



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](#)



TO: Mayor Chuck Barney
Members of the City Council

FROM: Lance Meyer, P.E., City Engineer

DATE: 4/20/2018

SUBJECT: DOWNTOWN INFRASTRUCTURE IMPROVEMENTS PHASE II FINAL PAYMENT (3608)

I. RECOMMENDED ACTION

1. Recommend final payment to Keller Paving and Landscaping Inc in the amount of \$824,240.02.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer	857-4100
David Wicke, Assistant City Engineer	857-4100

III. DESCRIPTION

A. Background

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.

B. Proposed Project

N/A

C. Consultant Selection

Houston Engineering was selected by qualifications based selection.

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

Keller Paving and Landscaping Inc was the low bidder on the project with a bid of \$8,887,292.70. The final construction cost was \$8,561,177.32 which is 3.56% under the bid price.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

- A. Contractor's Final Pay Application 15
- B. Change Order #3
- C. Release of Claims and Affidavit

Change Order No. Three (3)

Date of Issuance: February 28, 2018	Effective Date: February 28, 2018
Owner: City of Minot	Owner's Contract No.: 3608
Contractor: Keller Paving and Landscaping, Inc.	Contractor's Project No.:
Engineer: HMjv	Engineer's Project No.: 7926-001
Project: Downtown Infrastructure Improvements Project	Contract Name: Phase 2

The Contract is modified as follows upon execution of this Change Order:

Description:

1. Add new item to Schedule C: "Item C-19 – Wet Subgrade due to Existing Water Main Leak on Main Street", at a lump sum cost of \$11,242.50, with 15 days of time added to the Milestone 1, 2, and 4 substantial completion dates.
2. Add new item to Schedule D: "Item D-9 – 3rd Ave SE Sanitary Sewer", at a lump sum cost of \$7,925.00, with 5 days of time added to the Milestone 1, 2, and 4 substantial completion dates. Associated costs will be measured and paid for under existing contract unit prices.
3. Add new item to Schedule C: "Item C-20 – Search for Existing Service Lines on 2nd Ave SE, West of 1st Street SE", at a lump sum cost of \$13,120.00, with 3 days of time added to the Milestone 2 and 4 substantial completion dates.
4. Add new item to Schedule C: "Item C-21 – Additional Gate Valve to Isolate the Second Block of Main Street", at a lump sum cost of \$3,750.00, with 1 day of time added to the Milestone 1, 2, and 4 substantial completion dates.
5. Add new item to Schedule D: "Item D-10 – 1st Street SW Sanitary Sewer Service Line Saddle Wyes", at a lump sum cost of \$15,230.25, with 3 days of time added to the Milestone 4 substantial completion date.
6. Due to the requirement to install two additional hydra-stop/insta-valves on 3rd Ave SE, add 2 days of time to the Milestone 1, 2, and 4 substantial completion dates.
7. Due to SRT work on existing 2nd Ave vaults, add 7 days of time to the Milestone 2 and 4 substantial completion dates.
8. Due to the requirement to remobilize equipment for additional demolition work on 1st St SW, add new item to Schedule A: "Item A-9 – 1st St SW Remobilization for Additional Demolition Work", at a lump sum cost of \$500, with 1 day of time added to the Milestone 4 substantial completion date.
9. Related to issuance of Field Order #7, add new item to Schedule C: "Item C-22 – Fire Line Tee for 10 North Main", at a lump sum cost of \$590.36, with 2 days of time added to the Milestone 3 substantial completion date.
10. Related to issuance of Work Change Directive #1, add new item to Schedule E: "Item E-28 – Roof Drain Plumbing at Fountain Plaza Building", at a lump sum cost of \$8,386.59, with 2 days of time added to the Milestone 1, 2, and 4 substantial completion dates.

11. Related to issuance of Work Change Directive #2, add new item to Schedule G: "Item G-3 – North Main Street Audio Cable Conduit Bore", at a lump sum cost of \$5,739.30, with 3 days of time added to the Milestone 3 substantial completion date.
12. Related to issuance of Work Change Directive #3, add new item to Schedule H: "Item H-19 - #1 XHHW Wire in Conduit, Installed in 2017 in Areas not on the Drawings", at a unit price of \$3.68 and an estimated quantity of 788 LF, for a total cost of \$2,899.84.
13. Add new items to Schedule A:
 - a. "Item A-10 – Deduct for Restaking Costs", at a lump sum cost of (\$6,273.50).
 - b. "Item A-11 – Deduct for Additional Bac-T Testing Due to Failed Tests", at a lump sum cost of (\$480.00).
 - c. "Item A-12 – Deduct for Additional Materials Testing Due to Failed Tests", at a lump sum cost of (\$4,397.49).
14. In response to Contractor's proposed shift in the Milestone #1 work area, and subsequent meeting discussions, add 24 days to the Milestone 1 substantial completion date.
15. Due to the Owner's Assessment of Liquidated Damages, add new item to Schedule A: "Item A-13 – Owner Assessed Liquidated Damages", with a quantity of 79 days and a unit cost of (\$2,400) per day, for a total cost of (\$189,600.00).
16. Revise Bid Schedules A-J to reflect final installed quantities, as follows:

Item No.	Item Description	Unit	Final Qty	Qty Change	Unit Cost	Cost Change	Total Cost
SCHEDULE A - GENERAL AND TRAFFIC CONTROL							
1	Mobilization, Demobilization, Bonds, Insurance	LS	1.00	0.00	\$500,000.00	\$0.00	\$500,000.00
2	Traffic Control Signs	Units	1,060.00	(807.00)	\$10.00	(\$8,070.00)	\$10,600.00
3	Type III Barricades	EA	42.00	(15.00)	\$200.00	(\$3,000.00)	\$8,400.00
4	Delineator Drums	EA	0.00	(24.00)	\$75.00	(\$1,800.00)	\$0.00
5	Sequencing Arrow Panel - Type B	EA	0.00	(1.00)	\$2,500.00	(\$2,500.00)	\$0.00
6	Short Term 4 inch Line - Type R	LF	0.00	(127.00)	\$4.00	(\$508.00)	\$0.00
7	Temporary Pedestrian Access Control	LS	1.00	0.00	\$50,000.00	\$0.00	\$50,000.00
8	Portable Changeable Message Sign	EA	3.00	(1.00)	\$6,000.00	(\$6,000.00)	\$18,000.00
9	1st St SW Remobilization for Additional Demolition Work	LS	1.00	1.00	\$500.00	\$500.00	\$500.00
10	Deduct for Restaking Costs	LS	1.00	1.00	(\$6,273.50)	(\$6,273.50)	(\$6,273.50)
11	Deduct for Additional Bac-T Testing Due to Failed Tests	LS	1.00	1.00	(\$480.00)	(\$480.00)	(\$480.00)
12	Deduct for Additional Materials Testing Due to Failed Tests	LS	1.00	1.00	(\$4,397.49)	(\$4,397.49)	(\$4,397.49)
13	Owner Assessed Liquidated Damages	Days	79.00	79.00	(\$2,400.00)	(\$189,600.00)	(\$189,600.00)
Total Schedule A, Items 1-13						(\$222,128.99)	\$386,749.01
SCHEDULE B - DEMOLITION/REMOVAL ITEMS							
1	Mill or Excavate and Salvage Asphalt Pavement, ≤ 8" thickness	SY	14,941.07	(928.93)	\$5.00	(\$4,644.65)	\$74,705.35
2	Mill or Excavate and Salvage Asphalt Pavement, > 8" thickness	SY	6,190.48	(3,272.52)	\$7.00	(\$22,907.64)	\$43,333.36
3	Remove Pavement - All thicknesses, all types at Alley Intersections	SY	64.42	(347.58)	\$10.00	(\$3,475.80)	\$644.20
4	Sawcut Pavement Full Depth	LF	320.50	(729.50)	\$8.00	(\$5,836.00)	\$2,564.00
5	Remove Concrete Pavement below Asphalt Pavement (6-8")	SY	14,631.30	4,364.30	\$12.00	\$52,371.60	\$175,575.60
6	Remove Concrete Curb and Gutter	LF	7,897.90	(1,440.10)	\$10.00	(\$14,401.00)	\$78,979.00

7	Remove and Dispose Fire Hydrants	EA	5.00	1.00	\$220.00	\$220.00	\$1,100.00
8	Remove and Salvage Fire Hydrants to Owner	EA	3.00	(1.00)	\$385.00	(\$385.00)	\$1,155.00
9	Remove and Dispose Water Main (No Excavation)	LF	3,399.88	(974.12)	\$5.50	(\$5,357.66)	\$18,699.34
10	Remove and Dispose of Gate Valves and Boxes	EA	25.00	0.00	\$55.00	\$0.00	\$1,375.00
11	Remove and Dispose of Curb Stops and Boxes	EA	80.00	0.00	\$27.50	\$0.00	\$2,200.00
12	Remove and Dispose Sanitary Sewer \geq 8" Diameter (No Excavation)	LF	2,748.26	88.26	\$5.50	\$485.43	\$15,115.43
13	Remove and Dispose Storm Sewer (No Excavation)	LF	2,067.11	(1,732.89)	\$8.80	(\$15,249.43)	\$18,190.57
14	Remove Concrete Sidewalk and Driveway Aprons	SY	11,085.02	(1,552.98)	\$10.00	(\$15,529.80)	\$110,850.20
15	Remove and Dispose Storm Manhole	EA	12.00	(5.00)	\$440.00	(\$2,200.00)	\$5,280.00
16	Remove and Dispose Catch Basin Manhole	EA	14.00	(17.00)	\$440.00	(\$7,480.00)	\$6,160.00
17	Remove and Dispose Sanitary Sewer Manhole	EA	7.00	(1.00)	\$660.00	(\$660.00)	\$4,620.00
18	Remove and Dispose of Short Street Lights	EA	61.00	0.00	\$300.00	\$0.00	\$18,300.00
19	Remove Tall Street Lights - Salvage to Owner	EA	16.00	0.00	\$275.00	\$0.00	\$4,400.00
20	Remove Pad-Mounted Feed Points - Salvage to Owner	EA	1.00	(1.00)	\$600.00	(\$600.00)	\$600.00
21	Remove Pole or Stanchion-Mounted Feed Points - Salvage to Owner	EA	3.00	0.00	\$400.00	\$0.00	\$1,200.00
22	Remove and Replace Electrical/Audio Panel	EA	1.00	0.00	\$1,000.00	\$0.00	\$1,000.00
23	Remove Traffic Signal and Control Box - Salvage to Owner	EA	15.00	(1.00)	\$1,200.00	(\$1,200.00)	\$18,000.00
24	Remove Main Street Fountain and Salvage to Owner Designated Location	EA	1.00	0.00	\$10,000.00	\$0.00	\$10,000.00
25	Tree Removal and Disposal	EA	20.00	(8.00)	\$500.00	(\$4,000.00)	\$10,000.00
26	Coordinate Removal and Reinstallation of US Postal Service Drop Boxes	EA	6.00	0.00	\$500.00	\$0.00	\$3,000.00
27	Main Street Streetscape Furniture Removal and Disposal	LS	1.00	0.00	\$20,000.00	\$0.00	\$20,000.00
28	Remove Concrete Sidewalk Above Sub-Sidewalk Vaults and Window Wells	SY	127.12	7.12	\$100.00	\$712.00	\$12,712.00
29	Structural Steel Formwork for Abandoning Sub-Sidewalk Vaults	SF	592.47	152.47	\$100.00	\$15,247.00	\$59,247.00
30	CLSM (Flowable) Fill for Abandoning Sub-Sidewalk Vaults	CY	186.00	(214.00)	\$150.00	(\$32,100.00)	\$27,900.00
31	Abandon Sewers in Place	LF	0.00	(75.00)	\$38.50	(\$2,887.50)	\$0.00
32	Abandon Water Main in Place Below CP Rail, Grout Filled	LF	140.00	65.00	\$38.50	\$2,502.50	\$5,390.00
33	Abandon Steam Lines in Place Below CP Rail, Grout Filled	LF	75.00	0.00	\$38.50	\$0.00	\$2,887.50
34	Remove and Dispose Water Valve Manhole	EA	2.00	(1.00)	\$550.00	(\$550.00)	\$1,100.00
35	Remove and Replace Flag Pole on North Main Street	EA	1.00	0.00	\$2,500.00	\$0.00	\$2,500.00
36	Remove Sidewalk Pavers - Salvage to Owner	SY	108.13	8.13	\$50.00	\$406.50	\$5,406.50
37	Remove and Dispose of Cast Iron Steam Lines, >2 inch Diameter	LF	1,492.96	(7.04)	\$8.80	(\$61.95)	\$13,138.05
Total Schedule B, Items 1-37						(\$67,581.40)	\$777,328.10
SCHEDULE C - WATER DISTRIBUTION							
1	16" Steel Casing Bored & Jacked (8" Water Main RR Crossing	LF	80.00	5.00	\$660.00	\$3,300.00	\$52,800.00
2	4" C900 DR-18 PVC Potable Water Main	LF	131.50	35.50	\$60.00	\$2,130.00	\$7,890.00
3	6" C900 DR-18 PVC Potable Water Main	LF	524.66	144.66	\$68.00	\$9,836.88	\$35,676.88
4	8" C900 DR-18 PVC Potable Water Main	LF	2,278.20	8.20	\$93.00	\$762.60	\$211,872.60
5	10" C900 DR-18 PVC Potable Water Main	LF	12.50	(17.50)	\$97.00	(\$1,697.50)	\$1,212.50
6	12" C900 DR-18 PVC Potable Water Main	LF	657.50	7.50	\$110.00	\$825.00	\$72,325.00
7	16" C905 DR-21 PVC Potable Water Main	LF	1,190.50	(114.50)	\$150.00	(\$17,175.00)	\$178,575.00
8	4" Gate Valve w/Box	EA	5.00	2.00	\$2,000.00	\$4,000.00	\$10,000.00
9	6" Gate Valve w/Box	EA	20.00	2.00	\$2,100.00	\$4,200.00	\$42,000.00
10	8" Gate Valve w/Box	EA	14.00	0.00	\$2,500.00	\$0.00	\$35,000.00
11	12" Gate Valve w/Box	EA	6.00	0.00	\$4,200.00	\$0.00	\$25,200.00
12	16" Gate Valve w/Box	EA	4.00	0.00	\$10,000.00	\$0.00	\$40,000.00
13	Connect to Existing Water Main - Interrupted Connection	EA	15.00	0.00	\$3,300.00	\$0.00	\$49,500.00
14	Fire Hydrant Assembly w/Tee Connection to Main	EA	10.00	0.00	\$7,100.00	\$0.00	\$71,000.00

15	Temporary Water Service	LS	1.00	0.00	\$55,000.00	\$0.00	\$55,000.00
16	Concrete Encasement at Utility Crossings	LF	0.00	(64.00)	\$220.00	(\$14,080.00)	\$0.00
17	Rigid Polystyrene Pipe Insulation, 3" Thickness	SF	1,012.60	692.60	\$4.50	\$3,116.70	\$4,556.70
18	Hydra-Stop Line Stop	EA	6.00	0.00	\$3,750.00	\$0.00	\$22,500.00
19	Wet Subgrade due to Existing Water Main Leak on Main Street	LS	1.00	1.00	\$11,242.50	\$11,242.50	\$11,242.50
20	Search for Existing Service Lines on 2nd Ave SE West of 1st Street SE	LS	1.00	1.00	\$13,120.00	\$13,120.00	\$13,120.00
21	Additional Gate Valve to Isolate the Second Block of Main Street	LS	1.00	1.00	\$3,750.00	\$3,750.00	\$3,750.00
22	Fire Line Tee for 10 North Main	LS	1.00	1.00	\$590.36	\$590.36	\$590.36
Total Schedule C, Items 1-22						\$23,921.54	\$943,811.54
SCHEDULE D - SANITARY SEWER							
1	12" PVC Sanitary Sewer Main (SDR 35)	LF	3,021.26	(35.74)	\$110.00	(\$3,931.40)	\$332,338.60
2	Sanitary Sewer Main Connection to Existing Sanitary Sewer	EA	10.00	1.00	\$1,500.00	\$1,500.00	\$15,000.00
3	Sanitary Sewer Main Connection to Existing Manhole	EA	1.00	(1.00)	\$2,200.00	(\$2,200.00)	\$2,200.00
4	48" Sanitary Sewer Manhole (Standard 10 ft. depth)	EA	16.00	0.00	\$5,750.00	\$0.00	\$92,000.00
5	Additional 48" Manhole Depth	LF	36.67	(3.33)	\$220.00	(\$732.60)	\$8,067.40
6	Sanitary Sewer CCTV Video	LF	3,306.06	(177.94)	\$3.30	(\$587.20)	\$10,910.00
7	Sanitary Sewer Bypass Pumping	LS	1.00	0.00	\$110,000.00	\$0.00	\$110,000.00
8	12" Sanitary Sewer Cured in Place Pipe Liner	LF	428.00	1.00	\$385.00	\$385.00	\$164,780.00
9	3rd Ave SE Sanitary Sewer	LS	1.00	1.00	\$7,925.00	\$7,925.00	\$7,925.00
10	1st Street SW Sanitary Sewer Service Line Saddle Wyes	LS	1.00	1.00	\$15,230.25	\$15,230.25	\$15,230.25
Total Schedule D, Items 1-10						\$17,589.05	\$758,451.25
SCHEDULE E - STORM SEWER (STORM SEWER DISTRICT 119 – PHASE 2)							
1	30" Steel Casing Bored & Jacked (15" RCP Storm Sewer RR Crossing)	LF	60.00	0.00	\$825.00	\$0.00	\$49,500.00
2	Connect to Existing Storm Pipe	EA	20.00	3.00	\$1,750.00	\$5,250.00	\$35,000.00
3	Knockout Connect to Storm Pipe	EA	10.00	3.00	\$1,100.00	\$3,300.00	\$11,000.00
4	Sidewalk Drain	LF	50.50	10.50	\$22.00	\$231.00	\$1,111.00
5	15" Slotted Drain	LF	24.00	0.00	\$220.00	\$0.00	\$5,280.00
6	18" Slotted Drain	LF	123.50	3.50	\$230.00	\$805.00	\$28,405.00
7	12" PVC Storm Sewer	LF	144.00	124.00	\$60.00	\$7,440.00	\$8,640.00
8	15" RCP Storm Sewer	LF	716.95	(259.05)	\$77.00	(\$19,946.85)	\$55,205.15
9	18" RCP Storm Sewer	LF	815.24	(363.76)	\$88.00	(\$32,010.88)	\$71,741.12
10	21" RCP Storm Sewer	LF	170.00	(11.00)	\$93.00	(\$1,023.00)	\$15,810.00
11	24" RCP Storm Sewer	LF	379.17	(40.83)	\$105.00	(\$4,287.15)	\$39,812.85
12	27" RCP Storm Sewer	LF	112.00	21.00	\$155.00	\$3,255.00	\$17,360.00
13	30" RCP Storm Sewer	LF	92.00	55.00	\$170.00	\$9,350.00	\$15,640.00
14	60" RCP Storm Sewer	LF	660.00	(36.00)	\$385.00	(\$13,860.00)	\$254,100.00
15	24" RCP Storm Sewer 45° Bend	EA	0.00	(2.00)	\$1,300.00	(\$2,600.00)	\$0.00
16	2' x 3' Catch Basin	EA	21.00	0.00	\$2,800.00	\$0.00	\$58,800.00
17	2' x 6' Catch Basin	EA	1.00	0.00	\$5,300.00	\$0.00	\$5,300.00
18	36" Catch Basin	EA	2.00	0.00	\$3,200.00	\$0.00	\$6,400.00
19	48" Catch Basin Manhole	EA	12.00	3.00	\$3,600.00	\$10,800.00	\$43,200.00
20	60" Catch Basin Manhole	EA	3.00	0.00	\$6,000.00	\$0.00	\$18,000.00
21	48" Junction Manhole	EA	9.00	0.00	\$4,200.00	\$0.00	\$37,800.00
22	60" Junction Manhole	EA	5.00	0.00	\$7,100.00	\$0.00	\$35,500.00
23	96" Junction Manhole	EA	2.00	0.00	\$18,700.00	\$0.00	\$37,400.00
24	108" Junction Manhole	EA	1.00	0.00	\$19,800.00	\$0.00	\$19,800.00
25	Bulkhead 60" RCP Pipe	EA	1.00	0.00	\$2,200.00	\$0.00	\$2,200.00
26	Storm Sewer CCTV Video	LF	2,999.36	(580.64)	\$3.30	(\$1,916.11)	\$9,897.89
27	6 inch PVC Roof Drain with Knockout Connection to Storm Sewer	EA	15.00	0.00	\$1,902.00	\$0.00	\$28,530.00

28	Roof Drain Plumbing at Fountain Plaza Building	LS	1.00	1.00	\$8,386.59	\$8,386.59	\$8,386.59
	Total Schedule E, Items 1-28					(\$26,826.40)	\$919,819.60
SCHEDULE F - PAVEMENT, EARTHWORK, STRIPING, SIGNAGE							
1	Street Sweeping (Man Hours)	MHR	78.00	(22.00)	\$100.00	(\$2,200.00)	\$7,800.00
2	12" Fiber Roll Installation and Removal	LF	186.00	(639.00)	\$5.00	(\$3,195.00)	\$930.00
3	Rock Logs	EA	0.00	(84.00)	\$50.00	(\$4,200.00)	\$0.00
4	Hydro-mulch Seeding	SY	245.37	86.37	\$10.00	\$863.70	\$2,453.70
5	Inlet Protection	EA	34.00	(2.00)	\$175.00	(\$350.00)	\$5,950.00
6	Common Excavation for Road Pavement Subgrade	CY	1,141.00	0.00	\$20.00	\$0.00	\$22,820.00
7	Road Subgrade Preparation	SY	24,608.79	(348.21)	\$3.00	(\$1,044.63)	\$73,826.37
8	NDDOT Class 5 Gravel Sidewalk Base Course (4" Compacted Thickness)	SY	11,374.11	(1,263.89)	\$8.00	(\$10,111.12)	\$90,992.88
9	Install Salvaged Base Course (6" Compacted Thickness)	SY	24,832.43	(124.57)	\$5.00	(\$622.85)	\$124,162.15
10	Bituminous Pavement (4" Alleyway Section)	SY	134.35	(81.65)	\$50.00	(\$4,082.50)	\$6,717.50
11	Bituminous Pavement (4" Patch)	SY	1,080.82	337.82	\$60.00	\$20,269.20	\$64,849.20
12	Concrete Road Paving (8")	SY	21,082.34	534.34	\$59.00	\$31,526.06	\$1,243,858.06
13	Concrete Road Paving (8"), High Early Strength	SY	810.46	(764.54)	\$65.00	(\$49,695.10)	\$52,679.90
14	Geotextile Fabric - R1	SY	24,248.74	(708.26)	\$3.50	(\$2,478.91)	\$84,870.59
15	Structural Soil Planting Base for Future Tree Placement by Owner (Compacted Volume)	CY	797.26	(177.74)	\$35.00	(\$6,220.90)	\$27,904.10
16	Imported Topsoil	CY	37.73	5.73	\$50.00	\$286.50	\$1,886.50
17	Hardwood Mulch	CF	244.81	33.81	\$50.00	\$1,690.50	\$12,240.50
18	Sidewalk Subgrade Preparation	SY	11,490.66	(1,147.34)	\$2.50	(\$2,868.35)	\$28,726.65
19	Concrete Sidewalk (4" Broomed Finish)	SY	5,029.75	(1,011.25)	\$40.00	(\$40,450.00)	\$201,190.00
20	Concrete Sidewalk (4" Streetscape Saw Cut or Scored Patterns)	SY	441.76	(104.24)	\$25.00	(\$2,606.00)	\$11,044.00
21	Concrete Sidewalk (4" Primary Streetscape)	SY	3,224.22	(7.78)	\$50.00	(\$389.00)	\$161,211.00
22	Concrete Sidewalk (4" Secondary Streetscape)	SY	1,648.51	4.51	\$50.00	\$225.50	\$82,425.50
23	Detectable Warning Panels	SF	568.07	(94.93)	\$50.00	(\$4,746.50)	\$28,403.50
24	Curb and Gutter Type 1	LF	7,490.93	(524.07)	\$20.00	(\$10,481.40)	\$149,818.60
25	Curb and Gutter Type 1 - Hand Formed	LF	1,869.20	318.20	\$25.00	\$7,955.00	\$46,730.00
26	Concrete Driveway Aprons	SY	945.87	(290.13)	\$80.00	(\$23,210.40)	\$75,669.60
27	Epoxy Paint Pavement Marking, 4 inch Line	LF	609.67	(245.33)	\$2.00	(\$490.66)	\$1,219.34
28	Preformed Patterned Pavement Marking, 4 inch Line - Grooved	LF	2,243.33	(30.67)	\$3.00	(\$92.01)	\$6,729.99
29	Preformed Patterned Pavement Marking, 6 inch Line - Grooved	LF	2,324.50	(92.50)	\$4.00	(\$370.00)	\$9,298.00
30	Preformed Patterned Pavement Marking, 8 inch Line - Grooved	LF	245.08	0.08	\$5.00	\$0.40	\$1,225.40
31	Preformed Patterned Pavement Marking, 24 inch Line	LF	415.80	(82.20)	\$30.00	(\$2,466.00)	\$12,474.00
32	Preformed Patterned Pavement Marking - Message (Grooved)	SF	215.00	0.00	\$30.00	\$0.00	\$6,450.00
33	Preformed Thermo-Plastic Pavement Marking, 4 inch Line (Grooved)	LF	155.00	(27.00)	\$30.00	(\$810.00)	\$4,650.00
34	Preformed Thermo-Plastic Pavement Marking - Message	SF	64.00	(16.00)	\$30.00	(\$480.00)	\$1,920.00
35	Type III High Intensity Prismatic Sheeting	SF	723.80	(28.20)	\$45.00	(\$1,269.00)	\$32,571.00
36	Sign Assembly - Surface Mount - Decorative Post	EA	110.00	6.00	\$1,400.00	\$8,400.00	\$154,000.00
37	Sign Assembly - Light Standard	EA	44.00	(3.00)	\$600.00	(\$1,800.00)	\$26,400.00
38	Sign Assembly - In Soil - Decorative Post	EA	5.00	1.00	\$1,100.00	\$1,100.00	\$5,500.00
39	Bituminous Pavement (Sidewalk Edge Transition to Private Property)	SY	103.42	3.42	\$75.00	\$256.50	\$7,756.50
40	Existing Catch Basin Casting Adjustment	EA	1.00	0.00	\$500.00	\$0.00	\$500.00
41	Existing Sanitary Manhole Casting Adjustment in Phase 1 Transition Areas	EA	1.00	0.00	\$500.00	\$0.00	\$500.00
42	Existing Gate Valve Box Adjustment in Phase 1 Transition Areas	EA	1.00	0.00	\$500.00	\$0.00	\$500.00

	Total Schedule F, Items 1-42					(\$104,156.97)	\$2,880,854.53
SCHEDULE G - GENERAL ELECTRICAL							
1	1" HDPE Continuous Underground Electrical Conduit for Future Audio Cable	LF	2,482.20	682.20	\$12.00	\$8,186.40	\$29,786.40
2	16 Gauge Speaker Wire (Conductor Pair in 1" Conduit)	LF	2,525.70	525.70	\$1.50	\$788.55	\$3,788.55
3	North Main Street Audio Cable Conduit Bore	LS	1.00	1.00	\$5,739.30	\$5,739.30	\$5,739.30
	Total Schedule G, Items 1-3					\$14,714.25	\$39,314.25
SCHEDULE H - STREETLIGHTS ELECTRICAL (STREET LIGHTING DISTRICT 63 – PHASE 2)							
1	Street Intersection Light Pole Assembly w/LED Luminaire	EA	23.00	0.00	\$6,800.00	\$0.00	\$156,400.00
2	Street Intersection Light Pole Assembly w/LED Luminaire and Planter Arms	EA	12.00	0.00	\$7,000.00	\$0.00	\$84,000.00
3	Street Pedestrian Light Pole Assembly w/LED Luminaire	EA	15.00	0.00	\$3,600.00	\$0.00	\$54,000.00
4	Street Pedestrian Light Pole Assembly w/LED Luminaire, Planter Arms, and Speaker Hubs	EA	33.00	0.00	\$3,800.00	\$0.00	\$125,400.00
5	Street Pedestrian Light Pole Assembly w/LED Luminaire, Planter Arms, Speaker Hubs, and Special Purpose Receptacle	EA	6.00	0.00	\$4,000.00	\$0.00	\$24,000.00
6	2" HDPE Continuous Underground Electrical Conduit	LF	21,025.97	1,825.97	\$6.00	\$10,955.82	\$126,155.82
7	#4 XHHW Wire in Conduit	LF	2,504.00	1,534.00	\$1.75	\$2,684.50	\$4,382.00
8	#1/0 XHHW Wire in Conduit	LF	6,760.00	960.00	\$3.50	\$3,360.00	\$23,660.00
9	#1 XHHW Wire in Conduit	LF	75,020.65	8,450.65	\$2.90	\$24,506.89	\$217,559.89
10	#2 XHHW Wire in Conduit	LF	1,895.00	(35.00)	\$2.50	(\$87.50)	\$4,737.50
11	Utility Service Connections - 240/120V, 1-phase (Riser Conduit, Conductors, Connection Charges)	EA	2.00	0.00	\$3,800.00	\$0.00	\$7,600.00
12	Panelboards - NEMA 1, 240/120V, 1-phase	EA	2.00	0.00	\$10,800.00	\$0.00	\$21,600.00
13	Panelboards - NEMA 3R, 240/120V, 1-phase	EA	2.00	0.00	\$9,200.00	\$0.00	\$18,400.00
14	Feed Point Enclosures - NEMA 3R	EA	4.00	0.00	\$9,200.00	\$0.00	\$36,800.00
15	Pull Box, 24"x18"x24"	EA	5.00	0.00	\$19,000.00	\$0.00	\$95,000.00
16	Pull Box, 30"x24"x24"	EA	1.00	0.00	\$1,800.00	\$0.00	\$1,800.00
17	Pull Box, 18"x12"x24"	EA	4.00	1.00	\$1,800.00	\$1,800.00	\$7,200.00
18	12" Steel Casing, Bored and Jacked, 6ft. Min. Depth Below Rail (Main Street North RR Crossing)	LF	80.00	0.00	\$250.00	\$0.00	\$20,000.00
19	#1 XHHW Wire in Conduit, Installed in 2017 in Areas not on the Drawings	LF	788.00	788.00	\$3.68	\$2,899.84	\$2,899.84
	Total Schedule H, Items 1-19					\$46,119.55	\$1,031,595.05
SCHEDULE I - STREETSCAPE							
1	49" Strap Bench	EA	33.00	0.00	\$1,500.00	\$0.00	\$49,500.00
2	70" Strap Bench	EA	4.00	0.00	\$1,700.00	\$0.00	\$6,800.00
3	32" Strap Bench	EA	20.00	0.00	\$1,200.00	\$0.00	\$24,000.00
4	Litter Receptacle	EA	23.00	0.00	\$3,200.00	\$0.00	\$73,600.00
5	Bike Rack	EA	18.00	0.00	\$750.00	\$0.00	\$13,500.00
6	Curved Benches	EA	8.00	0.00	\$3,000.00	\$0.00	\$24,000.00
	Total Schedule I, Items 1-6					\$0.00	\$191,400.00
SCHEDULE J - ITEMS NOT ELIGIBLE FOR EDA FUNDING							
1	2" Potable Water Service w/K Copper, Saddle, Corporation Stop and Curb Stop w/Box	EA	10.00	3.00	\$3,850.00	\$11,550.00	\$38,500.00
2	1.5" Potable Water Service w/K Copper, Saddle, Corporation Stop and Curb Stop w/Box	EA	63.00	(12.00)	\$2,750.00	(\$33,000.00)	\$173,250.00
3	Sanitary Sewer Service Connections w/PVC Wye and PVC Service Line	EA	123.00	0.00	\$2,750.00	\$0.00	\$338,250.00
4	Portable/Temporary Electrical Distribution ("Spider") Box w/50' of 50 Amp Cord and Receptacle	EA	2.00	0.00	\$2,600.00	\$0.00	\$5,200.00
5	Spare Street Intersection Pole and Luminaire	EA	3.00	0.00	\$6,000.00	\$0.00	\$18,000.00

6	Spare Pedestrian Pole and Luminaire	EA	2.00	0.00	\$2,750.00	\$0.00	\$5,500.00
7	Hanging Basket for Streetlight	EA	112.00	0.00	\$250.00	\$0.00	\$28,000.00
8	Custom Bumpout Stamp and Tools (provide to Owner upon completion)	EA	0.00	(2.00)	\$5,000.00	(\$10,000.00)	\$0.00
9	Stamped Concrete at Intersection Bumpouts	SY	103.27	13.27	\$200.00	\$2,654.00	\$20,654.00
10	Pull Box, 24"x18"x24", for N. Main Street Christmas Tree	EA	2.00	0.00	\$1,800.00	\$0.00	\$3,600.00
11	2" HDPE Continuous Underground Electrical Conduit with 50 Amp Cord and Receptacle Assembly for N. Main Street Christmas Tree	LF	50.00	0.00	\$18.00	\$0.00	\$900.00
Total Schedule J, Items 1-11						(\$28,796.00)	\$631,854.00
TOTAL OF ALL SCHEDULES A-J						(\$347,145.38)	\$8,561,177.32

Attachments:

- Contractor's Requests for Change Orders (CRC 1 – 8) with Engineer's cost analysis memos and review determination
- Work Change Directives 1 – 3
- Field Order #7

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CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT TIMES			
Original Contract Price:	<u>\$ 8,877,292.70</u>	Original Contract Times:	Milestone #1 Substantial Completion: <u>July 16, 2016</u> Milestone #2 Substantial Completion: <u>September 17, 2016</u> Milestone #3 Substantial Completion: <u>October 15, 2016</u> Milestone #4 Substantial Completion: <u>November 19, 2016</u> Ready for Final Payment: <u>December 17, 2016</u>		
Increase from previously approved Change Orders No. <u>1</u> to No. <u>2</u> :	<u>\$ 31,030.00</u>	Increase from previously approved Change Orders No. <u>1</u> to No. <u>2</u> :	Milestone #1 Substantial Completion: <u>0 days</u> Milestone #2 Substantial Completion: <u>0 days</u> Milestone #3 Substantial Completion: <u>257 days</u> Milestone #4 Substantial Completion: <u>0 days</u> Ready for Final Payment: <u>225 days</u>		
Contract Price prior to this Change Order:	<u>\$ 8,908,322.70</u>	Contract Times prior to this Change Order:	Milestone #1 Substantial Completion: <u>July 16, 2016</u> Milestone #2 Substantial Completion: <u>September 17, 2016</u> Milestone #3 Substantial Completion: <u>June 30, 2017</u> Milestone #4 Substantial Completion: <u>November 19, 2016</u> Ready for Final Payment: <u>July 30, 2017</u>		
Decrease of this Change Order:	<u>\$ 347,145.38</u>	Increase of this Change Order:	Milestone #1 Substantial Completion: <u>49 days</u> Milestone #2 Substantial Completion: <u>35 days</u> Milestone #3 Substantial Completion: <u>5 days</u> Milestone #4 Substantial Completion: <u>154 days</u> Ready for Final Payment: <u>5 days</u>		
Contract Price incorporating this Change Order:	<u>\$ 8,561,177.32</u>	Contract Times with all approved Change Orders:	Milestone #1 Substantial Completion: <u>September 3, 2016</u> Milestone #2 Substantial Completion: <u>October 22, 2016</u> Milestone #3 Substantial Completion: <u>July 5, 2017</u> Milestone #4 Substantial Completion: <u>May 28, 2017</u> Ready for Final Payment: <u>August 5, 2017</u>		
RECOMMENDED:	By: <u>D. O'Shea</u> Engineer (if required) Title: <u>Project Manager</u> Date: <u>2/28/2018</u>	ACCEPTED:	By: <u>Larry</u> Owner (Authorized Signature) Title: <u>City Engineer</u> Date: <u>3/2/18</u>	ACCEPTED:	By: <u>Max Wappeler</u> Contractor (Authorized Signature) Title: <u>Keller Paving - Project Manager</u> Date: <u>3/01/2018</u>

RELEASE OF CLAIMS AND AFFIDAVIT

For and in consideration of the receipt of final payment in the amount of \$ 824,240.02 from the City of Minot, North Dakota under and pursuant to Contract No. 3608 for Downtown Infrastructure Improvements Project - Phase 2, the undersigned hereby does remise, release, and discharge the City of Minot North Dakota, its officers, agents, and employees of and from any and all claims and demands whatsoever under or arising from the said contract, except specified claims in state amounts listed as follows:

This release has been executed this 16th day of March 20 18.

