

City of Minot

Committee of the Whole
Wednesday, May 2, 2018 - 4:15 PM
City Council Chambers

1. BUILDING RELOCATION REQUEST- 6111 37TH AVENUE SE

The building to be moved is a 2013 year built 1408 square foot garage. The structure is a 3 stall garage, 32 ft. x 44 ft., with asphalt shingled roof, wood frame construction, and exterior vinyl siding.

It is recommended the Committee and Council approve relocation of the 32' x 44' detached accessory building from 4231 71st Ave NW, Parshall ND, 58770 also known as Township 153N89W-Sec 31, to 6111 37th Ave SE, Minot, ND 58701, also known as E2SESESW S34-155-82 Nedrose-S4 A5, subject to conditions.

Documents:

[Memo to City Council- Schultz.pdf](#)
[Schultz move request.pdf](#)
[Owner - Property Owners letter - Schultz.pdf](#)
[Inspectors Report - Schultz.pdf](#)
[Assessors Report - Schultz.pdf](#)

2. BUILDING RELOCATION REQUEST- 605 17TH ST NW

The residence to be moved is a 1040 sf house with a 624 sf detached garage. The structure is wood frame construction, with asphalt shingles, and vinyl siding on the exterior.

It is recommended the Committee and Council approve the relocation of the single family residence, and garage from 1430 1st Ave SE, Minot ND, 58701 also known as Lenox Park Addition Lot 42, to 605 17th St NW, Minot, ND 58701, also known as Blaisdell Bird Addition Lot 7 Block 9, subject to conditions.

Documents:

[Memo to City Council.pdf](#)
[Burns move request.pdf](#)
[Clay Burns neighboring owners .pdf](#)
[Clay Burns ltr.pdf](#)
[605 17TH ST NW.pdf](#)
[Inspectors report - House.pdf](#)
[Inspectors report - Garage.pdf](#)
[Assessors Report- Burns.pdf](#)

3. BUILDING RELOCATION REQUEST- 110 4TH AVE NW

The building to be moved is a two-story with a partial basement residential style building with stairway access to a third story over a portion of the structure for approximately 2,608 square feet above ground with an approximate year built in 1899.

It is recommended the Committee and Council approve the relocation of the single family residence, from 103 4th Ave NW, Minot ND, 58703 also known as Oakland Park Addition Lot 8, Block 2, to 110 4th Ave NW, Minot, ND 58703, also known as Ramstad's Third Addition Lot 3, Block 1, subject to conditions.

Documents:

[Memo to City Council HSH.pdf](#)
[Owen move request.pdf](#)
[Owners-Property owners letters.pdf](#)
[Inspectors Report.pdf](#)
[Assessors Report.pdf](#)

4. 2018 ND DES SHSP GRANT APPLICATION (PD0150)

The Police Department has filed a letter of intent to apply for \$66,000 in grant funding through this program for replacement of 28 electronic door locks at the police department. There is no local match requirement for this grant.

The current door locks have been in use since 2005 and are wearing out at a replacement cost of \$1,500 per lock. The replacement system will enhance security and improve operational issues through the management software included. This will make the process of changing and updating door security codes more efficient. It will allow door monitoring and management to take place from a computer thus eliminating the need to physically manage each lock every time a change is made.

- 1. Recommend approval for the Minot Police Department to apply for the 2018 North Dakota Department of Emergency Services State Homeland Security Program; and**
- 2. Authorize the Mayor to sign the grant agreement, if awarded; and**
- 3. Authorize the Mayor to sign the budget amendment, if awarded**

Documents:

[2018 ND DES SHSP Memo PD0150.pdf](#)
[2018 BA - SHSG Locks PD0150.pdf](#)

5. GAMING SITE AUTHORIZATIONS- ANNUAL GAMING ORGANIZATION RENEWALS

Site approval by the City Council is required as a precondition to obtain a state games of chance license. Each organization submits documentation annually in order to conduct games of chance at locations throughout the City of Minot.

It is recommended the Committee and Council approve the gaming site authorizations for the license year of July 1, 2018 through June 30, 2019, subject to receipt of proper documentation and fee.

