



Committee of the Whole
Tuesday, July 31, 2018 - 4:15 PM
City Council Chambers

1. FINAL PAYMENT – 30TH AVE GRAVITY SEWER (3490.5)

The 30th Ave Gravity Sewer project constructed a gravity sewer in 30th Ave NE to convey waste water from 13th St NE to Livingston Coulee Lift Station. The project was bid in April of 2017 and the low bidder was Wagner Construction at \$666,775.00. Wagner Construction has now completed all items remaining for the project.

It is recommended the City Council approve final payment in the amount of \$79,914.72 to be paid to Wagner Construction for the 30th Ave Gravity Sewer Project.

Documents:

[3490.5 - Memo to council - final payment.pdf](#)
[3490.5 Wagner pay request 4 - final.pdf](#)
[3490.5 Change Order 1 - Final.pdf](#)

2. 2018 SANITARY SEWER REHAB (4313)

In 2018, the project consisted of removing and replacing a section of sanitary sewer on 21st St NW between 11th Ave and 8th Ave. The project was bid in March of 2018 and the low bidder was Wagner Construction at \$275,866.00. Wagner Construction has now completed all items remaining for the project.

Recommend approval of the final payment in the amount of \$277,969.50 to be paid to Wagner Construction for the 2018 Sanitary Sewer Rehab Project.

Documents:

[4313 - Memo to council - final payment.pdf](#)
[4313 - Wagner pay request 1 - final.pdf](#)
[4313 - Change Order 1 - final.pdf](#)

3. 2017 STREET IMPROVEMENT DISTRICT FINAL PAYMENT (4247)

The 2017 Street Improvement District included 20th Avenue SE – 20th St SE to 13th St SE, North Broadway Frontage Road – 36th Ave NW to 34th Ave NW, 10th Street SW – 20th Ave SW to cul-de-sac north of US Highway 83, 6th Street SE – 16th Ave SE to 18th Ave SE, and 2nd Avenue SW – 6th St SW to 10th St SW. The final cost of the overall project was 9% under the original bid price and 31% under the original engineer's estimate. The original City work along with all approved change orders were completed within budgeted funds.

It is recommended the City Council approve final payment to Bechtold Paving, Inc. in the amount of \$46,812.98 for the 2017 Street Improvement District.

Documents:

[4247 - 2017 Street Improvement Final Payment Memo_w_attachments.pdf](#)

4. AWARD OF BID- LIBRARY DIGITAL SIGN (LIB033)

As approved at the February 5, 2018 City Council meeting, the Minot Public Library will be installing a digital message center on the southwest library lawn. A bid opening is scheduled for August 3, 2018.

It is recommended that the City Council approve the recommended bid which will be provided at the August 6, 2018 City Council meeting.

Documents:

[Award of Bid MEMO_LIB033.pdf](#)

5. 2018 SIDEWALK, CURB & GUTTER REPLACEMENT PROJECT ORDER TO INSTALL SIDEWALKS #4311

The parcels listed in the attachment have requested the city to install or repair the sidewalk and have the cost assessed against the parcel. They have signed a waiver requesting this work to be assessed.

It is recommended the City Council order the construction or repair of Unit 2 sidewalks by the City's contracted Contractor for parcels where a waiver has been received. The cost and administration fees for the sidewalk work are to be assessed against the benefiting parcels.

Documents:

[2018 Sidewalk, Curb and Gutter Order to Install Memo.docx](#)
[Table 1 - Parcels with Waivers where Sidewalks are to be Constructed or Repaired.pdf](#)

6. APPROVAL OF THE COMBINED WORK ORDERS FOR 2018 FAA PROJECT SNOW REMOVAL BROOM AND SANDER (AIR060, AIR067)

As part of the Airport FAA sponsored capital projects in 2018, the Airport has budgeted for two new pieces of snow removal equipment (SRE). The Broom was budgeted for in 2017 as well, however the Airport elected to reject all bids and carry the project over to 2018. The sander is included in the 2018 budget and the Airport has elected to combine both purchases in 2018 in anticipation that purchasing the equipment together will generate a discount resulting in a lower cost from the supplier. The FAA has approved the Scope of Work for the broom; the scope of work for the sander is in the development stages. This request is for the engineering services associated with the purchase to be made later in the year.

