

COMMITTEE OF THE WHOLE

January 3, 2018

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Members Present:

Barney (Mayor), Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky

Members Absent:

None

To the Honorable Mayor and All Aldermen:

Following are the recommendations of the **Committee of the Whole** meeting called to order at 4:17 p.m. on January 3, 2018:

1. **The City Council approve the relocation of the single family residence, from 1111 5th Ave SW, Minot ND, 58701 also known as Kittlesons S/D Port N ½ SW Sec 23-155-83 West 60 Lot 3, to 5337 Zaharia Drive, Minot, ND 58701, also known as Kopper Sunrise 2nd Addition Lot 11 Block 1 S4-154-82 Sundre-S10, subject to the following conditions:**
 1. **A ten-thousand dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work.**
 2. **An approved approach permit assigned to 5337 Zaharia Drive issued by Sundre Township.**
 3. **Application and approval of building permits for all proposed construction.**
 4. **An approved foundation design in compliance with City of Minot building codes.**
 5. **If required: plumbing, electrical and HVAC systems must be brought into compliance with current code requirements of the City of Minot.**
 6. **All work at the new location must be in compliance with City of Minot building codes and zoning ordinances.**
 7. **The exterior of the structure must be one consistent color arrangement of colors after relocation.**
 8. **Applicant must obtain all necessary permits, and coordinate all relocation activities with public utilities and traffic authorities.**
 9. **The property must be provided with proper site drainage, and must be landscaped in a manner similar to surrounding properties.**

The above motion by Alderman Sipma, seconded by Alderman Olson, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

2. **The City Council approve the proposed change to the North and West city transit routes so that the North Route uses 11th Ave NW on its return route to the City Auditorium instead of University Avenue and the West Route continue north on 16th St. NW to University Avenue instead of turning east on 7th Ave NW.**

The above motion by Alderman Sipma, seconded by Alderman Olson, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

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- 3. The City Council approve the final payments in the amounts of \$7,198.27 to be paid to Fusion Automation and \$150,430.00 to be paid to Strata Corporation for the South Hill Storm Sewer Improvements. (4135)**

The above motion by Alderman Sipma, seconded by Alderman Olson, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

- 4. The City Council approve the Cost Participation and Maintenance Agreement Amendment with the NDDOT for the US 83 Bypass 4 Lane Project and authorize the Mayor to sign the agreement. (4040)**

The above motion by Alderman Sipma, seconded by Alderman Olson, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

- 5. The City Council approve the final payment of \$344,384.74 be paid to Keller Paving and Landscaping for 36th Ave NW Extension to Broadway. (4071)**

The above motion by Alderman Sipma, seconded by Alderman Olson, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

- 6. The City Council approve the final payment of \$81,334.10 be paid to JMAC Resources for 2017 Sidewalk Curb, and Gutter Maintenance. (4245)**

The above motion by Alderman Sipma, seconded by Alderman Olson, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

- 7. The City Council authorize the Recreation/Auditorium Director to publish RFQ's for Electrical Engineering Qualifications to replace the remaining (543) light fixtures throughout the Auditorium Complex.**

The above motion by Alderman Sipma, seconded by Alderman Olson, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

- 8. The City Council award the bid to C&C Plumbing & Heating, L.L.P in the amount of \$71,361.00 to replace the air conditioning unit at Minot Public Library, pass an ordinance amending the 2017 annual budget, and authorize the Mayor to sign the agreement.**

The above motion by Alderman Sipma, seconded by Alderman Olson, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

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9. The City Council authorize the Mayor to sign the Mouse River Firefighters Association Mutual Aid Agreement.

The above motion by Alderman Sipma, seconded by Alderman Olson, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

10. The City Council approve the request from Mi Casa Su Casa, LLC, dba Mi Casa Su Casa for a Supper Club License operating at 315 South Main Street Suite 200 subject to approval by the Police Chief, Fire Marshall, and Building Official.

The above motion by Alderman Sipma, seconded by Alderman Olson, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

11. The City Council approve the proposed increase in rates for advertising on Minot City Transit vehicles.

The above motion by Alderman Wolsky, seconded by Alderman Straight.

