



Finance & Improvements Committee

Tuesday, April 25, 2017 – 4:15 p.m.

City Council Chambers

1. 2018 JAG & LOTTERY GRANT APPLICATION (PD0132)

The Minot Police Department/ Ward County Narcotics Task Force requests authorization to apply for, and if awarded, accept, the 2018 JAG and Lottery Grant to fund the Task Force 2018 operating budget of \$64,542.00. The grant would provide 65% of the operating budget for a total of \$41,952.30. A 35% match of \$22,589.70 is required. The match will be split equally between the City of Minot and Ward County at \$11,294.85 each. The City of Minot will be the fiscal agent for this grant.

It is recommended the Committee and Council:

- 1. Ratify the application by the Minot Police Department / Ward County Narcotics Task Force**
- 2. Authorize acceptance if awarded, the 2018 JAG and Lottery Grant from the ND Bureau of Criminal Investigation**
- 3. Authorize the Mayor to sign the necessary documentation.**

Documents:

[2018 WCNTF APPLICATION.PDF](#)
[MEMO FOR APPLICATION ACCEPTANCE.PDF](#)

2. AWARD OF BID- LIBRARY EXTERIOR RENOVATION (LIB024)

The Minot Public Library is scheduled to begin upgrades to the exterior of the building this spring/summer. This work is intended to address two major issues with the building's exterior: (1) none of the retaining walls have guardrails as currently required by safety codes (2) the rock façade is deteriorating and falling off the wall.

It is recommended the Committee and Council:

- 1. Approve awarding the bid to Rolac Contracting in the amount of \$159,880.00; and**
- 2. Authorize the Mayor to sign the agreement**

Documents:

[AWARD OF BID LIB024.PDF](#)

3. AMEND THE 2017 ANNUAL BUDGET- FIRE CAPITAL PURCHASE EXPENDITURES

It is recommended the Committee and Council:

- 1. pass an ordinance on first reading to amend the 2017 annual fire capital purchase to decrease the expenditures and revenues to reflect 2017 projects that will occur.**

Documents:

[2017 BA - FUND 422 TO SHOW 2017 PROJECTS AND REVENUE.PDF](#)

4. FINAL PAYMENT- 37TH AVE RECONSTRUCTION PROJECT (3647)

It is recommended the Committee and Council:

- 1. Approve the final payment of \$17,209.71 and \$7,943.42 be paid to the North Dakota Department of Transportation (NDDOT) for the 37th Ave Reconstruction Project.**

Documents:

[FINAL PAYMENT MEMO.PDF](#)
[FINAL PAYMENT NDDOT.PDF](#)

5. EMINENT DOMAIN AUTHORITY

The City has attempted to work with property owners to acquire parcels needed to support the first three phases of flood control project. Unfortunately, agreements on purchase price are not always reached, and eminent domain may be needed in order to preserve construction timelines.

It is recommended the Committee and Council:

1. **adopt the resolution offering to purchase land/authorizing use of eminent domain**
2. **and authorize the mayor to sign any necessary documents.**

Documents:

[BALLANTYNE RESOLUTION.PDF](#)
[MEMO BALLANTYNE EMINENT DOMAIN.PDF](#)

6. EMINENT DOMAIN LEGAL SERVICES (DR0003)

Staff is requesting the Committee and Council approve a one year extension for Swanson & Warcup to continue working existing eminent domain cases on the City's behalf. Additionally, request approval to develop a request for proposal to cover new eminent domain services.

It is recommended the Committee and City Council:

1. **Approve the contract extension for Swanson & Warcup to complete existing eminent domain cases;**
2. **Authorize creation of a request for proposal to procure new eminent domain legal services.**

Documents:

[MEMO EMINENT DOMAIN EXTEND_RFP 20APR17.PDF](#)

7. INFORMATIONAL- AFFORDABLE MULTI-FAMILY RENTAL HOUSING PROJECT REQUIREMENT AND EVALUATION CRITERIA

The evaluation criteria are for information purposes only. It is the evaluation criteria for the request for proposals for the multi-family affordable housing.

