



Committee of the Whole  
Tuesday, May 1, 2018 - 4:15 PM  
City Council Chambers

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

Phase II of the project was the central section of the downtown infrastructure improvements located on Main St and surrounding area. The work is substantially complete and ready for final payment.

**It is recommended the City Council approve final payment to Keller Paving and Landscaping, Inc. in the amount of \$824,240.02.**

Documents:

[Downtown Infrastructure Improvements Phase II Final Payment Memo.docx](#)  
[Change Order 3.pdf](#)  
[Release of Claims and Affidavit.pdf](#)

**2. US 2 MILL, OVERLAY, AND STRIPING FINAL PAYMENT (3740)**

This project consisted of milling and overlaying US highway 2/52 from 16th St east to 55th St. The City participated in a cost share agreement for an overlay on Burdick Expressway from 42nd St to US 2 and an overlay on 42nd St from 11th Ave to Burdick Expressway.

**Recommend Council approve the final payment to the NDDOT in the amount of \$1,220.96.**

Documents:

[3740 - US 2 Mill and Overlay Final Payment Memo.docx](#)  
[Final Invoice.pdf](#)

**3. 2018 COMPANIONS FOR CHILDREN GRANT**

The City of Minot has faithfully provided grants to the Companions for Children group annually. In the 2018 Budget, the grant was overlooked. With 130 mentor-children matches being projected in 2018, it is vital that the City of Minot continue its support for the Companions for Children program.

- 1. Recommend council approve a budget amendment in the amount of \$7,000 for the 2018 Companions for Children grant; and**
- 2. Authorize the Mayor to sign the budget amendment.**

Documents:

[2018 Memo - 2018 Companions for Children.pdf](#)  
[2018 Memo - 2018 Companions for Children - Application.pdf](#)  
[2018 BA - 2018 Companions for Children.pdf](#)

**4. UPS BATTERY BACKUP BYPASS SWITCH (IT0015)**

The new UPS Battery Backup for City Hall & Dispatch was originally approved in the 2018 budget. It was discovered after the bidding process that a bypass switch and panel changes were overlooked. The bypass switch will allow work and swaps to be completed on the battery without further expenses.

**Recommend Council pass an ordinance amending the 2018 annual budget to increase the information technology capital purchase expenditures and revenues for the purchase and install of a bypass switch and panel changes that will be used with the new UPS Battery Backup for City Hall & Dispatch.**

Documents:

[2018 Memo - UPS Battery Backup Switch \(IT0015\).pdf](#)  
[2018 BA- USP Battery Backup Switch IT0015.pdf](#)  
[MAINESTIMATES 1.DOC](#)  
[MAINESTIMATES.DOC](#)

**5. ENGINEERING DEPARTMENT LARGE FORMAT COLOR COPIER/SCANNER/PRINTER (4338)**

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

- 1. Recommend the City Council award the bid to Marco Technologies, LLC. in the amount of \$25,843.89 to purchase a large format color copier/scanner/printer**
- 2. Authorize the Mayor to sign the budget amendment**

Documents:

[2018 Memo - New Plotter for Engineering 4338 Award.pdf](#)  
[2018 BA - 4338 Plotter for Engineering Bid Tabs.pdf](#)  
[2018 BA - 4338 Plotter for Engineering.pdf](#)

**6. 2 SKID STEER LOADERS TRADE (PROJECT NUMBER 4177/STR046)**

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 downtown 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.

- 1. Recommend council approve a budget amendment to the 2018 Street Department budget for the purchase of 2 new skid steer loaders; and**
- 2. Authorize the Mayor to sign the budget amendment.**

Documents:

[2018 Memo - Skid Steer Loader Street STR046 4177.pdf](#)  
[2018 BA- 2 Skid Steer Loaders STR046.pdf](#)

**7. ENGINEERING DEPARTMENT TOTAL STATION (PROJECT 4339 AND ENG 010)**

**AWARD OF BID**

The robotic total station is a remote operated surveying equipment tool which allows the

user to gather, import and use data in design of construction projects. The Robotic Total Station can be operated by a single user and can perform functions with greater efficiency than traditional surveying methods. During construction, The Robotic Total Station can be used to verify alignments, stake out and field verify design elevations of structures, pipe inverts, roadways, sidewalks and other grades. The Robotic Total Station when used properly by trained individuals will reduce overall time and expense on a given particular construction project.