Alderman Wolsky said, this is an example of another significant rate increase. He asked staff if they have contacted the current advertisers to make them aware of it. Brian Horinka, the Transit Superintendent, stated, he has not personally contacted them but one of the advertiser had chosen not to renew their contract regardless of the rate, another will not be renewed so there is only one, J.L. Beers that needs to be notified. He explained that he calculated the new rates as compared to other similar cities and based them on the amount of exposure for the advertiser. Since the change in the bus routes, there has been a 50% increase in visibility and he decided to increase the rate by only 30% which he believes is fair.

Upon further questioning, Mr. Horinka said there are currently four advertisers who have been waiting for space to be available. They are interested in advertising at the new rate.

Whereupon a vote was taken on the above motion by Alderman Wolsky, seconded by Alderman Straight and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

12. The City Council approve the final payment in the amount of \$575,576.69 to be paid to Wagner Construction Company for the Water Plant HMGP Project. (3673)

The above motion by Alderman Sipma, seconded by Alderman Wolsky.

Alderman Wolsky commented on the change order and how it added operating equipment to the north side identical to the south side. He said it seems logical that all of the wall openings should be interchangeable and asked if the product could be single sourced going forward.

The Public Works Director agreed and said, when the engineers designed these, they standardized the distance between the uprights of each of the closures to provide consistency. It would be beneficial to use

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one supplier but cannot say with certainty they can be single sourced when they don't have an open contract. They would need to identify reasons for going single source such as compatibility. He added, if it is an open contract, we may be able to use change orders but would have to find out if the state would allow single source.

Whereupon a vote was taken on the above motion by Alderman Sipma, seconded by Alderman Wolsky and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

13. The City Council authorize staff to purchase police patrol vehicles on the State Bid contract as authorized by City Ordinance Sec. 2-134(d); and pass an ordinance amending the 2018 annual budget to increase Equipment capital expenditures. (PD0143)

The above motion by Alderman Wolsky, seconded by Alderman Straight.

Alderman Wolsky called attention to the item to find out if bids for vehicles are done locally. The Police Chief explained, the Department has been using the state bid for the past four or five years. Several years ago, the local bid was higher than the budgeted amount for vehicles and the bidder was able to lower the price to accommodate the budget. Since that time the state bids have been lower. He also mentioned that local companies have the opportunity to submit bids to the state to be considered.

Whereupon a vote was taken on the above motion by Alderman Wolsky seconded by Alderman Straight and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

14. The City Council authorize the Recreation/Auditorium Director to publish RFQ's for Architect Qualifications to replace the Auditorium Main Arena Multi-Purpose floor.

The above motion by Alderman Sipma, seconded by Alderman Wolsky.

Alderman Wolsky mentioned, there is a roller derby team in need of practice space. The current floor at the Auditorium does not meet their needs but replacing the floor may be an opportunity to consider a new use for the Auditorium. The Recreation/Auditorium Director said he will take the idea into consideration.

Alderman Podrygula said there is value in coordination between the Park Board, Schools and other organizations for a synchronization of activities. He emphasized the possibility of partnership opportunities.

Whereupon a vote was taken on the above motion by Alderman Sipma seconded by Alderman Wolsky and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

15. The City Council award the bid to Main Electric in the amount of \$18,695 for an Eaton 9355-30 UPS.

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The above motion by Alderman Olson, seconded by Alderman Sipma and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

16. The City Council pass an ordinance to amend the 2017 annual budget to increase the recreation and auditorium professional service contracts revenue and expenditures and decrease the recreation and auditorium capital equipment revenue and expenditures for the purchase of RecTrac Facility Management /Recreation League & Tournament Software.

The above motion by Alderman Sipma, seconded by Alderman Straight.

Upon questioning by the Mayor, the Recreation/Auditorium Director explained, the money for the RecTrac software and training was put in the wrong place in the 2017 budget. This amendment corrects that mistake and puts the expenditure under the right account. The software is an online registration and facility management system that allows citizens to use a website to do things like rent space at the Auditorium and register for classes.

The IT Manager said, this is a virtual environment and is not a cloud based subscription service.

