,122.00</i>

*Although the prices for the pickups from Nelson Auto were lower than Westlies, none of them met the specifications. The bid called for a 4-door pickup for the Street vehicle, but Nelson provided a Supercab which is only an extended cab. The Traffic vehicle was supposed to be a 3/4 ton, but Nelson provided a price for a half ton. The Landfill pickup was*

*supposed to be a 1/2 ton, but Nelson provided a price for a 3/4 ton.*

B. Proposed Project

N/A

C. Consultant Selection

N/A

**IV. IMPACT:**

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

NA

C. Fiscal Impact:

Project Costs

4x4 SUV (Water/Sewer)	\$28,398.08
1/2 ton 4x4 (Street)	\$33,194.16
1/2 ton 4x4 (Traffic)	\$30,327.32
3/4 ton 4x4 (Landfill)	\$29,256.16

Project Funding

*Funding for these vehicles is budgeted in the 2018 City Budget as follows:*

4x4 SUV (Water/Sewer)	\$37,000.00
1/2 ton 4x4 (Street)	\$32,500.00
3/4 ton 4x4 (Traffic)	\$35,000.00
1/2 ton 4x4 (Landfill)	\$31,000.00

**V. ALTERNATIVES**

N/A

**VI. TIME CONSTRAINTS**

N/A

**VII. LIST OF ATTACHMENTS**

N/A





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**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Jason Sorenson

**DATE:** March 12, 2018

**SUBJECT:** INDUSTRIAL WHEEL LOADER (PROJECT NUMBER 4326)

---

**I. RECOMMENDED ACTION**

1. Recommend council award the industrial wheel loader bid to Butler Machinery in the amount of \$25,993.59 per year for a 5-year lease.
2. Recommend approval of the attached budget amendment for the lease purchase option for the industrial wheel loader.

**II. DEPARTMENT CONTACT PERSONS**

Dan Jonasson, Director of Public Works 857-4140  
Jason Sorenson, Assistant Director of Public Works 857-4140

**III. DESCRIPTION**

A. Background

*On March 15, 2018, the Public Works Department opened bids for an industrial wheel loader for the Street Department. Six bids were received and they are as follows:*

<b><i>Bidder</i></b>	<b><i>Make/Model</i></b>	<b><i>Base Bid</i></b>	<b><i>5-year Lease</i></b>	<b><i>Buyout</i></b>
<i>RDO Equipment</i>	<i>JD 644K</i>	<i>\$227,000</i>	<i>\$40,578.72</i>	<i>\$1.00</i>
<i>RDO Equipment</i>	<i>JD 644K</i>	<i>\$227,000</i>	<i>\$22,520.59</i>	<i>\$138,700</i>
<i>Titan Machinery</i>	<i>Case 921 G XR</i>	<i>\$239,563.73</i>	<i>\$51,801.00</i>	<i>\$1.00</i>
<i>Butler Machinery</i>	<i>Cat 950 GC</i>	<i>\$203,000</i>	<i>\$28,268.30</i>	<i>\$95,000</i>
<i>Butler Machinery</i>	<i>Cat 950 GC</i>	<i>\$203,000</i>	<i>\$25,993.59</i>	<i>\$95,000</i>
<i>ASC</i>	<i>NO BID BOND – BID NOT OPENED</i>			
<i>Ironhide</i>	<i>Doosan DL300</i>	<i>\$215,000</i>	<i>\$33,301.99</i>	<i>\$94,600</i>
<i>General Equipment</i>	<i>Komatsu WA380-8</i>	<i>\$228,399</i>	<i>\$48,690.10</i>	<i>\$1.00</i>

*The units bid meet the specifications for this project. The basis of award was lowest cost of ownership over the course of the lease term, which was Butler Machinery at \$224,967.95*

B. Proposed Project

*N/A*

C. Consultant Selection



**ORDINANCE NO:**

**AN ORDINANCE AMENDING THE 2018 ANNUAL BUDGET TO INCREASE THE STREET DEPARTMENT EQUIPMENT RENTAL AND DECREASE THE STREET DEPARTMENT CAPITAL PURCHASES REVENUES AND EXPENDITURES FOR THE INDUSTRIAL WHEEL LOADER LEASE AND APPROVE THE TRANSFER OF FUNDS FROM STREET CAPITAL PURCHASES TO GENERAL FUND.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINOT:**

- §1: Amend the 2018 annual budget to increase the street department equipment rental and decrease the street department capital purchases revenues and expenditures for the leasing of the industrial wheel loader.

001-4000-431.04-42		\$25,994
001-0000-311.00-00		25,994
429-7300-431.07-93		(25,994)
429-0000-311.00-00		(25,994)

- §2: Approve the transfer of funds from Street capital purchases to General Fund:

429-0000-491.30-00	4326	25,994
001-0000-391.34-19		(25,994)

- §3: This ordinance shall be in effect from and after its passage and approval.

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

\_\_\_\_\_  
Chuck Barney, Mayor

\_\_\_\_\_  
Kelly Matalka, City Clerk



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**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Jason Sorenson

**DATE:** March 12, 2018

**SUBJECT:** WIDE-AREA TURF MOWER (PROJECT NUMBER 4327)

---

**I. RECOMMENDED ACTION**

1. Recommend council award the bid to Gooseneck Implement in the amount of \$50,992.31 for the wide-area turf mower.

**II. DEPARTMENT CONTACT PERSONS**

Dan Jonasson, Director of Public Works 857-4140  
Jason Sorenson, Assistant Director of Public Works 857-4140

**III. DESCRIPTION**

A. Background

*On March 8, 2018, the Public Works Department opened bids for a new wide-area turf mower for the Street Department. Two bids were received and they are as follows:*

<b><i>Bidder</i></b>	<b><i>Make/Model</i></b>	<b><i>Bid Price</i></b>
<i>Gooseneck Implement</i>	<i>JD 1600 with cab</i>	<i>\$66,089.94</i>
<i>Gooseneck Implement</i>	<i>JD 1600 without cab</i>	<i>\$50,992.31</i>
<i>RDO Equipment</i>	<i>JD 1600 with cab</i>	<i>\$68,248.59</i>
<i>RDO Equipment</i>	<i>JD 1600 without cab</i>	<i>\$55,448.59</i>

*The units bid meet or exceed all specifications.*

B. Proposed Project

*N/A*

C. Consultant Selection

*N/A*

**IV. IMPACT:**

A. Strategic Impact:

*N/A*

B. Service/Delivery Impact:  
NA

C. Fiscal Impact:

Project Costs

Total Cost	\$50,992.31
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Project Funding

*Funding for this project is budgeted in the 2018 Street Department budget in the amount of \$60,000.*

**V. ALTERNATIVES**

N/A

**VI. TIME CONSTRAINTS**

N/A

**VII. LIST OF ATTACHMENTS**

N/A



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**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Jason Sorenson

**DATE:** March 13, 2018

**SUBJECT:** SKID STEER LOADER TRADE (PROJECT NUMBER 4271/STR045)

---

**I. RECOMMENDED ACTION**

1. Recommend council approve a budget amendment to the 2018 Street Department budget for the purchase of a new skid steer loader.

