

## **PUBLIC WORKS AND SAFETY COMMITTEE**

March 29, 2017

Page 1

### Members Present:

Berg, Jantzer, Kossan, Podrygula, Shomento, Straight, Schuler

### Members Absent:

None

### Others Present:

City Clerk, City Manager, City Attorney, HR Director, Airport Operations Manager, City Assessor, City Comptroller, City Treasurer, City Engineer, Assistant City Engineer, Traffic Engineer, Planning Director, Fire Chief, Police Chief, Assistant Public Works Director, Public Information Officer, Auditorium/Recreation Director, Alderman Hedberg, Alderman Olson, Alderman Sipma, Alderman Withus, Josh Wolsky, Jill Schramm

To the Honorable Mayor and All Aldermen:

Following are the recommendations of the **Public Works and Safety Committee** meeting called to order at 4:15 p.m. on March 29, 2017:

#### **1. The City Council approve the Para-Transit Policy.**

\* \* \* \* \*

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

#### **2. The City Council approve the proposed Five Year Transit Plan.**

\* \* \* \* \*

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

#### **3. The City Council authorize acceptance of the Hazardous Materials Water Emergency State Grant and further authorize the Mayor to sign the agreement.**

\* \* \* \* \*

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

#### **4. The City Council approve the Auto Aid Agreement between the City of Minot Fire Department and the Minot Rural Fire Department and authorize the Mayor to sign the agreement.**

\* \* \* \* \*

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

## **PUBLIC WORKS AND SAFETY COMMITTEE**

March 29, 2017

Page 2

**5. The City Council pass an ordinance amending the 2017 annual budget to increase expenditures and revenues in the fire control operation supplies budget in the general fund for the purchase of extraction tools.**

\* \* \* \* \*

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

**6. The City Council place and pass the following ordinances on second reading:**

- a. Ordinance No. 5173 - Amending the 2017 Annual Budget – Interactive TV Network Stations 2 & 3 (FD0061)**
- b. Ordinance No. 5174 - Amending the 2017 Annual Budget - Automated Trash Collection Technology System (4249.1)**
- c. Ordinance No. 5175 - Amending the 2017 Annual Budget – Replacement Patrol Car #7 (ACDT17)**
- d. Ordinance No. 5176 - Amending the 2017 Annual Budget – Fire Extinguishing Training Simulator (FD0062)**
- e. Ordinance No. 5177 - Amending the 2016 Annual Budget – Over Budget Line Items #2**
- f. Ordinance No. 5178 - Amending the 2017 Annual Budget – Street Dept. Skid Steer Trade In – Capital**
- g. Ordinance No. 5179 - Amending the 2016 Annual Budget- Narcotics Task Force Grant**

\* \* \* \* \*

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

**7. The City Council ratify the acceptance of a donated 2009 Chevrolet 2500 Silverado pickup to the Fire Department.**

\* \* \* \* \*

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

**8. The City Council authorize the Mayor to sign the Mutual Aid Agreement between the City of Grand Forks Fire Department and the Minot Fire Department.**

\* \* \* \* \*

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

**9. The City Council award the bid to Swanston Equipment for the Bobcat track skid steer with the mower and soil conditioner in the amount of \$61,775. (4271)**

\* \* \* \* \*

## **PUBLIC WORKS AND SAFETY COMMITTEE**

March 29, 2017

Page 3

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

**10. The City Council approve the encroachment permit for the small cell communication facility ND01 MINOT DAKOTA SQ MALL SC1 1, on the west side of 16th St SW, approximately 250 feet south of the 22nd Ave / 16th St SW intersection with the following conditions:**

- 1. The City Council approves the encroachment listed above.**
- 2. The permit holder agrees the costs of maintenance and replacement be his responsibility.**
- 3. The City Attorney prepares the encroachment permit agreement, including language to protect the City from liability.**
- 4. The City Council retains the right to revoke the encroachment permit if it becomes necessary for any reasons.**
- 5. The permit holder pays a \$100 permit fee.**
- 6. The permit holder pays a \$1500 annual fee.**
- 7. The acquisition of electrical power and electrical service charges shall be the sole responsibility of the permit holder.**
- 8. The permit holder shall obtain and comply with insurance coverage requirements.**
- 9. No person may construct, install or modify a wireless communication facility within the public right-of-way without having first obtained a permit from the City Engineer.**

\* \* \* \* \*

The above motion by Alderman Jantzer, seconded by Alderman Shomento.

Alderman Jantzer requested an explanation from staff regarding the difference between this request and a similar request previously submitted by another carrier. He wanted to ensure both companies are treated equally.