**On Tuesday, May 1st, 2018 at 11:00 am, bids will be opened for the Trimble Brand Name Robotic Station Equipment. Due to timing of the bid opening, a recommendation will not be ready in time for the May memo deadline. However, we do anticipate a recommendation will be available and placed on Council's desk for approval.**

Documents:

[4339 - Trimble Total Station Placeholder Memo\(1\).pdf](#)

#### **8. ODOR CONTROL IMPROVEMENTS (PROJECT NUMBER 4305)**

This improvement would consist of designing and constructing a building near Roosevelt Lift Station to house storage tanks and a pumping system to inject chemicals to reduce the odors and corrosive effects of hydrogen sulfide gas. Bids were received and opened for this project on Wednesday, April 25, 2018.

**Recommend council award the bid for the Odor Control Improvements project to PKG Contracting, Inc. in the amount of \$524,000.**

Documents:

[4305 - Memo to council - award of bid.pdf](#)  
[Letter Recomm Award - Odor Control Imp.pdf](#)  
[4305 - Bid Tabulation.pdf](#)

#### **9. RECYCLING COST ANALYSIS – CONSULTANT SELECTION (PROJECT NUMBER 4199.1)**

In January, Public Works gave a presentation on recycling and starting a recycling program in Minot. Council wanted to take a closer look at the numbers and look at other options to handling recyclables once they are collected. We received submittals from four firms that were reviewed and ranked by a selection committee made up of the assistant public works director, city alderman, public works project engineer, landfill foreman, assistant city engineer, and a member of the public. Interviews were conducted with the firms on Thursday, April 19, 2018 and the firm of CPS, Ltd. was rated as the best firm to complete this work.

- 1. Recommend Council select CPS, Ltd. to perform all engineering and analysis for this project in an amount not to exceed \$50,000.**
- 2. Recommend Council authorize the Mayor to sign the contract.**

Documents:

[Memo - Recycling Analysis consultant selection.pdf](#)  
[Estimate\\_Hours\\_Expenses\\_MinotMRF2018ph1.pdf](#)

#### **10. RECRUITMENT SERVICES FOR COMMUNITY DEVELOPMENT DIRECTOR POSITION**

The Human Resource Department has been unsuccessful in hiring for the position of Community Development Director. The position has been advertised since late February

with very little qualified applicant activity. The Human Resource Department has received information from ten (10) individuals for the position; however, the majority of these applicants lack the required background or experience for the position. The Human Resource Director would like to again utilize the recruitment services of Prothman Company, the firm who assisted in the 2016 hiring of Minot's City Manager and 2017 recruitment for Finance Director. Prothman is a professional recruiting organization that has wide reach in finding qualified applicants for government and professional positions, and will have better capability of finding the best candidate to fill the Community Development Director position.

**Recommend to approve using the services of Prothman Company for the recruitment of the Community Development Director position; and further, authorize the Mayor to sign the contract on the City's behalf.**

Documents:

[Memo Approving Recruitment Services for Community Development Director.pdf](#)

**11. APPROVAL OF CHANGE ORDER FOR 2018 FAA PROJECT SNOW REMOVAL BROOM (AIR060)**

As part of the Airport FAA sponsored capital projects in 2018, the Airport has budgeted for the purchase of a new broom to be used for snow removal; The FAA has approved the Scope of Work. This request is for the engineering services associated with the purchase.

Engineering services for this project increased by a total of \$2,485 due to unanticipated time required to follow up with bidder references and incorporate these into the RFP scoring system. Impact to the City of this change order is \$124.25.

- 1. Recommend approval of the change order the snow removal equipment broom; and**
- 2. Authorize the Mayor to sign the change order**

Documents:

[Memo SRE Broom Change Order.pdf](#)  
[20171204-16.02083-CO1-SRE-Broom1.pdf](#)

**12. BUDGET ADJUSTMENT TO DECREASE CAPITAL EXPENSES & REVENUES FOR AIRPORT PROJECTS**

The requested budget amendment is necessary to maintain accuracy with project expenses. Airport projects that will not be completed in 2018 combined with project cost reductions have resulted in a decrease in the capital expenses & revenues. This adjustment will help maintain budget transparency.

- 1. Recommend approval of the budget adjustment to reduce capital expenses and revenues for 2018; and**
- 2. Authorize the Mayor to sign the budget amendment**

Documents:

[MEMO Budget Adjustment.docx](#)  
[2018 BA - Reduce Airport Capital Projects.docx](#)

**13. PROFESSIONAL SERVICES AGREEMENT WITH TRILLION AVIATION FOR AIR SERVICE DEVELOPMENT CONSULTING**

Trillion Aviation is a skilled consulting firm with many years' experience in the aviation industry. Their previous work with the Minot International Airport affords them invaluable

information about its operations and history.