**II. DEPARTMENT CONTACT PERSONS**

Dan Jonasson, Director of Public Works	857-4140
Jason Sorenson, Assistant Director of Public Works	857-4140

**III. DESCRIPTION**

A. Background

*Over the past few years Public Works has bid multiple skid steers with a guaranteed annual trade amount. This program has helped the departments be more productive by having a new machine under warranty with minimal downtime for repairs. The trade deals work out to a rate of \$5-\$11 per hour which is less than typical rental rates for a similar piece of equipment.*

B. Proposed Project

*In 2017, a track skid steer was purchased for the Street Department with a guaranteed trade-in value. When the 2018 budget was put together, this trade was inadvertently not included to the capital purchases. The purchase price for the new machine is \$51,012.00 with a trade value of \$47,512.00. The net cost to the City is \$3,500.00.*

C. Consultant Selection

*N/A*

**IV. IMPACT:**

A. Strategic Impact:

*N/A*

B. Service/Delivery Impact:

NA

C. Fiscal Impact:

Project Costs

2018 track skid steer cost	\$51,012.00
Trade in for 2017 skid steer	\$47,512.00
Net Cost	\$3,500.00

Project Funding

*Funding for the machine was not included in the 2018 budget. It is recommended the additional \$3,500.00 come from remaining funds from a turf mower that came in below budget.*

**V. ALTERNATIVES**

N/A

**VI. TIME CONSTRAINTS**

N/A

**VII. LIST OF ATTACHMENTS**

**ORDINANCE NO:**

**AN ORDINANCE AMENDING THE 2018 ANNUAL BUDGET TO INCREASE THE STREET CAPITAL EXPENDITURES AND REVENUES AND APPROVE THE TRANSFER OF FUNDS.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINOT:**

§1: Amend the 2018 annual budget to increase the Street capital purchase expenditures and revenues:

429-0000-311.00-00		\$3,500
429-0000-392.10-00		47,512
429-7300-431.07-93		51,012

§2: Approve the transfer of funds:

429-0000-311.00-00	4327	(3,500)
429-0000-311.00-00	STR045	3,500

§3: This ordinance shall be in effect from and after its passage and approval.

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

\_\_\_\_\_  
Chuck Barney, Mayor

\_\_\_\_\_  
Kelly Matalka, City Clerk





**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Lance Lang, Interim Planning Director

**DATE:** March 27, 2018

**SUBJECT: PERMIT FEES FOR ENCROACHMENT AGREEMENTS ASSOCIATED WITH  
OUTDOOR DINING AREAS**

**I. RECOMMENDED ACTION**

1. Recommend approval of a permit fee of thirty-five dollars (\$35.00) for an Encroachment Agreement required as part of the application for an outdoor seating area in the Central Business District; and
2. Recommend adoption of the Permit Fee Resolution to require said fee for all such applications; and
3. Authorize the Mayor to sign the agreements.

**II. DEPARTMENT CONTACT PERSONS**

Lance Lang, Interim Planning Director  
Sue Nilson, Planning Assistant

857-4108  
857-4022

**III. DESCRIPTION**

A. Background

On February 6, 2017, the City Council approved Ordinance No. 5151, amending Chapter 28, Streets, Sidewalks and Grounds, by adding a section 28-3.1, Outdoor Dining Areas; Permits; Applications; Encroachment Agreements. This ordinance established the application requirements for authorization of outdoor dining areas that encroach more than forty-two inches (42") into the public sidewalk along downtown streets.

In this section, paragraph (c), "Application"; Line 7 states that payment of the permit fee and/or encroachment fee set by resolution of the City Council is one of the application requirements.

No permit/encroachment fee has been established until now.

**IV. IMPACT:**

A. Strategic Impact:

With warmer weather coming soon there will likely be interest from downtown restaurant owners in pursuing an outdoor dining arrangement. The fee needs to be established in advance of anticipated demand.

B. Service/Delivery Impact:

The encroachment permit process allows the Planning Department to review and track permits for downtown outdoor dining areas, providing for preparation of encroachment agreements for the Council to consider in a fair and equitable manner.

C. Fiscal Impact:

The proposed nominal fee of \$35.00 is based on the departmental goal of establishing a self-supporting fee structure where the cost of permits such as this pay for the administrative burden they create. In this case, the administrative burden is low and the permit fee is set accordingly at one-half hour of the average state billable fee rate of \$70.00 per hour.

**V. ALTERNATIVES**

Alt 1. The Council could approve a different permit fee, higher or lower than \$35.00. The fee cannot be waived unless the original ordinance is amended since the original ordinance establishes the requirement for a permit fee to be set by City Council.

**VI. TIME CONSTRAINTS**

Council approval of the permit fee is timely with the approach of the outdoor dining season.

**VII. LIST OF ATTACHMENTS**

A. Proposed Resolution

**RESOLUTION NO.**

**RESOLUTION ESTABLISHING PERMIT FEE AND/OR ENCROACHMENT  
FEE TO APPLY FOR OUTDOOR DINING AREAS, THE CITY OF MINOT,  
NORTH DAKOTA**

**Whereas**, the City of Minot previously amended the Code of Ordinances by adding section 28-3.1 (Outdoor dining areas; permits; applications; encroachment agreements) to Article I (In General), Chapter 28 (Streets, Sidewalks, and Public Grounds).

**Whereas**, the City of Minot seeks to establish fees to issue a permit for an outdoor dining area as stated in paragraph (c), “Application”; Line 7 which states that payment of the permit fee and/or encroachment fee set by resolution of the City Council.

**Whereas**, the City of Minot wishes to set the fee at \$35.00 based on the departmental goal of establishing a self-supporting fee structure where the cost of permits such as this pay for the administrative burden they create.

**Therefore, now be it resolved** that the fee established for the review of documentation for Encroachment Agreement required as part of the application for an outdoor seating area in the Central Business District shall be \$35.00.

Passed and adopted this \_\_\_\_ day of April, 2018

APPROVED:

\_\_\_\_\_  
Chuck Barney, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Matalka, City Clerk



**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Rick Feltner, Airport Director

**DATE:** March 2, 2018

**SUBJECT: ASSIGNMENT OF LEASE, T-HANGAR NO. 2**

**I. RECOMMENDED ACTION**

1. Recommend approval of the Airport Lease, T-Hangar between the City of Minot and Scott Keller for T-Hangar No. 2 for \$75.00 per month; and

- 
2. Authorize the Mayor to sign the agreement

**II. DEPARTMENT CONTACT PERSONS**

Rick Feltner, Airport Director

857-4724

**III. DESCRIPTION**

A. Background

There is one (1) vacancy out of sixteen (16) t-hangars owned by the Airport. Protocol established a policy of a waiting list for vacancies. Scott Keller is the next interested party on the waiting list.

Mr. Scott Keller has indicated interest in renting a t-hangar for a monthly rent of \$75.00 per month, and will abide by the lease terms and obligations. The lease term is month-to-month, which may be terminated by the City or the Tenant with a 30-day written notice.

B. Proposed Project

N/A

C. Consultant Selection

N/A

**IV. IMPACT:**

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

T-Hangars on Airport property lease for \$75.00 per month, or \$900.00 in revenue annually.

As of April 1, 2018, T-Hangar No. 2 will be vacant. At that time the Airport will not be generating any revenue from it. With the approval of the lease, the t-hangar will be filled immediately, leaving no gap in revenue generation.

**V. ALTERNATIVES**

N/A

**VI. TIME CONSTRAINTS**

Council's approval of the recommendation will allow the lease to be signed and the proposed tenant to occupy the t-hangar.

**VII. LIST OF ATTACHMENTS**

A. No. 2 Scott Keller

# AIRPORT LEASE

## T-HANGAR

THIS LEASE is made between the City of Minot, North Dakota, a municipal corporation, hereinafter called the "City" and **Scott Keller**, hereinafter called the "Tenant".

It is agreed:

The City hereby leases to the Tenant T-Hangar No. **2** located at the City of Minot International Airport.

The lease term will commence immediately and continue on a month-to-month basis until cancelled by either Party.

Tenant shall pay the City monthly rent in the amount of **\$75.00** a month, with each month's payment to be made in advance. If this lease commences on a date other than the first of the month, then the first month's rent shall be pro-rated. **Tenant will also pay immediately a deposit equal to one month's rent as security against unpaid rent, damages, and any necessary cleaning expenses.**

The Tenant may use the hangar only for the purpose of storing an aircraft owned by Tenant or in which there is an ownership interest. If requested, Tenant shall provide the Airport Director with proof of ownership. The hangar may not be used for the storage of pails, barrels, boxes, chemicals, tanks, refuse, junk, aircraft parts, or other such items. The Tenant shall exercise good housekeeping practices both within the leased hangar and exterior. The City, in addition to the remedies provided for hereafter with regard to a breach of this lease, shall have the right to give notice to the Tenant to perform specified clean-up work. If the work is not performed within three (3) days following the day when

notice was given, not counting the day of notice itself, the City may do the work. All expenses incurred by the City for such clean-up work shall be an additional rent charge to the Tenant; payable within five (5) days after notice of the amount due is given to the Tenant, not counting the day when notice was given.