The City Traffic Engineer stated, the previous carrier wanted to put up a type of pole which required approval by Planning Commission. This carrier wants to place their equipment on existing poles that are in the right of way and require an encroachment. He added, he would like assistance from the City Attorney to include language that would assure the City is not held liable to replacing the pole in the event it is hit.

Alderman Jantzer amended his motion to include language stating the City would not be held liable in the agreement as a condition to approval. Alderman Podrygula amended his second.

Upon questioning by Alderman Shomento, the City Traffic Engineer stated, the company will replace the existing light standards with a larger base to hold the extra equipment and the total height will be 35 feet.

Whereupon a vote was taken on the above motion by Alderman Jantzer, seconded by Alderman Podrygula, as amended, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

## **PUBLIC WORKS AND SAFETY COMMITTEE**

March 29, 2017

Page 4

**11. The City Council approve the encroachment permit for the small cell communication facility ND01 MINOT DAKOTA SQ MALL SC1 2, on the north side of 31st Ave, approximately 650 feet east of 16th St SW with the following conditions:**

- 1. The City Council approves the encroachment listed above.**
- 2. The permit holder agrees the costs of maintenance and replacement be his responsibility.**
- 3. The City Attorney prepares the encroachment permit agreement, including language to protect the City from liability.**
- 4. The City Council retains the right to revoke the encroachment permit if it becomes necessary for any reasons.**
- 5. The permit holder pays a \$100 permit fee.**
- 6. The permit holder pays a \$1500 annual fee.**
- 7. The acquisition of electrical power and electrical service charges shall be the sole responsibility of the permit holder.**
- 8. The permit holder shall obtain and comply with insurance coverage requirements.**
- 9. No person may construct, install or modify a wireless communication facility within the public right-of-way without having first obtained a permit from the City Engineer.**

\* \* \* \* \*

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, as amended, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

**12. The City Council approve the encroachment permit for the small cell communication facility ND01 MINOT DAKOTA SQ MALL SC1 3, on the southeast side of the 24th Ave / 10th St SW intersection with the following conditions:**

- 1. The City Council approves the encroachment listed above.**
- 2. The permit holder agrees the costs of maintenance and replacement be his responsibility.**
- 3. The City Attorney prepares the encroachment permit agreement, including language to protect the City from liability.**
- 4. The City Council retains the right to revoke the encroachment permit if it becomes necessary for any reasons.**
- 5. The permit holder pays a \$100 permit fee.**
- 6. The permit holder pays a \$1500 annual fee.**
- 7. The permit holder assumes all costs associated to provide a street light at the intersection.**
- 8. The acquisition of electrical power and electrical service charges shall be the sole responsibility of the permit holder.**
- 9. The permit holder shall obtain and comply with insurance coverage requirements.**
- 10. No person may construct, install or modify a wireless communication facility within the public right-of-way without having first obtained a permit from the City Engineer.**

\* \* \* \* \*

## **PUBLIC WORKS AND SAFETY COMMITTEE**

March 29, 2017

Page 5

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, as amended, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

**13. The City Council approve the encroachment permit for the small cell communication facility ND01 MINOT DAKOTA SQ MALL SC1 4, on the southwest corner of the 28th Ave / 10th St SW intersection with the following conditions:**

- 1. The City Council approves the encroachment listed above.**
- 2. The permit holder agrees the costs of maintenance and replacement be his responsibility.**
- 3. The City Attorney prepares the encroachment permit agreement, including language to protect the City from liability.**
- 4. The City Council retains the right to revoke the encroachment permit if it becomes necessary for any reasons.**
- 5. The permit holder pays a \$100 permit fee.**
- 6. The permit holder pays a \$1500 annual fee.**
- 7. The permit holder assumes all costs associated to provide a street light at the intersection.**
- 8. The acquisition of electrical power and electrical service charges shall be the sole responsibility of the permit holder.**
- 9. The permit holder shall obtain and comply with insurance coverage requirements.**
- 10. No person may construct, install or modify a wireless communication facility within the public right-of-way without having first obtained a permit from the City Engineer.**

\* \* \* \* \*

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, as amended, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

**14. The City Council approve the encroachment permit for the small cell communication facility ND01 MINOT DAKOTA SQ MALL SC1 5, on the north side of the 31st Ave / 12th St SW intersection with the following conditions:**

- 1. The City Council approves the encroachment listed above.**
- 2. The permit holder agrees the costs of maintenance and replacement be his responsibility.**
- 3. The City Attorney prepares the encroachment permit agreement, including language to protect the City from liability.**
- 4. The City Council retains the right to revoke the encroachment permit if it becomes necessary for any reasons.**
- 5. The permit holder pays a \$100 permit fee.**
- 6. The permit holder pays a \$1500 annual fee.**
- 7. The acquisition of electrical power and electrical service charges shall be the sole responsibility of the permit holder.**
- 8. The permit holder shall obtain and comply with insurance coverage requirements.**