Keller Paving + Landscaping Inc.
(Contractor)

By: Dean Keller
President
(Title)

State of North DAKOTA
County of WARD

BEFORE ME, the undersigned Notary, Taylor P. Rovig, on this 16th day of March, 2018, personally appeared Dean Keller, a representative authorized to conduct business for Keller Paving + Landscaping Inc., and known to me to be a credible person and of lawful age, who being by me first duly sworn on his oath, deposes and says:

All material suppliers and subcontractors have been paid in full for the project identified above.

Dean Keller

Signature of Affiant

Dean KELLER
Typed or Printed name of Affiant

1820 Hwy 2 Bypass E minot, ND 58701
Address of Affiant

Subscribed and sworn to before me, this 16th day of March, 2018.

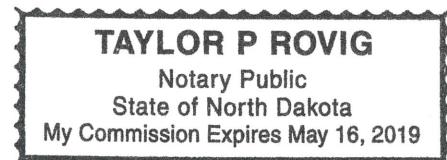
[Notary Seal]

Taylor P. Rovig

Signature of Notary

Taylor P. Rovig
Typed or Printed name of Notary

My Commission expires: May 16th, 2019





TO: Mayor Chuck Barney
Members of the City Council

FROM: Lance Meyer, P.E., City Engineer

DATE: 4/24/2018

SUBJECT: US 2 MILL, OVERLAY, AND STRIPING FINAL PAYMENT (3740)

I. RECOMMENDED ACTION

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

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer	857-4100
David Wicke, Assistant City Engineer	857-4100

III. DESCRIPTION

A. Background

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.

B. Proposed Project

N/A

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

The US 2/52 Bypass and Burdick Expressway are primary transportation corridors. Maintenance of those corridors are a top priority for the City and NDDOT.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

The City had a 10% cost share for improvements on Burdick Expressway and 42nd St. The total cost to the City was \$18,234.51. The project was funded with general obligation bonds.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

A. Final Invoice

FINAL CERTIFICATION OF LOCAL MATCH

North Dakota Department of Transportation, Local Government Division
SFN 60973 (Rev. 12-2015)

Project Number SU-4002(108)909

PCN 20117

LPA
CITY OF MINOT

Proj. # 3740

It is hereby certified that the LPA above has provided non-federal funds, whose source is identified below, as match for the amount the LPA was obligated to pay for the above referenced project with the North Dakota Department of Transportation. The certified amount does not duplicate any federal claims for reimbursement, nor are the funds used to match other federal funds, unless expressly allowed by federal regulation.

Non-Federal Match Funds provided by LPA. Please designate the source(s) of funds that were used to match the federal funds obligated for this project through the North Dakota Department of Transportation.

Source

General Obligation Bonds

Executed at:

, North Dakota, the last date below signed.

ATTEST:

Auditor Name (Type or Print)

Signature	Date
-----------	------

APPROVED: LPA of

Mayor/President/Chairperson Name (Type or Print)
--

Signature	Date
-----------	------

Title (Type or Print)

Return this completed form to:

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
LOCAL GOVERNMENT DIVISION
608 E BOULEVARD AVE
BISMARCK ND 58505
Phone: (701)328-2540
Fax: (701)328-0310



North Dakota Department of Transportation

Thomas K. Sorel
Director

Doug Burgum
Governor

APRIL 19, 2018

DAVID LAKEFIELD
CITY OF MINOT
PO BOX 5006
MINOT ND 58702-5006

PROJECT: SU-4002(108)909 – MINOT BURDICK EXPRESSWAY FROM 42ND STREET TO US 2

Pursuant to the agreement entered into between the City of Minot, and the ND Department of Transportation on April 10, 2013, we are submitting a final billing in the amount of \$1,220.96.

The above amount was calculated as follows:

Construction	\$165,768.34 x 10% =	\$16,576.83
10% Engineering	10% =	<u>1,657.68</u>
Total		18,234.51
Less: Previous Billings		(17,013.55) NO
Total Due to NDDOT		<u>\$ 1,220.96</u> ✓

A copy of the contractor's progressive payment estimates #2 and #3 Final are enclosed.

Julie Fleck
JULIE FLECK
FEDERAL AID ACCOUNTANT

50/jf/cpm
Enclosures

271-8400-431.81-23
3740

\$ 1,220.96

DEPARTMENT OF TRANSPORTATION
INVOICE

Please Remit Payment To:
Department of Transportation
Financial Management Division
608 East Boulevard Avenue
Bismarck, ND 58505 - 0700

**For Any Questions
Please Contact:**
701-328-2635

Customer: MINOT

<u>Invoice #</u>	<u>Invoice Date</u>	<u>Project Description</u>	<u>Project</u>	<u>Amount</u>
0001900362	4/19/2018	PROJECT: SU-4002(108)909 BURDICK EXPRESSWAY FINAL BILLING	SU4002108909	1,220.96

Please include Invoice # along with Payment.



North Dakota Department of Transportation
Intermediate Progressive Estimate Number 2

Project: SU-4-002(108)909

PCN: 20117

Type: MILLING, HOT BITUMINOUS PAVEMENT, GUARDRAIL REPLACEMENT, STRIPING, AND INCIDENTA

Contractor
CENTRAL SPECIALTIES INC
6325 COUNTY ROAD 87 SW
ALEXANDRIA MN 563085361

Covering Period From 09/24/2013 To 01/21/2014
Length: 0.28
Contract Cost \$171,510.10
Change Orders Estimated: \$0.00
County: Ward

Vendor Number: 12746
Funding Doc No: P400210A 159

Assignment

Funding Sources	SU FEDERAL FUNDS	Totals
Total Work Done to Date	163,577.74	163,577.74
Retainage @ 2.00 % To Date	3,271.55	3,271.55
Previous Retainage	3,156.50	3,156.50
Retainage this Period	115.05	115.05
Liquidated Damages		
0.0 Days to Date	0.00	0.00
0.0 Days to Previous	0.00	0.00
0.0 Days this Period	0.00	0.00
Total Due to Date	160,306.19	160,306.19
Previous Payments	154,668.64	154,668.64
Payment Due this Estimate	5,637.55	5,637.55

NP Funding Sources	SU FEDERAL FUNDS
Total Work Done to Date	0.00
Retainage @ 2.00 % To Date	0.00
Previous Retainage	0.00
Retainage this Period	0.00
Liquidated Damages	
0.0 Days to Date	0.00
0.0 Days to Previous	0.00
0.0 Days this Period	0.00
Total Due to Date	0.00
Previous Payments	0.00
Payment Due this Estimate	0.00

Engineer: Lonnie D Heit

District Engineer: Donald Mohagen

Construction Engineer: Cal Gendreau

Pay Quantities Date Range From 09/24/2013 To 11/13/2013

4/16/2018

North Dakota Department of Transportation
Progressive Estimate Details

Project: SU-4-002(108)909

PCN: 20117

Date Submitted For Payment:

01/23/2014

Letting Date: 05/17/2013

SubProject: 1 MILLING, HOT BITUMINOUS PAVEMENT, STRIPING, AND INCIDENTALS

Spec. No.	Code No.	C.O. No.	Description	Original Quantity	Unit	Unit Price	BID Amount	Q U A N T I T I E S	A M O U N T	Projected Quantity
Bid Items and Change Orders										
230	125		SHOULDER PREPARATION	0.500	MILE	500.000	250.00	0.500	250.00	100.00
302	120		AGGREGATE BASE COURSE CL 5	195.000	TON	25.000	4,875.00			
401	150		SS1H OR CSS1H OR MS1 EMULSIFIED ASPH	1,970.000	GAL	2.000	3,940.00			
410	215		SUPERPAVE FAA 45	1,790.000	TON	33.500	59,965.00	1,802.810	60,394.14	100.72
410	460		PG 64-28 ASPHALT CEMENT	103.800	TON	750.000	77,850.00	99.544	74,658.00	95.90
410	910		CORED SAMPLE	5.000	EA	25.000	-125.00	9.000	225.00	180.00
411	105		MILLING PAVEMENT SURFACE	3,553.000	SY	5.000	17,765.00	4,459.600	22,288.00	125.52
704	100		FLAGGING	45.000	MHR	28.000	1,260.00	9.000	252.00	252.00
754	117		FLAT SHEET FOR SIGNS-TYPE 3A REFL SHF	24.000	SF	23.000	552.00	24.000	552.00	100.00
754	206		STEEL GALV POSTS-TELESCOPING PERFO	36.000	LF	26.000	936.00	35.000	910.00	97.22
754	592		RESET SIGN PANEL	3.000	EA	30.000	90.00	4.000	120.00	120.00
762	112		EPOXY PVMT MK MESSAGE	48.000	SF	7.750	372.00	48.000	372.00	100.00
762	113		EPOXY PVMT MK 4IN LINE	8,572.000	LF	0.300	2,571.60	6,303.000	1,890.90	1,890.90
762	115		EPOXY PVMT MK 8IN LINE	337.000	LF	1.500	505.50	337.000	505.50	100.00
762	430		SHORT TERM 4IN LINE-TYPE NR	3,020.000	LF	0.150	453.00	7,668.000	1,150.20	253.91
Total Current Amount:								\$5,752.60		
Total Bid Amount								\$171,510.10	\$163,577.74	
Total:								\$171,510.10	\$163,577.74	
Total Project Current Amount								\$5,752.60		
Total Project Bid Amounts								\$171,510.10	\$163,577.74	
Total Project:								\$171,510.10	\$163,577.74	

North Dakota Department of Transportation
Final Progressive Estimate Number 3

Project: SU-4-002(108)909

PCN: 20117

Type: MILLING, HOT BITUMINOUS PAVEMENT, GUARDRAIL REPLACEMENT, STRIPING, AND INCIDENTA

Contractor
CENTRAL SPECIALTIES INC
6325 COUNTY ROAD 87 SW
ALEXANDRIA MN 563085361

Covering Period From 01/21/2014 To 10/14/2014
Length: 0.28
Contract Cost \$171,510.10
Change Orders Estimated: \$0.00
County: Ward

Vendor Number: 12746
Funding Doc No: P400210A 159

Assignment

Funding Sources	SU FEDERAL FUNDS	Totals
Total Work Done to Date	165,768.34	165,768.34
Retainage	0.00	0.00
Previous Retainage	3,271.55	3,271.55
Retainage this Period	-3,271.55	-3,271.55
Liquidated Damages		
0.0 Days to Date	0.00	0.00
0.0 Days to Previous	0.00	0.00
0.0 Days this Period	0.00	0.00
Total Due to Date	165,768.34	165,768.34
Previous Payments	160,306.19	160,306.19
Payment Due this Estimate	5,462.15	5,462.15

NP Funding Sources	SU FEDERAL FUNDS
Total Work Done to Date	0.00
Retainage	0.00
Previous Retainage	0.00
Retainage this Period	0.00
Liquidated Damages	
0.0 Days to Date	0.00
0.0 Days to Previous	0.00
0.0 Days this Period	0.00
Total Due to Date	0.00
Previous Payments	0.00
Payment Due this Estimate	0.00

Engineer: Lonnie D Heth

District Engineer: Robert Allen

Construction Engineer: Phillip Murdoff

Pay Quantities Date Range From 08/19/2014 To 08/19/2014

4/16/2018

North Dakota Department of Transportation
Progressive Estimate Details

Project: SU-4-002(108)909

PCN: 20117

Date Submitted For Payment:

04/10/2018

Letting Date: 05/17/2013

SubProject: 1 MILLING, HOT BITUMINOUS PAVEMENT, STRIPING, AND INCIDENTALS

Spec. No.	Code No.	C.O. No.	Description	Original Quantity	Unit	Unit Price	BID Amount	QUANTITIES	AMOUNT	Projected Quantity
Bid Items and Change Orders										
230	125		SHOULDER PREPARATION	0.500	MILE	500.000	250.00	0.500	250.00	100.00
302	120		AGGREGATE BASE COURSE CL 5	195.000	TON	25.000	4,875.00			
401	150		SS1H OR CSS1H OR MS1 EMULSIFIED ASPH	1,970.000	GAL	2.000	3,940.00			
410	215		SUPERPAVE FAA 45	1,790.000	TON	33.500	59,965.00	1,802.810	60,394.14	100.72
410	460		PG 64-28 ASPHALT CEMENT	103.800	TON	750.000	77,850.00	99.544	74,658.00	95.90
410	910		CORED SAMPLE	5.000	EA	25.000	125.00	9.000	225.00	180.00
411	105		MILLING PAVEMENT SURFACE	3,553.000	SY	5.000	17,765.00	4,459.600	22,298.00	125.52
704	100		FLAGGING	45.000	MHR	28.000	1,260.00	9.000	252.00	20.00
754	117		FLAT SHEET FOR SIGNS-TYPE 3A REFL SHI	24.000	SF	23.000	552.00	24.000	552.00	100.00
754	206		STEEL GALV POSTS-TELESCOPING PERFO	36.000	LF	26.000	936.00	35.000	910.00	97.22
754	592		RESET SIGN PANEL	3.000	EA	30.000	90.00	4.000	120.00	133.33
762	112		EPOXY PVMT MK MESSAGE	48.000	SF	7.750	372.00	48.000	372.00	100.00
762	113		EPOXY PVMT MK 4IN LINE	8,572.000	LF	0.300	2,571.60	7,302.000	13,605.000	4,081.50
762	115		EPOXY PVMT MK 8IN LINE	337.000	LF	1.500	505.50	337.000	505.50	100.00
762	430		SHORT TERM 4IN LINE-TYPE NR	3,020.000	LF	0.150	453.00	7,668.000	1,150.20	253.91
Total Current Amount:										\$2,190.60
Total Bid Amount										\$165,768.34
Total:										\$165,768.34
Total Project Current Amount										\$2,190.60
Total Project Bid Amounts										\$165,768.34
Total Project:										\$165,768.34



TO: Mayor Chuck Barney
Members of the City Council

FROM: *David Lakefield*

DATE: *April 10, 2018*

SUBJECT: 2018 Companions for Children Grant

I. RECOMMENDED ACTION

1. Recommend council approve a budget amendment to the 2018 Companions for Children grant; and
2. Authorize the Mayor to sign the budget amendment.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director 857-4140

III. DESCRIPTION

A. Background

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.

B. Proposed Project

Companions for Children is a local non-profit youth mentoring program. Since 1972, they have provided hundreds of children in the Minot community with screened adult volunteers who serve as role models and mentors to at-risk children. Funding will be used for ongoing costs associated with the mentoring program to continue the mission for Minot children and families.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

NA

C. Fiscal Impact:

Project Costs

Grant amount: \$7,000.00

Project Funding

Funding for this grant was not included in the 2018 budget. It is recommended the funding come from Cash Reserves.

V. ALTERNATIVES

- A. Do not award the grant.
- B. Locate alternate funding.

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

- A. Application
- B. Budget Amendment

APPLICATION FOR FUNDING
(for calendar year 2018)

SECTION I Applicant Information

Applicant Organization: Companions for Children, Inc.

Address: 308 2nd Ave SW, Suite 7

City: Minot **State:** ND **Zip:** 58701

Contact Person: Heather Cymbaluk

Daytime Phone: (701) 838-5784 **Fax:** (701) 852-0374

E-Mail Address: heather.cymbaluk@companionsforchildren.org

Web Address: companionsforchildren.org

SECTION II Summary of Project Description

(Use only the space provided unless instructed otherwise)

A) Grant Request Amount: \$ 7,000

B) For what specific purpose would this grant be used?
Companions for Children is a local non-profit youth mentoring program. Since 1972, we have provided hundreds of children in the Minot community with screened adult volunteers who serve as role-models and mentors to at-risk children. Funding will be used for ongoing costs associated with our youth mentoring program to continue our mission for Minot children and families.

C) Attach a financial report that shows the income by source, expenditures by function, including salaries, for the current calendar year and a proposed budget showing the same for the calendar year in which the requested grant would be used. Special emphasis should be placed on the summary of estimated project expenses and other sources of funding for the project. (Mark this information as Exhibit 2A)

D) Identify how volunteerism will play a role in the specific purpose for which the grant would be used.
Companions for Children relies heavily on the involvement of volunteers in our program. Currently, we have 78 volunteer mentors and 9 volunteer Board of Directors. Last year (2016) our volunteers dedicated a total of 2,541 volunteers which is a value of \$64,137! (volunteersector.org)

E) Attach a narrative describing the organizational goals and objectives. (Identify the narrative as Exhibit 2B)

SECTION III

Public Benefit

A) To achieve the objectives, for which the grant will be used, will single or multi-year funding be required? If multi-year funding is required, please specify the number of years?

Companions for Children is seeking single-year funding due to the significant increase in enrollment, it is hard to project our financial needs for 2019.

B) What sector of the population will benefit by the city's contribution?

Companions for Children serves families and children who live in Minot, ND and a 15-mile radius.

C) What benefit will the program or project provide for the community and specifically the number of individuals in the community?

Companions for Children is projecting to be at a total of 105 matches in our program by the end of 2017 and 130 by the end of 2018. These projections include our community based mentoring program and school-based program (which began in January 2017). The funding and continued support from the City of Minot is critical to the ongoing growth for our program and the children of Minot.

D) Identify the public support for this program or project.

Companions for Children has a large support from the Minot community. For the past 3 years, we have had enough volunteer mentors enrolled at any point of time so that we do not have a wait list for children! This is a huge accomplishment, one that most mentoring organizations in large cities do not have!

E) Is your organization, or will this program or project be involved in the sharing of facilities, programs, and or staff with other related organizations including other government organizations?

Currently, Companions for Children does not share facilities with other programs. However, we do partner with Sunnyside Elementary to provide school-based mentoring.

F) Would assistance in the area of providing facilities or services in lieu of financial support be effective to achieve the goals of your program or project?

Yes, currently Companions for Children has an office space that only has two office's and a meeting room. Due to the lack of space, we are unable to hire new employees and grow our organization. If there was another organization who would be interested in joining space, we would welcome the discussion as clearly our organization is growing!

SECTION IV

Value Challenges

A) If the City of Minot becomes a participant in your program or project, how should we measure its success?

Companions for Children continually monitors the matches in our program along with the goals set for each match. If the City of Minot continued sharing the mission of our organization through funding, we would measure success through the number of volunteers and children enrolled. Clearly there is a need for our service in the Minot community and it provides a service free of charge to families in the Magic City.

B) Does your organization work with other programs or organizations working towards the same objectives? (If so, please identify the programs or organizations)

Companions for Children collaborates with numerous organizations in the Minot community. Specifically, we receive referrals from teachers, guidance counselors and principals at the schools, in addition to local agencies such as the Dept. of Corrections, Partnerships Program for Mental Health, Ward County Social Services, Foster Care workers, the Minot Police Department and more!

Having these connections with other agencies ensures that Minot children are given the opportunity to have a mentor in their life through referrals.

C) How will you incorporate the use of government, the private sector, and volunteerism to meet the objectives of your program or project?

As noted above, Companions for Children utilizes many government agencies for referrals and resources. In addition, our program would not be possible without the heavy support from volunteers in our community.

D) Identify organizations in the community that support your application for funding-also identify if each of the organizations listed does or does not provide or work towards the same objective.

SECTION V

Applicant Signature

HEATHER CYMBALUK

Print name

H. Cymbaluk

Signature

EXECUTIVE DIRECTOR

Title

4-20-17

Date

701-833-4455

Phone number of person submitting this application.

Return this application and attachments to:

**City Managers Office
Attn: Tami Stroklund
P.O. Box 5006
Minot, North Dakota 58702**

Companions For Children, Inc.
2017 Budget

Revenue and Support	Status	Operating	In-Kind	Total
Fundraisers				
Martini Masquerade Fundraiser	Anticipated	\$ 47,308	\$ 5,881	\$ 53,189
Run for the Hills Fundraiser	Anticipated	\$ 2,000	\$ 1,010	\$ 3,010
		<u>\$ 49,308</u>	<u>\$ 6,891</u>	<u>\$ 56,199</u>
Contributions				
Individual/Business Contributions	Anticipated	\$ 9,500	\$ 114,691	\$ 124,191
Long Term Investments				
Interest Deposits	Anticipated	\$ 85	\$ -	\$ 85
Grants				
City of Minot	Committed	\$ 7,000	\$ -	\$ 7,000
MDU Foundation	Anticipated	\$ 1,000	\$ -	\$ 1,000
Minot Community Endowment Fund	Anticipated	\$ 3,000	\$ -	\$ 3,000
Otto Bremer Matching	Anticipated	\$ 5,000	\$ -	\$ 5,000
St. Josephs Community Health Foundation	Committed	\$ 7,500	\$ -	\$ 7,500
St. Josephs Matching	Anticipated	\$ 5,000	\$ -	\$ 5,000
Souris Valley United Way	Committed	\$ 7,500	\$ -	\$ 7,500
Verendrye Round Up Grant	Anticipated	\$ 1,000	\$ -	\$ 1,000
		<u>\$ 37,000</u>	<u>\$ 121,581</u>	<u>\$ 158,581</u>
Total Revenue				<u>\$ 95,893</u>
Expenses				
Salaries				
Executive Director	\$ 46,771	\$ 37,581	\$ -	\$ 37,581
Service Coordinator	\$ 18,161	\$ 14,592	\$ -	\$ 14,592
Assistant Service Coordinator	\$ 4,625	\$ 3,716	\$ -	\$ 3,716
Direct Deposit Fees	-	\$ 187	\$ -	\$ 187
		<u>\$ 56,076</u>	<u>\$ -</u>	<u>\$ 56,076</u>
Fringe Benefits				
Health Benefits		\$ 4,604	\$ -	\$ 4,604
Cell Phone Reimbursement		\$ 360	\$ -	\$ 360
Bonus		\$ 3,800	\$ -	\$ 3,800
Employee/Employer Payroll Taxes		\$ 23,950	\$ -	\$ 23,950
		<u>\$ 32,714</u>	<u>\$ -</u>	<u>\$ 32,714</u>
Administrative Expenses				
Brady Martz Accounting	-	\$ 4,900	\$ -	\$ 4,900
Travel/Mileage	-	\$ 700	\$ -	\$ 700
Telephone/Internet	-	\$ 3,000	\$ -	\$ 3,000
Printer Fees	-	\$ 1,800	\$ -	\$ 1,800
Website/Technology		\$ 2,000	\$ 2,849	\$ 4,849
Mentor Core Software		\$ 1,500	\$ -	\$ 1,500
Insurance	-	\$ 2,700	\$ -	\$ 2,700
		<u>\$ 16,600</u>	<u>\$ 2,849</u>	<u>\$ 19,449</u>
Operating Expenses				
Fundraiser Fees	-	\$ 19,000	\$ -	\$ 19,000
Membership Dues	-	\$ 1,100	\$ -	\$ 1,100
Rent	-	\$ 2,200	\$ 9,360	\$ 11,560
Lunch Pals	-	\$ 2,000	\$ -	\$ 2,000
Group Activities	-	\$ 2,500	\$ -	\$ 2,500
Staff Development: Professional	-	\$ 800	\$ -	\$ 800
Staff Development: Personal Leadership	-	\$ 1,169	\$ -	\$ 1,169

2017

Board Development	\$ 1,200	\$ -	\$ 1,200
Mentor/Youth Recruitment	\$ 3,500	\$ -	\$ 3,500
Mentor Appreciation	\$ 3,000	\$ 6,921	\$ 9,921
Postage	\$ 1,000	\$ -	\$ 1,000
Screening	\$ 2,500	\$ -	\$ 2,500
Office Expenses	\$ 3,500	\$ -	\$ 3,500
Total Expenses	\$ 43,469	\$ 16,281	\$ 59,750
	\$ 148,860		

Companions For Children, Inc.
2018 Budget

Revenue and Support	Status	Operating	In-Kind	Total
Fundraisers				
Martini Masquerade Fundraiser	Anticipated	\$ 55,000	\$ 5,881	\$ 60,881
Run for the Hills Fundraiser	Anticipated	\$ 2,000	\$ 1,010	\$ 3,010
		<u>\$ 57,000</u>		
Contributions				
Individual/Business Contributions	Anticipated	\$ 10,000	\$ 136,498	\$ 146,498
Long Term Investments				
Interest Deposits	Anticipated	\$ 90	\$ -	\$ 90
Grants				
Otto Bremer Trust	Anticipated	\$ 35,000	\$ -	\$ 35,000
Otto Bremer Matching	Anticipated	\$ 5,000	\$ -	\$ 5,000
St. Josephs Community Health Foundation	Anticipated	\$ 7,000	\$ -	\$ 7,000
St. Josephs Matching	Anticipated	\$ 5,000	\$ -	\$ 5,000
Souris Valley United Way	Committed	\$ 7,000	\$ -	\$ 7,000
Verendrye Round Up Grant	Anticipated	\$ 1,000	\$ -	\$ 1,000
		<u>\$ 60,000</u>	<u>\$ 143,388</u>	<u>\$ 270,478</u>
Total Revenue		<u>\$ 127,090</u>	<u>\$ 143,388</u>	<u>\$ 270,478</u>
Expenses				
Salaries				
Executive Director	\$ 50,000	\$ 40,175	\$ -	\$ 40,175
Service Coordinator	\$ 21,808	\$ 17,523	\$ -	\$ 17,523
Assistant Service Coordinator	\$ 3,692	\$ 2,967	\$ -	\$ 2,967
Direct Deposit Fees	-	\$ 180	\$ -	\$ 180
		<u>\$ 60,844</u>	<u>\$ -</u>	<u>\$ 60,844</u>
Fringe Benefits				
Health Benefits		\$ 4,800	\$ -	\$ 4,800
Cell Phone Reimbursement		\$ 360	\$ -	\$ 360
Bonus		\$ 3,500	\$ -	\$ 3,500
Employee/Employer Payroll Taxes		\$ 25,738	\$ -	\$ 25,738
		<u>\$ 34,398</u>	<u>\$ -</u>	<u>\$ 8,660</u>
Administrative Expenses				
Brady Martz Accounting	-	\$ 5,150	\$ -	\$ -
Travel/Mileage	-	\$ 700	\$ -	\$ 5,150
Telephone/Internet	-	\$ 2,800	\$ -	\$ 700
Printer Fees	-	\$ 1,800	\$ -	\$ 2,800
Website/Technology		\$ 2,000	\$ 2,849	\$ 1,800
Mentor Core Software		\$ 1,500	\$ -	\$ 4,849
Insurance	-	\$ 2,700	\$ -	\$ 1,500
		<u>\$ 16,650</u>	<u>\$ 2,849</u>	<u>\$ 16,799</u>
Operating Expenses				
Fundraiser Fees	-	\$ 20,000	\$ -	\$ 20,000
Membership Dues	-	\$ 1,200	\$ -	\$ 20,000
Rent	-	\$ 2,640	\$ 9,360	\$ 1,200
Lunch Pals	-	\$ 2,000	\$ -	\$ 12,000
Group Activities	-	\$ 3,000	\$ -	\$ 2,000
Staff Development: Professional	-	\$ 800	\$ -	\$ 3,000
Staff Development: Personal Leadership	-	\$ 1,100	\$ -	\$ 1,100
Board Development	-	\$ 1,200	\$ -	\$ 1,100
Mentor/Youth Recruitment	-	\$ 4,000	\$ -	\$ 1,200

2018

Mentor Appreciation	-	\$ 4,000	\$ 6,921	\$ 4,000
Postage	-	\$ 1,000	\$ -	\$ 10,921
Screening	-	\$ 3,000	\$ -	\$ 1,000
Office Expenses	-	\$ 3,500	\$ -	\$ 3,000
Total Expenses	-	\$ 159,332	\$ 19,130	\$ 178,462

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2018 ANNUAL BUDGET TO INCREASE
GENERAL FUND COMPANIONS FOR CHILDREN EXPENDITURES TO BE FUNDED
FROM CASH RESERVES.**

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

§1: Amend the 2018 annual budget to increase general fund Companions for Children expenditures.

001-0600-419.08-56		\$7,000
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§2: 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: *Kevin Sickler*

DATE: *April 20, 2018*

SUBJECT: UPS BATTERY BACKUP BYPASS SWITCH (IT0015)

I. RECOMMENDED ACTION

1. Recommend council approve a budget amendment to the 2018 Capital Purchase budget 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; and
2. Authorize the Mayor to sign the budget amendment.

II. DEPARTMENT CONTACT PERSONS

Kevin Sickler, Property Maintenance Superintendent	857-4142
David Lakefield, Finance Director	857-4784

III. DESCRIPTION

A. Background

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.

B. Proposed Project

Install a bypass switch that should have been included in the original bid

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

NA

C. Fiscal Impact:

Project Costs

UPS bypass switch cost	\$5,106.00
Panel change cost	2,057.00
Minot Daily News	54.02
Battery Backup	<u>18,695.00</u>
Total Costs	\$25,912.02

Original Budget - County	\$10,000.00
Original Budget – City	10,000.00
Additional – County	<u>2,956.01</u>
Remaining due from the City	\$2,956.01

Project Funding

Funding for the bypass switch and panel change would come from cost savings from both the 2018 Street Mower Budgets that had remaining funds available.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

- A. Budget Amendment
- B. Main Electric Construction, Inc cost sheets

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2018 ANNUAL BUDGET TO INCREASE THE INFORMATION TECHNOLOGY CAPITAL EXPENDITURES AND REVENUE 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 information technology capital purchase expenditures and revenues:

429-0000-336.10-10		\$2,956
429-7300-419.07-93		5,912

§2: Approve the transfer of funds:

429-0000-311.00-00	4327	(2,956)
429-0000-311.00-00	IT0015	2,956

§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

MAIN ELECTRIC CONSTRUCTION, INC.

**2626 Valley Street
Minot, ND 58702
852-3315**

01/23/2018
City of Minot
Minot, ND

Attn: Paul Urlickson
RE: Panel Changes

We will make the necessary panel changes in basement utility room as discussed on site.

For a total cost of 2057.00
Labor, materials, equipment are all included in above pricing.

Thank You

Lance Johnson

MAIN ELECTRIC CONSTRUCTION, INC.

**2626 Valley Street
Minot, ND 58702
852-3315**

03/15/2018
City of Minot – Public works
Minot, ND

Attn: Kevin Sickler/Paul Ulrickson/Jason McKibben
RE: Install UPS bypass switch

Cost to supply and install UPS bypass switch @ city Hall.

For a total cost of 5106.00
Labor, materials, equipment and permits are all included in above pricing.

Thank You

Lance Johnson



TO: Mayor Chuck Barney
Members of the City Council

FROM: David Wicke, Assistant City Engineer

DATE: 4/24/2018

**SUBJECT: ENGINEERING DEPARTMENT LARGE FORMAT COLOR
COPIER/SCANNER/PRINTER (PROJECT 4338) AWARD OF BID**

I. RECOMMENDED ACTION

1. Recommend council to award approval to purchase a large format color copier/scanner/printer from the low bidder Marco Technologies, LLC. in the amount of \$25,843.89; and
2. Authorize the Mayor to sign the budget amendment

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer	857-4100
David Wicke, Assistant City Engineer	857-4132

III. DESCRIPTION

A. Background

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.

The KIP machine has been experiencing issues for several years. We have managed to keep the scanner working, but making copies is seldom possible. The department had plans to include a replacement in the 2019 City budget.

The color plotter has had no major issues and has served the City very well including thousands of color large format plots since the 2011 flood forward. The machine's main control unit quit working in January 2018, and since replacement parts are no longer available, the machine is useless. The department had plans to replace the machine in the 2020 City budget.