The City provides hangar space as an incidental service to promote use of the airport, and if the Tenant does not store their aircraft in the hangar for a period of sixty (60) or more consecutive days, the City may elect to declare this lease to be forfeited and may relet the space. The procedure to declare forfeiture shall be the same as provided hereafter with regard to default on the part of the Tenant or a breach of the lease agreement by the Tenant.

The Tenant may not perform any major maintenance on aircraft or on any other mechanical equipment or machinery. Minor maintenance is permitted such as replacing spark plugs or changing oil.

Under FAA regulations, it is necessary that the hangar be equipped at all times with an approved and functioning fire extinguisher. As additional consideration, the Tenant shall provide the extinguisher during the term of this lease. In this paragraph approved means approved by the fire marshal of the City of Minot or his designee.

In order for the City to have access to the hangar in the event of fire or other emergency, and because of the retained right of entry provided hereafter, it is necessary that only City supplied locks be used on the hangar doors so that the City's master key will operate the locks. The Tenant will not change these locks.

If the Tenant fails to remove their personal property at the termination of this lease,

it may be removed by the City and stored elsewhere at the Tenant's expense or discarded if it appears to be of no worth or value. Upon termination of this lease the Tenant is obligated to the City and the City may claim, and the Tenant hereby grants, a lien on or security interest in the personal property to secure the obligation.

This lease may not be sublet or assigned and any attempted assignment or subletting shall constitute a breach of this lease.

The City retains a right of entry at all times without notice to show the hangar, to respond to emergencies, to inspect the hangar for needed repair work and to repair the hangar if in its sole judgment repairs for which it is responsible are required, to inspect the hangar for violations of this lease, and for all other lawful purposes. The Tenant shall not prevent or hinder the City from exercising this right of entry.

The Tenant has had an opportunity to inspect the hangar and leases it in its present condition. Tenant shall repair all damage caused by the Tenant to the hangar at the termination of this lease, reasonable wear and tear excepted, unless the damage to the hangar was attributable to action or inaction on the part of the City or some other third party over whom the Tenant had no control.

The Airport Director shall have the authority to issue additional regulations pertaining to the use of the hangar and the Tenant shall abide by these as well as all applicable FAA regulations.

In the event the Tenant becomes in default under this lease or breaches its provisions, Tenant shall be given notice of such default and shall have three (3) days grace period thereafter, exclusive of the day of notice, to contest the occurrence of the default or breach. If Tenant fails to do so, or if the default or breach is established



pursuant to the next paragraph, the City may elect to terminate this lease and to relet the premises, without thereby waiving any claims it may have against the Tenant. Alternatively, the City may waive a default or breach and allow Tenant to cure the default or breach without being required thereafter to waive the same or any other default or breach.

The Airport Director shall have the final and conclusive authority to determine whether a default or breach of this lease has occurred, or has been timely cured, and he shall have the final and conclusive authority otherwise to interpret the provisions of this lease, assuming always that his decisions in that regard are made in objective good faith.

The Tenant shall have the right to terminate this lease at the end of the month following the month in which the Tenant gives the City notice of election to terminate the lease. Tenant must pay the rent for the month in which the lease terminates pursuant to this paragraph.

The City shall have the right to terminate this lease at the end of the month following the month during which the City gives notice to the Tenant of such termination.

Tenant agrees to indemnify the City and hold it harmless with respect to all claims, damages, and costs (including the costs of defending or bringing a legal action) arising out of the use or leasing of the hangar space by the Tenant.

Notice by the City shall be deemed to be given on the day when it is mailed to the Tenant

at the following address:

Dated this 1<sup>st</sup> day of April, 2018.

CITY OF MINOT,  
A municipal corporation

\_\_\_\_\_

Witness

\_\_\_\_\_

\_\_\_\_\_  
Barney, Mayor

Chuck

TENANT

\_\_\_\_\_

Witness

BY: \_\_\_\_\_

Scott Keller



**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Kevin Ternes, Minot City Assessor

**DATE:** 3//6/2018

**SUBJECT:** **Application for a Property Tax Abatement made by Michael Schiele**

**I. RECOMMENDED ACTION**

The City Assessor recommends a motion to deny Michael Schiele's 2017 property tax abatement request asking for a reduction from \$279,000 to \$238,762.

**II. DEPARTMENT CONTACT PERSONS**

Kevin Ternes, Minot City Assessor, 701-857-4160  
Kevin.ternes@minotnd.org

**III. DESCRIPTION**

A. Background

Michael Schiele has filed a property tax abatement for the 2017 tax year for his home located at 3200 15<sup>th</sup> St SE. He is asking the 2017 assessment be reduced from \$279,000 to \$238,762. The home was built in 2008 and is a split foyer style with 1,293 square feet above ground plus a finished daylight basement. The owner did not allow an appraiser from our office to review the property inside as required by NDCC 57-23-05.1. Therefore based on the information we currently have for the property on file and based on other similar homes in the area, we believe the request is without merit and we recommend denying the request. Mr. Schiele did not include any evidence or support for his request with the application.

B. Proposed Project  
N/A

C. Consultant Selection  
N/A

**IV. IMPACT:**

A. Strategic Impact:  
N/A

B. Service/Delivery Impact:  
N/A

C. Fiscal Impact:  
N/A

**V. ALTERNATIVES**

N/A

**VI. TIME CONSTRAINTS**

N/A

**VII. LIST OF ATTACHMENTS**

- A. Abatement application, property record card, notice of meeting dates, and memo from the Appraiser who was not allowed access to the home.

# City of Minot

Assessor's Office

2/15/2018

Michael Schiele  
3200 15<sup>th</sup> St SE  
Minot, ND 58701

mailed  
2-20-18

Received  
Log 900  
Abatement  
2-12-18

I have received your application for the 2017 abatement or refund of taxes for the property located at 3200 15<sup>th</sup> St SE, Minot ND, also known as Lot 4, Block 6, Woodside Addition, Minot, ND. The Assessor's Parcel number at the time of the 2017 assessment was MI 31 B31 060 0040. Pursuant to NDCC Chapter 57-23-06, I am notifying you of a hearing date to be held by the Minot City Council Committee of the Whole to consider your request. That date will be **March 27th, 2018, at 4:15 PM** in the City Hall Council Chambers located at 515 2<sup>nd</sup> Ave SW, Minot ND. This committee will make a recommendation to the full city council to either recommend approval, partial denial, or denial in full at the regular Minot City Council meeting on Monday, **April 2nd, 2018, at 6:30 PM**. During both meetings, you will have an opportunity to give public testimony and present information to support the merits of your request. The assessor will also be there to explain the assessment and answer any questions. The council's recommendation to approve or deny will then go forward to the Ward County Commission for final disposition.

The Ward County Commission will approve or deny your request partially or in total which will meet at a time designated by the Ward County Tax Director at the Ward County Courthouse sometime **after** April 2nd, 2018 at a meeting designated by the Ward County Tax Director. You will be allowed to give public testimony on the merits of your request at this county meeting.

**By filing an application for this abatement, NDCC 57-23-05.1 states you are consenting to an inspection of the property listed in the abatement application by an authorized assessment official. One of our appraisers will contact you to schedule an appointment for an onsite review of interior and exterior of the property.**

If you have any questions, please contact me at 701-857-4160.