- 1. Recommend approval of the project to the low bid as submitted by M-B Companies, Inc., pending award of FAA grant funds; and**
- 2. Authorize the Mayor to sign the any applicable documentation**

Documents:

[MEMO SRE Broom and Sander Award of Bid v2.docx](#)
[20180619-MOT-SRE-LOR-BidTab - grayscale.pdf](#)
[MB3 Chassis and Broom Summary Sheet 4-17.pdf](#)
[M-B MB1 Heavy Duty 6x6 Chassis Summary Sheet.pdf](#)

7. PARKING LOT IMPROVEMENTS (AIR071)

During the Pre-bid Conference with the rental car companies last year, we discussed the Industry's desire to relocate the rental car return area closer to the Terminal. This was in response to customers' negative feedback of having to make the trek to the terminal from the east end of the Long Term Parking Lot. In addition, we talked about a long-term solution that would provide for the possibility of a Quick Turn Area (QTA) located in close proximity to the Terminal. The consensus among those present was that the West

Upper Lot would be the best location for this endeavor. We agreed that we would take a phased approach to this plan.

1. **Recommend approval of project to improve the Short-Term Parking Lot so that rental car operations can be separated from paid parking stalls; and**
2. **Authorize the Airport Director to publish a Request for Proposal and award the project to the lowest qualified bidder, and complete the project in a cost effective and timely manner;**
3. **pass an ordinance to amend the 2018 annual budget to increase the airport maintenance land-side for the constructing of the relocation of the car rental operations to the west short term parking lot**
4. **Authorize the Mayor to sign the required approvals.**

Documents:

[MEMO Parking Lot Improvements \(AIR071\).docx](#)
[20180607-ParkingLot-AirportReview - grayscale.pdf](#)
[Future QTA Location.png](#)
[Future QTA Location - Greyscale.pdf](#)
[20180703-MOT-ParkingLot-Cost Estimate - grayscale.pdf](#)
[2018 BA - RAC Relocate car rental return construction.docx](#)

8. STRUCTURE AUCTION AUTHORIZATION

New structures identified for auction include 5 homes, 4 garages, and 1 shed. Upon approval of the auction of these properties, they will be listed for auction with homes having a minimum bid price.

It is recommended the City Council grant approval to auction structures acquired for flood mitigation projects.

Documents:

[CityCouncilmemoforauctions.pdf](#)
[Scanauctionstructures.pdf](#)

9. EXTENSION OF EMINENT DOMAIN OUTSIDE COUNSEL CONTRACT

At the commencement of the Involuntary Acquisition Buy Out Program for flood mitigation projects, after issuance of an appropriate RFP the city engaged Swanson & Warcup, Ltd. To serve as special outside counsel for Eminent Domain cases. There is currently only one eminent domain case which was initially commenced in 2017.

It is recommended the City Council approve a one year extension of modified eminent domain contract with Swanson & Warcup, Ltd.

Documents:

[SwansonWarcupextensioncouncilmemo.pdf](#)
[Contract for the Provision of Eminent Domain between City and Swanson and Warcup.PDF](#)

10. CDM SMITH SUPPORT SERVICES ALLOCATION 1 CONTRACT EXTENSION

CDM Smith has been providing technical support services for program delivery for the projects and activities funded by Allocation #1 since the inception of this grant in October, 2012. The total value of this contract which has been modified 11 times since the inception is \$7,421,441. The current extension expired June 30, 2018.

It is recommended the City Council approve a modified one year contract

extension with CDM Smith for project delivery services with Allocation #1.

Documents:

[CDM Smithamendment12councilmemo.pdf](#)

[Minot CDM Smith CDBG Contract 1 Amendment 12_080618.pdf](#)

11. EXPAND SCOPE OF IEDC AGREEMENT FOR FOLLOW THROUGH SUPPORT

One of the key action item recommendations in the IEDC strategies report to the City is to consider pursuit of creating economic development tools which reflect best practices elsewhere in the US to advance a proactive approach to sustainable growth while creating opportunities for necessary resources beyond the city government.

It is recommended the City Council approve expanding the scope of IEDC agreement to provide complete analysis of incentives adding \$30,000 from NDR funds for the additional work and authorizing the Mayor to execute the extension.

Documents:

[ExpandIEDCscope12councilmemo.docx](#)

12. CITY COUNCIL CREATE AN ECONOMIC DEVELOPMENT TASK FORCE

The Technical Assistance Report authored by the International Economic Development Council presents an Economic Recovery and Resiliency Strategy containing a series of suggested Action Items to be able to launch a comprehensive, proactive, coordinated and sustainable economic development strategy citywide with priority focus on the downtown. The core recommendation is that the city government undertake a leading, proactive role in formulating and launching such a coordinated strategy.

It is recommended the City Council approve establishing an organizational structure to lead coordinated efforts to assess IEDC Action Step recommendations and undertake those recommendations with Council approval deemed necessary for a coordinated, overall economic development strategy.

Documents:

[EDTaskForceCouncilMemo.pdf](#)

13. AIRPORT ACTIVITIES, REPORTS, AND PROJECT UPDATES

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

Documents:

[Airport Committee Presentation 073118.pdf](#)