On Tuesday, April 17, 2018 at 11:00 am, bids were opened for the Large Format Color Copier/Plotter/Scanner. Bidders were asked to provide pricing for two options. The first option was for the full purchase of the copier/scanner/plotter. The second option was to lease the equipment for three (3) years with a buyout option at the end of the 3-year term. After examining the bids, the best option for the City would be to purchase the equipment for the lowest bid amount of \$24,540.05 submitted by Marco Technologies, LLC. which is

approximately 18.2% below the Engineer's estimate. Attached to this memo is the Bid Tabulation analyzing the varying cost options that were included in the bids.

B. Proposed Project

A multi-use devise is now available that has the capability to scan, plot, and copy large format documents in color. This device will combine the two machines into one, thus saving space and maintenance costs. The Engineering Department will solicit bids to either purchase a new device or lease a device, whichever is more affordable to the City budget as this was an unplanned expense.

C. Consultant Selection

NA

IV. IMPACT:

A. Strategic Impact:

Large format scanners and plotters are an essential piece of equipment for any engineering department. The department has plotted maps, plans, posters, for every department in the City at some point. All graphics for public meetings and displays are plotted on the machine. In addition, building plans, plats, and other official large documents are scanned by the KIP machine and are filed for official public records. Both machines play a critical role in servicing the community.

B. Service/Delivery Impact:

Replacement parts for the two machines are discontinued so the Department is without the ability to plot or copy large format documents. The City will have to pay for any plots or copies that are needed until a new machine can be obtained.

The new machine will be more efficient and significantly reduce troubleshooting by Staff. Time will also be saved if a combination machine is obtained since several intermediate steps between scanning a document and plotting it can be eliminated.

C. Fiscal Impact:

i. Project Costs

1. Minot Daily News Ad for bids	\$78.84
2. Marco Technologies, LLC	24,540.05
3. Service Contract (Monthly, 2018 costs)	<u>1,225.00</u>
4. Total Expenses	\$25,843.89

ii. Project Funding

1. Sales Tax Major Projects \$25,843.89

V. ALTERNATIVES

Council could choose to wait until the 2019 budget for these machines to be replaced. In the meantime, the City is without the ability to print and copy large format documents. To outsource this cost, it would likely be the same as a yearly lease payment. Thus, the ability to plot and copy in house would be cost effective not to mention the staff time spent traveling and waiting for a service to perform this work.

VI. TIME CONSTRAINTS

The Engineering Department needs the ability to print or copy large format documents to perform daily functions and to assist other Departments.

VII. LIST OF ATTACHMENTS

- A. Bid Tabulation/Cost Analysis
- B. Budget Amendment

Project # 4338 - Large FormatColor Copier/Printer/Scanner					Marco Technologies, LLC.		Information Systems Corporation		Marco Technologies, LLC.		Information Systems Corporation		Information Systems Corporation	
Item No.	Description	Units	Plan Quantity	Purchase Bid		Purchase Bid		3 Year Lease w/buy option FMV		3 Year Lease w/buy option FMV		3 Year Lease w/buy option 10%		
				Unit Price	Amount	Unit Price	Amount	Unit Price/month	Amount	Unit Price	Amount	Unit Price	Amount	
1	LARGE FORMAT COLOR COPIER/PRINTER/SCANNER	LS	1	\$ 24,540.05	\$ 24,540.05	\$ 24,841.00	\$ 24,841.00	\$ 763.19	\$ 27,474.84	\$ 680.15	\$ 24,485.40	\$ 786.46	\$ 28,312.56	
2	LEASE BUYOUT	LS	1	\$ -	\$ -	\$ -	\$ -	17%	\$ 4,171.81	17%	\$ 4,222.97	10%	\$ 2,484.10	
Total				\$ 24,540.05		\$ 24,841.00		\$ 31,646.65		\$ 28,708.37		\$ 30,796.66		
					Purchase Bid		Purchase Bid		3 Year Lease w/buy option FMV		3 Year Lease w/buy option FMV		3 Year Lease w/buy option 10%	
Item No.	Description	Units	Plan Quantity	Purchase Bid		Purchase Bid		3 Year Lease w/buy option FMV		3 Year Lease w/buy option FMV		3 Year Lease w/buy option 10%		
				Unit Price	Amount	Unit Price	Amount	Unit Price/month	Amount	Unit Price	Amount	Unit Price	Amount	
3	MONTHLY SERVICE AGREEMENT	MO	36	\$ 175.00	\$ 6,300.00	\$ 195.00	\$ 7,020.00	\$ 175.00	\$ 6,300.00	\$ 195.00	\$ 7,020.00	\$ 195.00	\$ 7,020.00	
Total				\$ 6,300.00		\$ 7,020.00		\$ 6,300.00		\$ 7,020.00		\$ 7,020.00		

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2018 ANNUAL BUDGET TO INCREASE THE
ENGINEERING GENERAL FUND PROFESSIONAL SERVICE CONTRACTS AND
THE CAPITAL EXPENDITURES AND REVENUE FOR THE PURCHASE OF A
LARGE FORMAT PLOTTER FOR ENGINEERING TO BE FUNDED BY SALES TAX
MAJOR PROJECTS 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 engineering general fund and capital purchase expenditures and revenues:

001-0000-391.32-10		\$1,225
429-0000-391.32-10		24,619
001-3800-419.03-42		1,225
429-7300-419.07-93		24,619

§2: Approve the transfer of funds:

263-0000-491.34-19		25,843.89
001-0000-391.32-10	4338	(1,225.00)
429-0000-391.32-10	4338	(24,618.89)

§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: *Jason Sorenson*

DATE: *April 20, 2018*

SUBJECT: **2 SKID STEER LOADERS TRADE (PROJECT NUMBER 4177/STR046)**

I. RECOMMENDED ACTION

1. Recommend council approve a budget amendment to the 2018 Street Department budget for the purchase of 2 new skid steer loaders.

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 downtown for repairs. These two machines are small frame skid steers used to clear snow on sidewalks and bridges. We trade these units in with around 150 hours on them which works out to a cost of usage of \$6.00 to \$7.00 per hour.

B. Proposed Project

In 2016 Public Works purchased these machines but didn't originally intend to trade them in. The vendor presented us with trade values in 2017 and decided we should take advantage and requested a similar budget amendment last year. This annual trade was missed when we put together the 2018 budget. The net cost to the City to exchange these two machines is \$2,000.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:
NA

C. Fiscal Impact:

Project Costs

(2) 2018 skid steer cost	\$32,388.00
Trade in for (2) 2017 skid steer	<u>\$30,388.00</u>
Net Cost	\$ 2,000.00

Project Funding

Funding for the machines was not included in the 2018 budget. It is recommended the additional \$2,000.00 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

Budget Amendment

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 to trade in two skid steer loaders using budget savings from another capital purchase:

429-0000-392.10-00		30,388
429-7300-431.07-93		32,388

§2: Approve the transfer of funds:

429-0000-311.00-00	4327	(2,000)
429-0000-311.00-00	STR046	2,000

§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: David Wicke, Assistant City Engineer

DATE: 4/24/2018

SUBJECT: ENGINEERING DEPARTMENT TOTAL STATION (PROJECT 4339 AND ENG 010) AWARD OF BID

I. RECOMMENDED ACTION

1. 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.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer	857-4100
David Wicke, Assistant City Engineer	857-4100

III. DESCRIPTION

A. Background

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.

IV. IMPACT:

A. Strategic Impact:

Saves time and expense during design and construction of projects.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

The funding will come from the Capital Purchases funds. Funds have been budgeted by Council for the past three years.

Project Costs

Engineer's Estimate \$35,000.00

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

N/A



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Jason Sorenson*

DATE: *April 25, 2018*

SUBJECT: ODOR CONTROL IMPROVEMENTS (PROJECT NUMBER 4305)

I. RECOMMENDED ACTION

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

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

The Sewer Department operates and maintains about 43 lift stations in and around Minot. As such, odor complaints are an ongoing issue the department works with. Over 75% of the City's wastewater runs through Master Lift Station, and is one such location that regularly receives complaints. In the fall of 2016, Apex completed an odor control study to address the on-going issue at Master Lift. The result of the study indicated a need to reduce hydrogen sulfide concentrations within the sanitary sewer collection system. One of the proposed improvements includes a chemical injection station near Roosevelt Lift Station.

B. Proposed Project

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

C. Consultant Selection

The City has an existing task order agreement with Apex for general wastewater engineering services. Due to Apex's extensive knowledge of the City's wastewater system they were selected to continue working on this project.

IV. IMPACT:

A. Strategic Impact:

Completion of this project will greatly improve quality of life for some residents that live near this piece of critical City infrastructure as well as reduce the effects that hydrogen sulfide gas is taking on the buildings and sewer infrastructure. Funds have been included in the 2018 budget for the chemical amounts estimated for this ongoing operation.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

Project Costs

Construction Cost Estimate	\$524,000.00
Engineering Agreement	\$99,995.00
Final Estimated Project Cost	\$623,995.00

Project Funding

Funding for this project is coming from 2017 sanitary sewer rehab funds.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

*Letter Recomm Award – Odor Control Imp
Bid Tabulation*



Water | Transportation | Municipal | Facilities

701.373.7980
4733 Amber Valley Parkway South
Fargo, ND 58104

April 25, 2018

Mr. Dan Jonasson
Public Works Director
City of Minot
1025 31st Street SE
Minot, ND 58701-5253

**RE: Odor Control Improvements
Letter Recommending Award**

Dan:

Bids for the above reference project were received and opened on April 25, 2018. A tabulation of the bids received is attached.

We have reviewed the bids and recommend that the City of Minot award a contract for this project to PKG Contracting, Inc. for their Base Bid of \$524,000.00. Award of the Alternate No. 1 Bid is not recommended. This award should be contingent upon final approval by the North Dakota Department of Health.

If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

Apex Engineering Group, Inc.

A handwritten signature in blue ink, appearing to read "TJ Paustian".

Timothy J. Paustian, PE
Project Manager



Water | Transportation | Municipal | Facilities

Bid Tabulation

Odor Control Improvements

City of Minot, ND

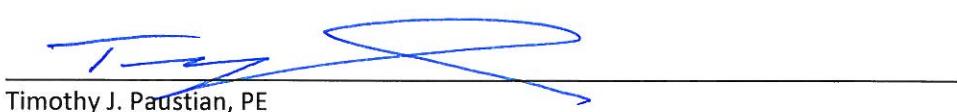
April 25, 2018 / 2:00 PM / Minot City Hall

Apex Project No. 17.106.0166

Planholder	Bid Bond	Contractor's License	Addendum No. 1	Bid Price	Alternate #1 Add/Deduct
Northern Plains Contracting, Inc.	X	X	X	\$572,000.00	\$85,000.00
PKG Contracting, Inc.	X	X	X	\$524,000.00	\$24,000.00
Rice Lake Construction Group	X	X	X	\$560,500.00	\$100,000.00
Strata Corporation	X	X	X	\$624,000.00	No Bid
Swanberg Construction	X	X	X	\$532,000.00	\$75,000.00

Certification:

I certify that these bids were received on 04/25/2018, 2:00 PM, at Minot City Hall.



A handwritten signature in blue ink, appearing to read "Tim Paustian, PE", is written over a horizontal line. Below the line, the name "Timothy J. Paustian, PE" is printed in a smaller, black, sans-serif font.



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Jason Sorenson*

DATE: *April 24, 2018*

SUBJECT: **RECYCLING COST ANALYSIS – CONSULTANT SELECTION**
(PROJECT NUMBER 4199.1)

I. RECOMMENDED ACTION

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.

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

Back 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.

B. Proposed Project

The selected firm will perform a cost analysis on the proposed recycling program. The analysis will include an evaluation of processing options, transport methods and the feasibility of constructing a materials recovery facility in Minot.

C. Consultant Selection

CPS, Ltd. was selected through a competitive RFQ process

IV. IMPACT:

A. Strategic Impact:

This analysis will provide some more definitive costs to different ways to handling recyclables. This will enable staff and council to ensure expenditures are going toward the best solutions to recycling in Minot.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

Project Costs

\$50,000 (hourly not to exceed)

Project Funding

It is recommended funding for this project come from CDBG disaster recovery funds.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

Basic estimate for services

BASIC SERVICES ESTIMATE

Project: Minot Recycling Feasibility Cost Analysis Phase 1

Prepared By: Melissa Knutson

Date: April 25, 2018

City Project No. 4199

CPS Project No.: 18301



CPS
www.cpsengineering.net

Task	(Hourly Rates)	Hours By Employee Classification									Total
		Engineer 6	Engineer 3	Engineer 1	Engineering Tech. 3	Admin. Asst.	2				
100	PHASE 1: PRELIMINARY FACILITY FEASIBILITY										\$ 22,384
101	Project Management and Coordination	12									\$ 1,920
102	Scoping Meeting	12	4			2					\$ 2,572
103	Define Primary Region		4								\$ 516
104	Define Secondary Region		4								\$ 516
105	Existing Recycling Volumes			12							\$ 1,224
106	Projected Recycling Volumes	2		18							\$ 2,156
107	Industry Trends	4	12								\$ 2,188
108	Discussion of Collection Options	2	4								\$ 836
109	MRF Cost Analysis	4	8								\$ 1,672
110	Transfer Facility Cost Analysis	4	8								\$ 1,672
111	Consolidation and Long Haul Cost Analysis	4	8								\$ 1,672
112	Summary Memorandum and Recommendations	4	16		8						\$ 3,520
113	Meeting with Owner to Present Findings	12									\$ 1,920
		Subtotal Hours	60	68	30	8	2	0	0	0	168
		Subtotal Labor	\$ 9,600	\$ 8,772	\$ 3,060	\$ 816	\$ 136	\$ -	\$ -	\$ -	\$ 22,384

Direct Expenses

Travel						
Phase 1		900	miles @	\$ 0.60	per mile =	\$ 540
Lodging						
Phase 1		2	nights @	\$ 125.00	per night =	\$ 250
Meals						
Phase 1		2	days @	\$ 35.00	per day =	\$ 70
Printing / Plotting						
Phase 1		1	cost @	\$ 100.00	per cost =	\$ 100
Subconsultant Burns & McDonnell						
Phase 1		1	cost @	\$ 24,000.00	per cost =	\$ 24,000
Subconsultant MinnKota						
Phase 1		1	cost @	\$ 2,600.00	per cost =	\$ 2,600

Subtotal - Direct Expenses \$ 27,560

Total Project Estimated Fee (Labor + Direct Expenses) \$ 49,944



TO: Mayor Chuck Barney
Members of the City Council

FROM: Lisa Jundt, Human Resource Director

DATE: April 18, 2018

SUBJECT: Recruitment Services for Community Development Director Position

I. RECOMMENDED ACTION

1. 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.

II. DEPARTMENT CONTACT PERSONS

Lisa Jundt, Human Resource Director 857-4753

III. DESCRIPTION

A. Background

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.

Proposed Project

Recruitment of the position will take approximately 8-10 weeks to complete. Prothman Company's professional fee for recruitment is \$13,500, plus expenses; normal expenses include, advertisement, recruitment materials and fees and will cost approximately \$4,500. If a qualified candidate is not chosen from the initial search, Prothman will repeat the sourcing and screening for a fee of \$800 plus expenses. Sourcing for this position will begin immediately following the approval of the contract by City Council.

IV. IMPACT:

a. Strategic Impact:

A professional recruitment firm's broader reach in the employment market could potentially lead to locating a dynamic, qualified individual to fill this important position.

B. Service/Delivery Impact:

A professional recruitment firm has more resources available to efficiently and effectively complete the process in a timely manner.

C. Fiscal Impact:

Funds for the professional service fee and expenses will come from salary and benefit savings of the currently vacant Planning Director position approved in the 2018 Budget. The Planning Director position will be eliminated from future budgets and replaced with the Community Development Director position.

Project Funding

001-3500-419.01-10

V. ALTERNATIVES

The Human Resource Department can continue to source the position utilizing their limited means and capability.

VI. TIME CONSTRAINTS

This position will oversee a combined department to include Planning and Building Inspection divisions. Leadership skills of the person selected for this position are important to the success of both departments that are currently in transition and minimally staffed in some aspects.

VII. LIST OF ATTACHMENTS

None



TO: Mayor Chuck Barney
Members of the City Council

FROM: Rick Feltner, Airport Director

DATE: April 24, 2018

SUBJECT: APPROVAL OF CHANGE ORDER FOR 2018 FAA PROJECT SNOW REMOVAL BROOM (AIR060)

I. RECOMMENDED ACTION

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

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director	857-4724
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III. DESCRIPTION

A. Background

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.

B. Proposed Project

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.

C. Consultant Selection

Ulteig is the Airport's consultant of record and will coordinate the purchase of the equipment.

IV. IMPACT:

A. Strategic Impact:

This equipment has been programmed to replace existing equipment which has reached the end of its operational life. Functioning SRE (snow removal equipment) is critical to the safety of the Airport operation.

B. Service/Delivery Impact:

This SRE will allow the Airport to safely maintain aviation surfaces during winter operations.

C. Fiscal Impact:

The SRE Broom project has been awarded FAA funds under AIP 53; This project is funded 90% FAA, 5% State Aeronautics, and 5% City. **The impact to the City portion of this Change Order is \$124.25.**

Project Engineering Costs

SRE Broom, Original Contract Sum	\$24,900.00
SRE Broom, Change Order Price	<u>2,485.00</u>
Total	\$27,385.00

Project Funding

Approved as part of Airport 2018 Budget, Capital Purchases

Total project budgeted amount:

- SRE Broom: \$517,174.00

V. ALTERNATIVES

Alt 1. N/A

VI. TIME CONSTRAINTS

Approval by the Council will allow Ulteig time to put specifications together and bid the project in time for closure by the end of 2018

VII. LIST OF ATTACHMENTS

A. CO#1 SRE Broom

Contract Change Order

Initiation Date: 11-3-2017	Change Order No. 1		
Submitted by: Chris Dumont	Client: City of Minot		
Initiated by: Chris Dumont	Contract No. Work Order No.2 – 16.02083		
Initiating Group: Ulteig	Job No: 16.02083		
Original Contract Title: SRE Broom	Original Contract Date: January 22, 2017		
Change Type: <input type="checkbox"/> Design Change <input checked="" type="checkbox"/> Extra Work Change			
Schedule Impact: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (explain below)			
Comments:			
Cost:			
Original Contract Sum	\$24,900.00	Change Order Price	\$2,485.00
Previous Authorized Changes	\$0.00	New Contract Sum	\$27,385.00
(x) Firm Price	<input type="checkbox"/> T&M	<input type="checkbox"/> T&M Not to Exceed	<input type="checkbox"/> Other
Scope:			
Additional time utilized for research of references submitted with the bids. Additional time utilized to complete report of research completed.			
Client: City of Minot Ulteig Engineers, Inc.			
Address: 515 2 nd Ave SW 3350 38th Avenue South Minot, ND 58702 Fargo, ND 58104			
By: _____ By: _____ Name _____ Name _____			
_____ _____ Signature Signature			
Date: _____ Date: _____			
OFFICE USE ONLY			



TO: Mayor Chuck Barney
Members of the City Council

FROM: Rick Feltner, Airport Director

DATE: April 24, 2018

SUBJECT: BUDGET ADJUSTMENT TO DECREASE CAPITAL EXPENSES & REVENUES FOR AIRPORT PROJECTS

I. RECOMMENDED ACTION

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

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director	857-4724
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III. DESCRIPTION

A. Background

A budget ordinance amending the 2018 annual airport budget to decrease the capital expenses & revenues for airport projects not being done in 2018 along with reductions in project costs. This adjustment will help maintain budget transparency.

B. Proposed Project

N/A

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

This budget adjustment will allow the Airport budget to remain in-line with project expenses and maintain transparency.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

A budget ordinance amending the 2018 annual airport budget to decrease the capital expenses & revenues for airport projects not being done in 2018 and project cost reductions.

Project Costs

Projects Not to be Completed in 2018

GA Apron Phase II	(786,000.00)
REIL Reconstruction	<u>(252,500.00)</u>
Total	\$1,038,500.00)

Projects Cost Reductions (per projected expenses from Ulteig Engineering, as submitted to State Aeronautics annual grant application)

Wildlife Environmental Assessment	(70,000.00)
ARFF Station Rehab	<u>(23,822.00)</u>
Total	\$93,822.00)

V. ALTERNATIVES

Alt 1. N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

A. 2018 BA – Reduce Airport Capital Projects

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2018 ANNUAL AIRPORT BUDGET TO
DECREASE THE CAPITAL EXPENSES & REVENUES FOR AIRPORT
PROJECTS NOT BEING DONE IN 2018. THE REDUCTION FOR \$786,000 IS
FOR THE GA APRON PHASE II, THE \$252,500 IS FOR THE RUNWAY END
IDENTIFIER LIGHTING (REIL) RECONSTRUCTION, THE WILDLIFE
ATTRACTANT AND STORMWATER ENVIRONMENTAL ASSESSMENT
WILL BE REDUCED BY \$70,000, AND THE ARFF STATION REHAB
CONSTRUCTION DECREASED THE AIRPORT SHARE BY \$23,822.**

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

§1: Amend the 2018 annual airport budget to decrease the capital expenses and revenues for capital projects not being done.

100-0000-165.14-00	(786,000)	GA Apron Phase II
100-0000-165.14-00	(252,500)	REIL Reconstruction
100-0000-165.14-00	(70,000)	Wildlife Environmental Assessment
100-0000-165.14-00	(23,822)	ARFF Station Rehab
100-0000-333.10-10	(39,300)	State GA Apron Phase II
100-0000-332.10-10	(707,400)	Federal GA Apron Phase II
100-0000-333.10-10	(12,625)	State REIL Reconstruction
100-0000-332.10-10	(227,250)	Federal REIL Reconstruction
100-0000-333.10-10	(3,500)	State Wildlife Environmental Assessment
100-0000-332.10-10	(63,000)	Federal Wildlife Environmental Assessment
100-0000-333.10-10	(1,191)	State ARFF Station Rehab
100-0000-332.10-10	(21,440)	Federal ARFF Station Rehab

§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



TO: Mayor Chuck Barney
Members of the City Council

FROM: Rick Feltner, Airport Director

DATE: April 24, 2018

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH TRILLION AVIATION FOR AIR SERVICE DEVELOPMENT CONSULTING

I. RECOMMENDED ACTION

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

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director 857-4724

III. DESCRIPTION

A. Background

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.

B. Proposed Project

With this agreement, Trillion Aviation will provide continued assistance with/by:

- Develop airline presentations as part of air service meetings with airlines at carrier headquarters or air service conferences.
- Ongoing analytical support.
- Representation at conferences and meetings.
- Monthly update of load factors, future capacity changes, etc.
- Operational performance review.
- Ongoing communication & dialogue with airlines and the broader aviation community.
- Traffic/Operation forecast.
- Advisory services as needed.

C. Consultant Selection

Trillion Aviation has provided Air Service Development Consulting services to the Minot International Airport in the past; their work has been satisfactory and of high quality.

IV. IMPACT:

A. Strategic Impact:

The airport will be able to better plan short, medium, and long-term development plans to meet future aviation demand.

B. Service/Delivery Impact:

With the assistance of Trillion Aviation, the Minot International Airport will be able to better serve the community with additional and/or alternative air service routes, aircraft, and air services.

C. Fiscal Impact:

These consulting services were budgeted for the 2018 fiscal year and are being budgeted for the 2019 fiscal year; this agreement will be entirely funded by Airport Revenues. Nine months will be funded with 2018 revenues; \$30,000.00 was budgeted in 2018 for this purpose. The remaining three months will be funded with 2019 revenues.

Project Costs

Consultant Agreement	\$24,000.00
Travel-Related Expenses	<u>6,000.00</u>
Total	\$30,000.00

Project Funding

2018-2019 Airport Revenues	\$30,000.00
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V. ALTERNATIVES

Alt 1. The current contract could be allowed to expire without extension and the Airport would not utilize consultant services to assist with air service development.

Alt 2. The current contract could be allowed to expire without extension and the Airport could put together an RFP for air service development and look for an alternate provider.

VI. TIME CONSTRAINTS

Council's approval of the recommendation will allow for the Air Service Development Consulting Agreement to continue without lapse and continue through March 31, 2019.

VII. LIST OF ATTACHMENTS

A. Air Service Development – Statement of Work



STATEMENT OF WORK

This Statement of Work No. 13 between Trillion Av, LLC ("Trillion Aviation") and the City of Minot, Minot North Dakota ("City") is governed by the Master Services Agreement ("MSA") in effect between the parties and, upon execution of this Statement of Work by both parties, is incorporated therein pursuant to MSA Section 1.0. All terms and conditions of the MSA shall apply to this Statement of Work unless clearly stated to the contrary herein.

<u>CONTACT</u>	
TRILLION AVIATION:	Mike Bown
CITY:	Rick Feltner

<u>TITLE</u>	<u>DESCRIPTION</u>
SERVICES TO BE PERFORMED:	Air Service Development tasks per the attached Proposal for Aviation Services dated April 11, 2018.
PERFORMANCE STANDARDS:	Consulting services commensurate with the highest industry standards.
PRICING:	Fee: \$2,000 per month (\$24,000), plus expenses estimated at \$5,000. Invoices will be submitted on the first day of the month of service and are due and payable Net 30. Travel and conference expenses will be reimbursed separately at cost without markup.
COMMENCEMENT DATE:	April 1, 2018
DURATION:	March 31, 2019. At the end of the first year, the task will continue on a month to month basis until cancelled by either party upon thirty days' notice.

The parties hereto accepted and approved this Statement of Work as of the latest date written below and this Statement of Work may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Any signature delivered by facsimile shall be treated for all purposes as an original.

Trillion Av, LLC

A handwritten signature in black ink that appears to read "DeB" followed by a stylized surname.

By: _____
Name: Daniel Benzon
Title: President
Date: 4/11/2018

City of Minot, ND

By: _____
Name: Chuck Barney
Title: Mayor- City of Minot, ND
Date: _____



Proposal for Aviation Services – Trillion Aviation Minot International Airport (MOT)

April 11, 2018

Objective:

To assist MOT with regard to all their Air Service Development efforts.

Deliverables:

Trillion would provide the following services:

- Develop airline presentations as part of air service meetings with airlines, either at carrier headquarters or air service conferences. This would include the following airlines & conferences:
 - United Airlines
 - Allegiant Airlines
 - Delta Air Lines
 - JumpStart and/or Routes Air Service Conference
 - Or Selected airlines as part of Executive Director's choosing
- The above meetings/presentations would include the following analytics:
 - Illustration of oil industry trends from W. North Dakota and how MOT fits within those trends.
 - Tied to above, economic growth trends from the region, including estimates of future population, income & employment growth.
 - Discussion of airport constraints at other regional airports and how MOT is/will benefit from this.
 - Demonstration of traffic, revenue & yield/fare trends from MOT and surrounding airports, with a focus upon positive supply/demand characteristics currently in place.
 - Analysis of carrier profitability from MOT and throughout the region.
 - Benchmarking of relative MOT results to rest of carrier-in-question's system.
 - Illustration of how MOT would fit into the network of the carrier-in-question's network. Could include a forecast of local O&D demand.
 - Result would be a roughly 20 page powerpoint presentation
- Ongoing analytical support, including the following reports:
 - Quarterly Air Service Updates that would include the following
 - Analysis of current/recent carrier results at MOT
 - Future (4-5 month) capacity by airline/route, based upon published schedules
 - Benchmarking versus selected regional airports of passenger and average fare paid – both on an absolute and year/year changed basis
 - “Leakage” trends
 - Published Fare Comparison versus BIS
 - Long-term traffic, average fare and airline revenue trends
 - Carrier share trends
 - Carrier/route profitability analysis based upon mileage-adjusted RASMs
 - Quarterly (over 2 years) Load Factor Trends by airline/route
 - Final deliverable is a roughly 15 slide presentation



- Monthly Update
 - Carrier/Route Load Factor updates
 - Future capacity changes
 - Leakage updates
 - Published air fare comparisons in top 10 MOT O&D market, as compared to BIS
- Operational Performance review
 - Done Quarterly
 - On-time performance by carrier/route
 - Completion factor by carrier/route
- Ongoing communications & dialogue with Airlines & the broader aviation community. Essentially, we would become an advocate working on behalf of MOT with airlines.
- Traffic/Operations forecast, in total & by airline. This would be done at the discretion of the Executive Director. Would include updated forecasts & variance analysis to budget. As a part of this process, would also include analysis tied to upside/downside, what variables would drive each.
- All air service related advisory services would be provided as needed by client. Would include up to two onsite Airport Board and Partnership presentations, providing guidance/update on airline industry, as determined by the airport.

Price & Timing:

Fees would be \$2,000 per month. All travel-related and conference expenses will be billed at cost. This would be a one year retainer, beginning April 1, 2018 and ending March 31, 2019. At the end of the first year, the task will continue on a month to month basis until cancelled by either party upon thirty days' notice.



TO: Mayor Chuck Barney
Members of the City Council

FROM: John R. Zakian, DR Grant Program Manager & Chief Resilience Officer

DATE: April 16, 2018

SUBJECT: Demolition Bid Award for CDBG-NDR Buy-out Acquired Structures

I. RECOMMENDED ACTION

Approve Staff Recommendation on Bid Award for Demolition of NDR Structures (Project No. 3755.6) to be made to Berger Enterprises, LLC

II. DEPARTMENT CONTACT PERSONS

John R. Zakian, DR Grant Program Manager & Chief Resilience Officer, 423-4528

III. DESCRIPTION

A. Background

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 activity is necessary as part of the HUD approved CDBG-NDR Action Plan which sets forth that properties will be acquired through an involuntary acquisition program specified through designs as necessary for various flood mitigation activities funded from other sources including flood walls, levees, and storage areas (swaths of essentially unimproved land). 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 as accurate and competitive a set of bids

B. Proposed Project

There were four bids received. The total bid prices ranged from \$2,492,200 to \$1,799,920. It is required under rules that estimates be prepared as to the expected pricing of a bid award. CDM Smith as part of its contract provides qualified estimates projecting the total expected bid cost. For this bid, the estimate was \$1,935,500. A review was undertaken for all the bids as well as what is known as a debarment check which is a requirement under federal law for all contracts to be awarded using federal funds. The debarment check is to assure the potential contract awardee is in good standing with the federal government. As a result of that check, it was determined that Berger Enterprises, LLC is in good standing and is not debarred from federal contracts. Staff review determined that Berger Enterprises, LLC was both low bid and lowest responsible bidder with a price of \$1,799,920 which is \$135,580 less than the required engineering estimate.

IV. IMPACT:

A. Strategic Impact:

Properties will be cleared and restored to natural condition on a timely basis in support of approved and/or funded flood mitigation projects.

B. Service/Delivery Impact:

Depending on requirements and footprints of flood mitigation measures and requirements of FEMA, HUD, and Army Corps of Engineers cleared and restored properties also can provide the opportunity for sustainable resilience measures consistent with greenway use strategies not funded by the CDBG-NDR grant.

C. Fiscal Impact:

As of April 12, 2018, there remains in the CDBG-NDR budget line allocation for demolition (which also includes site clearance and restoration) \$2,303,292 which is more than sufficient to cover the costs of this contract. It should be noted that structures acquired by the State Water Commission match funds will also be assigned demolition costs to the match funds. The contract was bid and awarded on the basis of the combined projected need and is consistent with the agreements with the state on the match. Therefore, the total projected cost reflected in the bid covers all sources of funds.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

Demolition and site restoration is critical to remain on schedule to keep pace with the flood mitigation construction schedule.