Kevin Ternes, CAE  
City Assessor  
Minot ND  
[kevin.ternes@minotnd.org](mailto:kevin.ternes@minotnd.org)



and

David Lakefield,  
Minot Finance Director, City Auditor



★ The Magic City ★

515 2nd Ave. SW • Minot, North Dakota 58701 • (701) 857-4160 • Fax (701) 857-4130

**Dusty Schlecht – Senior Property Appraiser**  
PO Box 434  
Minot, ND 58702-0434  
(701)857-4160

**City of Minot**  
Assessor's Office



MEMO

DATE: 3/05/2018

TO: Kevin Ternes

FROM: Dusty Schlecht-Senior Property Appraiser

Upon receiving an application for abatement from the property owner; (Mr. Michael Schiele) on 2/12/2018, I called to schedule a time to do a physical inspection of the property per NDCC 57-23-05.1 which states when the owner files an abatement they must also allow an inspection of the premises by the assessor. We set a time of 10:00AM on Monday March 5, 2018 to do an interior and exterior inspection of the property.

Upon arriving at the property, Mr. Schiele informed me that I would not be allowed to do a walk-through of the subject property. It did appear that he was expecting me, however he did not call to cancel the appointment, nor did he attempt to reschedule the appointment for a future time or date.

Sincerely,

Dusty Schlecht

Senior Property Appraiser

City of Minot Assessor's Office



### Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of \_\_\_\_\_

On \_\_\_\_\_, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_

City Auditor or Township Clerk

### Action by the Board of County Commissioners

Application was \_\_\_\_\_ by action of \_\_\_\_\_ County Board of Commissioners.  
Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ \_\_\_\_\_. The Board accepts \$ \_\_\_\_\_ in full settlement of taxes for the tax year \_\_\_\_\_.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. \_\_\_\_\_

Dated \_\_\_\_\_

County Auditor

Chairperson

### Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor

Date

Application For Abatement  
Or Refund Of Taxes

Name of Applicant Michael Schiele

County Auditor's File No. 4522

Date Application Was Filed With The County Auditor 2/12/18

Date County Auditor Made Application to Township Clerk or City Auditor 2/13/18

(must be within five business days of filing claim)



# Parcel Summary

Minot City, ND

PDF 1 WORKING

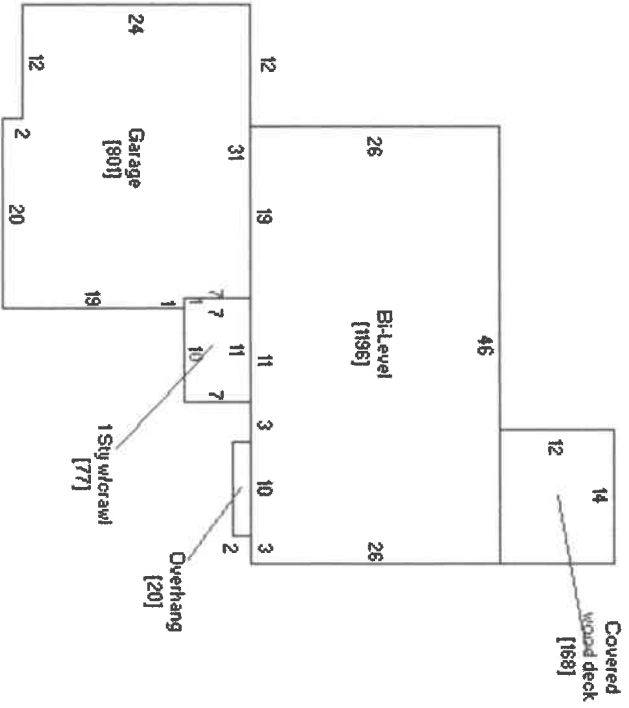
PIN M131.B31.060.0040  
 Deed SCHIELE, MICHAEL W & ANNA F REVOCABLE L/N  
 Contract  
 Address 3200 15TH ST SE, MINOT  
 Map Area Southwood  
 Route Number 000-000-000 Plat Map  
 Legal WOODSIDE ADDITION  
 LOT 4 BLOCK 6

Land Basis	Front	Rear	Side 1	Side 2	R. Lot	SF	Acres
Lump Sum						11,054.80	0.254
Grand Total						11,054.80	0.254

## Residential Dwelling

Occupancy Single-Family / Owner Occupied  
 Year Built 2008  
 TLA/GLA 1,293 / 1,293 Ttl Rms  
 Bsmnt/Attic Full / None  
 Heat/AC FHA - Gas / Yes AC  
 Bsmnt Finish 1100/ 0/ 0  
 Ttl Bdrms 4 Above 2 Below 2  
 Ttl Fireplaces  
 Plumbing Garage  
 Full Bath 2 Att Frame 801 SF  
 3/4 Bath 1

	PYr 2017	PYr 2016	PYr 2015
Land	\$80,000	\$80,000	\$80,000
Land C	\$0	\$0	\$0
Dwelling	\$199,000	\$216,000	\$217,000
Impr	\$0	\$0	\$0
Total	\$279,000	\$296,000	\$297,000
Sale Amount	Sale Date	Recording	
\$238,762	05/28/2009	2897945	





**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** David Lakefield, Finance Director

**DATE:** March 27, 2018

**SUBJECT: Direct Purchase Program**

**I. RECOMMENDED ACTION**

1. Approve implementation of Direct Purchase Program.

---

**II. DEPARTMENT CONTACT PERSONS**

David Lakefield, Finance Director 701-857-4784

**III. DESCRIPTION**

A. Background

The City currently has a number of credit cards issued to Department Heads or key personnel throughout the city. These cards earn rewards points but come with an annual fee. Currently vendors are paid via check for charges made on account. Numerous employees are able to charge items at these establishments.

B. Proposed Project

Wells Fargo has a P-Card program that is partnered with an A/P Control System that would allow us to pay vendors via a virtual card payment, ACH payment or check. The P-Card system would allow the City to impose controls on each user and make the reconciliation process more efficient.

C. Consultant Selection

Wells Fargo – other potential vendors have been investigated and do not have the same functionality as the A/P Control System. Cass County is in process of implementing this same program and the needed Sunguard modification is available.

**IV. IMPACT:**

A. Strategic Impact:

This program will allow the Finance Department to be more efficient in processing vendor payments as well as reimbursement payments to employees. It will simplify the record keeping and approval process and reduce check costs.

B. Service/Delivery Impact:

The more efficient process should speed up the time required to process payments, reduce postage and check costs.

C. Fiscal Impact:

Increased efficiency and reduced costs will result in budget savings for the City. In addition, the City will share in the interchange fees assessed on the card transactions resulting in revenue to the City.

**V. ALTERNATIVES**

Continue current operations.

**VI. TIME CONSTRAINTS**

We would plan for a potential August 1 implementation.

**VII. LIST OF ATTACHMENTS**

1. Value Proposition
2. Preliminary Pricing

- **Financial Value**

- Based on a \$7MM annual volume Card program rebate potential is at least **\$102,000**
- Reduced expenses associated with paper check disbursements - annual savings of approx. **\$13,560**
- Reduced implementation costs
- Increase in control and reduction in fraud
- Leverage float and working capital

- **Control and Compliance**

- CCER, real time controls and reporting, audit capabilities, compliance regulations

- **Supplier Onboarding**

- Strategic supplier conversations

- **Ongoing Support**

- Dedicated Account Manager Abby Ward
    - Program optimization, training and management of key initiatives
  - 24 Hour service center
  - Award winning fraud team
-



