



Committee of the Whole
Tuesday, May 29, 2018 - 4:15 PM
City Council Chambers

1. CLOSEOUT PAYMENT FOR MINOT MILL DEMOLITION

Pursuant to the demolition competitive bid, contractor was engaged to undertake demolition and site restoration for the building known as Minot Mill at 400 3rd Street NE. Demolition and site restoration was completed as required.

It is recommended the Committee and Council approve payment of \$10,734 as final payment for demolition and site restoration of the Minot Mill by Dig It Up Backhoe Service, Inc.

Documents:

[Minotmillretainagepaymentcouncilmemob.docx](#)
[Invoice 2 - retainage minot mill.pdf](#)

2. ROTARY BRUSH CUTTER (AIR068)

A rotary brush cutter is an attachment for a skid loader that allows the operator to mow in areas that are difficult to reach with a conventional tractor/mower set-up, such as ditches and wetland areas. The Airport contains a number of these areas, and they have been identified by the wildlife biologist conducting the Wildlife Hazard Assessment as requiring mitigation. The Airport budgeted \$7,500 to purchase this equipment in 2018. As required, the airport obtained two quotes from vendors. Bobcat of Minot quoted a price of \$7,059.00, and Gooseneck Implement quoted a similar version for \$7,001.56. The Airport desires to purchase from Gooseneck Implement for the lower price.

Recommend approval to purchase a rotary brush cutter in the amount of \$7,001.56 from Gooseneck Implement for the Airport.

Documents:

[MEMO Rotary Brush Cutter \(1\).pdf](#)
[Bobcat Quote.pdf](#)
[John Deere Quote.pdf](#)
[JD - Rotary Cutter \(1\).pdf](#)
[JD - Rotary Cutter \(2\).pdf](#)

3. SECURITY SYSTEM SUPPORT AGREEMENT

The Airport currently uses Genetec Security System for its access control and security program. Due to the high level of technical expertise involved with the program, ongoing support is required for troubleshooting, maintenance, and software updates. The annual support agreement will provide remote and on-site technical support, necessary software updates, as well as additional training to airport staff.

- 1. Recommend approval of the annual support agreement with MEI/Parsons Technologies for the Airport's security system; and**
- 2. Authorize the Mayor to sign the agreement**

Documents:

[MEMO Parsons Support Agreement \(1\).pdf](#)
[2018 Service Agreement Proposal - Minot Airport - 5-11-2018.pdf](#)

4. JOINT POWERS AGREEMENT- CITY OF MINOT & MINOT PARK DISTRICT

On August 7, 2017, the City Council considered the request of the Minot Park District with respect to improvements and enhancements to the Roosevelt Park Zoo, a community facility located in Minot, ND. The Council has given tentative approval for their finance request in the amount of one million dollars for the year 2018. This one million dollar contribution is contingent and subject to conditions.

- 1. Move to approve the Joint Powers Agreement between the City of Minot and the Minot Park District and authorize the Mayor to sign the Agreement.**
- 2. Move to pass an ordinance authorizing and appropriating, on a contingent basis, City sales tax proceeds derived from City ordinances 3560 and 4380, to the Minot Park District, for upgrading, remodeling, or construction of community facilities as permitted under section 1 of ordinance 4380 (at the time of the approval).**

Documents:

[Community Facilities_Minot Park District memo.pdf](#)
[JPA- Minot Park District.PDF](#)
[Roosevelt Park Zoo Ordinance.pdf](#)

5. PROPOSED ORDINANCE TO ADOPT PERMIT FEES BY RESOLUTION

Currently, the City's Building Inspection Department has their permit fees listed in the various sections of City ordinances. Meaning if council wishes to change any permit fee, the process takes two readings.

Recommend Council pass on first reading an ordinance that adds section 9-2(d).1 and amends sections 9-2(f), 9-49, 12-54, 17-25, and 26-3 of the city of Minot code of ordinances.

Documents:

[Proposed Ordinance to Adopt Permit Fees By Resolution Memo.docx](#)
[2018.05.16_Permit Ordinance.docx](#)

6. ACCOUNTS RECEIVABLE FINANCE CHARGES

The Council had previously directed Staff to work to implement a finance charge on past due accounts. We have been able to successfully set up and calculate the charge. Upon approval of the language to be included in the forms, Staff will communicate the new charge and begin the assessment of the charge on June 30th.