VII. LIST OF ATTACHMENTS

- i. Copy of CDM Smith recommendation
- ii. Copy of CDM Smith Engineering cost projection

City of Minot, ND
Engineer's Estimate
2018 Structure Demolition and Site Restoration

ITEM	DESCRIPTION	UNITS	QUAN.	UNIT PRICE	EXTENDED	QUAN.	UNIT PRICE	EXTENDED
			CATEGORY A - C&D STRUCTURES			CATEGORY B - RACM STRUCTURES		
00001	Main Structure Removal, Single Story, Basement (0 to 499 sf under roof) including Attached and Detached Structures	EACH	1	\$ 3,000.00	\$ 3,000.00	0	N/A	N/A
00002	Main Structure Removal, Single Story, Basement (0 to 499 sf under roof) including Attached and Detached Structures	EACH	1	\$ 3,000.00	\$ 3,000.00	0	N/A	N/A
00003	Main Structure Removal, Single Story, Basement (500 to 999 sf under roof) including Attached and Detached Structures	EACH	8	\$ 7,900.00	\$ 63,200.00	0	N/A	N/A
00004	Main Structure Removal, Singel Story, Basement (500 to 999 sf under roof) including Attached and Detached Structures	EACH	3	\$ 7,900.00	\$ 23,700.00	0	N/A	N/A
00005	Main Structure Removal, Single Story, Basement (1000 to 1499 sf under roof) including Attached and Detached Structures	EACH	13	\$ 7,900.00	\$ 102,700.00	1	\$ 10,500.00	\$ 10,500.00
00006	Main Structure Removal, Multiple Story, Basement (1000 to 1499 sf under roof) including Attached and Detached Structures	EACH	6	\$ 7,900.00	\$ 47,400.00	0	N/A	N/A
00007	Main Structure Removal, Single Story, Basement (1500 to 1999 sf under roof) including Attached and Detached Structures	EACH	8	\$ 7,900.00	\$ 63,200.00	0	N/A	N/A
00008	Main Structure Removal, Multiple Story, Basement (1500 to 1999 sf under roof) including Attached and Detached Structures	EACH	5	\$ 8,300.00	\$ 41,500.00	0	N/A	N/A
00009	Main Structure Removal, Single Story, Basement (2000 to 2499 sf under roof) including Attached and Detached Structures	EACH	4	\$ 8,300.00	\$ 33,200.00	0	N/A	N/A
00010	Main Structure Removal, Multiple Story, Basement (2000 to 2499 sf under roof) including Attached and Detached Structures	EACH	3	\$ 8,300.00	\$ 24,900.00	0	N/A	N/A

City of Minot, ND
 Engineer's Estimate
 2018 Structure Demolition and Site Restoration

00011	Main Structure Removal, Single Story, Basement (2500 to 2999 sf under roof) including Attached and Detached Structures	EACH	2	\$ 8,300.00	\$ 16,600.00	0	N/A	N/A
00012	Main Structure Removal, Multiple Story, Basement (2500 to 2999 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
00013	Main Structure Removal, Single Story, Basement (3000 to 3499 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
00014	Main Structure Removal, Multiple Story, Basement (3000 to 3499 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
00015	Main Structure Removal, Single Story, Basement (3500 to 3999 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
00016	Main Structure Removal, Multiple Story, Basement (3500 to 3999 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
00017	Main Structure Removal, Single Story, Basement (over 4000 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
00018	Main Structure Removal, Multiple Story, Basement (over 4000 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
		TOTAL SITES	61	Subtotal Category A	\$ 480,500.00	1	Subtotal Category B	\$ 10,500.00
							Total Categories A & B	\$ 491,000.00

City of Minot, ND
 Engineer's Estimate
 2018 Structure Demolition and Site Restoration

ITEM	DESCRIPTION	UNITS	QUAN.	UNIT PRICE	EXTENDED
			CATEGORY C - Concrete Removal		
00019	Basement Removal (500 to 1499 sf) including Detached Structures	EACH	22	\$ 2,000.00	\$ 44,000.00
00020	Basement Removal (1500 to 2499 sf) including Detached Structures	EACH	5	\$ 3,000.00	\$ 15,000.00
00021	Detached Structure Removal (0 to 999 sf under roof)	EACH	3	\$ 2,000.00	\$ 6,000.00
00022	Detached Structure Removal (1000 to 1999 sf under roof)	EACH	1	\$ 3,000.00	\$ 3,000.00
00023	Detached Structure Removal (2000 to 2999 sf under roof)	EACH	1	\$ 4,000.00	\$ 4,000.00
00024	Concrete Removal (0 to 999 square foot)	EACH	15	\$ 1,900.00	\$ 28,500.00
00025	Concrete Removal (1000 to 1999 square foot)	EACH	17	\$ 2,200.00	\$ 37,400.00
00026	Concrete Removal (2000 to 2999 square foot)	EACH	17	\$ 3,000.00	\$ 51,000.00
00027	Concrete Removal (3000 to 3999 square foot)	EACH	4	\$ 4,000.00	\$ 16,000.00
00028	Concrete Removal (over 4000 square foot)	EACH	1	\$ 5,000.00	\$ 5,000.00
		Total Sites	49	Subtotal Category C	\$ 209,900.00

City of Minot, ND
Engineer's Estimate
2018 Structure Demolition and Site Restoration

ITEM	DESCRIPTION	UNITS	QUAN.	UNIT PRICE	EXTENDED
			CATEGORY D - Supplemental Bid Items		
00029	Vehicle Removal and Disposal	EACH	1	\$ 150.00	\$ 150.00
00030	Vessel Removal and Disposal	EACH	1	\$ 150.00	\$ 150.00
00031	Asbestos Abatement - Floor Material	SF	9000	\$ 2.95	\$ 26,550.00
00032	Asbestos Abatement - Roofing Material	SF	300	\$ 10.00	\$ 3,000.00
00033	Asbestos Abatement - Ceiling Material	SF	13000	\$ 3.90	\$ 50,700.00
00034	Asbestos Abatement - Wall Material	SF	20000	\$ 1.90	\$ 38,000.00
00035	Asbestos Abatement - Misc Duct Insulation	SF	400	\$ 12.00	\$ 4,800.00
00036	Asbestos Abatement - Attic/Wall Insulation	SF	500	\$ 12.00	\$ 6,000.00
00037	Asbestos Abatement - Flue Pipe	LF	30	\$ 40.00	\$ 1,200.00
00038	Asbestos Abatement - Underground Asbestos Pipe or Wrap	LF	9000	\$ 20.00	\$ 180,000.00
00039	Asbestos Abatement - Transite Siding	SF	1000	\$ 2.30	\$ 2,300.00
00040	Asbestos Abatement - Caulking and Window Glaze	Per Window	20	\$ 90.00	\$ 1,800.00
00041	Removal of Tree and Stump - greater than 8" and up to 36" Dia.	EACH	55	\$ 500.00	\$ 27,500.00
00042	Removal of Tree and Stump - greater than 36" Dia.	EACH	2	\$ 700.00	\$ 1,400.00
00043	Removal of Tree Hangers	All Per Tree	2	\$ 50.00	\$ 100.00
00044	Removal of Stump greater than 8" and up to 36" Dia.	EACH	100	\$ 175.00	\$ 17,500.00
00045	Removal of Stump greater than 36" Dia.	EACH	2	\$ 250.00	\$ 500.00
00046	Topsoil	CY	14000	\$ 11.00	\$ 154,000.00
00047	Borrow	CY	30000	\$ 9.00	\$ 270,000.00
00048	Site Seeding	EACH	110	\$ 550.00	\$ 60,500.00
00049	Fence Removal and Disposal	LF	5000	\$ 1.00	\$ 5,000.00
00050	Sanitary Sewer Service Lateral Disconnect from Curb Stop to Main	EACH	80	\$ 1,900.00	\$ 152,000.00
00051	Water Service Disconnect from Curb Stop to Main	EACH	80	\$ 1,900.00	\$ 152,000.00
00052	Concrete Saw Cut	LF	150	\$ 3.00	\$ 450.00
00053	Septic/Cistern Removal	EACH	20	\$ 750.00	\$ 15,000.00
00054	Water Well Abandonment	EACH	12	\$ 750.00	\$ 9,000.00

City of Minot, ND
Engineer's Estimate
2018 Structure Demolition and Site Restoration

00055	Open Gate Church	EACH	1	\$ 55,000.00	\$ 55,000.00
				Subtotal Item D	\$ 1,234,600.00

City of Minot, ND
Engineer's Estimate
2018 Structure Demolition and Site Restoration

ITEM	DESCRIPTION	UNITS	QUAN.	UNIT PRICE	EXTENDED	QUAN.	UNIT PRICE	EXTENDED
			CATEGORY A - C&D STRUCTURES			CATEGORY B - RACM STRUCTURES		
00001	Main Structure Removal, Single Story, Basement (0 to 499 sf under roof) including Attached and Detached Structures	EACH	1	\$ 3,000.00	\$ 3,000.00	0	N/A	N/A
00002	Main Structure Removal, Single Story, Basement (0 to 499 sf under roof) including Attached and Detached Structures	EACH	1	\$ 3,000.00	\$ 3,000.00	0	N/A	N/A
00003	Main Structure Removal, Single Story, Basement (500 to 999 sf under roof) including Attached and Detached Structures	EACH	8	\$ 7,900.00	\$ 63,200.00	0	N/A	N/A
00004	Main Structure Removal, Singel Story, Basement (500 to 999 sf under roof) including Attached and Detached Structures	EACH	3	\$ 7,900.00	\$ 23,700.00	0	N/A	N/A
00005	Main Structure Removal, Single Story, Basement (1000 to 1499 sf under roof) including Attached and Detached Structures	EACH	13	\$ 7,900.00	\$ 102,700.00	1	\$ 10,500.00	\$ 10,500.00
00006	Main Structure Removal, Multiple Story, Basement (1000 to 1499 sf under roof) including Attached and Detached Structures	EACH	6	\$ 7,900.00	\$ 47,400.00	0	N/A	N/A
00007	Main Structure Removal, Single Story, Basement (1500 to 1999 sf under roof) including Attached and Detached Structures	EACH	8	\$ 7,900.00	\$ 63,200.00	0	N/A	N/A
00008	Main Structure Removal, Multiple Story, Basement (1500 to 1999 sf under roof) including Attached and Detached Structures	EACH	5	\$ 8,300.00	\$ 41,500.00	0	N/A	N/A
00009	Main Structure Removal, Single Story, Basement (2000 to 2499 sf under roof) including Attached and Detached Structures	EACH	4	\$ 8,300.00	\$ 33,200.00	0	N/A	N/A
00010	Main Structure Removal, Multiple Story, Basement (2000 to 2499 sf under roof) including Attached and Detached Structures	EACH	3	\$ 8,300.00	\$ 24,900.00	0	N/A	N/A

City of Minot, ND
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00011	Main Structure Removal, Single Story, Basement (2500 to 2999 sf under roof) including Attached and Detached Structures	EACH	2	\$ 8,300.00	\$ 16,600.00	0	N/A	N/A
00012	Main Structure Removal, Multiple Story, Basement (2500 to 2999 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
00013	Main Structure Removal, Single Story, Basement (3000 to 3499 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
00014	Main Structure Removal, Multiple Story, Basement (3000 to 3499 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
00015	Main Structure Removal, Single Story, Basement (3500 to 3999 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
00016	Main Structure Removal, Multiple Story, Basement (3500 to 3999 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
00017	Main Structure Removal, Single Story, Basement (over 4000 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
00018	Main Structure Removal, Multiple Story, Basement (over 4000 sf under roof) including Attached and Detached Structures	EACH	1	\$ 8,300.00	\$ 8,300.00	0	N/A	N/A
		TOTAL SITES	61	Subtotal Category A	\$ 480,500.00	1	Subtotal Category B	\$ 10,500.00
							Total Categories A & B	\$ 491,000.00

ITEM	DESCRIPTION	UNITS	QUAN.	UNIT PRICE	EXTENDED
			CATEGORY C - Concrete Removal		

City of Minot, ND
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00019	Basement Removal (500 to 1499 sf) including Detached Structures	EACH	22	\$ 2,000.00	\$ 44,000.00
00020	Basement Removal (1500 to 2499 sf) including Detached Structures	EACH	5	\$ 3,000.00	\$ 15,000.00
00021	Detached Structure Removal (0 to 999 sf under roof)	EACH	3	\$ 2,000.00	\$ 6,000.00
00022	Detached Structure Removal (1000 to 1999 sf under roof)	EACH	1	\$ 3,000.00	\$ 3,000.00
00023	Detached Structure Removal (2000 to 2999 sf under roof)	EACH	1	\$ 4,000.00	\$ 4,000.00
00024	Concrete Removal (0 to 999 square foot)	EACH	15	\$ 1,900.00	\$ 28,500.00
00025	Concrete Removal (1000 to 1999 square foot)	EACH	17	\$ 2,200.00	\$ 37,400.00
00026	Concrete Removal (2000 to 2999 square foot)	EACH	17	\$ 3,000.00	\$ 51,000.00
00027	Concrete Removal (3000 to 3999 square foot)	EACH	4	\$ 4,000.00	\$ 16,000.00
00028	Concrete Removal (over 4000 square foot)	EACH	1	\$ 5,000.00	\$ 5,000.00
		Total Sites	49	Subtotal Category C	\$ 209,900.00

ITEM	DESCRIPTION	UNITS	QUAN.	UNIT PRICE	EXTENDED
			CATEGORY D - Supplemental Bid Items		
00029	Vehicle Removal and Disposal	EACH	1	\$ 150.00	\$ 150.00
00030	Vessel Removal and Disposal	EACH	1	\$ 150.00	\$ 150.00
00031	Asbestos Abatement - Floor Material	SF	9000	\$ 2.95	\$ 26,550.00
00032	Asbestos Abatement - Roofing Material	SF	300	\$ 10.00	\$ 3,000.00
00033	Asbestos Abatement - Ceiling Material	SF	13000	\$ 3.90	\$ 50,700.00
00034	Asbestos Abatement - Wall Material	SF	20000	\$ 1.90	\$ 38,000.00
00035	Asbestos Abatement - Misc Duct Insulation	SF	400	\$ 12.00	\$ 4,800.00
00036	Asbestos Abatement - Attic/Wall Insulation	SF	500	\$ 12.00	\$ 6,000.00
00037	Asbestos Abatement - Flue Pipe	LF	30	\$ 40.00	\$ 1,200.00
00038	Asbestos Abatement - Underground Asbestos Pipe or Wrap	LF	9000	\$ 20.00	\$ 180,000.00
00039	Asbestos Abatement - Transite Siding	SF	1000	\$ 2.30	\$ 2,300.00

City of Minot, ND
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00040	Asbestos Abatement - Caulking and Window Glaze	Per Window	20	\$ 90.00	\$ 1,800.00
00041	Removal of Tree and Stump - greater than 8" and up to 36" Dia.	EACH	55	\$ 500.00	\$ 27,500.00
00042	Removal of Tree and Stump - greater than 36" Dia.	EACH	2	\$ 700.00	\$ 1,400.00
00043	Removal of Tree Hangers	All Per Tree	2	\$ 50.00	\$ 100.00
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00045	Removal of Stump greater than 36" Dia.	EACH	2	\$ 250.00	\$ 500.00
00046	Topsoil	CY	14000	\$ 11.00	\$ 154,000.00
00047	Borrow	CY	30000	\$ 9.00	\$ 270,000.00
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00049	Fence Removal and Disposal	LF	5000	\$ 1.00	\$ 5,000.00
00050	Sanitary Sewer Service Lateral Disconnect from Curb Stop to Main	EACH	80	\$ 1,900.00	\$ 152,000.00
00051	Water Service Disconnect from Curb Stop to Main	EACH	80	\$ 1,900.00	\$ 152,000.00
00052	Concrete Saw Cut	LF	150	\$ 3.00	\$ 450.00
00053	Septic/Cistern Removal	EACH	20	\$ 750.00	\$ 15,000.00
00054	Water Well Abandonment	EACH	12	\$ 750.00	\$ 9,000.00
00055	Open Gate Church	EACH	1	\$ 55,000.00	\$ 55,000.00
				Subtotal Item D	\$ 1,234,600.00
				TOTAL BID PRICE FOR CATEGORIES A, B, C, AND D	\$ 1,935,500.00



Arrowhead Shopping Center
1600 2nd Avenue SW, Suite 27
Minot, ND 58701
tel: 701-837-5813
fax: 701-837-9915
cdsmith.com

April 16, 2018

City of Minot
Attn: John Zakian, DR Grant Manager & Chief Resiliency Officer
515 2nd Avenue SW
P.O. Box 5006
Minot, North Dakota 58702

Subject: 2018 City of Minot Structure Demolition and Site Restoration – Project No. 3755.6
Bid Evaluation & Award Recommendation

Dear Mr. Zakian:

On April 10, 2018, bids were received for the 2018 City of Minot Structure Demolition and Site Restoration Project. At the bid opening, four (4) bids were received from the following companies:

- Hight Construction, LLC., Minot, ND
- Dig It Up Backhoe Service Inc., Minot, ND
- Landwehr Construction, Inc., St. Cloud, MN
- Berger Enterprises, LLC., Emerado, ND

All bids were reviewed by CDM Smith after the opening to confirm that the required attachments and documentation had been included. The base bids varied from a high of \$2,492,200.00 to a low of \$1,799,920.00. The apparent low bid was submitted by Berger Enterprises, LLC, and it was determined that their bid contained the required attachments and documentation, and was considered acceptable for further review. A more detailed review, which included bid tabulations, was conducted and it confirmed that Berger Enterprises, LLC was the lowest responsive bidder.

CDM Smith then checked the System for Award Management website and it was confirmed that Berger Enterprises, LLC is registered with no active exclusions or debarment status. In addition, a background investigation was conducted and there were no findings of concern.

Based on the above information, CDM Smith recommends that the contract be awarded to Berger Enterprises, LLC.



2018 City of Minot Structure Demolition and Site Restoration – Project No. 3755.6

Bid Evaluation & Award Recommendation

April 12, 2018

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Please call me if you have any questions.

Sincerely,

A handwritten signature in blue ink that appears to read "Wesley Hall".

Wesley Hall
CDM Smith Inc.

April 10th 2018

TO: members - Minot City Council
TO: Chris Owens
FROM: Linda M. Boyd
RE: Flood Insurance Waiver

In February 2014 I signed a contract with Minot CDBG for remodel of my home at 509 First Street, Minot, ND.

One of the conditions was to have flood insurance during the period of three years. I thought O.K. ~~then~~ I thought I could increase my escrow payment (reg. house ins.) with flood insurance. When I called my insurance agent Mark at All State, he told me it didn't work that way with Flood Ins., I had to pay the whole amount up front.

I couldn't do that, as I am on Social Security (only income) and no way to earn extra money.

I called the CDBG office and told them my situation. They said they would see what they could do. A few days later I got a call from CDBG telling me I had a benefactor who would pay for a years worth of flood ins.

I heard nothing more till now.

I am asking the City Council for a waiver for the remainder of time.

My commitment was up May 13, 2017.

I am 71 years old and in poor health and have no way to pay hundreds of dollars up front for flood insurance or even \$100.00 for car battery. I have been without a car all winter because of a dead battery. I have had to drop some medications because I can't afford the \$8.30. ect ect.

I sincerely ask, with humility, to grant me a waiver in this situation.

I want to mention (44,264-15) that the City wants me to pay back — can't be done as I still owe \$43,000.00 on my mortgage.

I have been stressed out, and the fear of losing my home after 21 years is overwhelming.

Sincerely,
Linda Main Bopel

ADDRESS

[REDACTED]



TO: Mayor Chuck Barney
Members of the City Council

FROM: John R. Zakian, DR Grant Program Manager & Chief Resilience Officer

DATE: April 16, 2018

SUBJECT: Grant Forgiveness to Homeowner Who Failed to Maintain Flood Insurance (Hardship)

I. RECOMMENDED ACTION

Approve staff recommendation to forgive and release Lind M. Boyd from Promissory Note for failing to maintain flood insurance

II. DEPARTMENT CONTACT PERSONS

John R. Zakian, DR Grant Program Manager & Chief Resilience Officer, 423-4528

III. DESCRIPTION

A. Background

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. It should be noted that it is federal law (Stafford Act) that once a homeowner receives federal assistance specific to repair, rehabilitation, or other capital improvement related cost for a home damaged as a result of a disaster that the homeowner must maintain flood insurance in perpetuity. The penalty for failure to meet this federal law by a homeowner is that should there be a subsequent disaster then that homeowner is barred from receiving any federal assistance from any federal agency including FEMA. Ms. Linda M. Boyd signed an agreement with the city to receive CDBG-DR assistance for rehabilitating her home promising to maintain flood insurance for three years. It should be noted that the three-year requirement was a completely discretionary decision made by the city at the time that it launched this program. The HUD rules on the subject of flood insurance requires a Grantee (city of Minot) assure that the recipient of CDBG-DR funds used for real and/or personal property through a grant demonstrate that at the completion of the project that the property owner has secured required flood insurance, and through a loan, maintains flood insurance for the life of the loan. HUD also requires the Grantee to make sure the beneficiary of the CDBG-DR funds understands the Stafford Act and NFIP (National Flood Insurance Program) requirements on flood insurance. During the three-year period covering 2014 to May, 2017, HUD would expect the city to periodically check all participants to assure they remain in compliance since it was city policy on this rehab program. While lack of thorough compliance monitoring by a Grantee does not alter the requirement of the homeowner to meet all requirements in a contract or agreement, it is expected by HUD that the Grantee will make reasonable efforts to assure compliance. For this program, there was an effort to undertake modest compliance monitoring which entail communicating with participants to be sure all obligations were met. Those not in compliance were so advised and requested to

correct the deficiencies identified with homeowners, but, in the case of Ms. Boyd, who failed to provide proof during the entire two-year period, there was no elevated diligent action taken by the city despite staff referrals to administrative decision makers regarding the matter including considering commencement of court action. During the past 10 months with the support and active involvement of the Finance Department and Internal Auditor, there has also been established a clear set of protocols establishing multiple steps involving compliance requirements covering CDBG-DR and CDBG-NDR funds up to and including decisions on pursuing legal action. It was a result of this undertaking full compliance review for all CDBG-DR and CDBG-NDR activities that it was determined that in reviewing the case with Ms. Boyd that any further measures were not of value.

B. Proposed Project

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. Staff recommendation to forgive Ms. Boyd is based on the following factors:

- City could require Ms. Boyd to carry flood insurance for two additional years to meet the obligation or take action requiring her to repay \$44,000 of her CDBG-DR grant (the pro-rated amount for the 2 years not covered by flood insurance) but in light of her case of hardship it is highly unlikely the city would recover any funds since her mortgage which is in first position is almost identical to the \$44,000
- Statutorily, the city as Grantee met its obligation under the HUD rules requiring a CDBG-DR grant recipient to commence flood insurance (Ms. Boyd carried flood insurance the first year)
- Ms. Boyd's eligibility for receipt of the CDBG-DR funds as well as eligible use of the funds received is not in question but rather her failure to maintain flood insurance which was a city imposed requirement apart from the HUD statutory requirements
- It is evident from Ms. Boyd's letter that had this program been regularly monitored during the three period and her lack of flood insurance been discovered that her financial situation was the same resulting in her not being able to carry the insurance
- Ms. Boyd's failure to maintain flood insurance does not place the city at any risk but, rather, only the homeowner should there be a future disaster

IV. IMPACT:

A. Strategic Impact:

A demonstrated reasonable, reasoned case has been made consistent with HUD policy to forgive Ms. Boyd for failure to maintain flood insurance

B. Service/Delivery Impact:

Part of HUD's expected standards for Grantees is to institute practices which demonstrate that the Grantee regularly reviews and monitors its management and delivery of services funded through CDBG-DR grants to identify shortcomings and flaws before sustained problems occur. The city has demonstrated this capacity through the policies and procedures the City Council approved in the Fall of 2017 establishing clear roles and responsibilities of the Internal Auditor and the Federal Compliance Officer regarding CDBG-DR and CDBG-NDR funds. These roles and responsibilities formalized steps commenced in June, 2017 which resulted in discovering the gap in compliance monitoring for CDBG-DR Allocations #1 and #2 programs and activities. The corrective action and the policies and procedures instituted throughout the latter half of 2017 demonstrate to HUD the city's total commitment to adhering to the expectations to regularly review and monitor management and delivery of services and correct flaws that are identified.

C. Fiscal Impact:

None

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

VII. LIST OF ATTACHMENTS

- i. Ms. Boyd's Letter



TO: Mayor Chuck Barney
Members of the City Council

FROM: John R. Zakian, DR Grant Program Manager & Chief Resilience Officer

DATE: April 17, 2018

SUBJECT: Approval of Flood Mitigation Buyout Structures for Auction Sale

I. RECOMMENDED ACTION

Approval of List of houses, garages, and sheds in accompanying list for Auction Sale

II. DEPARTMENT CONTACT PERSONS

John R. Zakian, DR Grant Program Manager & Chief Resilience Officer, 423-4528

III. DESCRIPTION

A. Background

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.

B. Proposed Project

The most current review of recently acquired structures have resulted in a recommendation to auction three houses, two garages, four sheds and a metal warehouse.

IV. IMPACT:

A. Strategic Impact:

Sales of structures with commensurate with moving outside the flood inundation area by the purchasers results both in additional income to be used for future purchases as well as savings from not having to demolish. For 2017 and the first quarter of 2018, this has resulted in a net benefit of \$600,000 with \$251,000 in sales proceeds and estimated savings of \$349,000 from not having to incur demolition costs.

B. Service/Delivery Impact:

Auction sales proceeds give the ability to carry out needed additional acquisitions and demolitions to support flood mitigation projects.

C. Fiscal Impact:

None

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

VII. LIST OF ATTACHMENTS

- i. List of structures to be auctioned

May, 2018 List of Structures to be Auctioned

The following list of structures by address and type are authorized by the City Council to be auctioned:

- 1018 6th Avenue SW – house
- 1018 6th Avenue SW – garage
- 2700 13th Avenue SW – house
- 2700 13th Avenue SW – garage
- 2700 13th Avenue SW – wood shed
- 2700 13th Avenue SW – metal shed
- 604 4th Avenue NE – metal warehouse
- 810 2nd Avenue NE – house
- 810 2nd Avenue NE shed



TO: Mayor Chuck Barney
Members of the City Council

FROM: John R. Zakian, DR Grant Program Manager & Chief Resilience Officer

DATE: April 23, 2018

SUBJECT: Approval of Flood Mitigation Buyout Structures' Salvage Auction Sale

I. RECOMMENDED ACTION

Approval of List of houses for Salvage Auction

II. DEPARTMENT CONTACT PERSONS

John R. Zakian, DR Grant Program Manager & Chief Resilience Officer, 423-4528

III. DESCRIPTION

A. Background

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. 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.

B. Proposed Project

This is the initial effort at a salvage auction. Items will be listed per structure and bids will be sought based on bulk salvage on each house. As with structures auctioned for sale for relocation, there will be an opportunity for interested bidders to view the houses and the items being auctioned for a bulk bid price. The structures by address will be posted on the city website with the items available per structure.

IV. IMPACT:

A. Strategic Impact:

Salvage auction sales will generate additional income for the city.

B. Service/Delivery Impact:

Auction sales proceeds give the ability to carry out needed additional acquisitions and demolitions to support flood mitigation projects.

C. Fiscal Impact:

None

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

VII. LIST OF ATTACHMENTS

- i. List of structures containing salvage to be auctioned

List of Structures Acquired through Flood Mitigation Buyout Program for Salvage Auction

- 1321 28th Street SW
- 2600 14th Avenue SW
- 509 12th Street SW
- 1031 5th Avenue SW
- 1005 5th Avenue SW
- 1116 6th Avenue SW
- 707 12th Street SW
- 1111 6th Avenue SW
- 215 6th Street NE
- 712 2nd Avenue NE
- 323 6th Street NE
- 517 Central Avenue E
- 709 2nd Avenue NE
- 618 2nd Street NE
- 701 4th Avenue NE



TO: Mayor Chuck Barney
Members of the City Council

FROM: John R. Zakian, DR Grant Program Manager & Chief Resilience Officer

DATE: April 27, 2018

SUBJECT: APPROVING RESPONSIBLE LOW BID FOR MOVING THE STRUCTURE AT 103 4TH AVE. NW

I. RECOMMENDED ACTION

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).

II. DEPARTMENT CONTACT PERSONS

John R. Zakian, DR Grant Program Manager & Chief Resilience Officer, 423-4528

III. DESCRIPTION

A. Background

In 2014, the city of Minot entered into a Memorandum of Understanding with the North Dakota State Historic Preservation Officer (SHPO) intended to expedite federal regulation required review for historic purposes of properties identified as being needed for acquisition and site cleared for flood mitigation projects. The MOU was accepted by HUD also as a means to expedite environmental reviews (which includes historic consideration) for the individual properties. The expedited agreement set forth that older structures would be subject to specific, individual historic review while newer structures would not. The property at 103 4th Avenue NW known as Home Sweet Home was built in the later 1890's and as such fell under the requirement of specific historic review. According to available records between the period of 2014 and early 2017, there were seven structures which SHPO initially found had historic significance and alerted the city of possibility of not approving demolition. After extensive communication back and forth, the outcome was to agree with certain conditions to allow six of the structures to be acquired and demolished but the stipulation and expectation by SHPO was that the Home Sweet Home structure would be saved and relocated because, in SHPO's opinion, it is a rare example of exterior Elizabethan architectural design. It should be noted that HUD as well as other federal agencies will not allow use of HUD funds for acquisition of property until and unless there is a sign off of approval by SHPO. The location of Home Sweet Home structure is the direct path of the first phases of flood wall construction. The city has no alternative to advance the flood mitigation construction on a timely basis but to accede to the requirements of SHPO and relocate the structure.

B. Proposed Project

Two bids were received. The lowest responsible bid which is also the lowest bid is from Dig It Up for \$565,770. 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

should be noted that funds used for this project can only be used for property acquisition, moving, and/or demolition connected to the flood buyout/flood mitigation activities and were Home Sweet Home not required to be relocated by SHPO the \$565,770 could not be used for other purposes than described here.

IV. IMPACT:

A. Strategic Impact:

The ability to continue necessary buyout acquisitions as well as continue the initial phases of the flood wall construction necessitate the relocation of Home Sweet Home per the requirements of SHPO as agreed by the city to be able to move forward with all flood protection measures.

B. Service/Delivery Impact:

The relocation meets the requirements of SHPO and allows for the continued progress of critically needed flood mitigation measures.

C. Fiscal Impact:

Funds are part of the federal Disaster Recovery program and no city funds are required or being used.

V. ALTERNATIVES

To avoid delays dating back to 2014 in initiating an acquisition process of properties necessary for flood mitigation measures, the 2014 MOU with SHPO was executed by the city which results in there being no alternative but to relocate Home Sweet Home

VI. TIME CONSTRAINTS

It is necessary to expedite the relocation of this structure to support the construction timeline which has begun for the initial phases of the flood wall project.

VII. LIST OF ATTACHMENTS

A. Engineer Estimate

B. Recommendation to Award

Home Sweet Home Anticipated Cost for Moving Structure	
Expense Item	Projected \$ Amt
Concrete	\$ 35,000
Structure moving	\$ 12,000
Structure utilities	\$ 50,000
Underground utilities from street	\$ 25,000
Floor joists, other misc. code requirements, etc.	\$ 50,000
Removal, cleaning, and replacement of brick; removal and replacement of stain glass windows; miscellaneous moving stabilization costs	\$ 170,000
Parking Lot Surface	\$ 20,000
Architectural services for design and inspection	\$ 150,000
Labor standards compliance	\$ 10,000
Subtotal	\$ 522,000
Contingencies (15% due to the complexity of the project)	\$ 78,300
Total expense	\$ 600,300



Arrowhead Shopping Center
1600 2nd Avenue SW, Suite 27
Minot, ND 58701
tel: 701-837-5813
fax: 701-837-9915
cdmsmith.com

April 27, 2018

City of Minot
Attn: John Zakian, DR Grant Manager & Chief Resiliency Officer
515 2nd Avenue SW
P.O. Box 5006
Minot, North Dakota 58702

Subject: Relocate Home Sweet Home Structure – Project No. 4360
Bid Evaluation & Award Recommendation

Dear Mr. Zakian:

On April 27, 2018, bids were received for the Relocate Home Sweet Home Structure Project. At the bid opening, two (2) bids were received from the following companies:

- Dig It Up Backhoe Service Inc., Minot, ND
- Craft Builders, Inc., Minot, ND

All bids were reviewed by CDM Smith after the opening to confirm that the required attachments and documentation had been included. The base bids varied from a high of \$930,029.00 to a low of \$565,770.00. The apparent low bid was submitted by Dig It Up Backhoe Service Inc., and it was determined that their bid contained the required attachments and documentation, and was considered acceptable for further review. A more detailed review, which included bid tabulations, was conducted and it confirmed that Dig It Up Backhoe Service Inc. was the lowest responsive bidder.

CDM Smith then checked the System for Award Management website and it was confirmed that Dig It Up Backhoe Service Inc. is registered with no active exclusions or debarment status. In addition, a background investigation was conducted and there were no findings of concern.

Based on the above information, CDM Smith recommends that the contract be awarded to Dig It Up Backhoe Service Inc.

Please call me if you have any questions.

Sincerely,

Justin Redding
CDM Smith Inc.



TO: Mayor Chuck Barney
Members of the City Council

FROM: John R. Zakian, DR Grant Program Manager & Chief Resilience Officer

DATE: April 23, 2018

SUBJECT: Revising and Updating the 2016 Renaissance Zone Development Plan

I. RECOMMENDED ACTION

Approve revisions and updates to the 2016 Renaissance Zone Development Plan

II. DEPARTMENT CONTACT PERSONS

John R. Zakian, DR Grant Program Manager & Chief Resilience Officer, 423-4528

III. DESCRIPTION

A. Background

To remain current, relevant and effective as a leading source to promote sustainable growth in the downtown region, periodic review and adjustments are appropriate and necessary for the 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. The Renaissance Zone Board at its April 26, 2018 meeting approved the revisions and updates to be forwarded to the City Council. Note: additions are in blue and deletions are cross outs.

B. Proposed Project

Upon approval, the revised and updated Development Plan will be submitted to the state for approval which will also serve as means for demonstrating to the state the city's intent and plan to continue to use the Renaissance Zone as critically important economic and housing development tool for city growth.

IV. IMPACT:

A. Strategic Impact:

The revisions and updates add clarity and definition to the intent and purpose of the Renaissance Zone to serve as an effective means to promote new investment in the downtown area

B. Service/Delivery Impact:

The revisions and updates offer clarity and specificity for city staff, the Zone Board, City Council and potential applicants to understand the requirements, the goals, and the incentives connected with investment in the Zone.

C. Fiscal Impact:

No fiscal impact

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

- i. Revised Renaissance Zone Development Plan

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INTRODUCTION

The City of Minot is the Ward County seat and the fourth largest community in North Dakota. Minot was founded in 1887 as a stop along the Great Northern Railway and early on garnered the nickname “Magic City” due to its rapid growth. The City of Minot today serves as a regional trade center for northwest North Dakota, areas of eastern Montana and some communities in the Canadian Provinces of Manitoba and Saskatchewan.

The City of Minot is served by three US highways, two major freight railroads, passenger rail, bus lines, the largest commercial airport in North Dakota and several smaller freight and charter services. In addition, Minot serves as an agricultural and fossil fuels hub and is home to Minot Air Force Base.

The City of Minot is approximately 27.741 square miles in size and according to City-data.com had a population of 47,997 in 2014 which is up from the 2010 figure of 40,888.

I DESCRIPTION OF THE PROPOSED RENAISSANCE ZONE

1. *Provide a map that identifies the boundaries of the proposed zone and provide a narrative explaining why this area was selected. Include a discussion of the conditions to be rectified. Also, number the blocks up to 34; identify vacant lots and/or undeveloped lots proposed to be included; and identify and describe each government tax exempt building if half blocks are to be claimed.*

The Proposed Renaissance Zone consists of: Phase I; (2001), twenty-three blocks (six qualifying as half blocks) generally located in the old downtown commercial and residential area of Minot, Phase II; (2006), seven blocks located in areas north and south of the original zone, and Phase III; (2010), six blocks (two qualifying as half blocks), which include a three block island north of the original zone and an area west of the original zone and two deleted blocks known as #12 & #13. Phase IV; two blocks, one to the north of the downtown district along 3rd St SE, and south of the downtown district, at the corner of Main St and 2nd Ave SE. The property is fully outlined on the map within this plan and is specifically identified by parcel number and address. Phase V; (2015), two blocks located north and south of Burdick Expressway West.

The purpose for selecting the proposed area is to revitalize the once bustling economic and social activity center of the city, which had generally been deteriorating since commercial relocation began over thirty years ago. Much of the area consists of older housing, commercial buildings and some industrial uses. Although, there are still housing that need exterior improvements, there is evidence of new housing construction and investment. There are also indications of investment in retail and office buildings. With the advent of streetscape improvements and new streets within much of the downtown area, more investment in terms of cosmetic exterior façade improvements would help to complete the revitalization of the area. The flood of 2011 affected many of the properties within the Renaissance Zone and for this reason, the Board is looking to the future making revisions.