## **PUBLIC WORKS AND SAFETY COMMITTEE**

March 29, 2017

Page 6

- 9. No person may construct, install or modify a wireless communication facility within the public right-of-way without having first obtained a permit from the City Engineer.**

\* \* \* \* \*

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, as amended, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

- 15. The City Council approve the encroachment permit for the small cell communication facility ND01 MINOT DAKOTA SQ MALL SC1 6, on the east side of 16TH St SW, approximately 30 feet north of 26th Ave SW with the following conditions:**

- 1. The City Council approves the encroachment listed above.**
- 2. The permit holder agrees the costs of maintenance and replacement be his responsibility.**
- 3. The City Attorney prepares the encroachment permit agreement, including language to protect the City from liability.**
- 4. The City Council retains the right to revoke the encroachment permit if it becomes necessary for any reasons.**
- 5. The permit holder pays a \$100 permit fee.**
- 6. The permit holder pays a \$1500 annual fee.**
- 7. The acquisition of electrical power and electrical service charges shall be the sole responsibility of the permit holder.**
- 8. The permit holder shall obtain and comply with insurance coverage requirements.**
- 9. No person may construct, install or modify a wireless communication facility within the public right-of-way without having first obtained a permit from the City Engineer.**

\* \* \* \* \*

The above motion by Alderman Jantzer, seconded by Alderman Podrygula, as amended, and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: none.

- 16. The City Council approve the Cost Participation and Maintenance Agreement for Burdick Expressway Reconstruction, and authorize the Mayor to sign the agreement. Also, to approve the resolution required to issue revenue bonds and general obligation bonds for this project. (4179)**

\* \* \* \* \*

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

Upon questioning by Alderman Straight, the City Engineer stated, the NDDOT currently has the project out for bid until April 21<sup>st</sup> so next month, staff will request the City Council concur with their bid award. All of the right of way has been acquired and the plan is to widen the road and soften some of the curb at the oxbow. Some of the channel will be filled in near Burdick but the City is in the process of acquiring property on the other side to shift the channel and maintain the same volume. He added there are no concerns regarding erosion as the banks will be stabilized and the Corps of Engineers requires tree

## **PUBLIC WORKS AND SAFETY COMMITTEE**

March 29, 2017

Page 7

replacement. He said drainage will remain the same but the outlets will be reconfigured to channel the water more efficiently so there will not be any issues for the neighborhood. The water levels will be controlled by a pump station and will be controlled by the City.

Alderman Straight asked about access to the river for a skating trail that was created this past winter. The City Engineer assured the slope would be softened a little and actually improve access. Upon a suggestion by Alderman Schuler, the City Engineer said he can work with Alderman Straight to discuss options to make the area more recreationally accessible and can implement requirements into the bid package.

When questioned about the traffic signal at 13<sup>th</sup> St, Mr. Meyer stated, the original intent for the intersection was to install an overhead rectangular rapid flashing beacon but there are patent issue for that design. The current plan is to place an actuated beacon and if the issues are resolved it can be swapped out with the preferred signal housing in the future. He then described some of the detours that will be set up during the construction season. He said, there are interim completion dates so when the State Fair Parade takes place the provisions will be set up appropriately.

The City Engineer said, after the bid is awarded the contract period usually takes about a month, which would put contractors on site around the end of May and the project will continue through the end of October.

Alderman Podrygula expressed his concerns over the beacon at the intersection. Mr. Meyer responded by saying, there shouldn't be much of a conflict with heavy traffic. The traffic was calculated based on the schedule submitted by the Park District and the device should be programmable to restrict the length of time it takes for crossing.

Whereupon a vote was taken on the above motion by Alderman Straight, seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento. nays: Straight.

### **17. The City Council concur with the bid submitted by Gladen Construction, Inc. in the amount of \$13,541,620.04 for the US 83 Bypass 4 Lane Project. (4040)**

\* \* \* \* \*

The above motion by Alderman Shomento, seconded by Alderman Podrygula.

Upon questioning by Alderman Shomento, the City Engineer stated, this will be a two year project and will start sometime in May. He continued by saying 19<sup>th</sup> Ave will stay as it is for now but in the future a left turn lane might be added similar to what is being installed at 21<sup>st</sup> Ave.

Mr. Meyer explained, during construction, the Bypass will function just as it does today and the improvements will take place to the west. The only instance where traffic patterns will change is while the intersection work occurs in which case a detour will be set up.