## Wells Fargo Treasury Management Proposal

### City of Minot

**Payment Manager including:**  
**AP Control - Card Payments**  
**ACH Payments**

WF Code	AFP Code	Service Description	Monthly Volume	Price	Activity Charges
<b>Payment Manager Base</b>					
28579	300000	Payment Manager Enhanced Monthly Base	1	150.00	\$150.00
<b>Transaction Type - AP Control (Card Payments)</b>					
28145	080100	Payment Manager Commercial Card Payment	100	0.00	WAIVED
28146	300400	Payment Manager Commercial Card Confirmation (OPTIONAL)	2	0.10	\$0.20
<b>Transaction Type - ACH</b>					
ED267	300100	Payment Manager Domestic ACH Transaction	183	0.05	\$9.15
28111	300100	Payment Manager Domestic ACH Template Transactions (OPTIONAL)	1	0.05	\$0.05
28210	300299	Payment Manager ACH Addenda (OPTIONAL)	1	0.01	\$0.01
28212	300200	Payment Manager Domestic ACH Confirmation (OPTIONAL)	2	0.05	\$0.10
<b>ACH Remittance Delivery</b>					
28605	300502	Electronic Document Delivery Email - Page	183	0.04	\$7.32
28594	310502	EDD Secure Email Delivery Channel (OPTIONAL)	2	0.30	\$0.60
<b>ACH File Transmissions</b>					
28005	300100	Payment Manager EC Direct Transmission	2	10.00	\$20.00
ES801	250501	ACH Transmission Charge	2	10.00	\$20.00
<b>Other</b>					
28231	300221	Payment Manager Secure Email Service (Acknowledgements) (OPTIONAL)	1	0.50	\$0.50
28651	310310	Payment & Delivery Trading Partner Enroll (OPTIONAL)	1	0.25	\$0.25
28032	309999	Electronic Commerce Investigation	0	55.00	\$0.00
28033	300330	Payment Manager Reject Repair Duplicate	0	25.00	\$0.00
28164	300199	Payment Manager Email Secondary Approval (OPTIONAL)	0	0.03	\$0.00
ED427	300330	Payment Manager Special Handling	0	1.15	\$0.00
<b>Balance &amp; Compensation Information</b>					
IAMTH	000230	Recoupment Monthly	22	0.13	\$2.81
<b>General Account Services</b>					
22051	010000	Acct Maintenance	1	10.00	\$10.00
CK021	010100	Debits Posted	0	0.15	\$0.00
<b>Paper Disbursement Services</b>					
22245	150240	Checks Pay to Individual Block Monthly Base	1	7.50	\$7.50
22235	150240	Over-the-counter Debit Block Monthly Base	1	7.50	\$7.50
<b>General ACH Services</b>					
CK018	250201	Electronic Credits Posted	0	0.20	\$0.00
ES344	250202	ACH Received Item	0	0.05	\$0.00
34333	251050	ACH Ceo Fraud Filter Review Monthly Base	1	15.00	\$15.00
34335	251053	ACH Ceo Fraud Filter Review - Item	0	1.50	\$0.00
<b>Information Services</b>					
34121	400274	CEO Previous Day Reporting Items Loaded	2	0.01	\$0.02
34120	400055	CEO Previous Day Reporting Maintenance	1	25.00	\$25.00
<b>Total Estimated Monthly Charges</b>					<b>\$276.01</b>
<b>Setup Charges</b>					
ED271	300341	Electronic Commerce Implementation Development Hours (CONDITIONAL) <sup>1</sup>	1	200.00	\$200.00
28566	300300	Payment Manager Enhanced Setup	1	2000.00	\$2,000.00
	6094 251001	ACH Fraud Filter - Setup	1	30.00	Waived

The above pricing estimate is based on certain assumptions drawn from projected volume, scope of services and/or other information you have provided. The pricing is subject to change if the actual volume and/or scope of services differ from the assumptions upon which the pricing estimate was based. Services utilized but not listed on the above schedule of fees will be negotiated.

Zero Volume Elements - Elements with zero volume are not included in the estimated monthly analysis fee but are included for disclosure purposes.



## Wells Fargo Element Definitions

### City of Minot

Definition of each element

<b>WF</b>	<b>AFP</b>	<b>Description</b>
<b>Code</b>	<b>Code</b>	
IAMTH	000230	RECOUPMENT MONTHLY Fee to partially recover insurance premiums the Bank pays to the FDIC for deposit insurance. Monthly charge based upon average monthly ledger balance. Assessed on per thousand dollar basis. See Commercial Account Agreement for additional information.
22051	010000	ACCT MAINTENANCE Monthly maintenance charge for DDA with non return of checks (CheXstor) - one account statement included
CK021	010100	DEBITS POSTED Per item charge for debit items, other than checks or drafts, posted to an account.
28145	080100	PAYMENT MGR COMML CRD CCER PMT Per item charge for each CCER Pre Authorization Commercial Card payment transaction transmitted to the bank via the Payment Manager channel.
22245	150240	CHECKS PAY TO INDIV BLOCK MO BASE Charge for providing fraud control service disallowing cashing of checks to individuals at the branches.
22235	150240	OTC DEBIT BLOCK MONTHLY BASE Charge for providing fraud control service disallowing over the counter withdrawals at the branches.
CK018	250201	ELECTRONIC CREDITS POSTED Per item charge for electronic and non-paper credits posted.
ES344	250202	ACH RECEIVED ITEM Per item charged for ACH received item (credit and debit)
ES801	250501	ACH TRANSMISSION CHARGE Per file charge for ACH transmission input
34333	251050	ACH CEO FRAUD FILTER REVIEW MO BASE Monthly base charge for CEO ACH Fraud Filter Review Service.
34335	251053	ACH CEO FRAUD FILTER REVIEW - ITEM Per item charge for CEO Fraud Filter Review Items (cr / dr)
06094	251001	ACH FRAUD FILTER - SET UP Per account set up charge for ACH Fraud Filter Service

28111	300100	<b>PAYMENT MGR TEMPLATE TRANSACTION</b> Per transaction charge for template payment origination housed in the ECS payee database and sent via Payment Manager channel
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<b>WF Code</b>	<b>AFP Code</b>	<b>Description</b>
ED267	300100	<b>PAYMENT MANAGER DOMESTIC ACH TRAN</b> Per item charge for each ACH originated item transmitted to the bank via Payment Manager.
28164	300199	<b>PAYMENT MGR EMAIL SECONDARY APPROVE</b> A per item charge to deliver email notification to Payment Manager via CEO secondary approvers.
ED271	300341	<b>PAYMENT MGR IMPLEMENTATION DEV HOUR</b> Per hour fee for development and other miscellaneous work performed by PMGR Implementation, Operations Systems and third party vendors.
28032	309999	<b>ELECTRONIC COMMERCE INVESTIGATION</b> Charge for a customer initiated Electronic Customer Service investigation request.
ED427	300330	<b>PAYMENT MANAGER SPECIAL HANDLING</b> Pass through EID for flat fees related to Payment Manager special handling requests (e.g. Batch Check Pull requests).
28033	300330	<b>PAYMENT MGR REJECT REPAIR DUPLICATE</b> Charge for Payment Manager files rejected for format concerns, for files or transactions requiring repair to process, or duplicate files and check transactions requiring cancellation.
28146	300400	<b>PAYMENT MGR COMML CRD CONFIRMATION</b> Per item fee charged to an originator for receiving a Commercial Card confirmation originated through the Payment Manager channel.
28605	300502	<b>ENHANCED REMITTANCE EMAIL DELIVERY</b> Charge per email via Electronic Document Delivery including items requested to be re-sent.
28210	300299	<b>PAYMENT MANAGER ACH ADDENDA</b> Per item charge for each ACH addenda record passed to ACH.
28212	300200	<b>PAYMENT MANAGER ACH CONFIRMATION</b> A per item charge for confirmation of each domestic and international ACH payment processed via Payment Manager.
28579	300000	<b>PAYMENT MANAGER ENHANCED MTHLY BASE</b> Monthly maintenance fee per billing account for Payment Manager plus Enhanced Remittance customer.
28566	300300	<b>PAYMENT MANAGER ENHANCED SET UP</b> One time charge for standard setup of Payment Manager customer with Enhanced Remittance

(EDD). No custom programming required.