The determination of the Zone Boundary was given to the Renaissance Zone Advisory Committee, which was appointed by Mayor Carroll Erickson. The Committee held meetings from July, 2000 through January, 2001 and held a public hearing on December 5, 2000 to receive citizen input regarding the proposed zone. A final proposed zone was determined by the Committee after considering comments made at the public hearing and recommended to the Minot City Council. The City Council approved the recommendation at its regularly scheduled meeting on February 5, 2001.

A description of each government tax-exempt building for the half blocks claimed is included with the attached inventory of properties. Subsequent hearings to accept new blocks were held on November 6, 2006 and April 12, 2010. The City Council approved these changes to the Renaissance Zone on November 6, 2006 and May 3, 2010.

Meetings were held to make adjustments to the original blocks on January 29, 2014, and close out. New blocks were assigned on May 27th, 2015. *The former limit of 23 blocks was raised to 34 blocks Pursuant to the Century code, the total number of blocks available to the city of Minot is 34 blocks plus one block for 5,000 population increments above an initial 5,000 which based on the 2016 ACS population for*

Minot of 48,000 means total blocks brings total blocks for Renaissance Zone in Minto to 42 due to an increase in population. In September 2015, seven (7) blocks were added and six (6) were relocated. In December 2015, two (2) more blocks were placed and 11 held in reserve.

2. *Provide a complete inventory of the properties, by address and block number, within the zone and identify those properties the city intends to consider for projects. Include a description of the current use or status and condition of the potential project properties.*

There are a total of 407 eligible properties within the Minot Renaissance Zone. A complete inventory of properties indicating condition is attached. Initial properties, for example, identified for development or redevelopment include the following:

- A former bread factory located at 200 Broadway South in block 12- **Complete** o Now Restaurant and Bar o Tax exempt 2003 – 2007
 - o Assessed: in 2003 at \$234,800; in 2016 \$1,464,000
- A former warehouse located at 7 3rd St SE in block 16 - **Complete** o Now mixed use office and multi family
 - o Tax Exempt 2003 – 2008
 - o Assessed: in 2002 at \$43,000; in 2016 \$2,032,000
- Former AJ Automotive building site located at 120 11th Ave NW in block 1B - **Complete**
 - o Now Beaver Ridge Mixed Use, first floor is retail above is student housing.
 - o Tax Exempt: in 2011 at \$129,000; in 2016 \$1,466,000
- A former warehouse and commercial building located at 30 1st St. NE in block 3 - **Complete** o Now The Starving Rooster Restaurant and Bar with apartments above. o Tax Exempt 2014 - 2018
- Former Midwest Federal Building located at 123 1st St SW in block 9 - **In Progress**
- City owned parking lots for parking ramp expansion - **In Progress**
- Development or redevelopment of blocks 1C and 2C - **Near Completion** o Block 2C is currently under construction for use as a retail mattress store.
- Minot Family YMCA building located at 105 1st St. SE in block 11 - **In Progress**

The proposed development or redevelopment of properties within the Renaissance Zone consisted of or will consist of property improvements and rehabilitation, associated with commercial or residential redevelopments. The development or redevelopment of these properties, which include apartment buildings, retail, and office, will consist of **new construction**, rehabilitation and improvements in an effort to increase the overall **value and appearance of the area** **sustainability and vitality of the**

downtown through a balance of multi-income residential presence with a strategic mix of professional office/commercial uses and combination local/destination retail to be measured both in increased property value as well as jobs created/retained.

3. *Provide a list of the natural and historical assets/sites in the zone, the location of each, and a description of how they will fit into and be enhanced by the zone.*

A historical resource assessment of properties located within the Minot Original Town site was conducted circa 1985 and is attached as part of this Development Plan. The majority of the proposed zone lies within the original town site of the City of Minot and subsequently contains many older buildings with unique construction and design characteristics. Much of the area lends itself to redevelopment as it relates to the historical characteristics contained therein. It is the intent of the City of Minot to preserve those historical characteristics to the best of its ability. Where applicable and practical, the City of Minot, in cooperation with respective developers, may consult with the State Historical Society of North Dakota, the Ward County Historical Society and/or area architects for guidance in preserving the historical assets within the proposed zone.

4. *Provide a description of any local regulatory burdens that may affect renovation of historic properties and the incorporation of mixed-use development, and how these burdens will be eased for developers and investors.*

The local regulatory burden which may affect renovation of historic properties and the incorporation of mixed-use development is zoning. New downtown zoning districts are contemplated that will invite more innovation and mixed uses. New districts will encourage renovation that is consistent with architectural preservation where practicable. Another potential burden will be the advent of new flood maps in 2018 which ~~may contain the downtown area within 100-500 year flood areas~~ [likely will contain portions of the downtown as to be determined by FEMA in the new 100 year flood plain map](#).

II MANAGEMENT OF THE RENAISSANCE ZONE

1. *Describe how the jurisdiction will administer all zone activities, to include a description of the promotion, development and management strategies to maximize investment in the zone; how it will monitor all activities and projects; and how it will gather and maintain all reportable information.*

The City of Minot will administer all zone activities through the City's Planning Department. The Planning Department will conduct a visual survey periodically to monitor the physical conditions of buildings within the Zone and will work with the local Downtown Business Association to survey customers about their perception of the businesses located within the Zone.

Individual files will be kept for each project/activity taking place in the zone and will include, but not limited to: applicant information; project proposals and costs; financial assistance provided; tax

incentives, exemptions and credits requested and/or received; and an analysis of potential impact on state and local taxes.

Information dissemination, application and eligibility determination will be the responsibility of the Planning Department. The Planning Department will market the Zone through its website, the Downtown Business Association and through the city's Public Information Officer. Promotional, development and management strategies to maximize investment in the zone will include the following:

- Direct mailings to owners of property in the zone
- Direct mailings to the Minot Area Board of Realtors
- Direct mailings to the Minot Area Builders Association
- Public Information Notices in the City's official newspaper
- Posting on the City's Facebook Page
- Weekly City updates (Radio show)

The City of Minot contracts with Minot Area Development Corporation (MADC) to market the region for business and economic growth [to promote uses of the MAGIC Fund dedicated to creating new investment and job growth](#). [An approved The Renaissance Zone administration and Board will provide MADC with additional incentives to offer businesses expanding or relocating in the Zone will coordinate its efforts with MADC to assure mutual support as well as consistency in strategy of promoting growth in Minot.](#)

A Renaissance Zone Review Board will be instituted to develop and review all applications and/or proposals. The Board shall be composed of nine members appointed by the Mayor and approved by the Minot City Council. Board appointments shall be considered from the following areas of interest:

- Two at-large representatives from the private sector
- Two representatives from the financial sector
- One representative from the Minot Housing Authority
- One representative from the Minot Area Council of the Arts
- One representative from the Minot Board of Realtors
- One representative from the Downtown Merchants Association
- One representative from the Minot Association of Builders

Applications will be reviewed by the Renaissance Zone Review Board and recommendations forwarded to the Minot City Council for final authorization. The Renaissance Zone Review Board will set regularly scheduled meetings, which will be open to the public. The agenda for each meeting will be made available according to the City of Minot's public notification policies.

2. *Describe what measures the city will take to assure that it does not actively recruit businesses for its zone from other North Dakota cities.*

While promotion, development and recruiting efforts will include many strategies yet to be determined, they will not actively recruit businesses for the approved zone from other North Dakota cities. In an effort to provide some level of assurance this does not occur, the Planning Department will be responsible for the completion of a review of each application for zone incentives, including due diligence, to determine project feasibility and, where applicable, a historical overview of a particular business. The Renaissance Zone Review Board and the Minot City Council will adopt a policy that will not include active recruitment of businesses to be located in the zone from other North Dakota cities.

3. *Describe how the jurisdiction will assure that all construction, renovation, and remodeling will comply with the State Building Code, Energy Code, and ADAAG.*

The City of Minot will assure that all construction, renovation and remodeling projects receiving zone incentives will comply with the State and Locally Adopted Building Codes, State Energy Code, and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) through their existing building permitting and inspection office. Construction, renovation and remodeling projects receiving zone assistance will, where applicable, require a certification from the project architect that construction, renovation and/or remodeling taking place will conform to ADAAG.

4. *Describe how the jurisdiction will assure that approved projects don't involve the restructuring of ownership of existing zone buildings, simply to make a taxpayer eligible for tax exemptions and/or credits, without real benefit to the jurisdiction.*

The City of Minot makes this assurance through its review and due diligence process outlined. The Planning Department will offer a critical review of each application to the Renaissance Zone Review Board, who then has the opportunity to research project benefits to the City. Recommendations for approval of Zone projects will then be forwarded to the City Council, where again Council members will have the opportunity to research project benefits to the City. All Renaissance Zone Review Board and City Council meetings are open to the public for project review and public comment. It is not the intent of the City of Minot to generously offer Zone incentives without comparable return on investment from proposed projects.

Project Completion of Blocks 18, 19, 20, 21, 22, and 23

Due to the proposed flood wall and buyout of properties within blocks 18-23, these blocks are deemed complete. It is the intent that the transfer of these blocks will promote development and redevelopment of other adjacent blocks to increase the overall value and appearance of the area.

III VISION, GOALS AND OBJECTIVES OF THE ZONE

1. Describe the jurisdiction's vision, goals and objectives, and proposed outcomes for the zone. Describe the relationship of the goals and objectives to the current overall plans for the jurisdiction. Attach a copy of the jurisdiction's comprehensive plan or strategic plan.

The vision, goals and objectives established in this Plan are consistent with the City of Minot Comprehensive Plan, last updated in 2012. Section 5.5 of the Plan lists the goals and objectives for the Central Business District (CBD), which encompasses a majority of the Renaissance Zone and are consistent with the goals below.

VISION

The City of Minot's vision for the Zone is that of a ~~transformed~~ district resilient and sustainable growing downtown serving as a cultural, social, residential and economic foundation of the city of Minot where utilization of commercial, residential and industrial resources are maximized while maintaining the historic attractiveness of the area and quality of life attributes of the entire City.

GOALS and OBJECTIVES

The City of Minot's goal for this Plan is to develop and structure a Renaissance Zone that will:

- i. Facilitate development, redevelopment and rehabilitation of the area.
 - a. ~~Make provisions for Assure balance of~~ adequate parking for current and future businesses, employees and visitors by ~~ongoing, periodic~~ assessing the demand and supply of all parking spaces downtown ~~by the end of 2017~~.
 - b. Encourage all building owners in the Zone to maintain their buildings in a suitable manner that will attract commerce and visitors as well as be in full compliance with the local codes. ~~bringing all 91 buildings into code compliance by the end of 2017~~.
 - c. Encourage the preservation and if necessary, the restoration of at least 10 historic buildings in the CBD by 2020.
 - d. Offer ~~Utilize~~ financial incentives, various tax exemptions and credits to ~~at least 20 establishments~~ to induce investment in order to enhance desirable economic, residential and ~~recreational~~ cultural opportunities through capital investment ~~balance to anchor sustainable downtown growth with a goal of~~ beneficially impacting at least 10 projects annually.
- ii. Encourage mixed use development.
 - a. Encourage a ~~mix~~ balance of office, retail, services, government and residential uses in the CBD ~~which creates a 24/7/365 vitality to be the city's commercial,~~

residential and cultural center through innovative measures such as targeted zoning districts by the end of 2017. to encourage more residential units.

- iii. Promote the return of economic vitality to the area to address adverse impacts from the 2011 flood and resulting migration of investment to other areas of Minot outside the downtown district.
 - a. Develop a program that will result in 10 new businesses locating in the CBD by the end of 2017.
- iv. Create a thriving city center which will become a commercial, residential and recreational destination for residents and visitors to the City.
 - a. ~~Identify three alternative areas for a downtown public gathering space by the end of 2016. Incorporate federal National Disaster Resilience grant funding and projects into downtown revitalization efforts leveraging public funding investments with private sector investments such as The Gathering Place and multi-family housing rehabilitation~~
 - b. ~~Integrate findings of the applicable and relevant components of city policies, plans, and strategies such as the Riverfront and Center Plan, the downtown Brownfields Plan and the Minot Comprehensive Plan into a cohesive strategy for downtown by mid-2017. as part of a long term, sustainable growth strategy for the downtown.~~

2. *Describe the intended duration of the Zone and describe why that amount of time is needed.*

The City of Minot believes that, due to the extensive capital investment necessary to transform the area combined with the stigma of the area by business and residential interests, up to fifteen years may be necessary to achieve the City's vision for the area. More time will be needed due to the ~~economic-outlook~~ adverse impact caused by the 2011 flood which affected the entire downtown both commercial and residential with full recovery anticipated to take years.

3. *Describe the milestones and benchmarks for managing and monitoring the progress of the zone.*

The City of Minot plans to track activity and progress through building permits issued and their improvement value, the number of projects approved and value of assistance/incentives granted, and the property values of the area. Other outputs to be monitored will include the ~~number of parking spaces supplied, the number of new businesses reducing vacancies and vacancy rates, the number of customers whose perception of the downtown is good to very good consumer "foot traffic" growth patronizing retail, commercial, and professional businesses, the number of historic buildings preserved, the number of mixed uses in the downtown creating and maintaining a balance between residential (mixed income) and commercial reflected in increased population measured in the downtown census tract and increased commercial enterprises operating in the downtown, and use of public and private owned off street parking and use of on street parking within the downtown district. sales increases exceeding increases in taxes paid in the CBD. Ultimately, the property value assessment may prove to be the best outcome indicator regarding zone progress. a combination of diminished commercial and~~

residential vacancy rates and increases in tax revenues both from sales and increased assessed value will be the most telling outcome measures for zone progress.

Additionally, planned development/redevelopment of single-family homes and the river corridor area should consist of at least five approved or pending projects by year 20.

Thereafter, the City hopes to approve projects at an average rate of four per year through year twenty of the zone authorization.

Specific benchmarks in pursuit of these outcomes will include:

- Annual target of processing a minimum of five residential related projects among multi-family, single family, and/or mixed use buildings
- Annual target of processing a minimum of six retail/commercial/professional related projects
- Target completing one block a year added to the Renaissance Zone
- Based on approved projects, target increased assessed value of 10 per cent annually within the Zone

It is hoped that the value of property in the zone will increase at a rate greater than that of the City as a whole and the City will, if practical, annually conduct an assessment of the zone to determine growth of property values.

IV SELECTION OF NON-RESIDENTIAL PROJECTS IN THE ZONE

1. *For properties other than single-family primary residences, describe the selection process and criteria the jurisdiction will use to select projects within the zone to qualify for tax exemptions and credits, and describe how the process and criteria support the jurisdiction's goals and objectives for the zone.*

Project proposals will be submitted to the Planning Department for eligibility screening.

Eligibility criteria for all potential projects are established as follows:

- Consistency with the Renaissance Zone Development Plan
- Consistency with the City of Minot Comprehensive Plan
- Conformance with applicable City Ordinances
- Taxpayer may not have been the beneficiary of a previous zone project for the same purpose
- Property must be zoned according to its actual use or secure necessary approved change prior to start of the project
- Purchases, leases or improvements may not be made prior to application approval
- Conversion of a residential use to a commercial use must include evidence that the project does not dislocate any tenants or homeowners and results in a measurable added benefit to the downtown (i.e. added jobs, increased sales tax revenue)
- Measure demonstration and commitment of job retention and/or job creation

Additional eligibility criteria for commercial rehabilitation:

Rehabilitation of property must be at least fifty percent of the current true and full value. At least eighty percent of the investment made must consist of capital improvements such as structural, weatherization, electrical, plumbing, heating, ventilation, central air conditioning system improvements and exterior improvements to cornices, roof gables, window sills, awnings, entryways, removal of non-historic materials, exterior painting, brick masonry cleaning and the reduction of incompatible signage. Capital improvements do not include cosmetic repairs such as floor coverings, furnishings, and interior painting or cabinetry improvements/replacement. See Rehabilitation Criteria for Commercial Property, page 26 & Renaissance Renovation/Purchasing, page 30.

Additional eligibility criteria for new commercial construction:

- None Provides measurable job creation projections
- Use or uses does not pose threat to counter-productive competition to exist downtown commerce
- Consistent with the goals of the Renaissance Zone
- Is not a speculative project (i.e. demonstrate to be owner occupied or if tenant(s), signed leases)
- Provides sufficient details for planned use to demonstrate contribution to goal of maintaining mixed use balance within the downtown

Additional eligibility criteria for newly purchased buildings:

- Purchase price shall not be an eligible factor or included in eligible calculations
- Capital Improvements will have to demonstrate measurable benefit to the Renaissance Zone (i.e. business retention, business expansion, increased and/or retained jobs)
- See Tax Exemption Chart in Appendix A of Renaissance Zone Application Packet.

Level of Re-investment* as a Percentage of the City's Assessed Building Value	Percentage of Property Tax Exemption
Less than 10%	0%
10% to 24%	40%
25% to 34%	60%
35% to 49%	80%
50% and More**	100%

*Includes ONLY capital improvements cost, not the purchase of the property and must adhere to the criteria listed on page 26.

**Projects meeting or exceeding the 50% re-investment level required for commercial investment rehabilitation project will be classified as a purchase with major improvements project and will be eligible for the same incentives as a rehabilitation project as stated on page 26

Additional eligibility criteria for commercial leases:

- Proposed lease must not be executed prior to application approval and must be minimally as long as exemption being requested.
- Tenant must be a use consistent with city zoning and code statutes
- Lease meets all applicable criteria set for new commercial construction

Property Tax Exemptions for Approved Projects:

- Property tax exemptions may be granted up to 100% of the current true and full value, excluding land, to any property for a business or investment purpose.

- Property tax exemptions may be granted up to 100% of the value of newly constructed buildings, less the value of any buildings on the same site demolished after Zone approval **unless Applicant can demonstrate that building(s) demolished was in a deteriorated condition not suitable for rehabilitation.**
- All property tax exemptions may be granted for a period up to five years and are exclusive of the land on which buildings are situated.

If the proposal is determined to be eligible, it will be presented at the next regularly scheduled Renaissance Zone Review Board meeting. The Board will further review the application using the following criteria:

- Historic significance and aesthetic value of the existing building (or building to be constructed) and the extent to which necessary exterior and surrounding grounds improvements are made to eliminate visibly deteriorated conditions.
- The condition of the property and the extent to which life expectancy is increased. Life expectancy of the property is, within reason, expected to be increased by at least twenty years.
- The project's ability to demonstrate a positive return on investment to the City and State in terms of economic, recreational and/or aesthetic value. ~~Economic value should be determined in real dollars. Economic value shall be determined by such measures as job retention/creation, increase revenues from such sources as sales tax, and stimulating additional investment/expenditures in the downtown such as increasing consumer activity.~~ To establish recreational and/or aesthetic value, the project proposal must demonstrate such value(s) outweigh the investment of credits and/or exemptions requested, either in terms of real dollars or some other measurable criteria.
- Public comments prior to and at the meeting.

The Board, at its option, may deny the proposal as submitted, request additional information or approve the proposal and forward its recommendation to the Minot City Council. The Minot City Council, at its option, may deny the proposal as submitted, send the proposal back to the Renaissance Zone Review Board for additional information or approve the proposal. Upon approval of a proposal by the City Council, the proposal will be forward to the North Dakota Division of Community Services for final consideration.

Ineligible project proposals include the following:

- Proposals determined non-compatible with the City's Comprehensive Plan
- Businesses whose primary income is derived from selling adult entertainment
- Businesses whose primary income is derived from leasing space for storage or warehousing
- **Franchises unless can be demonstrated that it is individually owned**

IV.1 SELECTION OF RESIDENTIAL PROJECTS IN THE ZONE

2. For purchases and rehabilitation of single-family homes, the selection process needs to describe how potential homeowners will be identified and how the zone authority will verify primary residence.

Homeowners and potential homeowners located within the zone will be notified by the Planning Department as such and available incentives, credits and exemptions that are available. Primary residence determination will be concluded according to North Dakota State Law as contained in the North Dakota Century Code. In order to verify primary residence, the City may review and/or request the following:

- City utility billings
- Federal and State income tax returns
- Physical occupancy of the home
- Deed
- Documentation from the City of Minot Assessor's Office

Eligibility criteria for all potential projects are established as follows:

- Consistency with the Renaissance Zone Development Plan
- Consistency with the City of Minot Comprehensive Plan and applicable City Ordinances
- Property owner must maintain the property as his/her primary place of residence
- Property must be zoned according to its actual use
- Taxpayer may not have been the beneficiary of a previous zone project for the same purpose
- Purchases, leases or improvements may not be made prior to application approval

Additional eligibility criteria for residential rehabilitation:

- Rehabilitation of property must be at least twenty percent of the current true and full value of the building for residential use. At least eighty percent of the investment made must consist of capital improvements such as structural, weatherization, electrical, plumbing, heating, ventilation, central air conditioning system improvements, exterior improvements to cornices, roof gables, window sills, doors, porches, stairwells, dormers, removal of non-historic materials and exterior painting. See Rehabilitation Criteria for Residential Property, page 28 & Renaissance Renovation/Purchasing, page 30.
- Not more than twenty percent of the total investment may consist of capital improvements to detached outbuildings **providing that it is demonstrated that detached building(s) is consistent with zoning and code requirements, and is compatible with the residence (i.e. a garage).**

Additional eligibility criteria for new residential construction:

- Must be a fixed structure on a foundation consistent with applicable zoning and code requirements

Property Tax Exemptions for Approved Projects:

- Property tax exemptions may be granted up to 100% of the current true and full value, excluding land, to any property for a business or investment purpose.
- Property tax exemptions may be granted up to 100% of the value of newly constructed buildings, less the value of any buildings on the same site demolished after Zone approval.
- All property tax exemptions are granted for a period up to five years and are exclusive of the land on which buildings are situated.
- If residential property is not to be used as the applicant's primary residence, the 50% commercial requirement for rehabilitation is required.

If the proposal is determined to be eligible, it will be presented at the next regularly scheduled Renaissance Zone Review Board meeting. The Board will further review the application using the following criteria:

- Historic significance and aesthetic value of the existing residence (or residence to be constructed) and the extent to which the visible exterior and surrounding grounds are improved.
- The exterior of the property must, at a minimum, have all deteriorated conditions removed and replaced with appropriate materials and architectural features that match existing style.
- The extent to which the life expectancy of the residence is extended. Life expectancy of the residence should reasonably be expected to be increased by twenty years or more as a result of the improvements made.

V RENAISSANCE FUND CORPORATION

The City of Minot has, at the present time, elected to not create a Renaissance Fund Corporation. The City does, however, reserve the right to create, develop or contract with a Renaissance Fund Corporation in the future.

VI LOCAL COMMENT

1. *Provide the results of at least one legal public hearing. If more than one public hearing is held, provide the results of each. Identify how many people attended the hearing.*

A public hearing was held by the Renaissance Zone Advisory Committee on January 7th, 2016 to determine the proposed Zone boundary. One member of the public was in attendance at that meeting and a copy of the minutes from the public hearing is attached.

2. *Describe issues raised at the public hearing and how the jurisdiction handled them.*

No issues were raised.

3. *Describe the efforts to involve the public and results.*

A second public hearing was held on January 11th, 2016 by the City Council for additional public inputs.

4. *Provide evidence of community support and commitment from residential and business interests.*

See attached correspondence.

5. *Provide a resolution from the city agreeing to provide the tax exemptions and credits provided for in HB 1492 in Sections 4, 5, 6, and 7.*

See attached Resolution.

VII CREDITS, EXEMPTIONS AND BENEFITS EXTENDED TO APPROVED PROJECTS

Approved projects will be extended all income and financial institution tax incentives available under the North Dakota Renaissance Zone Act. Additionally, the following local incentives will be made available:

- Property tax exemptions may be granted up to 100% on the value added to any primary residential or commercial property.
- Property tax exemptions may be granted up to 100% of the value of newly constructed primary residential or commercial property, less the value of any buildings on the same site demolished after Zone approval.
- All property tax exemptions may be granted for a period up to five years and are exclusive of the land upon which buildings are situated.

Property Inventory and Current Use

The proposed Renaissance Zone for the City of Minot was previously constrained to the West by 3rd St. SW, to the north by the Railroad line, to the South by 3rd Avenue and to the East by 8th St. NE. With the 2015 expansion, the Zone now exists of 406 properties and is physically constrained as follows:

- North Boundary 15th Avenue NW
- South Boundary 7th Avenue SE
- East Boundary 8th Street NE
- West Boundary 7th Street SW

The 554 properties are divided into 10 zoning categories:

M1 (Light Industrial) 41 properties zoned accordingly, seven of which are single-family homes. Principal use is for heavy commercial establishments and non-nuisance industries.

M2 (Heavy Industrial) 31 properties zoned accordingly. Principal use is for heavy commercial and industrial establishments, which may create some nuisance and are neither properly associated with nor compatible with residential, institutional and neighborhood commercial and service establishments. There are several vacant industrial buildings in the Zone.

R1 (Residential) 40 properties zoned accordingly. Principal use is for single-family dwellings and related residential neighborhood uses.

R2 (Two-Family) Four (4) properties zoned accordingly. Principal use is for two-family dwellings and related residential neighborhood uses.

RM (Medium Density Residential) 70 properties zoned accordingly, thirty of which are singlefamily homes. Principal use is for multi-family dwelling and similar high-density residential development.

C1 (Limited Commercial) Two properties zoned accordingly. Principal use is for commercial and service uses to serve residential districts.

C2 (General Commercial) 23 properties zoned accordingly. Principal use is established as a heavy commercial district located in close proximity to major thoroughfares or highways in order that highway service types of land use can be provided and is designed to furnish a wide range of retail services and goods.

C3 (Central Business) 193 properties zoned accordingly. Principal use is for commercial and service uses.

P (Public) Zero (0) properties zoned accordingly. Principal use is to retain and provide land areas owned by the local government for public use.

Current Land Use:

Of the 406 properties located within the Renaissance Zone, 114 of them are for residential use, such as single family and multi-family, including multiplex living and apartments.

The Zone contains 42 vacant parcels most of which are located in industrial and residential areas. Some of the structures have been razed and those with structures are unoccupied.

Rehabilitation Criteria for Commercial Property

Additional eligibility criteria for rehabilitation of commercial property:

Rehabilitation of property must be at least **fifty percent** of the current true and full value. At least **eighty percent** of the investment made must consist of capital improvements such as structural, weatherization, electrical, plumbing, heating, ventilation, central air conditioning system improvements and exterior improvements to cornices, roof gables, window sills, awnings, entryways, removal of nonhistoric materials, exterior painting, brick masonry cleaning and the reduction of incompatible signage. Capital improvements do not include cosmetic repairs such as floor coverings, furnishings, and interior painting or cabinetry improvements/replacement.

Percentage off

Property Tax*	Type of Capital Improvement
75 -100%	Weatherization – siding, windows, insulation, doors & roof, Major structural/foundation – basement wall, exterior cosmetic improvements**
50 - 75%	Major electrical – wiring, new fuse boxes, code compliance Major plumbing – pipes and fittings behind walls**
25 - 50%	Minor electrical – fixtures, GFIC** Minor plumbing – fixtures, exposed lines** Minor structural – drywalls or repair of foundation cracks** Landscaping – additional, miscellaneous***

0 – 25% Mechanical – Heat, ventilation, central air conditioning**

* **Excludes land value**

** **Plus a combination of items listed below**

*** **Miscellaneous includes Driveways, access walkways, retaining walls & privacy fencing**

Rehabilitation Criteria for Residential Property

Additional eligibility criteria for rehabilitation of Residential property:

Rehabilitation of property must be at least twenty percent of the current true and full value. At least eighty percent of the investment made must consist of capital improvements such as structural, weatherization, electrical, plumbing, heating, ventilation, central air conditioning system improvements, exterior improvements to cornices, roof gables, window sills, doors, porches, stairwells, dormers, removal of non-historic materials and exterior painting. Capital improvements do not include cosmetic repairs such as floor coverings, furnishings, and interior painting or cabinetry improvements/replacement.

Percentage off

Property Tax*	Type of Capital Improvement
75 -100%	Weatherization – siding, windows, insulation, doors & roof, major structural/foundation – basement wall, exterior improvements to cornices, roof gables, window sills, doors, porches, stairwells, dormers, removal of nonhistoric materials and exterior painting. **
50 - 75%	Major electrical – wiring, new fuse boxes, code compliance** Major plumbing – pipes and fittings behind walls**
25 - 50%	Minor electrical – fixtures, GFIC** Minor plumbing – fixtures, exposed lines** Minor structural – drywalls or repair of foundation cracks** Landscaping – additional, miscellaneous***
0 – 25%	Mechanical – Heat, ventilation, central air conditioning**

* **Excludes land value**

** **Plus a combination of items listed below**

*** **Miscellaneous includes driveways, access walkways, retaining walls & privacy fencing**

Renaissance Renovation/Purchasing

Once an applicant submits the documents for the Renaissance five-year exemption, the City Assessor's office has several steps that it needs to perform prior to approval and after the permit completion.

- If the five year exemption is for renovation, once the documents are submitted, the Assessor's office should appraise the property for its' current true and full value. This value will be the base for giving the percentage of exemption.
- After the five-year exemption is approved, the building owner will need to notify the Assessor's office to perform a final inspection on the permit. Even though the building is frozen at a reduced value, each year the Assessor's office reports how much exemption are given.
- After the five-year period expires, the Assessor's office goes back to the building to reappraise the building to the current market conditions.

- If the five-year exemption is for purchasing a building in the renaissance area, the Assessor's office would need to research if the transfer was an Arms Length¹ transaction. This eliminates sales between relatives, trades, and many other factors. These are not considered Arm's Length transaction.
- If the transaction is Arm's Length, once the documents are submitted, the Assessor's office should appraise the property for its' current and true and full value. This value will be the base for giving the percentage of exemption.
- If during the time period, the new owners would like to renovate the building, the building owner will need to notify the Assessor's office to perform a final inspection on the permit. Even though the building is frozen at a reduced value, each year the Assessor's office reports how much exemption are given.

After the five-year period expires, the Assessor's office goes back to the building to reappraise the home to the current market conditions.

¹ A transaction freely arrived at in the open market, unaffected by abnormal pressure or by the absence of normal competitive negotiation as might be true in the case of transaction between related parties.

*Includes ONLY capital improvements cost, not the purchase of the property and must adhere to the criteria listed on page 26.

**Projects meeting or exceeding the 50% re-investment level required for commercial/investment rehabilitation project will be classified as a purchase with major improvements project and will be eligible for the same incentives as a rehabilitation project as stated on page 26



TO: Mayor Chuck Barney
Members of the City Council

FROM: John R. Zakian, DR Grant Program Manager & Chief Resilience Officer

DATE: April 23, 2018

SUBJECT: Establishing a Renaissance Zone Administrative Application Fee to cover costs

I. RECOMMENDED ACTION

Establish parameters and provide guidance to city staff to establish a Renaissance Zone Administrative Application fee

II. DEPARTMENT CONTACT PERSONS

John R. Zakian, DR Grant Program Manager & Chief Resilience Officer, 423-4528

III. DESCRIPTION

A. Background

Discussion was undertaken at the April 26, 2018 Renaissance Zone Board meeting regarding establishing an application fee for the Renaissance Zone application on the premise that there are costs incurred connected to every such application which should not be borne by general fund tax revenues. There are certain requirements that have to be followed with applications and projects including reviewing applications for compliance and completeness, and assessing consistency with the Zone Plan, consulting with City Assessor and receiving review on assessed value impact, preparing and processing applications for state approval, providing periodic reports to the state, monitoring projects for compliance, and once a project is complete undertaking required close out review and paper work. It is a standard 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. It is also important to note that the Century Code permits a city to create a Renaissance Zone Corporation to manage its Renaissance Zone and to incur all costs related to the management but the city of Minot when first establishing the Zone elected not to create such a corporation. The Board unanimously approved advancing the recommendation of establishing a fee but deferring to the City Council for a final decision.

B. Proposed Project

The idea presented to the Board was a fee of .0005 per cent of the project value. This means that for a project worth \$1 million, the fee would be \$500 and for a project worth \$100,000, the fee would be \$50. It is common practice to utilize either a percentage or a fixed fee. Much of the costs incurred are the same for either a \$1 million project and \$100,000 project but obviously for the size and scope of the \$1 million project more due diligence work would be required. The balance is to establish a fee which is reasonable and contributes to covering costs while not discouraging applications from being submitted. Based on the experience with the most recent application, there was 20 hours devoted to bringing the application to the City Council and it can be expected with the follow through process with

state and project monitoring to be at least another 30 hours for total hours of 50. At a blended, conservative (range of staff involved) per hour salary cost of \$40, this means the cost will be \$2,000 and this is a conservative figure. A fee of \$2,000 would not be practical. The option of a fixed fee could be utilized as well at least partially covering the costs such as in the \$500 to \$750 range.

IV. IMPACT:

A. Strategic Impact:

Provides resources to manage the Renaissance Zone

B. Service/Delivery Impact:

Offsets general fund costs incurred in managing the Zone

C. Fiscal Impact:

It will generate revenue to offset costs of managing Renaissance Zone

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

- i. Memo to Renaissance Zone Board

April 26, 2018 Renaissance Zone Board Meeting

RE: Establish an Administrative Application Fee for Zone Project Applications

BACKGROUND: It is a general principle among local governments throughout the US that costs connected to activities, projects, and programs not universally associate with general public purpose should not be funded by general purpose funds such as property taxes, sales taxes, etc. In such situations, it is a common practice to establish a reasoned, reasonable fee structure to cover costs associated with the activity, project, program, etc.

In terms of policies involving economic and housing development, it is also a related policy in support of the above principle to establish a fee structure which is balanced between not being too onerous to discourage development activity while being sufficiently reasonable to discourage applications which do not meet the principles and purposes of the program.

There are costs associated with the handling, reviewing, processing and managing Renaissance Zone projects. The Century Code allows cities in creating Renaissance Zones to establish Renaissance Zone Corporations to absorb the cost and responsibility of the Renaissance Zone. The city has elected from the outset to not create such a corporation and, rather, manage it within city operations primarily through the Planning Department.