Documents:

[Gaming Site Authorizations.pdf](#)
[Gaming Organizations.pdf](#)

6. HOTEL-MOTEL RETAIL LIQUOR AND BEER LICENSE TRANSFER- HOLIDAY INN RIVERSIDE

The City received a request to transfer ownership of the Hotel-Motel Retail Liquor and Beer license for Holiday Inn Riverside from Heartland Hospitality Fund, LLC, to ADB Investments Minot, LLC All documentation has been submitted and is being reviewed by the appropriate departments.

It is recommended the Committee and Council approve the request to transfer ownership of the Hotel-Motel Retail Liquor and Beer license for Holiday Inn Riverside from Heartland Hospitality Fund, LLC, to ADB Investments Minot, LLC subject to receipt of all documentation and approval by the Police Chief, Building Official and Fire Marshal.

Documents:

[Memo- Holiday Inn Riverside.pdf](#)

7. RETAIL BEER LICENSE TRANSFER- LOAF 'N' JUG

The City received a request to transfer ownership of the Beer license for Loaf 'N' Jug from Mini-Mart, Inc. to EG Retail (America), LLC. All documentation has been submitted and is being reviewed by the appropriate departments.

It is recommended the Committee and Council approve the request to transfer ownership of the Beer license for Loaf 'N' Jug, from Mini-Mart, Inc. to EG Retail (America), LLC subject to receipt of all documentation and approval by the Police Chief, Building Official and Fire Marshal.

Documents:

[Memo- Mini Mart.pdf](#)

8. SCBA AIR COMPRESSOR BIDS (FD0068)

The fire department advertised for bids on a new SCBA air compressor. The bids received were over budget and/or did not meet the specifications as spelled out within the bid package.

It is recommended the City Council reject all bids and authorize the Fire Chief to move forward with a new bidding process.

Documents:

[4-24-2018 Memo - SCBA Air Compressor Bid Recommendation.pdf](#)

9. GOETTLE LEGAL SERVICES

The City of Minot has previously retained Shane Goettle to provide legal services for the purpose of handling state government affairs; and to advise and consult, as needed and requested, on the interface of local, state, and federal resources associated with flood recovery and protection, and city growth associated with energy impacts. The Agreement before the City Council also includes managing other projects, as assigned.

It is recommended the City Council:

1. **Move to approve and authorize the Mayor to sign the Consulting and Legal Services Agreement between the City of Minot and Shane Goettle.**
2. **Move to continue the appointments of Shane Goettle and Lacee Anderson as Special Assistant City Attorneys.**

Documents:

[Goettle_legal services memo.pdf](#)
[MINOT SERVICE AGREEMENT 2018-2020.pdf](#)

10. PROPOSAL TO ADD TWO ADDITIONAL SCHOOL RESOURCE OFFICERS

Minot Public Schools has requested to expand the School Resource Officer Program to add two additional SROs. The Minot Police Department is agreeable to this as long as two additional police officer positions are added to maintain the current level of staff in the field.

Recommend the Committee and Council approve the proposal of adding two

SROs in accordance with the existing MOU and authorize Minot Police Department to hire two additional Police Officers to backfill the SRO positions.

Documents:

[SRO Memo.docx](#)
[2018 MPS MPD SRO MOU.pdf](#)

11. CLEAN WATER SRF AND DRINKING WATER SRF

The utility and resulting street improvements related to the flood control work are eligible costs for a loan with the ND Department of Health. This program has a favorable interest rate and will result in considerable savings in interest costs.

The Hydraulic Improvements project at the City Wastewater Treatment Facility is also eligible costs for a loan with the ND Department of Health. This program has a favorable interest rate and will result in considerable savings in interest costs.

It is recommended the City Council:

1. **Approve the attached Resolution and Loan Agreement (Bond Resolution Minot 2018 A CW SRF & Loan Agreement Minot 2018 A CW SRF) authorizing issuance of bonds through the State Revolving Fund programs for Clean Water.**
2. **Approve the attached Resolution and Loan Agreement (Bond Resolution Minot 2018 B CW SRF & Loan Agreement Minot 2018 B CW SRF) authorizing issuance of bonds through the State Revolving Fund programs for Clean Water.**
3. **Approve the attached Resolution and Loan Agreement (Bond Resolution Minot 2018 C DW SRF & Loan Agreement Minot 2018 C DW SRF) authorizing issuance of bonds through the State Revolving Fund programs for Drinking Water.**

Documents:

[COW April COW CWSRF.pdf](#)
[Loan Agreement Minot 2018A CW SRF-v1.pdf](#)
[Loan Agreement Minot 2018B CW SRF-v2.pdf](#)
[Loan Agreement Minot 2018C DW SRF-v2.pdf](#)
[Bond Resolution, Minot 2018A CW SRF - Bond Resolution, Minot 2018A CW SRF.pdf](#)
[Bond Resolution, Minot 2018B Sales Tax Water and Sewer Res Rev Bonds CWSRF.pdf](#)
[Bond Resolution, Minot 2018C Sales Tax Water and Sewer Res Rev Bonds DWSRF.pdf](#)
[SRF Application Revised Increased Amt.pdf](#)
[CWSRF Application MI-1 p3529.1 1-22-18.pdf](#)
[dw-app_10-2-17r3 3529.1 mrefpp phase 1 1-22-18.pdf](#)

12. BEL AIR COMMONS ADDITION DEVELOPMENT (PLAT) AGREEMENT PROJECT (4352)

The development of Bel Air Commons Addition was previously approved by the Planning Commission and City Council in February/March 2018.

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

Documents:

13. GALUSHA RANCH ADDITION (PLAT) AGREEMENT PROJECT (4353)

The development of Galusha Ranch Addition was previously approved by the Planning Commission and City Council in February/March 2018.

The Developer wishes the portion of the property to be rezoned from AG, Agricultural District to RA, Agricultural Residential District with other portions of the property to remain in Zone AG. This item was also approved by the Planning Commission and City Council in February/March of 2018.

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

Documents:

14. WEST ACRES BUSINESS CENTER ADDITION (PLAT) AGREEMENT PROJECT (4354)

The development of West Acres Business Center Lots 1, 2, and 3 was previously approved by the Planning Commission and City Council in September/October 2017. Staff and the Developer, Bruce Bentz, LLLP, wish to execute and agreement relating to the obligations for development and conditions outlined by City Staff and approved by the Planning Commission and City Council.

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

Documents:

15. URIJAH'S SECOND ADDITION (PLAT) AGREEMENT PROJECT (4355)

The development of Urijah's Second Addition was previously approved by the Planning Commission and City Council in February/March 2018 for the purposes of the construction of a residential lots within the re-platted property known as Urijah's First Addition, Lots 1 and 2 within Ward County.

Additionally, the Developer wishes the property to be rezoned from RA, Agricultural Residential District to R1, Single Family Residential District. This item was also approved by the Planning Commission and City Council in February/March of 2018.

The Development agreement must be approved and signed before the plat will be recorded.

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

Documents:

16. RIGHT OF WAY ENCROACHMENT AGREEMENT APPLICATION

The applicant is applying for the encroachment permit to access the doorways on the east side of the building of subject property and have them comply with ADA standards for accessibility. In order to comply with ADA Standards, the applicant will construct an ADA accessible ramp and walkway to allow ingress/egress to the east side of the building. The proposed ramp/walkway will encroach on the City's right-of-way. Applicant is responsible for all existing walkways to comply with City Standard Specifications and ADA requirements

1. Recommend approval of the Right of Way Encroachment Agreement

Application submitted by Aksal Group, LLC for the future construction of ADA accessibility to the subject property's building.

Documents:

[Memo-Aksal_ROW encroahment permit application 2018.04.24.pdf](#)

17. US 2 AND BURDICK EXPRESSWAY MICROSURFACING COST PARTICIPATION AND MAINTENANCE (CPM) AGREEMENT (PROJECT #4362)

The North Dakota Department of Transportation (NDDOT) will bid the work in May of 2018 to resurface by microsurfacing, East Burdick Expressway from 42nd St SE to US Highway 2 and 42nd St SE from 10th Ave SE to East Burdick Expressway. The City's cost share of the project will come from annual street maintenance funds.

The project stems from a need to extend the service life of the roadways by way of a protective thin coat of polymer-modified emulsified asphalt mixed with finely crushed aggregate to create a durable, cost effective road surface, thereby improving rideability, safety and extending the pavement's serviceable life.