28231	300221	PAYMENT MGR EMAIL SERVICE Additional fee for utilizing the email delivery channel for acknowledgements and /or confirmations
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<b>WF Code</b>	<b>AFP Code</b>	<b>Description</b>
28005	300100	PAYMENT MGR INBOUND TRANSMISSION Per transmission charge for incoming direct transmissions. Excludes VAN and SFT.
28594	310502	EDD SECURE EMAIL DELIVERY CHANNEL Additional fee for utilizing the secure document delivery service for emailing remittance advices.
28651	310310	PAYEE SELF ENROLLMENT Charge for each trading partner / user enrolled in the payment and delivery preferences service.
34115	400272	CEO PREV DAY REPORTING ITEMS LOADED Charge for previous day subscription items loaded for USA-based accounts (Wells Fargo and non-Wells Fargo). Each individual balance or transaction loaded each day counts as 1 item.
34100	400052	CEO PREV DAY REPORTING MAINTENANCE Monthly maintenance charge for previous day reporting of USA-based Wells Fargo Bank and non-Wells Fargo data exchange accounts in CEO Treasury Information Reporting.



# Please wait...

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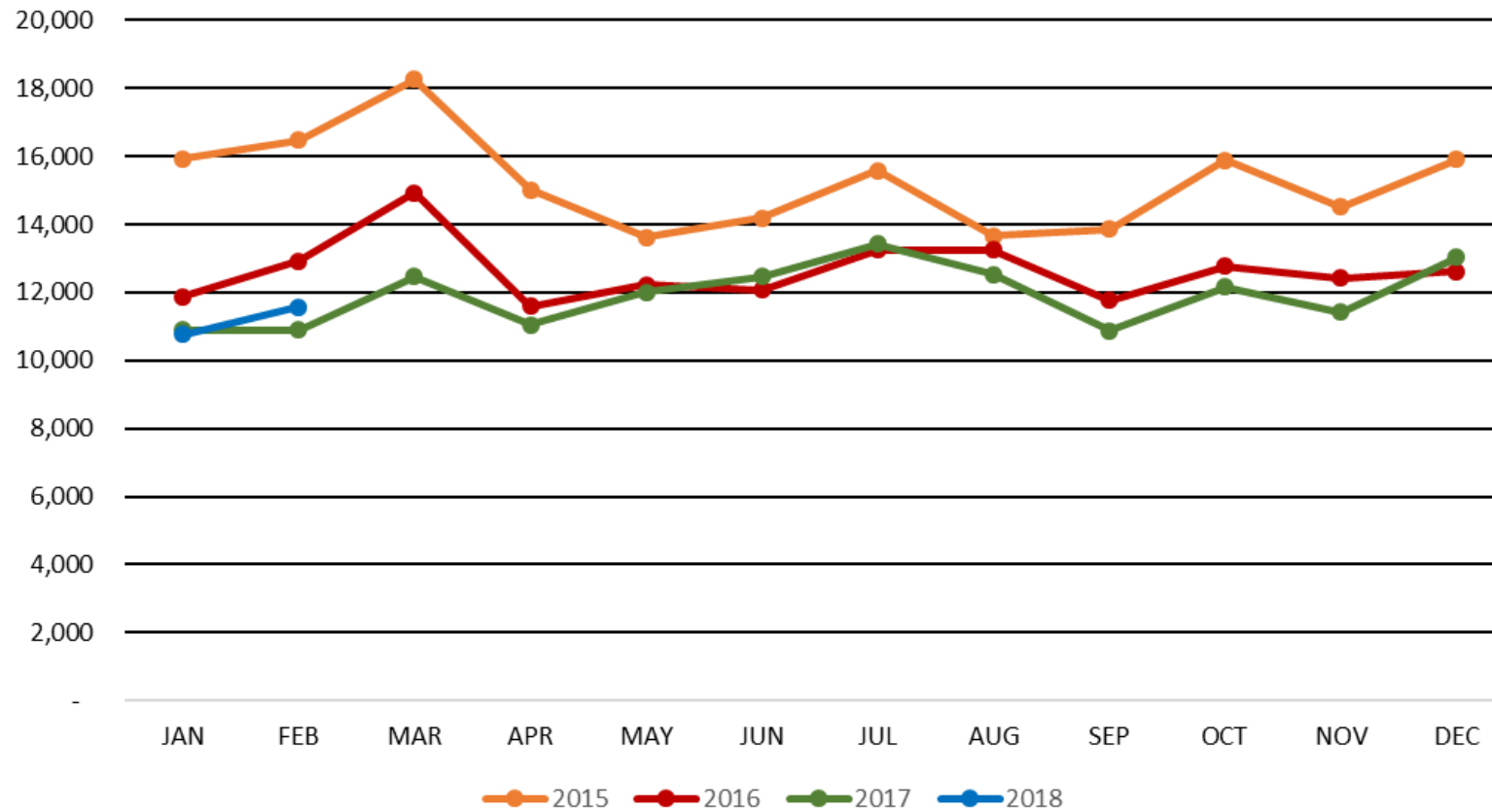
# MINOT (MOT) AIRPORT COMMITTEE