Establishing an Administrative Application Fee would, at least, provide the ability to recover some of the costs associated with the program.

The proposal is to establish a fee of .0005 per cent. For instance, an applicant with a value of \$1,000,000 will pay a fee of \$500 or an applicant with a value of \$100,000 will pay a fee of \$50. The logic behind a sliding scale is that the higher the value, the more detailed, complicated and time consuming is the process.

RECOMMENDATION: Establish a Renaissance Zone Administrative Application Fee at the rate of .0003 per cent of the value of the investment reflected in the application effective July 1, 2018.



TO: Mayor Chuck Barney
Members of the City Council

FROM: John R. Zakian, DR Grant Program Manager & Chief Resilience Officer

DATE: April 23, 2018

SUBJECT: Approval of Renaissance Zone Application from Aksal Group

I. RECOMMENDED ACTION

Approval of Renaissance Zone Application for tax benefits from Aksal Group for \$3.1 million capital investment in #3 and #7 1st Street Southeast

II. DEPARTMENT CONTACT PERSONS

John R. Zakian, DR Grant Program Manager & Chief Resilience Officer, 423-4528

III. DESCRIPTION

A. Background

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. The City Assessor (report attached) reviewed the application and detailed the potential property tax impact for the project meeting the standards of criteria set forth in the city's Renaissance Zone Plan.

B. Proposed Project

The project envisions the entire investment of \$3.1 million involved in interior and exterior capital improvement which exceeds the criteria minimum threshold. Applicant seeks the full property tax benefit from the city for five years, the income tax benefit from the state, and historic tax credits. As noted in the attached memo to the Renaissance Zone Board, the application meets all required criteria, is consistent with the goals and intent of the Renaissance Zone, and offers distinct potential opportunity for leveraging additional investment in the area. Staff recommends approval as did a formal vote of the Renaissance Zone Board at its meeting on April 26, 2018.

IV. IMPACT:

A. Strategic Impact:

Investment will restore exterior of two buildings with historic qualities and restore the interior to provide space for multiple uses generating jobs, additional foot traffic in the downtown and additional tax revenue.

B. Service/Delivery Impact:

Project will enhance this core area of the downtown and create the ability of the city to pursue leverage investment in the surrounding area.

C. Fiscal Impact:

Based on City Assessor projections, upon completion of five-year abatement, it will generate \$27,500 in new property tax revenue plus depending on uses once building is completed has the potential for generating net new sales tax since the properties currently do not generate sales tax.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

Aksal Group is prepared to move forward and has requested the approval process move as quickly as possible to allow them to undertake construction activity during the current season.

VII. LIST OF ATTACHMENTS

- i. Aksal Group Application
- ii. Staff Memo to Renaissance Zone Board
- iii. City Assessor Memo



April 3, 2018

Minot Renaissance Zone Review Board
City of Minot Planning Department
1025 31st Street Southeast
Minot, North Dakota 58701

**Re: Request for Renaissance Zone Project Approval
#3 & #7 1st Street Southeast
Minot, North Dakota**

Dear Madam or Sir:

Aksal Group is pleased to present this application for Renaissance Zone approval to the Minot Renaissance Zone Review Board for its consideration.

Aksal Group purchased the properties located at #3 1st Street Southeast and #7 1st Street Southeast in downtown Minot in the fall of 2017. Since that time, Aksal Group has undertaken significant effort to plan the restoration of these buildings. Concurrently with the planning effort, Aksal Group secured a permit from the City of Minot to allow for the cleanup of these blighted properties, as entire floors were previously unsanitary and unsafe – even for vacant properties.

As the plan for the restoration of the buildings came into focus, it became apparent that the costs of cleanup, historical restoration, remediation of asbestos and lead-based paint, and bringing the buildings up to current code would be higher than the current real estate market can bear. To be able to offset a portion of the increased costs associated with redeveloping blighted property and to place the entirety of these buildings back into productive use, tax incentives afforded through the Renaissance Zone at the local and state level are being requested by Aksal Group. Additionally, Aksal Group is pursuing state and federal income tax credits for the historical restoration of these buildings, both of which are listed as contributing elements to the Minot Industrial Historic District by the State Historical Society of North Dakota.



April 3, 2018

Minot Renaissance Zone Review Board
Request for Renaissance Zone Approval
#3 & #7 1st Street SE – Minot, ND
Page 2 of 2

If approved, the construction of this project will provide direct investment of approximately \$3 million into the downtown core. Once fully occupied with entrepreneurs, the annual commerce in this project could exceed \$5 million and in excess of 30 jobs could be created. Once the renaissance zone tax credits expire, the City of Minot would also be collecting property tax based on the new value of the property, which could generate an additional \$50,000 per year.

Specifically, Aksal Group is requesting the Minot Renaissance Zone Review Board:

- (1) Approve the rehabilitation of #3 1st Street Southeast and #7 1st Street Southeast as a Renaissance Zone project;
- (2) Approve a five-year property tax exemption on all improvements to the buildings located at #3 1st Street Southeast and #7 1st Street Southeast, with the period commencing after issuance of certificates of occupancy by the City of Minot;

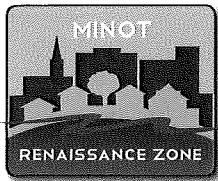
We appreciate the Board's consideration of this request. Please contact me via email at jessicajackerman@gmail.com or via telephone at (701) 837-5781 with any questions.

Regards,
Aksal Group, LLC

A handwritten signature in black ink, appearing to read "J. Ackerman".

Jessica Ackerman
Managing Member

Enclosures



Minot Renaissance Zone

Planning Department

Office Address: 1025 31st St. SE

Mailing Address: PO Box 5006

Minot, ND 58702

planner@minotnd.org

Phone- (701) 857.4100

Fax- (701) 857.4130

Applicant Information

Applicant(s) Jessica Ackerman

Business Aksal Group, LLC

If Business, type of Entity Limited Liability Corporation

Address 1112 Sunrise Ct. SE

City Minot State ND Zip 58701

Phone (701) 720-5741 Email jessicajackerman@gmail.com

Social Security Number [REDACTED]

Federal Tax ID Number [REDACTED]

Project Location

Legal Description Original Minot Addition Lots 1, 2, 3 & 4 Less Soo Line R/W, Block 1

Address 3 & 7 1st Street SE

City Minot, ND Renaissance Zone Block 7

Current Use of Property Vacant; Former Retail & Hotel

Project Description

Brief Project Description [REDACTED]

The project will rehabilitate the former Ward Fruit Company building (3 1st Street SE - SHPO Site Number 32WD00588) and the former Troy Laundry building (7 1st Street SE - SHPO Site Number 32WD00589) so that they can be placed into productive use. The buildings will be connected together to function as one facility (there are historical connections between the buildings that have been uncovered). The project will include interior and exterior renovations that will be implemented in a historically sensitive fashion.

Square Footage Calculations

Lot	<u>9,560 sf</u>	3rd Floor	<u>2,500 sf</u>
Building (Total)	<u>22,792 sf</u>	4th Floor	<u></u>
Basement	<u>8,896 sf</u>	5th Floor	<u></u>
1st Floor	<u>8,896 sf</u>	6th Floor	<u></u>
2nd Floor	<u>2,500 sf</u>	7th Floor	<u></u>

Type of Project

- Commercial
- Residential
- Utility Infrastructure Project (UIP)

Type of Investment

- Purchase Only
 - To include new construction
- Lease Only
- Purchase with Major Improvements
 - Applies only to commercial projects
- Rehabilitation Only
 - Commercial
 - Must be 50% of true and current value
 - Residential
 - Must be 20% of True and current value
- Historical Preservation and Renovation

Requested Tax Exemptions

- Personal Income
- Investment Income
- Property Tax Exemption
- Historic Tax Credits

Date of Acquisition September 2017 Current True and Full Value \$ 337,000
(2018 Prelim. Data from City Assessor)

Estimated Start Date June 1, 2018 Estimated Completion Date March 1, 2019

If this is a UIP, project is the applicant a Renaissance Zone Project? Yes No

a) To be considered a Renaissance Zone project, the project would need to take place in the Renaissance Zone and be a utility company.

b) If this is a property owner affected by a UIP not participation in a Renaissance Zone project, is the property owner in the Renaissance Zone? Yes No

Is this project a lease? Yes No

a) What type of lease? New Expansion Continuation Leasehold Improvement

If this is an expansion, what is the additional square footage of the expansion?

b) If it is a lease project, does it involve the relocation of a business from one location in the city to the Renaissance Zone or from one zone property to another zone property? Yes No

Does this project involve historical preservation or renovation?

Yes No

a) For projects that involve historical preservation or renovation, but are not part of a rehabilitation project, provide a description of the work and the estimated costs. A letter of approval from the Historical Society is required to claim any historical tax credits either on a rehabilitation project or renovation.

b) Information for historical properties may be obtained by contacting the Historical Society at: (701) 323-2666

Is the project being funded by a Renaissance Fund Organization?

Yes No

If yes, describe the type and amount of financing and name of the Renaissance Fund Organization

Provide the estimated state and local tax benefit to the taxpayer for 5 years (applies to all projects)

Total State Tax Benefit for five (5) years \$ 75,000

Total Property Tax Benefit for five (5) years \$ 250,000

Total Non-Participating Owner Tax Credit \$

Is the entity subject to the financial institution tax (N.D.C.C. 57.35.3)?

If yes, total state tax benefit for 5 years \$

State income exemption benefit estimated to be \$3,000; State income tax credit estimated to be \$72,000; Property tax benefits are passed through to tenants through triple net lease arrangements

Office Only _____

Zone Authority and City Documentation

Date of Approval or Conditional Approval _____ (date)

Provide a copy of minutes or other supporting documentation that indicates the formal approval by the approving entity

Identify from the Development Plan the specific criteria used to approve the project

NOTE: The DCS reserves the right to reject a zone-approved project or to continue negotiating its approval. When a project is approved by the DCS, the local zone authority will be notified in writing.

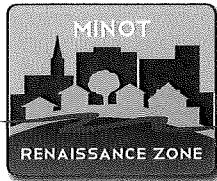
If after a project is approved and the property changes hands or a replacement project is approved during the five year exemption period, the DCS does not need to approve the transfer or the replacement project. The zone authority, however, must notify the DCS of the change and provide the applicable information about the new homeowners, business, and/or investor tax would affect the exemption approved.

Once the project is completed, DCS must be informed by email, fax or letter of the exact date of completion, and project number before the final letter of approval can be issued.

On historical renovations/rehabilitations documentation from the Historical Society approving the final restorations must be submitted to DCS prior a final letter of approval can be issued.

Signature

Date



Minot Renaissance Zone

Planning Department

Office Address: 1025 31st St. SF
Mailing Address: PO Box 5006
Minot, ND 58702
planner@minotnd.org
Phone- (701) 857-4100
Fax- (701) 857-4130

Renaissance Zone Project Checklist:

office use

- 1) For residential projects provide evidence that the home purchased is the taxpayer's primary residence. Not applicable. Commercial project.
- 2) If property is currently a vacant lot, provide evidence that it was previously developed. Not applicable. The property is currently occupied with buildings.
- 3) Provide a "Letter of Clearance" from State Historical Society if seeking Historic tax credits. Not applicable. SHPO requires City concurrence prior to considering a Renaissance Zone project application. The buildings are contributing elements of the Minot Industrial Historic District. Site numbers 32WD00588 & 32WD00589.
- 4) Provide an estimated start and completion date for the project (must follow approval by DCS) See page 2.
- 5) Include site plans, building plans and colored renderings of the elevation of the building. Site plan is included as Attachment 1. Existing conditions documentation is included as Attachment 2. Proposed building floor plans are included as Attachment 3. Proposed colored renderings of the building are included as Attachment 4.
- 6) Provide a break out of capital improvements. See page 2.
- 7) Provide documentation that the project cost meets the City's minimum criteria. See page 2.
- 8) Provide the estimated state and local tax benefit to the taxpayer for five years (see your accountant) See page 3.
- 9) Provide copies of receipts showing proof local real estate taxes have been paid (Ward Co. Treasurer 701-857-6426) Receipts of real estate taxes paid are included as Attachment 5.
- 10) Provide evidence that the applicant is current on state taxes - Certificate of Good Standing from the State Tax Commissioner (1-800-638-2901) - May take a few weeks. Certificate of Good Standing is included as
- 11) Provide current True and Full Value (contact City Assessor 701-857-4160) Attachment 6.

Comments: The 2018 estimated true and full value is \$337,000 per Jennifer at City Assessors office (phone conversation 3/28/18). Current information publicly available indicates the 2017 true and full value as \$327,000. This information is included as Attachment 7.



**City of Minot
Renaissance Zone Application**

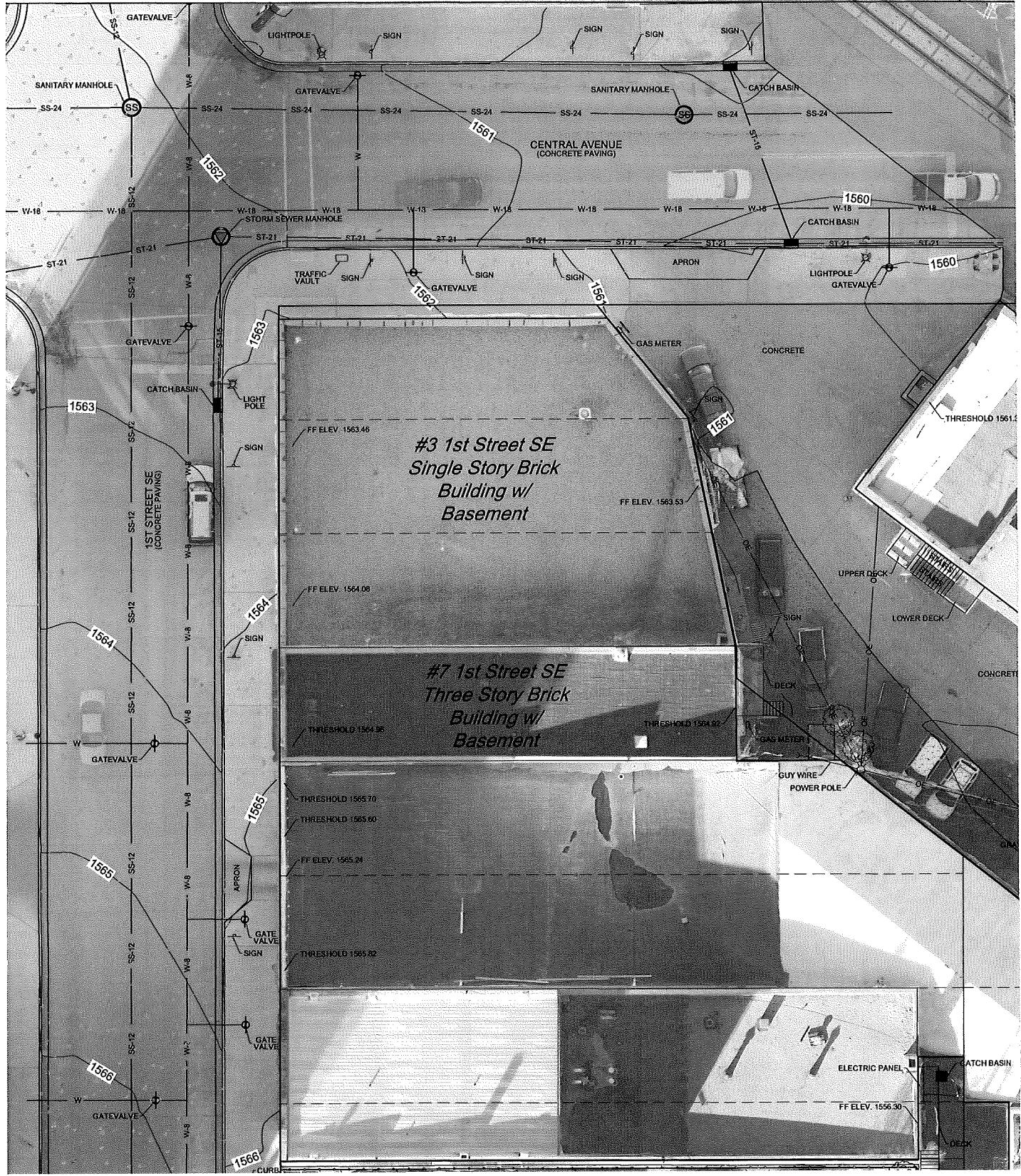
Attachment 1 – Site Plan

EXISTING SITE PLAN

#3 1st Street Southeast
#7 1st Street Southeast
Minot, North Dakota



15 30





**City of Minot
Renaissance Zone Application**

Attachment 2 – Existing Building Conditions



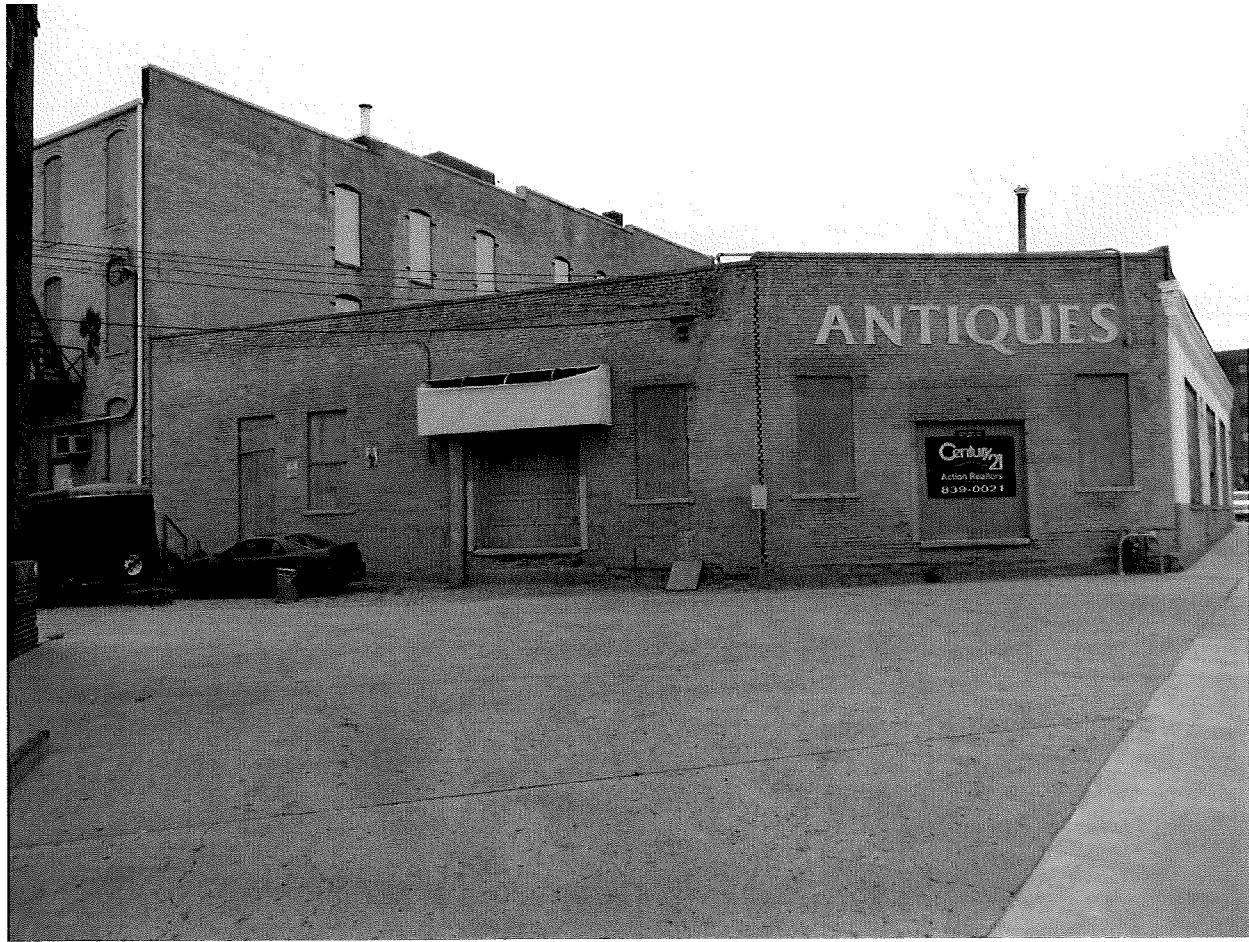
Description: Western façade of #3 1st Street SE (single-story white building) and #7 1st Street SE (three-story brick building). Note deteriorating paint on #3 1st Street SE and windows boarded up on second and third stories of #7 1st Street SE.

Photograph Date: September 2017



Description: Northern facade of #3 1st Street SE (single-story white building). Note boarded windows and door.

Photograph Date: September 2017



Description: Eastern façade of #3 1st Street SE (single-story gray building) and #7 1st Street SE (three-story brick building). Note boarded windows and doors on both #3 1st Street SE and #7 1st Street SE. The overhead door located near the center of the east wall on #3 1st Street SE is functional.

Photograph Date: September 2017



Description: Western façade of #7 1st Street SE (three-story brick building). Note contemporary infill of former window and curtainwall space.

Photograph Date: September 2017



Description: Eastern façade of #7 1st Street SE (three-story brick building). Note boarded windows and doors, electrical service conduit running across window and door openings, and steel fire escape.

Photograph Date: September 2017



Description: Basement of #3 1st Street SE. Note the living quarters on the right side of the photo (the previous owners built temporary living quarters after their home was flooded in 2011). The furnishings, interior partitions and suspended ceiling have since been removed.

Photograph Date: September 2017



Description: Main floor of #3 1st Street SE. Note the shelves along the left side of the photo (north wall). The furnishings have since been removed, revealing (likely) original windows on the north side of the building.

Photograph Date: September 2017



Description: Basement of #7 1st Street SE. Wall and ceiling finishes have since been removed, revealing extent of water and fire damage.

Photograph Date: September 2017



Description: Main floor of #7 1st Street SE, looking west toward 1st Street. Floor, wall and ceiling finishes have since been removed, revealing extent of water and fire damage.

Photograph Date: September 2017



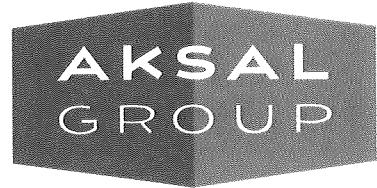
Description: Second floor of #7 1st Street SE, looking at north wall. Note covered windows, which are also visible from the exterior of the building. Note soot damage (black) on walls and general blighted condition of building interior. Interior, nonstructural walls and finishes have since been removed, revealing extent of water and fire damage.

Photograph Date: September 2017



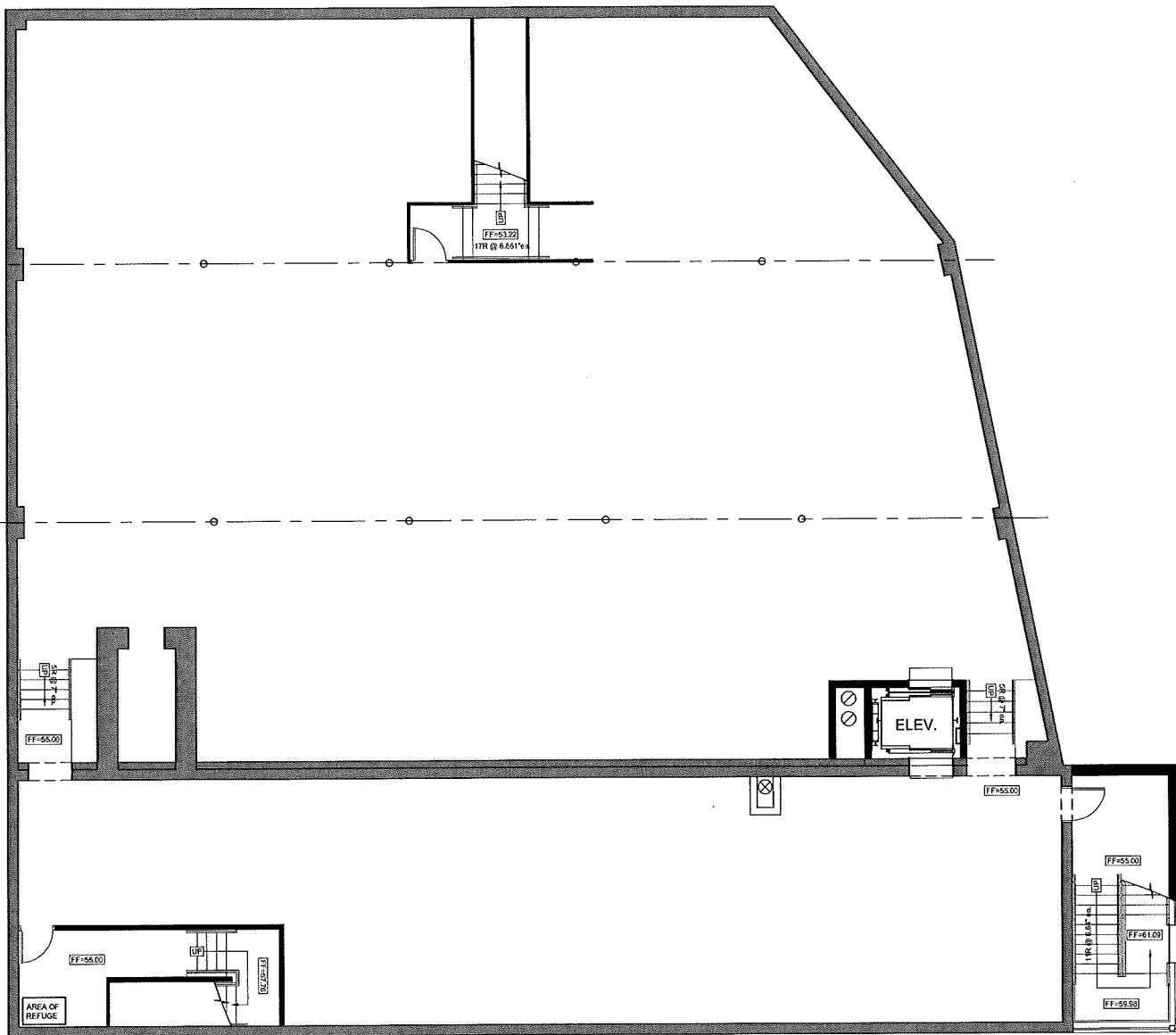
Description: Third floor of #7 1st Street SE, looking at west wall towards 1st Street SE. This floor was previously illegally occupied. Note remaindered furniture, used propane tanks along west wall and 5-gallon bucket which served as a toilet. Interior, nonstructural walls and finishes have since been removed, revealing extent of water and fire damage.

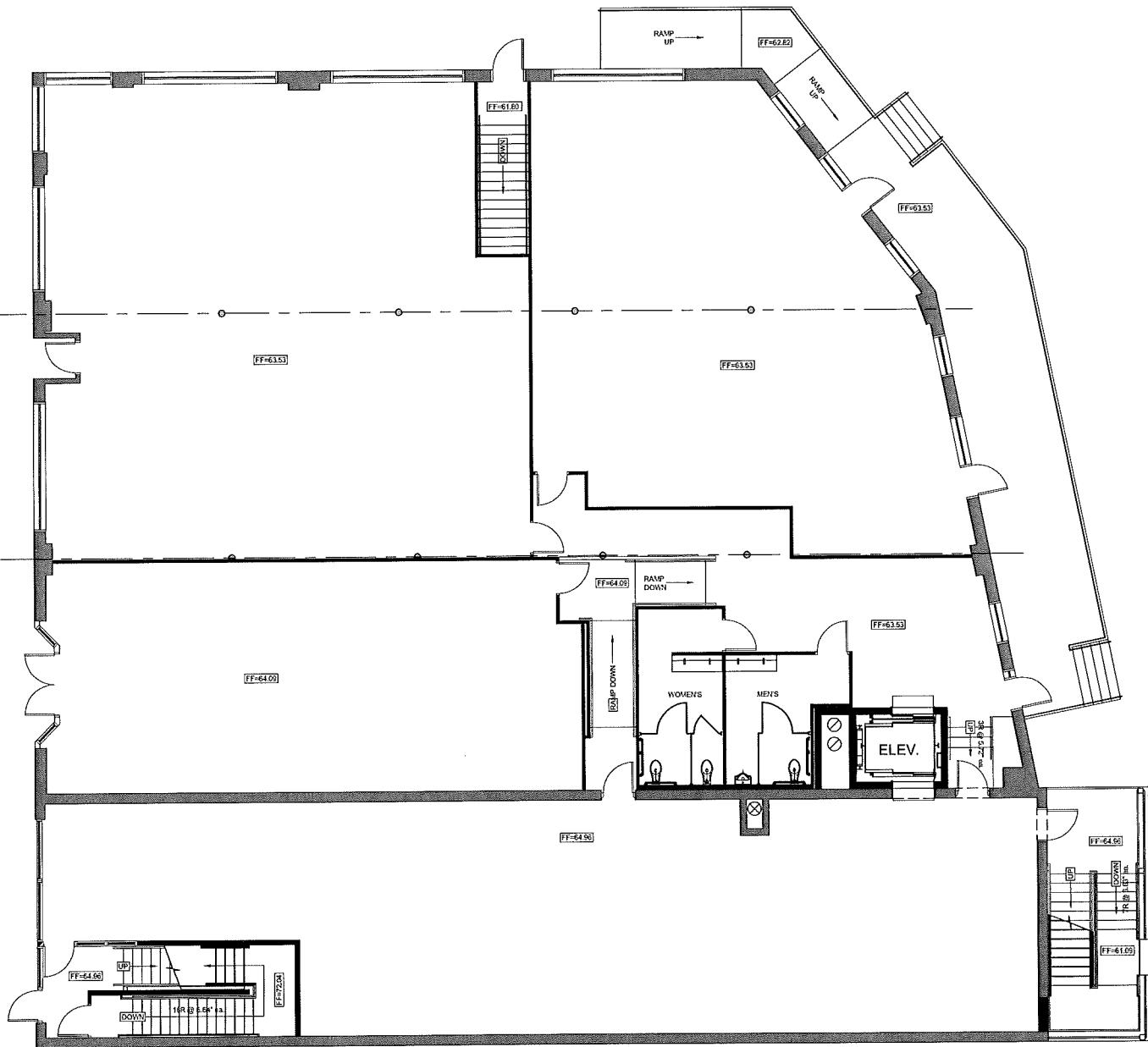
Photograph Date: September 2017



**City of Minot
Renaissance Zone Application**

Attachment 3 – Proposed Building Floor Plans



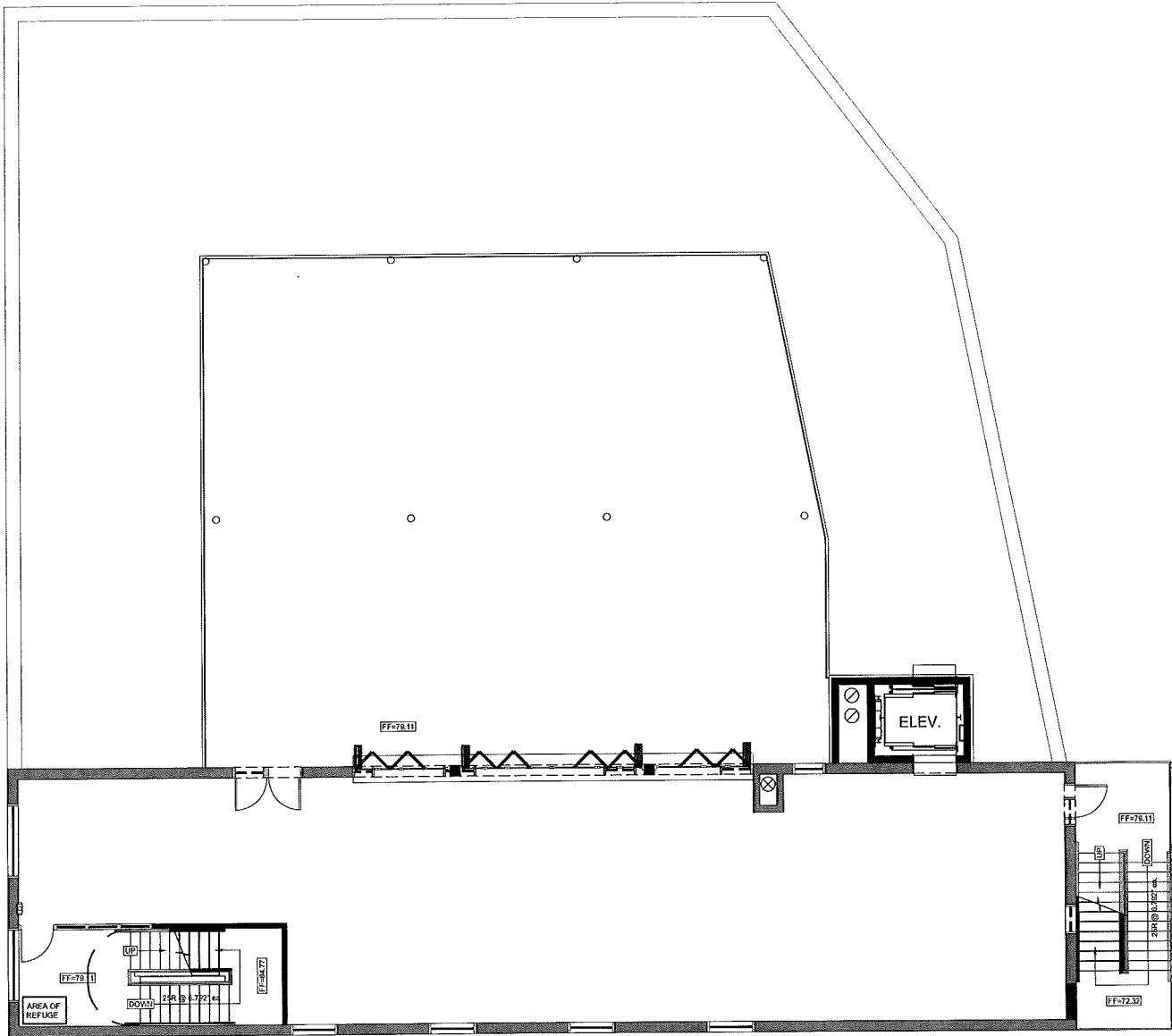


1
A1.1

FIRST FLOOR PLAN

SCALE: 1/16" = 1'-0"