Alderman Wolsky asked if there was any coordination with the Park District since he believes they also implemented a similar service at MAYSA Arena. The Recreation/Auditorium Director said, he approached the Park District when the idea originated but because they are separate entities, would have to be set up as separate customers for the service. He said that if they have implemented new software, he is not aware of it.

The Committee briefly discussed consolidating services with the Park Board in order to run more efficiently and eliminate redundancies. The Mayor stated, conversations began with the Park District several years ago but because of the changes in staff and new form of government, the idea was pushed aside. He has relayed the information to Alderman Sipma to pursue the idea down the road.

Whereupon a vote was taken on the above motion by Alderman Sipma, seconded by Alderman Straight and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

17. The City Council authorize the retirement of Police K-9 Piko, from active service and transfer ownership responsibility to Titus Clouse for the sum of \$1 pursuant to the attached sale and waiver of liability agreement, and authorize the Mayor to sign the agreement with Titus Clouse.

The above motion by Alderman Sipma, seconded by Alderman Straight.

Upon questioning by Alderman Wolsky, the Police Chief said, Police K-9's average eight years of service. Piko, was purchased for \$8,000-\$10,000 using a grant from Trinity and asset forfeiture dollars were used to fund training for the Police Officer. Chief Olson said, he anticipates about \$30,000 in asset forfeiture funds would be available to purchase another dog and train a new officer. He explained that

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Police K-9's generate a good amount of asset forfeiture dollars because a positive sniff gives Police the opportunity to locate drugs. They require intensive training and contain a certain amount of liability. He believes two dogs is a sufficient number for the Department.

Upon further questioning Chief Olson said, he has begun the process to replace the retired K-9 by reaching out to the kennel where the previous dog was obtained. He said it would probably be toward the end of summer however, before a replacement would be lined up.

Alderman Sipma commented on what a tremendous asset the Police K-9 is and said he was able to observe Piko during a visit with the Department.

Whereupon a vote was taken on the above motion by Alderman Sipma, seconded by Alderman Straight and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

18. The City Council award the bid to Dell EMC in the amount of \$221,269.11 for a Dell VxRail 4.0 E560F virtual environment, pass an ordinance amending the 2018 annual budget, and approve the use of Sales Tax- Major Projects for the purchase.

The above motion by Alderman Wolsky, seconded by Alderman Straight.

The IT Manager responded to questioning by saying the virtual server has a five year lifespan and holds a warranty for five years. The Finance Director further clarified by saying, when the item was bid, several of the suppliers priced a three year warranty. He also said, between the time of preparing the cost estimate for the budget and advertising for bids, a new model came on the market. There was a change in the specifications and staff is recommending the newer model with the five year warranty. It will be budgeted over the five year lifespan.

Alderman Straight commented on the eventual move of City Hall and the portability of this type of equipment. He said, the Council needs to begin thinking about how the dollars for that process will be spent. The IT Manager said this particular equipment is fairly small and moveable.

Whereupon a vote was taken on the above motion by Alderman Wolsky, seconded by Alderman Straight and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

19. The City Council adopt the Resolution authorizing the application for CWSRF and DWSRF Financing and authorize the Mayor and/or the Finance Director to sign the documents.

The above motion by Alderman Olson, seconded by Alderman Straight.

The Finance Director clarified, there were two attachments included in the recommendation, both of which are revolving loan fund applications. One is for drinking water and one is for clean water, both of which relates to the utility relocations located in Phase 1. Because of the different products, there have

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been discussions with the State regarding the separation of the two different applications. He said they expect about \$16.5 million between the two programs and there are really attractive rates making it very advantageous to pursue.

Alderman Wolsky asked if this will cover the local share of Phase 1 of flood protection, to which Mr. Lakefield stated, it will be a substantial portion of the \$23 million cost estimate. This option will save the city 1%-2% of the total cost because of the rates.

Alderman Podrygula recognized the Finance Director for seeking opportunities to save the City money and emphasized the importance of identifying when a job is done well.

Whereupon a vote was taken on the above motion by Alderman Olson, seconded by Alderman Straight and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Podrygula, Sipma, Straight, Wolsky. nays: none.

There being no further business, the meeting was adjourned at 5:00 pm.

Respectfully Submitted,
Kelly Matalka,
City Clerk