Airport Director's Report  
27 March 2018



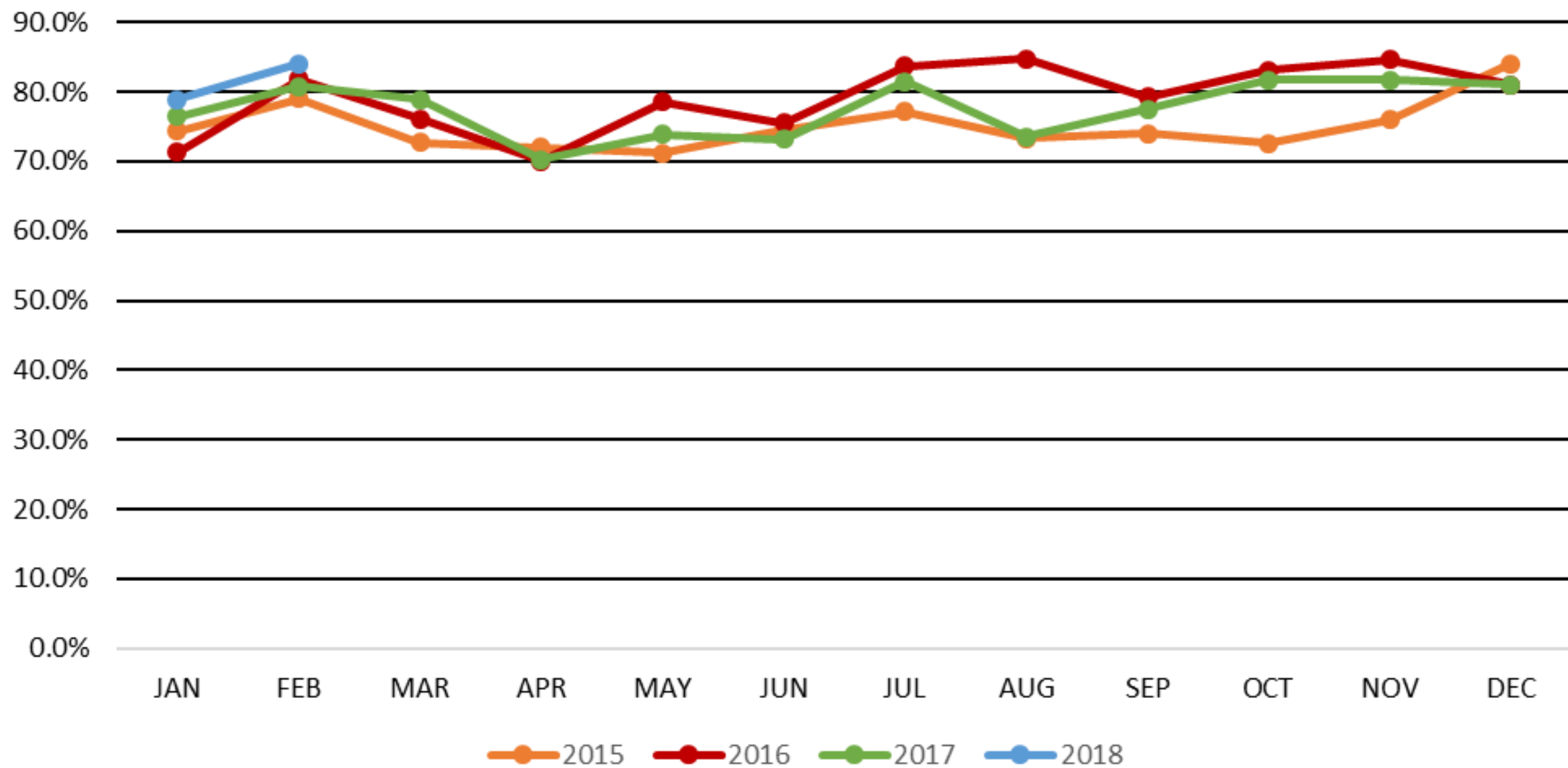
# ENPLANEMENTS

## Revenue Enplaned Passengers



DEPARTURES					
DEPARTING TO	AIRLINE	FLT	TIME	GATE	REMARK
Minneapolis	DELTA	3889	11:01 AM	5	On Time
Houston	UNITED	2301	12:00 PM	3	On Time
Phoenix-Mesa	allegiant	181	1:00 PM	2	On Time
Denver	UNITED	5185	1:20 PM	3	On Time
Minneapolis	DELTA	4440	1:21 PM	5	On Time
Minneapolis	DELTA	4439	5:15 PM	5	On Time
Minneapolis	DELTA	3551	7:35 PM	5	On Time
Las Vegas	allegiant	447	7:50 PM	2	On Time

# Monthly Load Factor (%)



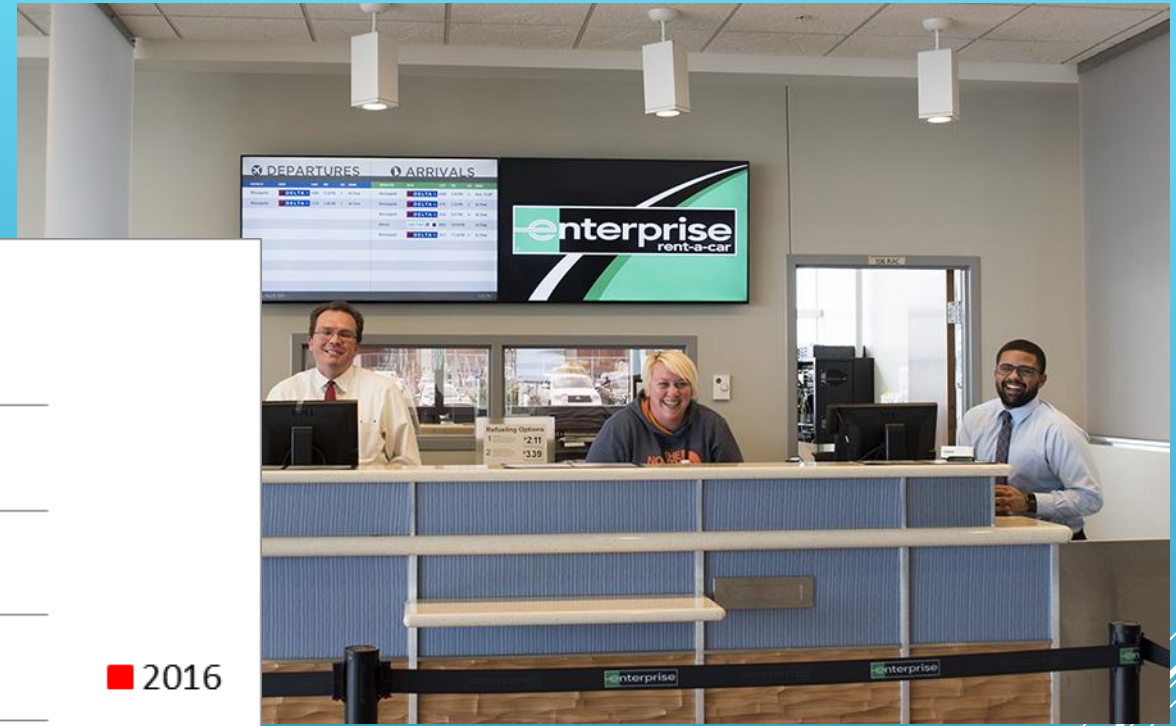
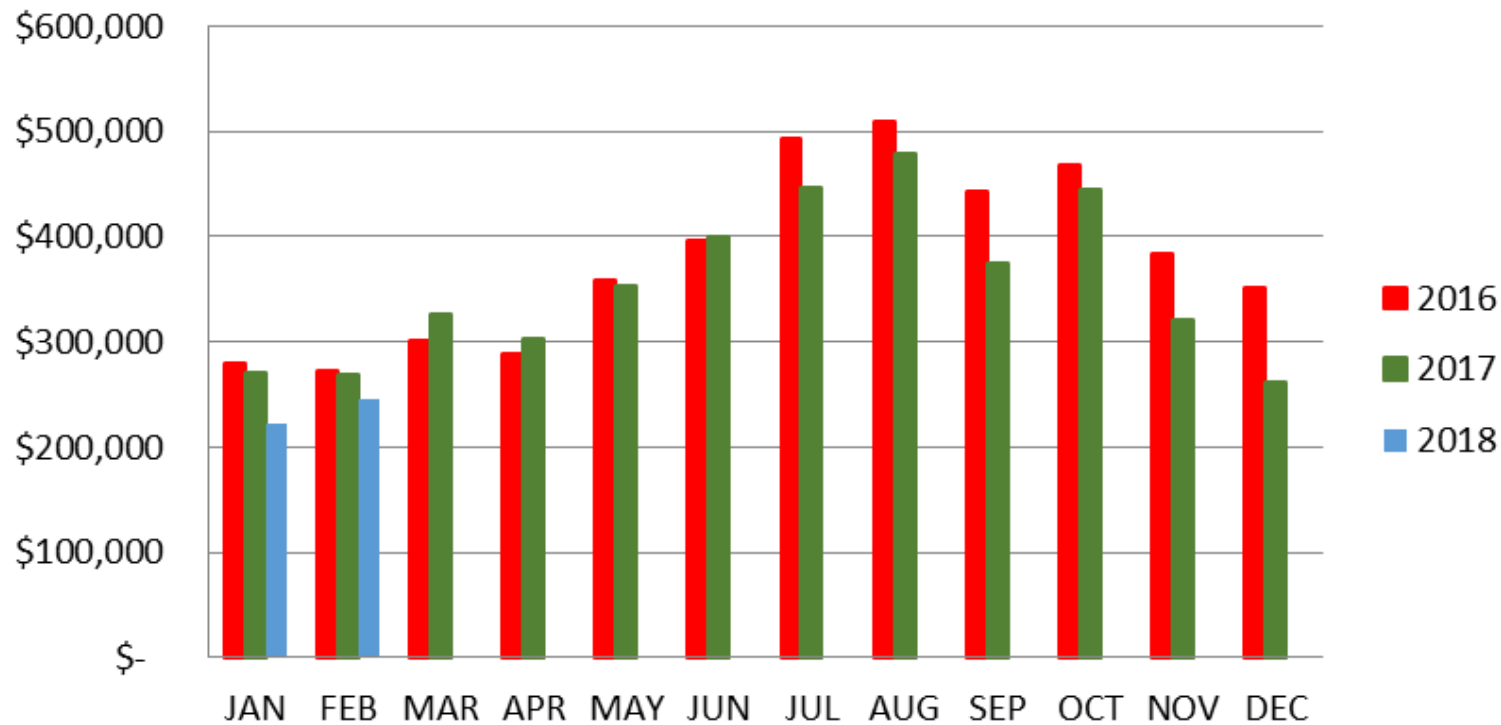