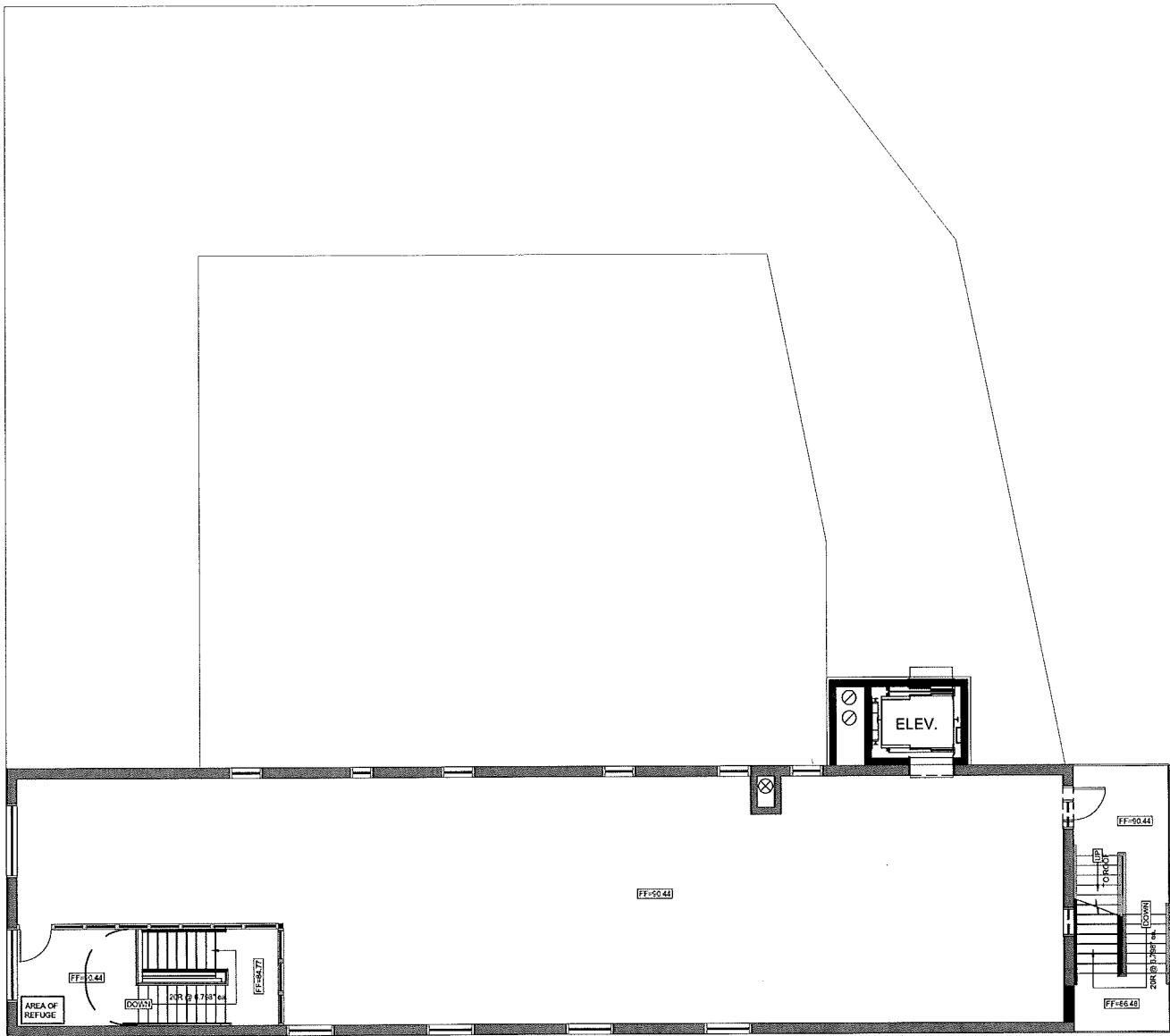


1
A1.2

SECOND FLOOR PLAN

SCALE: 1/16" = 1'-0"





2
A1.3

THIRD FLOOR PLAN

SCALE: 1/16" = 1'-0"





**City of Minot
Renaissance Zone Application**

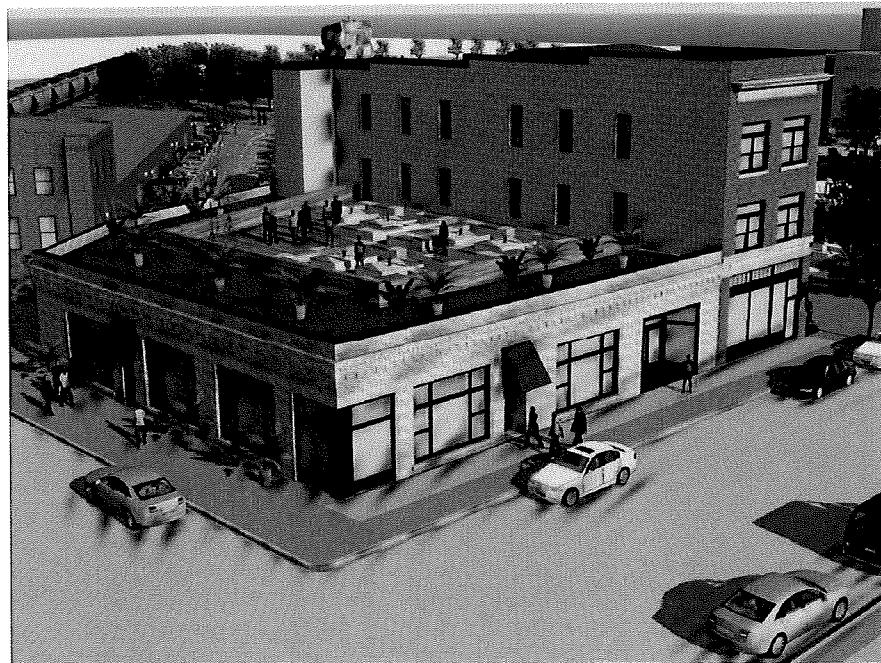
Attachment 4 – Proposed Building Renderings



1
A1.4

EXTERIOR RENDERING

NO SCALE



2
A1.4

EXTERIOR RENDERING

NO SCALE



**City of Minot
Renaissance Zone Application**

Attachment 5 – Receipt of Ward County Taxes Paid



WARD COUNTY TREASURER

PO BOX 5005
Minot, ND 58702

TAX RECEIPT
*** DUPLICATE ***

Clerk: Savannah Paukner
Batch Number: 20180110-000093

Today's Date: 03/19/2018

Received from: AKSAL GROUP LLC

Receipt#	Payment Date	Tax Year	Tax ID#	Stmt#	General Taxes		Special Assessments		Less Discount	Total Amount
					Tax	P&I	Tax	P&I		
71930	12/31/2017	2017	MI241022300063	25477	1,882.22	0.00	0.00	0.00	94.11	1,788.11
AKSAL GROUP, LLC 1112 SUNRISE COURT SE MINOT ND 58701-4888										
TAX YEAR 2017 PAID IN FULL LOCATION: 109 1ST AVE SE DISTRICT: MI 01 FIRST ADDN TO MINOT W1/2 LOTS 4- 6, AND LOT 3BLK 23										
71927	12/31/2017	2017	MI242380100032	25693	3,439.91	0.00	0.00	0.00	172.00	3,267.91
AKSAL GROUP LLC 1112 SUNRISE COURT MINOT ND 58701										
TAX YEAR 2017 PAID IN FULL LOCATION: 3 1ST ST SE DISTRICT: MI 01 ORIGINAL MINOT ADDN WEST PORTION LOTS 1, 2 & 3 BLOCK 1										
71928	12/31/2017	2017	MI242380100041	25694	1,865.99	0.00	0.00	0.00	93.30	1,772.69
AKSAL GROUP, LLC 1112 SUNRISE CT MINOT ND 58701										
TAX YEAR 2017 PAID IN FULL LOCATION: 7 1ST ST SE DISTRICT: MI 01 ORIGINAL MINOT ADDN LOT 4 LESS SOO RW BLOCK 1										
71929	12/31/2017	2017	MI242380100070	25695	1,346.76	0.00	0.00	0.00	67.34	1,279.42
AKSAL GROUP, LLC 1112 SUNRISE COURT SE MINOT ND 58701-4888										
TAX YEAR 2017 PAID IN FULL LOCATION: 11 1ST ST SE DISTRICT: MI 01 ORIGINAL MINOT ADDN LOTS 5 & 6 & NE 10X15 OF LOT 7 LESS SOO R/W BLOCK 1										
TOTAL:					\$8,534.88	\$0.00	\$0.00	\$0.00	\$426.75	\$8,108.13

Payment Type	Doc#	Description	Amount
CHECK	1020	AKSAL GROUP LLC	8,108.13
		TOTAL:	8,108.13



**City of Minot
Renaissance Zone Application**

**Attachment 6 – Certificate of Good Standing from ND Tax
Commissioner**



STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
RYAN RAUSCHENBERGER, COMMISSIONER

March 23, 2018

Ref: L1940394752

AKSAL GROUP LLC
1112 SUNRISE CT SE
MINOT ND 58701-4888

I, Myles S. Vosberg, Director of Tax Administration for the North Dakota Office of State Tax Commissioner, certify that the records in the North Dakota Office of State Tax Commissioner do not show any indebtedness owed to the State of North Dakota by AKSAL GROUP LLC, with respect to income taxes, sales and use taxes, or any other taxes collected by and payable to the Tax Commissioner's office. This company is, therefore, in good standing with the North Dakota Office of State Tax Commissioner. This certification does not include ad valorem property taxes collected by the respective county treasurers.

Dated this March 23, 2018 at Bismarck, North Dakota.

/s/Myles S. Vosberg

Myles S. Vosberg
Director, Tax Administration



**City of Minot
Renaissance Zone Application**

**Attachment 7 – Documentation of Tax Assessor's Determination of
True and Full Value**



Parcel Number: MI24.238.010.0032
Deed Holder: AKSAL GROUP, LLC
Property Address: 3 1ST ST SE
MINOT, ND 58701-3801 [MAP THIS ADDRESS](#)
Mailing Address: 1112 SUNRISE CT SE
MINOT, ND 58701-4888 USA
Zoning: C3/CENTRAL BUSINESS
Sec-Twp-Rng: 24238--
Lot-Block: 0032-010
Legal Description: ORIGINAL MINOT ADDITION WEST PORTION OF LOTS 1, 2 & 3 BLOCK 1
Lot Dimensions: 75 X 0 BLK 7
Land Use: RENAISSANCE ZONE



1 / 1



Current 2017 tax estimate is only an estimate until final calculations are completed

LandValue	Dwelling Value	Improvement Value	TotalValue
\$47,000	\$0	\$165,000	\$212,000

[Get Current Year Tax Estimate](#)

Check for pending or certified special assessments with Marilyn Levadney at marilyn.levadney@minotnd.org or 701-857-4770
[Click here](#) to see current Assessment Map for Special Assessments

Land Information

Lot Type	Square Feet	Acres
Sq. Ft x Rate	6,750	0.155

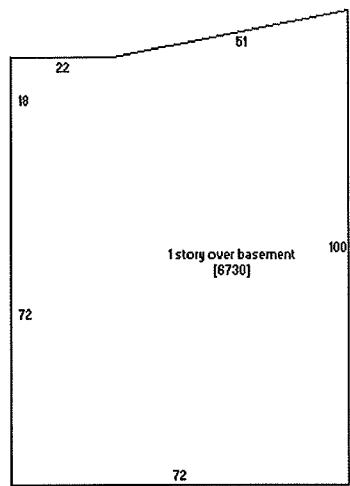
Commercial Building Information

Occupancy	Year Built	Building Area
Store - Retail Small	1910	6,730

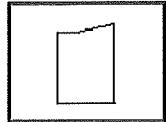
Sale Information

Sale Date	Amount	Recording
08/24/2017	\$280,000	3012156
11/01/2001	\$75,000	2798748
07/20/2001	\$0	2799211

Sketch



1 / 1



MINOT CITY ASSESSOR

Hosted by
Vanguard Appraisals, Inc. 

Parcel Number: MI24.238.010.0041
Deed Holder: AKSAL GROUP, LLC
Property Address: 7 1ST ST SE
MINOT, ND 58701-3801 [MAP THIS ADDRESS](#)
Mailing Address: 1112 SUNRISE CT SE
MINOT, ND 58701-4888 USA
Zoning: C3/CENTRAL BUSINESS
Sec-Twp-Rng: 24238--
Lot-Block: 0041-010
Legal Description: ORIGINAL MINOT ADDITION LOT 4 LESS SOO R/W BLOCK 1
Lot Dimensions: 25 X 112.5 BLK 7
Land Use: RENAISSANCE ZONE



1 / 1



Current 2017 tax estimate is only an estimate until final calculations are completed

Land Value	Dwelling Value	Improvement Value	Total Value
\$20,000	\$0	\$95,000	\$115,000

[Get Current Year Tax Estimate](#)

Check for pending or certified special assessments with Marilyn Lebadney at marilyn.lebadney@minotnd.org or 701-857-4770
[Click here](#) to see current Assessment Map for Special Assessments

Land Information

Lot Type	Square Feet	Acres
Sq. Ft x Rate	2,813	0.065

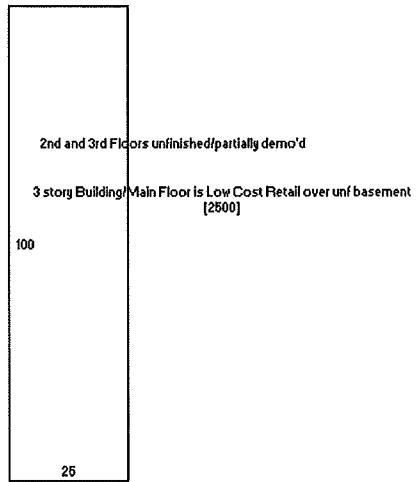
Commercial Building Information

Occupancy	Year Built	Building Area
Store - Retail Small	1905	2,500

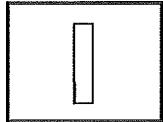
Sale Information

Sale Date	Amount	Recording
09/19/2017	\$135,000	3012960
03/30/2017	\$59,900	3007478
03/30/2017	\$0	3007477
03/02/2009	\$59,900	2895293
10/08/1999	\$0	2778901
11/19/1996	\$24,500	747931
12/10/1995	\$0	736364

Sketch



1 / 1



April 24, 2018

Renaissance Zone Project Application

Subject: Staff Recommendation for Authorization of Aksal Group Zone Benefits Application for #3 1st Street Southeast and #7 1st Street Southeast

Request: Applicant is seeking:

- 5 Year 100% abatement on increased value resulting from capital improvements
- State Income Tax abatement for Renaissance Zone
- Historic Tax Credits

Eligibility:

- Proposed project is consistent with Renaissance Zone Development Plan and Comprehensive Plan
- Proposal is consistent with city ordinances
- Aksal group has not previously benefited from zone benefits for same purpose
- Property is zone for proposed use
- No improvements as proposed in the application have commenced prior to application approval
- Per city Assessor, current True and Full Value Assessment is \$327,000 and proposed capital improvements are \$3.1 million which is above 50% threshold
- At least 80% of the proposed investment meets capital improvement standards
- The existing structures have been for considerable time vacant and exhibiting signs of disrepair and disinvestment and the Applicant as part of its capital improvements proposes to restore and enhance both the exterior and interior conditions of both buildings
- It is evident with the plans accompanying the application as well as the planned expenditures that the proposed investment will demonstrably increase the life expectancy of the building for the 20-year standard in the Zone Plan's criteria
- The return on investment for the city and the zone reflected in this project is evidenced in the report provided by the City Assessor in reviewing the application with significantly increased property value and property taxes once project is completed. Further, with both buildings substantially vacant for many years, the proposed improvements and the projected uses once completed will add additional investment into the downtown through foot traffic resulting from patrons frequenting the buildings' uses as well as new jobs being created.
- Application includes state required Certificate in Good Standing for the
- The proposal as well as the uses also are the type of investments that a Renaissance Zone should generate and could serve as leverage inducement for other such investments in the Zone

Next Steps: If authorized:

- Submit to City Council for approval May 1 Committee of the Whole
- Submit letter with SHPO for acceptance for tax credits
- Submit approval application to North Dakota Department of Commerce
- Once approved, enter in memorandum of understanding with Aksal Group

City of Minot

Assessor's Office

DATE: 4/12/2018

TO: John Zakian, NDR Program Director

FROM: Kevin Ternes, City Assessor

Kevin Ternes

REFERENCE: Renaissance Zone Prospective Project located at #3 & #7 1st Street SW by Aksal Group

We have been asked to provide some property tax information on the current and estimated future assessment of 2 commercial buildings adjoining at #3 & #7 1st ST SW. The estimates in this memo consider both buildings as one parcel for illustration purposes. The 2017 True and Full Value assessment was \$67,000 for the land and \$260,000 for the buildings for a total of \$327,000.

Because the project appears to be projected at about \$3.1 million for the owner's estimate of cost of the investment that would be at least 20% of the building assessment so it would meet the minimum investment to qualify for some level of property tax exemption under the Minot Renaissance Zone plan.

The building assessment of \$260,000 and the property taxes on this amount for 2017 were approximately \$4,218. The description of the work in the Renaissance Zone application appears to be a total renovation of interior and exterior. The estimated taxes not collected on the amount for the building if the exemption was granted for 5 years would be about \$4,218 per year for a total of \$21,090. The applicant is estimating a property value in the future of approximately 3.4 million dollars. Our office would estimate the assessment upon completion and 5 years into the future to be something less than 3.4 million based on current information and market data at this time with the limited information about type of tenants. We would give an estimate of range of assessment for a completed project for office style interior finish of all levels to be between 1.4 million and 2 million. The taxes that would be estimated to be collected on an estimate of 1.7 million therefore would be approximately 27,600 dollars based on today's mill levy. If this was the case an assessment of 1 year after the 5 year exemption expired would seem to recover the 5 years of revenue dollars not collected on the current assessment.

Please remember it is difficult to project property assessments and tax rates into the future and if the building completed becomes more retail than office etc. these estimates could change.

We are available for further questions.

515 2nd Av SW · Minot, North Dakota 58701 · (701) 857-4160 · Fax (701) 857-4130



TO: Mayor Chuck Barney
Members of the City Council

FROM: Chief Jason Olson

DATE: April 20, 2018

SUBJECT: MOU BETWEEN CITY OF MINOT AND ND ITD FOR SIRN PROJECT

I. RECOMMENDED ACTION

1. Recommend approval of the MOU with the NDITD for radio frequency sharing for the implementation of the Statewide Interoperable Radio Network (SIRN) project; and
2. Authorize the Mayor to sign the MOU

II. DEPARTMENT CONTACT PERSONS

Jason Olson, Chief of Police	857-4705
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III. DESCRIPTION

A. Background

The North Dakota 65th Legislative Assembly directed the North Dakota Information Technology Department to begin implementation of a statewide interoperable radio network commonly referred to as the SIRN project. The 65th Legislative Assembly recognized the value of radio frequencies to the overall success of the SIRN project and provided an expectation that public safety entities with rights to radio frequencies make their frequencies available, if needed, for use by ITD for the success of the SIRN project.

The North Dakota Statewide Interoperable Executive Committee (SIEC) is the governing body for implementing the rules and governance of the SIRN project and has developed a template MOU. SIEC has requested that local governing bodies operating Public Safety Answering Point systems to sign an MOU with ITD authorizing the use of their radio frequencies, if needed, for the SIRN project.

The MOU submitted for consideration of approval uses the exact language that has been approved by a number of entities including the City of Bismarck and Ward County.

The SIEC is currently in the RFP process and will be selecting a project vendor and system solution for implementing the SIRN project. There is funding provided by legislation passed in the 65th Legislative Assembly to begin implementation of the SIRN project. Information will be available at the completion of the RFP process for the next legislative session to make funding decisions to complete the SIRN project.

Depending on the solution identified through the RFP process it is quite possible that the VHF frequencies that are currently licensed by the City of Minot may not be needed for the SIRN project, for instance if a 800 mhz solution is chosen, the frequencies will not be needed. If this is the case the proposed MOU still serves a purpose of providing evidence of local support for the SIRN project by the City of Minot.

B. Proposed Project

The SIRN project, when implemented, will provide a much improved radio network for public safety across the State. It will address the issue of aging existing radio infrastructure by replacing it with a state of the art system that provides improved functionality, capability and interoperability for our Fire, Police and Public Works departments.

IV. IMPACT:

A. Strategic Impact:

The SIRN project addresses the end of life/support issues faced by public safety radio infrastructure networks both locally and across the State by replacing it with a system that will improve functionality, capability and interoperability for many years to come.

B. Service/Delivery Impact:

The SIRN project will not utilize the City of Minot frequencies unless the SIRN project provides the proposed solution and without interruption of current radio networks until the new system is fully operational.

C. Fiscal Impact:

There is no immediate fiscal impact to the City of Minot. When the SIRN project is implemented there may be local cost sharing in the project. This local cost share almost certainly will be less than the cost of maintaining the current radio system absent the SIRN project being implemented.

V. ALTERNATIVES

Alt 1. The City Council could modify the proposed MOU if there are any reservations or concerns about the proposed language. Any modifications would need to be agreeable to ND ITD and the SIEC.

Alt 2. The City Council could reject the MOU.

VI. TIME CONSTRAINTS

The approval of the MOU is important going into the next legislative session to show that local government entities are in support of the SIRN project.

VII. LIST OF ATTACHMENTS

A. Proposed MOU/ City of Minot and ND ITD

MEMORANDUM OF UNDERSTANDING
Between
the STATE OF NORTH DAKOTA, through its INFORMATION TECHNOLOGY
DEPARTMENT, and
THE CITY OF MINOT

I. PARTIES

This memorandum of understanding (MOU) is entered into by and between the State of North Dakota, through its Information Technology Department, ("ITD") and the City of Minot.

II. PURPOSE

The purpose of this MOU is to enter into an agreement wherein the City of Minot agrees to authorize use of its radio frequencies as required for the statewide interoperable radio network ("SIRN") to ITD.

In accordance with North Dakota Century Code section 37-17.3-02.1, the Statewide Interoperability Executive Committee (“SIEC”) is required to prepare recommendations regarding a statewide interoperable radio network with consideration for all stakeholders reliant upon a radio communication system. The SIEC commissioned the North Dakota Statewide Interoperability Network Feasibility Study (“study”). The study recommended a statewide solution that would leverage existing assets from both state and local jurisdictions.

Based upon the findings of the study and recommendations of the SIEC, the 65th Legislative Assembly directed ITD to begin implementation of a statewide interoperable radio network. The 65th Legislative Assembly recognized the distinct value radio frequencies have on the overall success of a statewide interoperable radio network. Therefore, the 65th Legislative Assembly provided an expectation that North Dakota entities operating a public-safety answering point radio network or having rights to a frequency utilized for public safety purposes will authorize use of any radio frequency required for the statewide interoperable radio network, allowing the frequencies to be used by the State of North Dakota as directed by the SIEC for this network.

III. SCOPE OF UNDERSTANDING

Therefore, ITD and the City of Minot agree to the following:

1. The City of Minot agrees to authorize use of currently licensed frequencies necessary for the deployment of SIRN and agrees to work with ITD on any transition plan to minimize impact to the current licensee and SIRN. The City of Minot retains the ownership and the right to utilize its licensed frequencies during the development and deployment phase.
2. At such time SIRN becomes operational and has been accepted by the State of North Dakota and the City of Minot is able to utilize the SIRN system, the City of Minot agrees to transition operational control to its frequencies to ITD, on behalf of the State of North Dakota, to be managed under the SIRN system.
3. To the extent allowed under law, the transfer of operational control will be accomplished through a shared agreement or a transfer agreement which will be mutually determined at the time of execution.
4. Fiscal obligations related to the relinquishment, and acquisition, of the legal rights to any radio frequency is considered a project cost and be paid for with project dollars, or as required by the SIEC.

48 5. If at such time the SIRN system is no longer operational, and frequencies under the
49 operational control of ITD are no longer required for an equivalent replacement radio
50 network, said frequency operational control shall be transitioned back to the original
51 licensee (paid as a project expense).
52

53 **IV. INDEMNIFICATION**

54 The State and the City of Minot each agrees to assume its own liability for any and all
55 claims of any nature including all costs, expenses and attorneys' fees which may in
56 any manner result from or arise out of this agreement.

57 **V. TERM OF AGREEMENT**

58 This agreement is effective upon signature by both parties, and remains effective until
59 terminated in writing by both parties.

60 **VI. SIGNATURES**

Information Technology Department	City of Minot
BY:	BY: Chuck Barney
	Mayor, City of Minot
Information Technology Department	
Date:	Date:

61
62



TO: Mayor Chuck Barney

Members of the City Council

FROM: Chief Jason Olson
DATE: April 17, 2018
SUBJECT: GRADE 4 JAIL INSPECTION BY ND DOCR

I. RECOMMENDED ACTION

1. No action required. Informational item.

II. DEPARTMENT CONTACT PERSONS

Jason Olson, Chief of Police	857-4715
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III. DESCRIPTION

A. Background

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.

IV. IMPACT:

A. Strategic Impact:

The Minot Police Holding area was found to be in compliance with applicable state and federal law and required standards and rules of ND DOCR.

B. Service/Delivery Impact:

Continue utilizing the Minot Police Holding area for temporary holding of adult prisoners for short periods of time.

C. Fiscal Impact:

None

V. LIST OF ATTACHMENTS

Copy of Statement of Inspection received from ND DOCR.



NORTH DAKOTA
Department of Corrections
& Rehabilitation

Doug Burgum, Governor
Leann K. Bertsch, Director

Central Office

PO Box 1898 • 3100 Railroad Avenue

Bismarck, ND 58502-1898

(701) 328-6390 • Fax (701) 328-6651

TDD 1-800-366-6888 • TTY Voice 1-800-366-6889

STATEMENT OF INSPECTION

TO: Chief of Police Jason Olson

FROM: Robert Werlinger, North Dakota Department of Corrections and Rehabilitation Correctional Facility Inspector *R. Werlinger*

DATE: April 6, 2018

RE: Minot Police Holding

On March 28, 2018, North Dakota Department of Corrections and Rehabilitation ("ND DOCR") completed an inspection of the Minot Police Holding area, which has an operational capacity of 2 and has been graded as a Grade four Correctional Facility under N.D.C.C. § 12-44.1-06.

The inspection was made in accordance with N.D.C.C. § 12-44.1-24. The inspection included a tour of the police holding area, a review of procedures and interview with Captain John Klug. The inspection included a review of health, life safety, fire, and security operations.

On the date of completion of the inspection of Minot Police Holding area, the Minot Police Holding area was determined to be in compliance with applicable state and federal law and all required standards and rules of the "ND DOCR" for correctional facilities subject to N.D.C.C. chapter 12-44.1.

Please submit a copy of this letter, to your governing body. If you have any questions about the requirements of this letter, please contact: Robert Werlinger, Correctional Facility Inspector at telephone number 701-328-6652 or e-mail, rwerlinger@nd.gov



TO: Mayor Chuck Barney
Members of the City Council

FROM: Chief Jason Olson

DATE: April 24, 2018

SUBJECT: WILDLIFE MANAGEMENT PROGRAM ORDAINANCE

I. RECOMMENDED ACTION

- A. It is recommended that the Committee and Council pass an ordinance codifying the Wildlife Management Program in Chapter 7, Section 4 of the City of Minot Code of Ordinances, and
- B. The Committee and Council adopt the proposed resolution, after the WMP ordinance is passed on second reading.

II. DEPARTMENT CONTACT PERSONS

Kelly Hendershot, City Attorney	857-4175
Jason Olson, Police Chief	857-4715

III. DESCRIPTION

In January, the City Council directed staff to bring a recommendation forward for a Wildlife Management Program (WMP) that allowed hunting within the city limits. The attached proposed ordinance modifications and resolution include the rules and regulations that would establish a Wildlife Management Program to be administered by the Minot Police Department in cooperation with the North Dakota Department of Game and Fish (NDGF).

These changes would allow for the police department to issue City of Minot hunting permits to those individuals who meet the requirements of the program. Once issued a City of Minot hunting permit the individual could apply for license tag(s) with the NDGF. The WMP would need to be authorized annually by a resolution of the City Council to establish the application fee, season dates, number and type of permits.

The program requirements to obtain a permit would include: the filing of an application for a permit along with payment of a non-refundable application fee, proof of successful completion of an archery safety program, and proof of written permission to hunt on identified land that is considered acceptable to the Chief of Police.

The ordinance also provides restrictions on program participants which include, participant minimum age of 18 by the beginning of the season, the marking of arrows used to hunt, no field dressing of game, and limits on where archery devices may be used in relation to front property line, public areas such as streets, sidewalks, playgrounds, schools, churches, dwellings and adjacent property lines. The ordinance restricts wildlife "drives" and defines the process for retrieving downed game from other private property.

A criminal penalty for violation of any of the rules of this section is established by 1-8 (B Misdemeanor). In addition to the criminal penalty, issued permits may be revoked for violation of the ordinance and a violator's privileges to participate in the program may be suspended for one year.

The ordinance includes an appeal process for those who are denied a permit or have their permit revoked by requesting a hearing with the City Manager.

Along with the addition of the Wildlife Management Program ordinance the recommendation includes the amending of 23-67 with the addition of section (f) and modifying 23-68 (a).

IV. IMPACT:

A. Strategic Impact:

The goal of this program is to reduce the number of nuisance animal complaints and incidents involving collision between nuisance animals and motor vehicles. It will also provide some additional recreational opportunities for some area hunters.

B. Service/Delivery Impact:

Minimal impact on services deliveries is expected. This will add some additional work to the Crime Prevention office which will be tracked to measure the actual increase. It should not greatly affect the delivery of their existing services.

C. Fiscal Impact:

The fiscal impact would be minimal on the Police Department as this is a relatively small program which can be administered by the Crime Prevention Office and the Animal Control Officers.

V. ALTERNATIVES

Alt 1. The City Council could modify the proposed ordinance to meet their desires.

Alt 2. The City Council could deny the proposal.

VI. TIME CONSTRAINTS

The City Council will need to pass enabling ordinances to be ready for a Fall 2018 deer hunt. A delay may impact the ability to implement the WMP program in 2018.

VII. LIST OF ATTACHMENTS

- A. Proposed Ordinance changes
- B. Proposed Resolution.

ORDINANCE NO. _____

AN ORDINANCE ENACTING ARTICLE IV (WILDLIFE MANAGEMENT PROGRAM - REGULATIONS), SECTIONS 7-81 THROUGH 7-89 OF CHAPTER 7 (ANIMALS AND FOWL) AND AMENDING AND REENACTING SECTIONS 23-67 AND 23-68 OF CHAPTER 23 (OFFENSES-MISCELLANEOUS), ARTICLE 1V (WEAPONS OFFENSES), DIVISION 2 (OTHER WEAPONS) OF THE CITY OF MINOT CODE OF ORDINANCES

WHEREAS, The City of Minot is a home rule city and has adopted a home rule charter in accordance with Chapter 40-05.1 of the North Dakota Century Code;

WHEREAS, The City of Minot has the authority, through its home rule charter, to adopt, amend, and repeal ordinances, resolutions, and regulations to carry out its governmental and proprietary powers and to provide for public health, safety, morals, and welfare, and penalties for a violation thereof;

WHEREAS, the City of Minot desires to create a Wildlife Management Program and therefore desires to implement ordinances establishing and regulating said program;

WHEREAS, the City of Minot desires to amend and reenact sections 23-67 and 23-68 to allow for exceptions to individuals who obtain permits under the provisions of City of Minot Code of Ordinances Chapter 7, Article IV.

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

§1. That the Code of Ordinances, City of Minot, North Dakota, is hereby amended by adding an Article IV, Sections 7-81 through 7-89 to Chapter 7 (Animals and Fowl), which said article and sections shall read as follows:

ARTICLE IV - WILDLIFE MANAGEMENT PROGRAM-REGULATIONS

7-81 - City Wildlife Management Program.

The City Council deems it necessary and appropriate to establish a Wildlife Management Program within the city limits of Minot. Through this program, the city may authorize persons to use an archery device for purposes of meeting the goals of the program. The City Council shall have authority to adopt such rules and regulations as are necessary to implement the Wildlife Management Program.

7-82 - Definitions.

In this article, unless the context or subject matter otherwise requires:

1. "Archery device" shall mean any longbow or compound bow.

2. "Crossbow" shall mean a device for discharging quarrels, bolts, or arrows, formed of a bow set cross-wise on a stock, usually drawn by means of a mechanism and discharged by the release of a trigger.
3. "Under the influence" shall mean that condition as defined by state regulation applied to motor vehicle operation.

7-83 - Designated season and areas for inclusion within Wildlife Management Program, number of permits, permit fee.

The City Council may annually, by resolution, designate a period of time during which persons may participate in the city's Wildlife Management Program. The City Council may also, by resolution designate the appropriate number of permits. The City Council shall also have authority to charge a fee for participating in the program which may be set annually by resolution.

7-84 - Proficiency requirements for participants.

No person shall be allowed to participate in the Wildlife Management Program until he or she can present certification of having completed an archery safety course approved by the chief of police or his designee.

7-85 - Permission of landowner required.

- A. It shall be unlawful for any person carrying an archery device, or crossbow, of any type, to knowingly enter into the premises of another, or to discharge an archery device or crossbow of any type while on the premises or property of another without first having obtained written permission from the owner, lessee, or person in charge of such premises or property.
- B. When taking part in the activities authorized under this article, all participants must carry on their person, **signed**, written permission **or an electronic copy of the signed, written permission** by the private property owner as confirmation that the participant has permission to be on that owner's private property.
- C. Any person granted permission to enter upon the property of another for purposes of this program shall be held responsible for their actions while on the person's property.

7-86 - Rules and regulations of participation.