1. **Recommend approval to extend the budgeted Professional Services Agreement for Air Service Development Consulting Agreement with Trillion Aviation; and**
2. **Authorize the Mayor to sign the attached agreement**

Documents:

[MEMO Air Service Devel. 2018-2019.pdf](#)  
[MOT-TA SOW 13 - April 2018\\_signed.pdf](#)

**14. DEMOLITION BID AWARD FOR CDBG-NDR ACQUIRED STRUCTURES (3755.6)**

Structures acquired under the CDBG-NDR buy-out activity which are deemed not suitable for auction and relocation, or which do not sell at auction are required to be demolished and the site restored to pre-construction condition (level, grass, no improvements). This year's bid process was undertaken on the basis of known structures to be demolished plus projections through the end of 2018 based on prior years' experience to secure an accurate and competitive set of bids.

**It is recommended the City Council to award demolition contract to lowest responsible bidder, Berger Enterprises, LLC, for structures acquired through the CDBG-NDR buy-out program.**

Documents:

[NDRDemolitionBidAwardCity Council Memo4-16-18b.pdf](#)  
[Copy of 2018 Minot Demo Engineer Estimate.pdf](#)  
[Recommendation to Award - 2018 City of Minot Demo Project 3755.6.pdf](#)

**15. PROMISSORY NOTE FORGIVENESS REQUEST BASED ON HARDSHIP**

The city of Minot financed a flooded home rehabilitation program under CDBG-DR Allocation #1 for eligible homeowners. A requirement of receiving CDBG-DR assistance was that the homeowner had to sign a promissory note and/or commensurate contractual requirement which required maintaining flood insurance on the home for a fixed period of time. Ms. Boyd, upon being made aware of her failure to maintain flood insurance advised the city that she could not afford the cost of flood insurance. She was advised that she could submit a written request to be forgiven for failing to meet the requirement and, after staff review of such a written request, it would be submitted to the City Council for final disposition.

**It is requested the City Council approve staff's recommendation of forgiveness of Linda M. Boyd's Promissory Note on hardship basis.**

Documents:

[Boydforgivenessrequest.pdf](#)  
[BoydForgivenessrecommendationCity Council Memo4-16-18c.pdf](#)

**16. FLOOD MITIGATION BUYOUT STRUCTURES FOR AUCTION SALE**

Upon acquisition of property with structures as part of the buyout program for flood mitigation measures, a team of city staff and CDM Smith assess the structures for soundness and earmark each for either demolition or auction. All proceeds from sales of structures are treated as Program Income under HUD rules and immediately used for eligible CDBG-DR and CDBG-NDR activities with a primary focus on additional needed acquisitions.

**It is recommended the City Council approve a new list of structures for auction acquired in flood buyout program.**

Documents:

[May2018AuctionlistCouncilMemo.pdf](#)  
[May2018structureauctionlist.pdf](#)

**17. FLOOD MITIGATION BUYOUT STRUCTURES' CONTENTS SALVAGE AUCTION**

Under a new policy, structures earmarked for demolition are then assessed for the potential of containing sufficient potential items for salvage. All proceeds from salvage sales are treated as Program Income under HUD rules and immediately used for eligible CDBG-DR and CDBG-NDR activities with a primary focus on additional needed acquisitions.

**It is recommended the City Council approve the list of structures acquired through flood mitigation buyout program slated for demolition to have a salvage contents auction.**

Documents:

[May2018SalvageAuctionlistCouncilMemo.pdf](#)  
[ListofStructureswithSalvageMay2018.pdf](#)

**18. APPROVING RESPONSIBLE LOW BID FOR MOVING THE STRUCTURE AT 103 4TH AVE. NW**

The independent engineer's estimate for the project as required to be secured by HUD was for \$600,300 which means the low bid is below the estimate by \$34,350. The structure will be moved across the street to property acquired by the city previously and will be placed on a new foundation which is part of the bid. The existing foundation will be removed to allow for construction of the initial phase of the flood wall.

**It is recommended the City Council award the bid to Dig It Up Backhoe in the amount of \$565,770 for the relocation of the structure at 103 4th Avenue NW (Home Sweet Home).**

Documents:

[HSRelocationbidCouncilMemo.pdf](#)  
[Home Sweet Home Structure Moving Estimate.pdf](#)  
[Recommendation to Award - Relocate Home Sweet Home.pdf](#)

**19. REVISED RENAISSANCE ZONE DEVELOPMENT PLAN**

The proposed revisions and updates to the existing plan address sections of the plan address sections that are outdated or no longer timely, that have needed clarification and further definition to eligibility criteria, and that provides detail and scope for improved understanding and accountability in carrying out the plan's intent. There are also added alignment to match other resources for leverage such as CDBG-NDR projects and potentially the upcoming Opportunity Zone designation. The revisions and updates also create the ability of the city to utilize the plan as a marketing tool to promote new investment in the area.