Destination	Airline	YOY Change - Monthly Flights and Seats									
		Mar 2018		Apr 2018		May 2018		Jun 2018		Jul 2018	
		Flights	Seats	Flights	Seats	Flights	Seats	Flights	Seats	Flights	Seats
Percent Difference											
Minneapolis/St. Paul, MN	Delta	2.1%	3.0%	2.9%	(0.9%)	(15.2%)	(3.5%)	(0.6%)	(1.2%)	4.9%	1.9%
Phoenix, AZ (AZA)	Allegiant	22.2%	22.2%	20.0%	20.9%	0.0%	10.5%	(11.1%)	(5.1%)	0.0%	9.0%
Las Vegas, NV	Allegiant	100.0%	98.0%	100.0%	95.5%	18.2%	13.3%	0.0%	(3.1%)	(7.1%)	(12.7%)
Denver, CO	United	0.0%	0.0%	0.0%	0.0%	(1.6%)	(1.6%)	1.7%	(2.3%)	1.6%	1.6%
Total		7.0%	15.3%	6.8%	11.5%	(9.9%)	0.2%	(0.4%)	(2.0%)	3.2%	0.3%

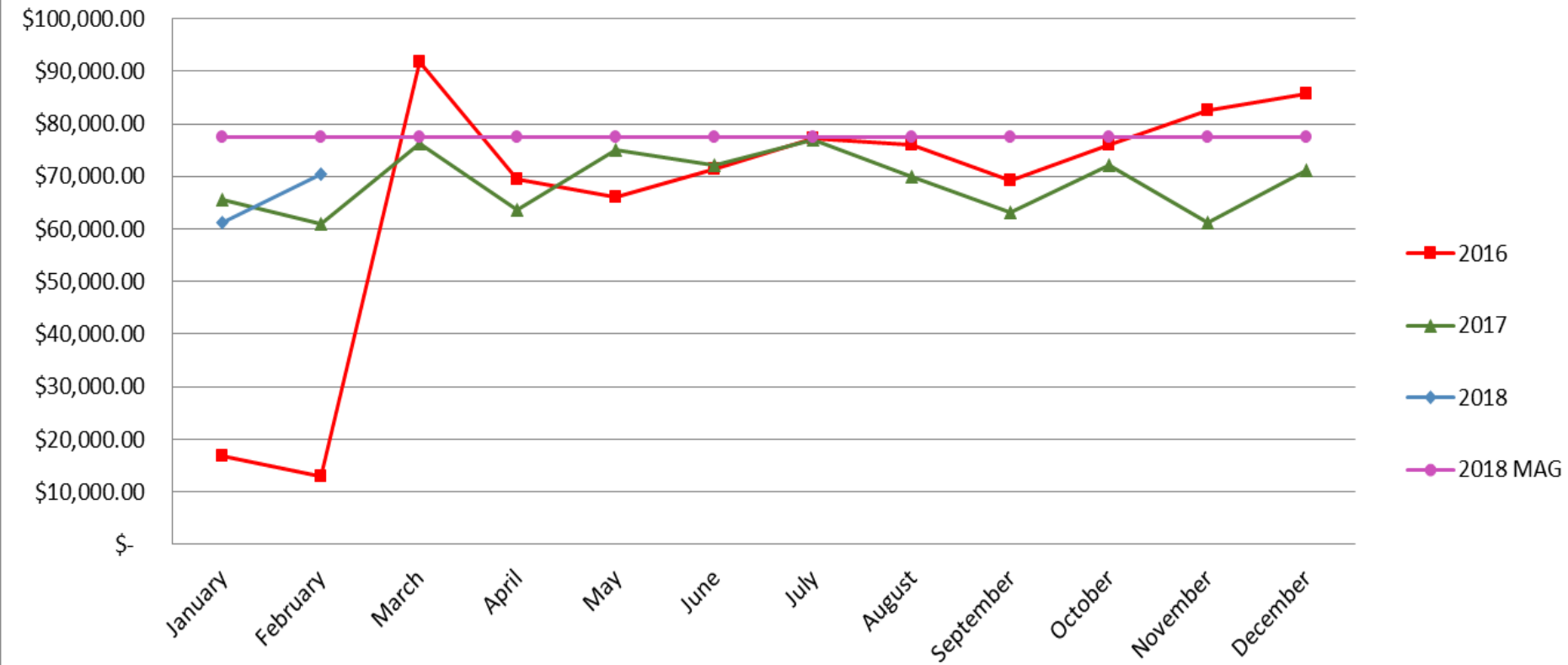
SCHEDULED CAPACITY THROUGH JULY  
2018: YEAR OVER YEAR CHANGES

# RENTAL CAR ACTIVITY

## Car Rental

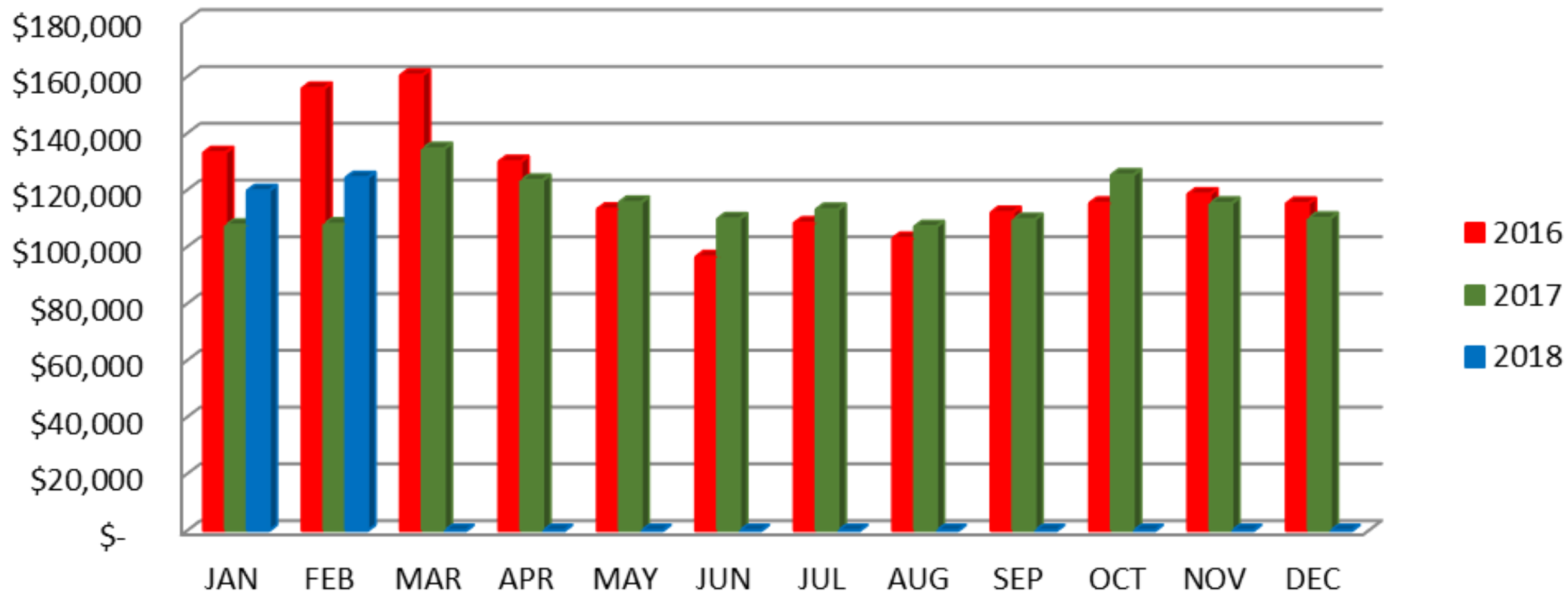


## Gross Sales



# CONCESSION ACTIVITY

## Parking Revenue





QUESTIONS?