- A. Eligibility for participation in the Wildlife Management Program is limited to persons eighteen years of age or older.
- B. Any person participating in the Wildlife Management Program shall:
 1. Pass an archery safety course approved by the chief of police;
 2. Obtain signed, written permission from the landowner prior to entering upon private property and carry proof of such written authorization, which may be in electronic form, on his or her person when hunting within the city of Minot;

3. Apply for and obtain a city of Minot permit to participate in the program, pay any related application fee, and carry the permit, which may be in electronic form, on his or her person when hunting within the city of Minot;
4. Obtain a North Dakota Game and Fish Department special archery license and tag and carry the license and tag on his or her person when hunting within the city of Minot;
5. Permanently mark all arrows in his or her possession with the participant's last name and city of Minot permit number;
6. Comply with any rules and regulations governing the Wildlife Management Program;
7. Comply with all other applicable archery rules and regulations issued by the North Dakota Game and Fish Department;
8. There shall be no field dressing of deer, geese or turkey bagged; and
9. Follow all North Dakota Game and Fish Department guidelines regarding processing of the animal.

C. Nothing in this article shall authorize the parking or standing of vehicles on private property without the consent of the property owner or the parking or standing of any vehicles in violation of the Minot Municipal Code.

D. Any person in violation of any provision of this article may have any existing City of Minot Wildlife Management Program permit suspended or revoked and may be further disqualified to receive a permit for a period of one year.

7-87 - Specific actions prohibited.

- A. It shall be unlawful for any person to discharge any archery device or crossbow from across any street, sidewalk, road, highway, or playground.
- B. It shall be unlawful for any person to discharge an archery device or crossbow within one hundred (100) yards of any church, school, or playground.
- C. It shall be unlawful for any person to discharge any archery device or crossbow within fifty (50) yards of any dwelling, building, structure, or vehicle, unless the person has previously received express authority to discharge the archery device or crossbow within fifty (50) yards from the owner of the dwelling, building, structure, or vehicle.
- D. No arrow or other projectile authorized for use under this article may be discharged or projected at such an angle or distance as to land on public or private property other than the property on which the participant has permission to enter upon.
- E. No arrow or other projectile may be discharged or projected at such an angle or distance as to land within seventy-five (75) feet of any front-yard property line.
- F. No arrow or other projectile may be discharged or projected at such an angle or distance as to land within fifty (50) feet of any street or public-right of way.

- G. No person shall possess, consume, or be under the influence of alcohol or any other controlled substance while participating in activities authorized under this article.
- H. Wildlife drives or efforts to direct or push wildlife to certain locations as part of assisting participants shall be prohibited.

7-88 - Wildlife retrieval.

- A. All private land within the City of Minot shall be considered as properly posted land as No Hunting for the purposes of the Wildlife Management Program.
- B. Participants shall make every reasonable effort to retrieve wildlife.
- C. Nothing in this article authorizes the act of trespass.
- D. It shall be the participant's responsibility to immediately notify any property owner, other than the specific property owner who has granted permission for hunting on his or her property, of the fact that an injured animal is located on his or her property.
- E. It shall be the participant's responsibility to obtain the permission of any property owner upon which an animal is located prior to engaging in a reasonable search and retrieval of the animal.
- F. In the event the participant cannot obtain the permission of a property owner to conduct a reasonable search and retrieval of an animal, the participant shall notify the North Dakota Game and Fish Department.

7-89 - Penalty for violations.

The penalty for a violation of any provision of this article shall be in accordance with section 1-8 of the Minot Code of Ordinances.

Sec. 7-90 – Suspension or Revocation of Permit.

- 1. If a permit-holder violates any provision of city ordinance, state law, or federal law, the chief of police may issue an order of suspension or revocation. The order shall specify the alleged violation and shall indicate a suspension period or revocation.
- 2. The permit-holder may, within five (5) days after its receipt or personal service, apply in writing to the city manager for a hearing on the order of suspension or revocation. Such hearing shall be provided by the city manager or his or her delegate within five (5) business days of the filing of the application, unless the permit-holder agrees to a hearing at a later date.
- 3. The city shall have the burden of proof, by clear weight of evidence, that the permit-holder committed a violation of city ordinance, state law, or federal law.
- 4. If the city manager finds that a violation of city ordinance, state law, or federal law occurred, the city manager may accept the suspension or revocation order issued by the

chief of police or the city manager may impose a different suspension period or revocation. If the city manager does not find that a violation of city ordinance, state law, or federal law occurred, the chief of police's order shall be deemed void.

5. Any decision by the city manager shall be considered final for administrative purposes.
6. If the permit-holder fails to request a hearing on the order of suspension or revocation pursuant to subsection (2), the chief of police's order shall be considered final for administrative purposes.

§2. That section 23-67 (Possession of certain weapons prohibited) of Division 2 (Other Weapons), Article IV (Weapons Offenses), Chapter 23 (Offenses-Miscellaneous) of the City of Minot Code of Ordinances, City of Minot, North Dakota, is hereby amended and reenacted to read as follows:

Sec. 23-67. - Possession of certain weapons prohibited.

- (a) No person shall knowingly possess on his person or shall possess within his control a weapon other than a firearm:
 - (1) On any public street, thoroughfare or other public property;
 - (2) On any private property without the consent of the owner of the private property or the person lawfully in charge thereof;
 - (3) Upon any premises licensed for the sale of alcoholic beverages at retail.
- (b) As used in this section the term "weapon" means any device or substance which is designed or subsequently modified to disable, to wound, or to kill a human being which device or substance as designed or subsequently modified is not customarily used for any other purpose. Except, however, that with respect to subsections (a)(1) and (a)(2), "weapon" shall not include any device or object containing or capable of producing and emitting any noxious liquid, gas or substance.
- (c) Notwithstanding subsection (b) the issue with respect to the customary use of a device or substance claimed to be a weapon shall be an affirmative defense and not a definitional element of the offense set forth in this section.
- (d) It shall be an affirmative defense to a prosecution under (a)(1) of this section that the weapon was purchased or otherwise acquired by the defendant within twenty-four (24) hours prior to the time of the offense and that at the time of the offense the defendant was in the process of transporting the weapons from the place of purchase or other acquisition to a place where its possession by the defendant would not be unlawful under this section.
- (e) This section shall not apply to the transportation of weapons by a common carrier pursuant to applicable tariffs and regulations.
- (f) This section shall not apply to hunters who are properly permitted and acting in accordance with the rules and regulations of the City of Minot Wildlife Management Program.

§3. That section 23-68 (Hunting in the city limits) of Division 2 (Other Weapons), Article IV (Weapons Offenses), Chapter 23 (Offenses-Miscellaneous) of the City of Minot Code of Ordinances, City of Minot, North Dakota, is hereby amended and reenacted to read as follows:

Sec. 23-68. - Hunting in the city limits.

- (a) No person shall hunt, by archery or crossbow, ~~on city-owned lands~~ within city limits unless properly permitted by the State of North Dakota Department of Game and Fish and City of Minot in accordance with the City of Minot Wildlife Management Program (Chapter 7 Article IV).
- (b) For purposes of this section the definitions provided in Section 20.1-01-02, N.D.C.C. shall apply.
- (c) Any person, entity, or group of individuals who violates any provision of this section shall be charged with an infraction, punishable by a fine not to exceed one thousand dollars (\$1,000.00).

§4. This Ordinance shall become effective upon final passage and approval.

PASSED FIRST READING: _____

PASSED SECOND READING: _____

ATTEST:

Kelly Matalka, City Clerk

APPROVED:

Chuck Barney, Mayor

RESOLUTION

A RESOLUTION DESIGNATING A SEASON, THE NUMBER OF PERMITS TO BE ISSUED, AND THE APPLICATION FEE RELATING TO THE CITY OF MINOT WILDLIFE MANAGEMENT PROGRAM

WHEREAS, The City of Minot is a home rule city and has adopted a home rule charter in accordance with Chapter 40-05.1 of the North Dakota Century Code;

WHEREAS, The City of Minot has the authority, through its home rule charter, to adopt, amend, and repeal ordinances, resolutions, and regulations to carry out its governmental and proprietary powers and to provide for public health, safety, morals, and welfare, and penalties for a violation thereof;

WHEREAS, the City of Minot desires to create a Wildlife Management Program and therefore implemented ordinances establishing and regulating said program;

WHEREAS, pursuant to the recently implemented Wildlife Management Program ordinances, the City of Minot must pass a resolution designating a period of time during which persons may participate in the Wildlife Management Program; determining the number of permits issued for the Wildlife Management Program; and determining the fee for participating in the Wildlife Management Program; and

WHEREAS, the City of Minot now desires to designate a season for the Wildlife Management Program for 2018-2019, to designate the number of permits which may be issued to permit holders for the 2018-2019 season, and to set a fee for participating in the Wildlife Management Program for the 2018-2019 season.

NOW, THEREFORE, BE IT RESOLVED:

1. **2018-2019 Season:** The City Council hereby designates that the City Wildlife Management Program deer season shall run from noon, Central Time, August 31, 2018 and close one-half (1/2) hour after sunset January 31, 2019. Legal shooting hours shall run concurrent with ND Game & Fish Department regulations ($\frac{1}{2}$ hour before sunrise to $\frac{1}{2}$ hour after sunset).
2. **2018-2019 Permits:** The City Council hereby authorizes issuance of a total of 20 Minot City Deer Management Permits to participate in the 2018-2019 City Wildlife Management season. After submission of proper application, along with a copy of the Minot City Deer Management Permit, each permit holder may initially purchase up to two (2) Special Deer Bow Season licenses (if available from the ND Game & Fish Department's Bismarck office). After November 1, 2018, permit holders may purchase any of the remaining forty (40) ND Game & Fish Department deer licenses, on a first come, first served basis.
3. **2018-2019 Fees:** The City Council hereby designates a \$5.00 non-refundable fee be submitted with an application for a Minot City Deer Management Permit. In addition, a fee is required with the application for a ND Game & Fish license.

Passed and adopted this ____ day of _____, 2018.

ATTEST:

Kelly Matalka, City Clerk

APPROVED:

Chuck Barney, Mayor



TO: Mayor Chuck Barney
Members of the City Council

FROM: Chief Jason Olson

DATE: April 27, 2018

SUBJECT: AMENDMENT TO CITY ORDINANCE 7-11

I. RECOMMENDED ACTION

Request that the Committee and City Council pass the proposed amendment to City of Minot Code of Ordinances 7-11

II. DEPARTMENT CONTACT PERSONS

Jason Olson, Police Chief	857-4715
Kelly Hendershot, City Attorney	857-4775

III. DESCRIPTION

A. Background

The City Council directed staff at its January 17th, 2018 Special Meeting to secure a permit from the State and participate in egg addling with the Park District to help reduce the amount of Canada geese. The Police Department has secured the permit from North Dakota Game and Fish and agreed with the Minot Park District to have their staff participate in the egg addling within the City.

B. Proposed Project

City Code of Ordinances 7-11 is in need of an amendment to allow egg addling by City and Park District staff in accordance with the NDGF permit. The City Attorney has drafted a proposed change to 7-11.

IV. IMPACT:

A. Strategic Impact:

The goal of the egg addling is to reduce the number of nuisance Canada geese with the City of Minot.

B. Service/Delivery Impact:

The Minot Police Department staff will work with the Minot Park District staff to carry out the program with minimum impact on service delivery.

C. Fiscal Impact:

None. This project can be carried out by existing staff of the City and Park District.

V. ALTERNATIVES

:

Alt 1. Decide not to participate in egg addling.

VI. TIME CONSTRAINTS

This ordinance change is needed as soon as possible for the program to go forward.

VII. LIST OF ATTACHMENTS

A. Proposed amendment to City Code of Ordinances 7-11

ORDINANCE NO. _____

**AN ORDINANCE AMENDING AND REENACTING SECTION 7-11 OF CHAPTER 7
(ANIMALS AND FOWL), ARTICLE 1 (IN GENERAL) OF THE CITY OF MINOT
CODE OF ORDINANCES**

WHEREAS, the City of Minot has previously enacted ordinances animals in the corporate limits of the City of Minot;

WHEREAS, the City of Minot desires to amend section 7-11 of the City of Minot Code of Ordinances to allow a limited exception for egg addling;

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

§1. That section 7-11 (Killing and molesting certain birds) of Article I (In General), Chapter 7 (Animals and Fowl) of the City of Minot Code of Ordinances, City of Minot, North Dakota, is hereby amended and reenacted to read as follows:

Sec. 7-11. – Killing and molesting certain birds.

No person in the city shall shoot at, wound, kill, take, capture, ensnare, net, trap or in any other manner molest or injure any nondomesticated bird, except pigeons; nor in any manner molest or injure the nest eggs or young of any such bird; nor have in his possession the nest eggs, the young or body of such bird.

This ordinance shall not apply to City of Minot staff and Minot Park District employees who, in the course of their duties, perform egg addling.

§2. This Ordinance shall become effective upon final passage and approval.

PASSED FIRST READING: _____

PASSED SECOND READING: _____

ATTEST:

Kelly Matalka, City Clerk

APPROVED:

Chuck Barney, Mayor

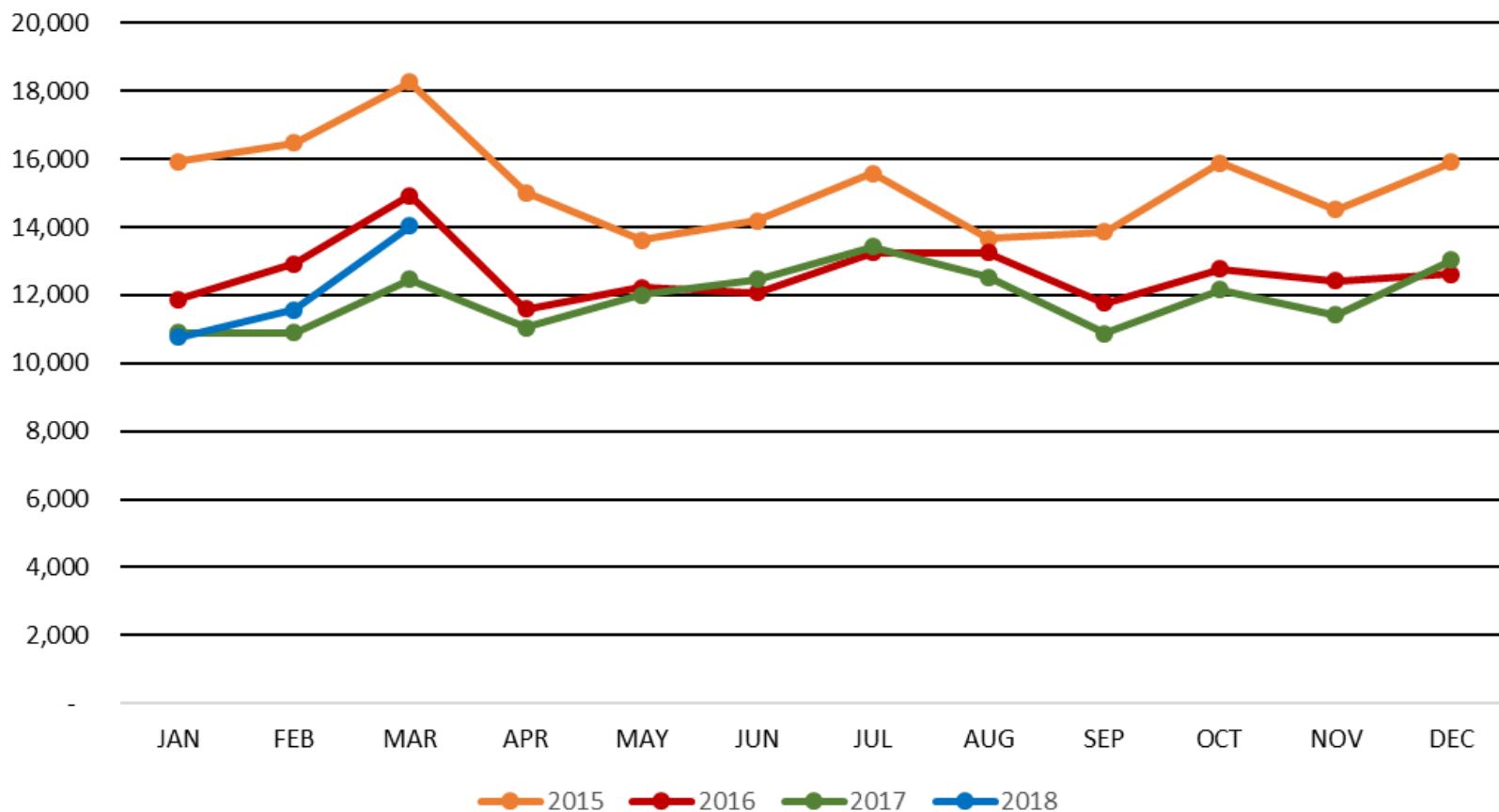
MINOT (MOT) AIRPORT COMMITTEE

Airport Director's Report
27 March 2018



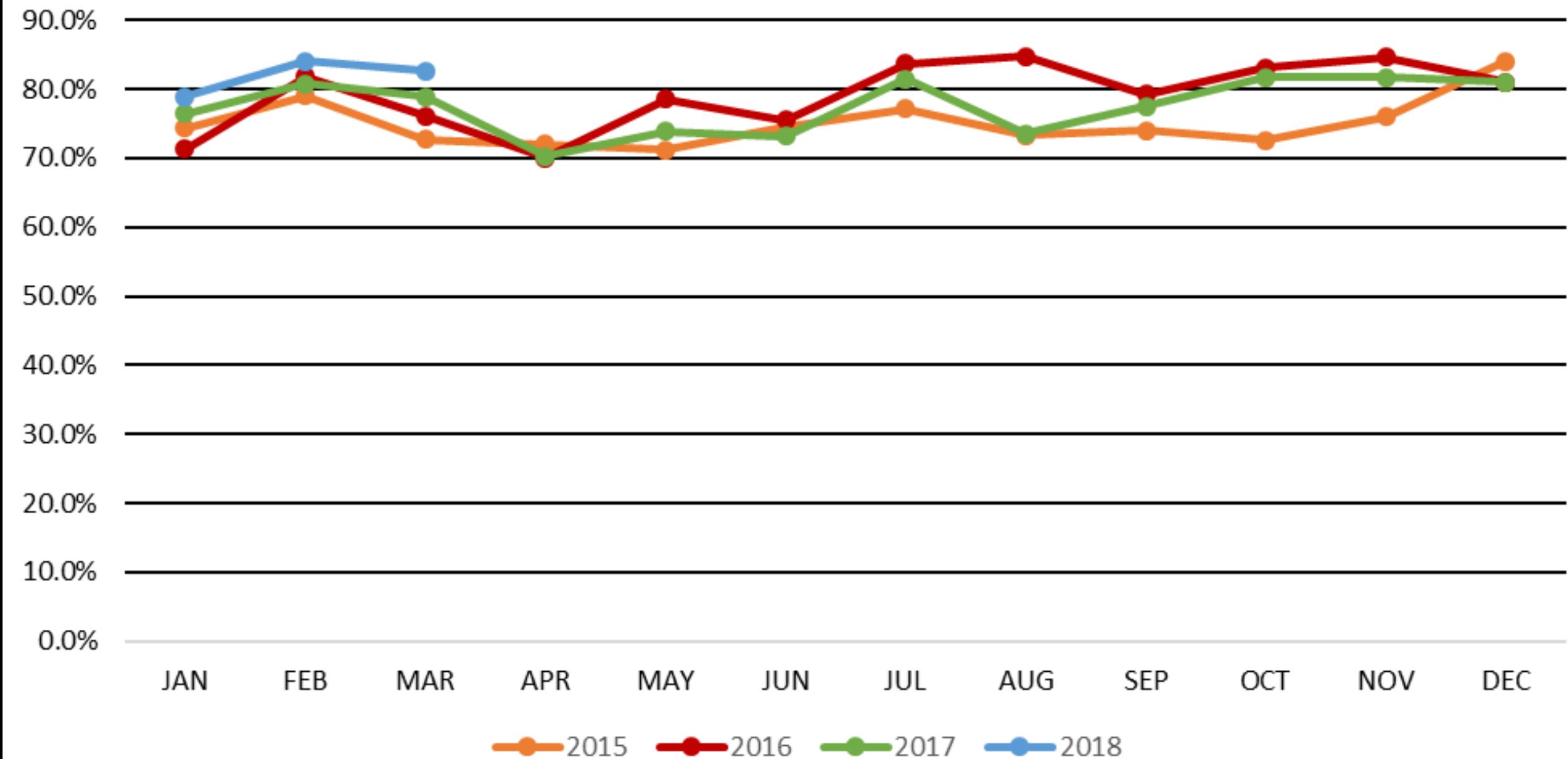
ENPLANEMENTS

Revenue Enplaned Passengers



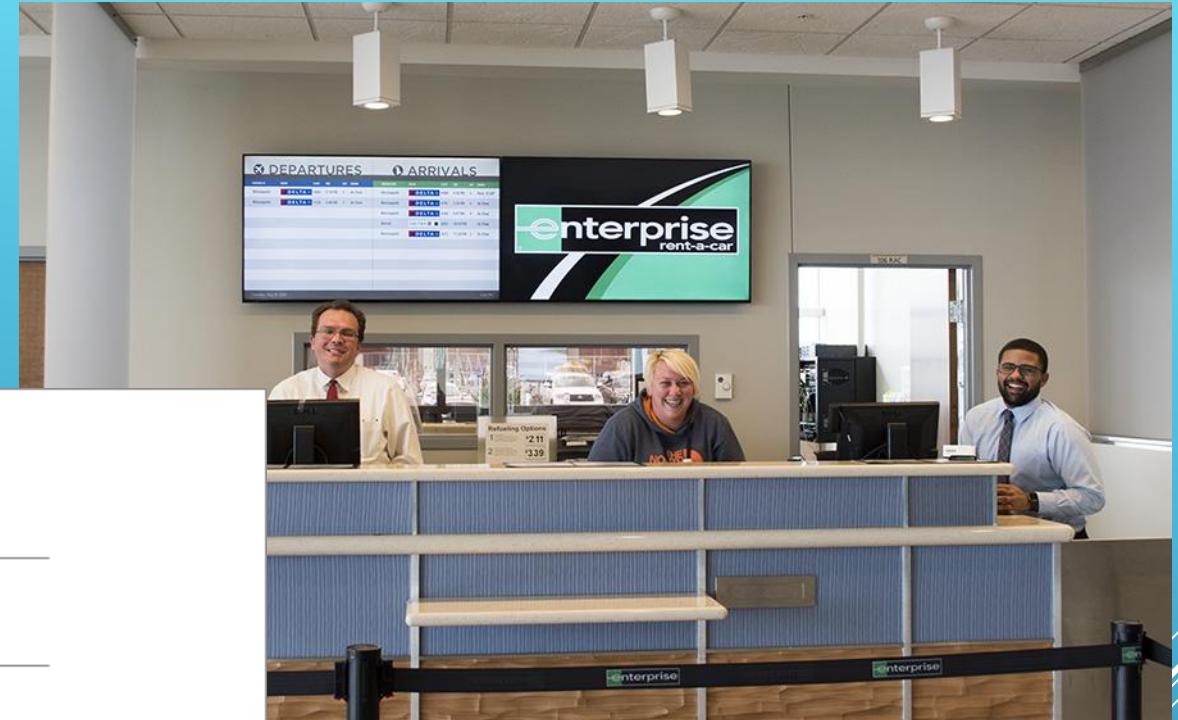
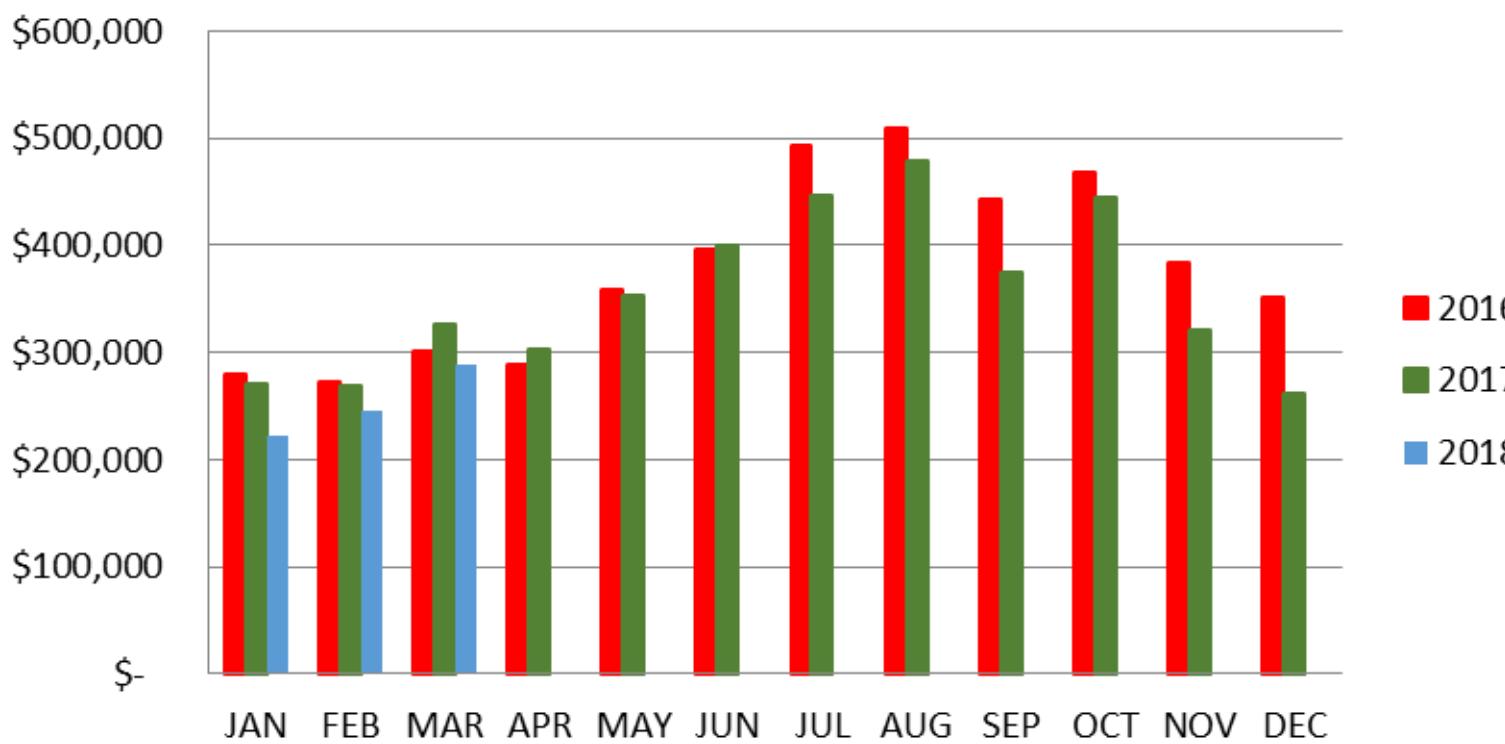
DEPARTURES						
DEPARTING TO	AIRLINE	FLT	TIME	GATE	REMARK	
Minneapolis	DELTA	3889	11:01 AM	5	On Time	
Houston	UNITED	2301	12:00 PM	3	On Time	
Phoenix-Mesa	allegiant	181	1:00 PM	2	On Time	
Denver	UNITED	5185	1:20 PM	3	On Time	
Minneapolis	DELTA	4440	1:21 PM	5	On Time	
Minneapolis	DELTA	4439	5:15 PM	5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

Monthly Load Factor (%)



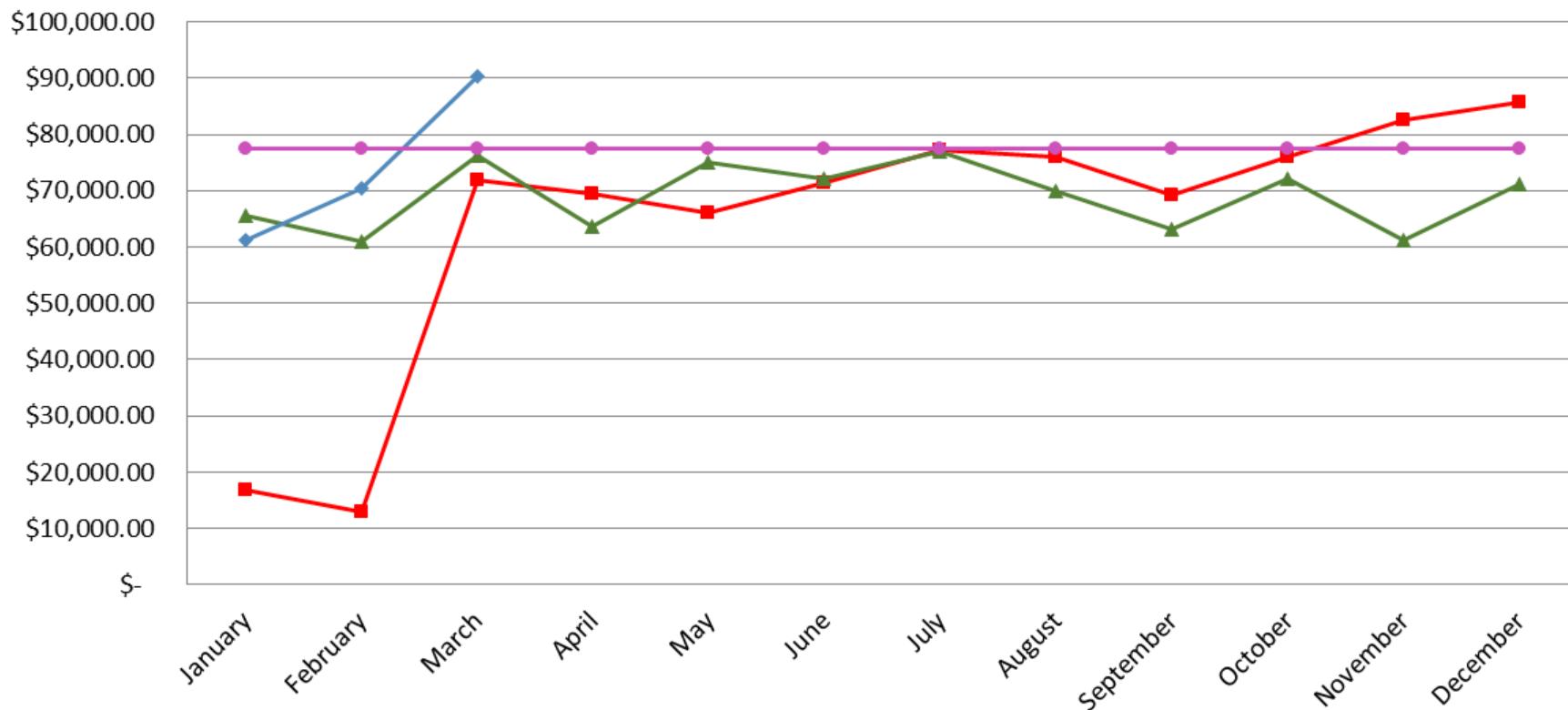
RENTAL CAR ACTIVITY

Car Rental





Gross Sales

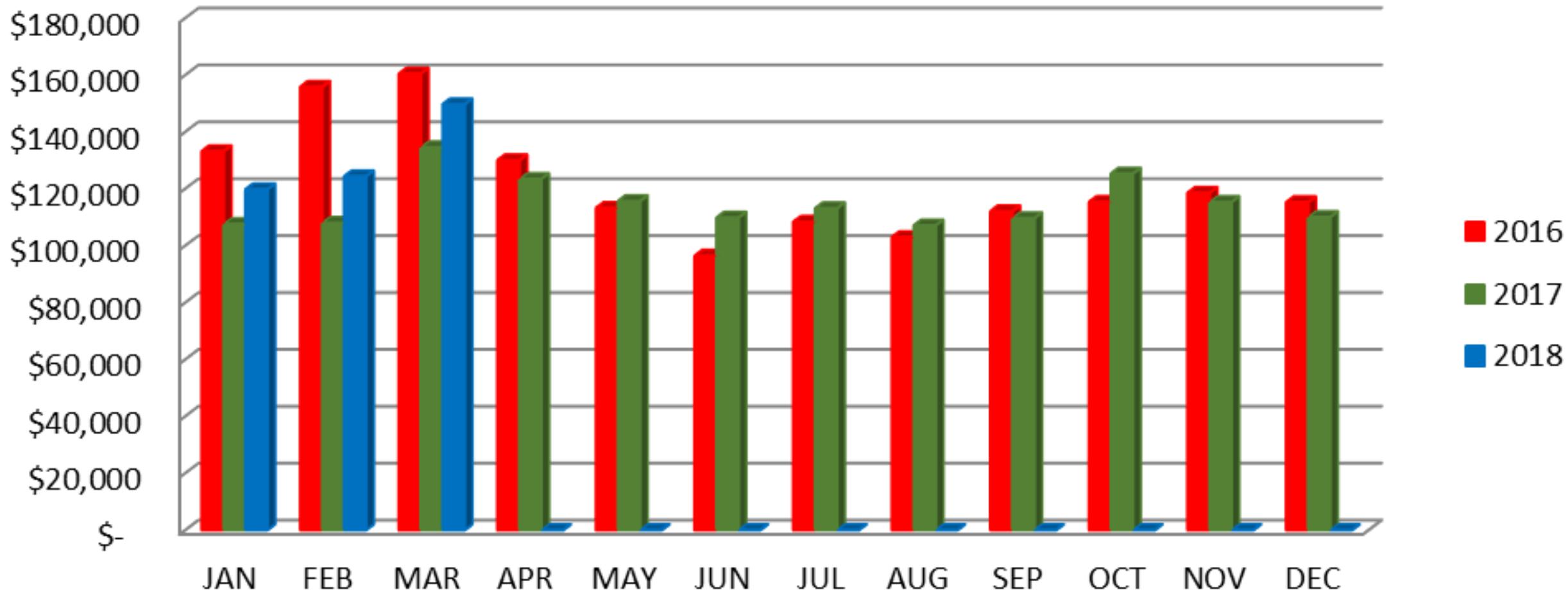


— 2016
▲ 2017
◆ 2018
● 2018 MAG



CONCESSION ACTIVITY

Parking Revenue



QUESTIONS?