**It is recommended the City Council approve the revised Renaissance Zone Development Plan.**

Documents:

[Renaissancezone2018revisedplanCouncilMemo.pdf](#)

**20. ESTABLISHING A RENAISSANCE ZONE ADMINISTRATIVE APPLICATION FEE TO COVER COSTS**

It is a standard practice for such programs as the Renaissance Zone offering incentives and benefits, to have an application fee to cover the costs connected to a project review and monitoring as well as to establish a benchmark as to the viability of projects reflected in applications. The Board unanimously approved advancing the recommendation of establishing a fee but deferring to the City Council for a final decision.

**It is recommended the City Council establish parameters and provide guidance to city staff to establish a Renaissance Zone Administrative Application fee.**

Documents:

[RenaissanceZoneFeeCouncilMemo.pdf](#)  
[Proposed Administrative Fee.pdf](#)

**21. APPROVE AKSAL GROUP RENAISSANCE ZONE TAX BENEFIT APPLICATION**

The Aksal Group submitted a Renaissance Zone Application for a \$3.1 million capital improvement project for two buildings it has acquired. The two buildings have been substantially vacant and not contributing to activity in the downtown for a considerable period of time. The investment in the two buildings envisions multiple new uses which will generate jobs, additional activity in the downtown business district and additional tax revenue.

**It is recommended the City Council approve the Renaissance Zone Application for tax benefits from Aksal Group for \$3.1 million capital investment in #3 and #7 1st Street Southeast.**

Documents:

[AksalGroupZoneApplicationCouncilMemo.pdf](#)  
[AksalGroupRenaissanceZoneapplication.pdf](#)  
[Aksallgroupcriteriamemo.pdf](#)  
[Assessorrenaissance letter for 3 and 7 1st st sw.pdf](#)

**22. MOU WITH ND ITD FOR SIRN PROJECT RADIO FREQUENCIES**

The North Dakota SEIC has asked that entities operating Public Safety Answering Points (911 Dispatch Centers) sign an MOU with ND ITD for use of their radio frequencies, if needed, to successfully implement the Statewide Interoperable Radio Network (SIRN) project.

**Recommend that the Committee and Council approve the MOU and authorize the Mayor to sign.**

Documents:

[SIRN MOU memo.docx](#)  
[MOU City of Minot and ND ITD.docx](#)

**23. ND DOCR STATEMENT OF INSPECTION - MINOT PD HOLDING AREA**

The Police Department has a Grade 4 Jail (Minot Police Holding Area) that was inspected by staff from the North Dakota Department of Corrections and Rehabilitation on March 28th, 2018. The ND DOCR recommended forwarding a copy of the Statement of Inspection letter to the governing body.

**No action required.**

Documents:

[2018 ND DOCR Statement of Inspection memo.docx](#)  
[ND DOCR Statement of Inspection.pdf](#)

**24. WILDLIFE MANAGEMENT PROGRAM PROPOSED ORDINANCE & RESOLUTION**

The City Council directed staff to develop a recommendation to implement a City of Minot Wildlife Management Program to help control nuisance animals such as deer, turkey and geese. The proposed ordinance and resolution would establish a program in cooperation with the North Dakota Department of Game and Fish to allow for NDGF to issue deer and turkey tags as part of a City of Minot archery hunting season.

1. **It is recommended that the Committee and City Council pass the proposed ordinance changes and,**
2. **upon second reading of the ordinance adopt the proposed resolution.**

Documents:

[Wildlife Management Program memo.docx](#)  
[wildlife management program ordinance draft 1\\_kh.doc](#)  
[wildlife mgmt resolution.docx](#)

**25. PROPOSED AMENDMENT TO CITY CODE OF ORDINANCES 7-11**

The City Council directed the staff to obtain a State permit and participate in egg addling with the Minot Park District in an effort to reduce the number of Canada geese in the City.

**Recommend that the City Council amend City Code of Ordinances 7-11 to exempt City Staff and Minot Park District staff from Section 7-11 when egg addling.**

Documents:

[Amendment to Ord. 7-11 memo.docx](#)  
[Chapter 7 Revisions\\_egg addling.docx](#)

**26. MEALS ON WHEELS PRESENTATION**

Roger Reich, Executive Director of Minot Commission on Aging will give a presentation on why Meals on Wheels is Important.

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

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

Documents:

[Airport Committee Presentation 050118.pdf](#)