1. Recommend approval of the Cost Participation and Maintenance (CPM) Agreements with the NDDOT and authorize the Mayor and staff to execute the agreements

Documents:

[4362 - US 2 and East Burdick Microsurfacing CPM Agreement Memo.pdf](#)

18. P3135.2D SWIF ACTION D OUTFALL PIPE REHABILITATION PROJECT

The project will correct deficiencies noted in outfall pipes that intersect the flood protection line. This will repair approximately 25 pipes and work ranges from new pipes to correct crushed or deficient pipes, flap gates and erosion protection to bring the outfalls into USACE standards.

Recommend approval of the Plans and specifications and authorize bidding of SWIF Action D outfall pipe rehabilitation project.

Documents:

[Memo approve plans and specs 3135.2d.docx](#)
[Minot SWIF Action D 90 Plans.pdf](#)
[Minot SWIF Action D 90 Technical Specifications.pdf](#)

19. ENGINEERING SERVICES – MINOT SWIF P3135.2E

Public Works prepared a Request for Qualifications for engineering services and advertised in accordance with State law. Houston Engineering was the only firm that responded to the RFQ and their qualifications show they are qualified to perform the

design and construction management work. Houston engineering has done all of the previous SWIF work for the City and is qualified to perform these services.

It is recommended the City Council approve Houston Engineering for future design and construction engineering on the Minot SWIF Improvements

Documents:

[Memo approve engineering selection swif 3135.2e.pdf](#)
[Complete RFQ_City of Minot swif 3135.2e.pdf](#)
[HEI_Project 3135.2E Request for Qualifications.pdf](#)

20. INFORMATIONAL UPDATE ON THE MAPLE DIVERSION AND FEASIBILITY STUDY FOR THE MREFPP.

The SRJB, design engineers and Public Works staff have been working with the USACE on the feasibility study, which has determined that the Maple Diversion has potential for a federal interest. As the designed has progressed to a 20% level of design, modifications have been made to the Maple Diversion. Ryan Ackerman, Administrator for the SRJB will provide a presentation on this.

Documents:

[Memo p3529.9 maple diversion.pdf](#)

21. MI-5 – P3529 MREFPP – ALTERNATIVES FOR CONSIDERATION

The SRJB, design engineers and Public Works staff have been working since the 2011 flood on designing and permitting various stages of flood protection in Minot, as well as the rural reaches. Phases 1,2 and 3 are currently under construction and the HMGP project to protect the water treatment plant is complete. In addition Perkitt ditch storm water detention has been completed and Burlington flood protection is 90% complete in design. A feasibility study is underway to determine what federal interest there may be in the MREFPP, currently the Maple Diversion looks like the only likely candidate for federal funding.

Information will be provided for Council to make a recommendation of preferred alternative for MI-5 (East Tieback Levee)

Documents:

[2018-04-17 - MREFPP Phase MI-5 - 4th Avenue NE Tieback - City Council Presentation - FINAL.pdf](#)
[Memo p3529 mi-5 alternatives.pdf](#)

22. PARKING RAMPS 2018 BUDGET (RAMP01 & RAMP02)

The City of Minot has taken control of the downtown Parking Ramps requiring the need to establish a budget to allow for the smooth operation and maintenance of the ramps.

It is recommended the City Council approve the budget amendment for the City to manage the downtown parking ramps.

Documents:

[Parking Ramp Memo for COW.pdf](#)
[2018 BA - BA for Fund 150.pdf](#)
[Operations and Maintenance Transition Plan.pdf](#)

23. APPROVAL OF 2019 BUDGET SCHEDULE

Minot's budgeting process begins in March of the year prior to the budget to be adopted.

The attached budget schedule is an estimated timeline that is developed to ensure the budget is completed in a timely manner to meet county and state guidelines.

It is recommended the City Council approve the 2019 Budget Schedule.

Documents:

[2019 Budget Schedule Memo for COW - FINAL.pdf](#)
[2019 Budget Schedule - REVISED DRAFT.pdf](#)

24. 2019 BUDGET PRINCIPLES AND PRIORITIES

Development of the Fiscal Year Budget is an involved and laborious process. It is best guided by first establishing goals promulgated by the City Council. In this way, staff are provided guidance on the development of the City's Budget and can align their Department budget requests with the budget goals established by the Council.

It is recommended the City Council discuss, refine, and approve the FY19 Budget Principles and Priorities Document.

Documents:

[2019 Budget Priorities Memo - 04-24-18 - FINAL.pdf](#)
[2019 Budget Priorities - 04-24-18 - DRAFT.pdf](#)