Documents:

[CITY OF MINOT MULTIFAMILY EVALUATION CRITERIA AND REQUIREMENTS CKH 04.17.16.DOCX](#)
[COUNCIL MEMO FYI EVALUATION CRITERIA.PDF](#)

8. APPROVE KYLE MEDEIROS LIMITED PRACTICE OF LAW

Kyle Medeiros is a former City of Minot police officer; he also completed an unpaid externship in the City Attorney's Office in Summer 2016. Mr. Medeiros is currently a law student at UND School of Law; he is scheduled to finish his second year in May 2017. Upon completion of four semesters of law school, law students are eligible for their practice papers, which allows law students to practice, in a limited capacity and under supervision of licensed attorney(s).

The Attorney's Office recommends the City Council:

1. **Approve Kyle Medeiros, intern for the City Attorney's Office, to appear in municipal court and/or district court on behalf of the City of Minot and to perform any and all other activities permitted by the Limited Practice of Law by Law Students, under the supervision of either the City Attorney or Assistant City Attorney. This approval shall be contingent upon Mr. Medeiros obtaining certification from UND Law School and filing any and all paperwork with the Clerk of the North Dakota Supreme Court.**
2. **Authorize the Mayor and City Attorney to sign the written consent and approval.**

Documents:

[MEMO RE LIMITED PRACTICE.PDF](#)
[CONSENT- KYLE MEDEIROS.PDF](#)

9. AWARD OF BID- CEMETERY UTILITY VEHICLE (4259)

Rosehill Cemetery uses two utility vehicles on a daily basis to transport personnel and equipment around the cemetery for the numerous activities taking place daily on the cemetery grounds. This unit will replace a John Deere Gator that was purchased in 1996.

It is recommended the Committee and Council award the bid to Gooseneck Implement in the amount of \$17,982.71 for the John Deere 825 s S4.

Documents:

10. AWARD OF BID- WIDE AREA TURF MOWER (4273)

With the large number of lots the City has purchased recently along with the many acres of right of way that are mowed and maintained, larger mowers are becoming more necessary. This unit is similar to the types of machines used by the Park District for the golf course and parks and will have a minimum 10' cutting width.

It is recommended the Committee and Council award the bid to RDO Equipment in the amount of \$64,373.69 for the John Deere 1600 Turbo Series II wide area mower.

Documents:

[4273 - WIDE AREA TURF MOWER - AWARD MEMO.PDF](#)

11. AWARD OF BID- TRAILER MOUNTED AIR COMPRESSOR (4266)

This unit will replace a 1972 model air compressor in the Water and Sewer Department that is beyond its useful life.

It is recommended the Committee and Council award the bid to Acme Tools in the amount of \$18,900 for the Sullair 185DPQ.

Documents:

[4266 - TRAILER MOUNTED AIR COMPRESSOR - AWARD MEMO.PDF](#)

12. ORDINANCES ON SECOND READING

The following ordinances need to be considered on second reading:

1. [Ordinance No. 5184- Amending the 2017 Annual Budget- Sale of Rescue Truck](#)
2. [Ordinance No. 5185- Amending the 2017 Annual Budget- REIL and Wetland Delineation and Culture Report Update](#)
3. [Ordinance No. 5186- Amend the CMCO- Chapter 5 Limitation on the Number of Licenses](#)

Documents:

[5186- 3.3.2017_LIQUOR AND GAMBLING COMMITTEE.PDF](#)

[5184- 2017 BA - FIRE DEPARTMENT OP. EQUIP. PURCHASE.PDF](#)

[5185- 2017 BA - WETLAND DELINEATION AND CULTURE REPORT FOR AIRPORT.PDF](#)

13. AWARD OF BID- 4X4 PICKUPS- MULTIPLE DEPARTMENTS (4265)

Due to the timing of the bid opening, a tabulation was not available before the memo deadline. A full tabulation and recommendation will be available prior to the Committee meeting.

Documents:

[4265 - PICKUPS - AWARD MEMO.PDF](#)