It is recommended the City Council implement the assessment of a finance charge of 1.75%/month for accounts more than 30 days past due and approve the account application form.

Documents:

[COW May COW Finance Charge.pdf](#)
[City of Minot Account Application.pdf](#)

7. AMEND CDBG CITIZEN PARTICIPATION PLAN TO CHANGE TO CITY CLERK AS

CITIZEN PARTICIPATION CONTACT PERSON

HUD requires CDBG-DR and CDBG-NDR Grantees to have Citizen Participation Plans which both set forth the policies governing amendments to action plans as well as describing the rights and opportunities for citizens to comment, make complaints, and ask questions regarding the expenditure of all funds under such grants. The city recently changed the position responsible within the city government to handle citizen information requests from the Public Information Officer to the City Clerk.

It is recommended the City Council amend the CDBG Citizen Participation Plan to replace the Public Information Officer with the City Clerk based on City Clerk becoming citizen information request contact person for city.

Documents:

[CitizenParticipationPlanchangetoCityClerkCouncilmemo.pdf](#)
[CitizenParticipationPlan201609.pdf](#)

8. APPROVE AMENDMENT 9 TO CDM SMITH ALLOCATION #2 AGREEMENT

Pursuant to the Grant Agreement for CDBG-DR Allocation #2, all funds must be spent by July 9, 2019. As of the writing of this memorandum, 98% of the \$35 million has been spent. Funds remaining to spent are related to close of demolition and relocation. There is also a balance in administration which will cover costs of city staff involved in the closeout work. The \$65,000 to be added to CDM Smith contract will cover their costs related to the demolition and relocation work and the funds will come from those allocations. This will be the last amendment.

It is recommended the City Council approve Amendment #9 adding \$65,000 to contract agreement with CDM Smith for program delivery services for CDBG-DR Allocation #2.

Documents:

[CDMSmithAmendment9allocation2councilmemoa.pdf](#)
[Minot CDM Smith CDBG Contract 2 Amendment 9_060418.pdf](#)

9. NEIGHBOR NEXT DOOR AMENDED LOT SALE AUTHORIZATION

The original action approved by the City Council was to offer these lots to neighbors, the adjacent property owners, with a covenant to the deed barring construction and requiring it to be maintained in some form of acceptable green space resulting in the True and Full Value for assessment of these lots to fall below the cap to allow a private sale. The City Attorney and City Assessor were consulted and it was very evident that it would be almost impossible to be assured that uses of the lots if sold through private sale would result in the property value remaining below the threshold. Therefore, an alternative solution was developed which should accomplish the original desired goal of the Neighbor Next Door initiative, allow those who acquire the lots to undertake all the options suggested with the expressions of interest, and remain in compliance with the Century Code by disposing of the properties through public auction.

It is recommended the City Council authorize the auction of properties acquired using state grant funds which were flood damaged with deed restriction barring permanent structures from being built on the lots.

Documents:

[Draft Auction of Neighbor Next Door propertiesCity Council Memo2-16-18d.pdf](#)
[Neighbor Next Door Auction Properties djb.pdf](#)

10. SPOT BLIGHT ACQUISITION POLICIES AND PROCEDURES

HUD recently approved CDBG-DR Allocation #1 Substantial Amendment #1 authorizing the creation of an involuntary acquisition program to acquire homes meeting Spot Blight National Objective standards (Zombie Homes) with an allocation of \$800,000.

It is recommended the City Council approve the policy and procedures to be used for acquisition of flood damaged properties which remain in disrepair from the flood with funding from CDBG-DR Allocation #1.

Documents:

[Spotblightpoliciesandprocedurescouncilmemo.pdf](#)
[SpotBlightAquisition Polices.pdf](#)

11. 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.

Last month, it was decided to send the discussion back to the Committee of the Whole to deliberate further.

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](#)
[RikkiTestimony on RFO Audits 092817.pdf](#)
[Ren Zone App Fee Email.PDF](#)

12. AIRPORT ACTIVITIES, REPORTS, AND PROJECT UPDATES

The Airport Director will be available for questions.

Documents:

[Airport Committee Presentation 052918.pdf](#)

13. MINOT PUBLIC LIBRARY ANNUAL REPORT PRESENTATION

Library Director, Janet Anderson, will present information regarding usage of and services offered by the Minot Public Library in 2017 as well as discuss events taking place in 2018 at the Library.