Alderman Kossan asked about the Terracita Vallejo and Jack Hoeven areas to which Mr. Meyer replied

## **PUBLIC WORKS AND SAFETY COMMITTEE**

March 29, 2017

Page 8

by saying, the entrance will slide to the north, new embankments will be built, and it will make a 90 degree intersection which will tie into the existing entrance. He said the road will eventually work into the Flood Control Improvements project.

Whereupon a vote was taken on the above motion by Alderman Shomento, seconded by Alderman Podrygula and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: None.

### **18. The City Council award the bid for 2017 water main replacement to Post Construction, Inc. in the amount of \$691,305.65. (4251)**

\* \* \* \* \*

The above motion by Alderman Podrygula, seconded by Alderman Jantzer.

Alderman Podrygula asked for the dollar amount allocated annually to water main replacement and how the recommended interval of replacement compares to what the City actually needs. He also inquired how much outdated pipe is throughout the city and if there is a replacement schedule.

The Assistant Public Works Director stated, there are hundreds of thousands of feet of old cast iron pipe that should eventually be replaced, however, the City focuses on areas that experience frequent water breaks. It is not an immediate concern so there is not a schedule but the resources are spread out over the City as needed. Alderman Podrygula said he understands it is not information that is available right now but would like a memo during the budget considerations explaining the needs of the City to give an idea of what projects may be expected and how much they may cost.

Whereupon a vote was taken on the above motion by Alderman Podrygula, seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Berg, Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight. nays: None.

### **19. Internal/External Snow Plan Review**

\* \* \* \* \*

The Assistant Public Works Director described the memo that was provided to the Committee regarding the review of the snow management plan. He said, internally, there weren't any major changes besides adding a few roads to the emergency route. The information gathered from similar cities throughout the region concluded, the only way to remove snow faster would be to acquire more equipment and personnel. The department will look at leasing better, newer equipment in the future to cut down on maintenance time.

He stated, the collection of data revealed that few communities use snow gates which would speed up operations but would be a disservice to the neighborhoods by filling driveways with snow. The city of Missoula contacted Minot staff and said they impressed by the Minot snow plan and were adopting it as their own. The city of Denver was referenced by citizens several times as being an example to follow, but when contacted, their staff said they do not plow residential streets unless there is a forecast of one foot or

## **PUBLIC WORKS AND SAFETY COMMITTEE**

March 29, 2017

Page 9

more. Mr. Sorenson said, the department makes every effort to be as efficient as possible but the amount of snow combined with the wind works against progress.

Alderman Schuler pointed out an opportunity to possibly add more loaders to the fleet of equipment since they can be used year round. Mr. Sorenson said they are thinking of leasing more in the future.

Upon questioning about the Razor Tracking system, the Assistant Public Works Director stated, the system has limitations and he is currently searching for a better alternative but has not found one yet. He understands people want the details of where the blades have been and where they are going so maybe next year maps could be incorporated to the website.

Alderman Straight also asked about the mountain of snow that was produced after it was hauled from city streets and expressed concerns it may not melt before the recreation department needs the fields. Mr. Sorenson said, it is being monitored and if it is not melting quickly enough, will be spread out to speed up the process and then a crew will clean up the garbage left behind.

Alderman Kossan asked about the statistics provided by Sioux Falls. Mr. Sorenson responded by saying Mr. Jonasson spoke with them but he believes they have 70 blades, 40 of which are leased and are required to be brand new. He added, they have \$17M street department budget and an additional \$7M budget for snow removal. On top of that, they assess \$30 per front foot of lot frontage which generates another \$5.2M.

Alderman Podrygula complimented staff for providing the report and said he appreciates the data. He said he would like to see a better tracking system for example, one similar to that used by New York, which he found online. He also would like to see more equipment and utilize more personnel to keep staff from getting burnt out. He would like to see a follow up on enforcement regarding cars parking on the streets and believes the City should declare emergencies sooner to enforce the no parking policy.

Alderman Shomento would like to see a chart comparing how much time would be saved by adding additional equipment and what the cost would be. He said he would like the length of time to clear roads decreased from 96 hours to something more desirable.

Alderman Berg asked who clears the residential roads in Missoula if the city is not responsible, to which Mr. Sorenson replied by saying, no one does. The residents drive over the snow which creates large trenches throughout the areas.

The Committee was glad to see a comparative tool and have the conversations about the City's snow management plan. The discussions ruled out a lot of the ideas and concerns from citizens and the information can be used when developing the 2018 budget.

### **20. Update on Flow Rates from Lake Darling, Anticipated Flow Rates through town, and Forecasts**

\*\*\*\*\*

## **PUBLIC WORKS AND SAFETY COMMITTEE**

March 29, 2017

Page 10

The Assistant Public Works Director stated, they are currently releasing about 1200cfs from Lake Darling and picking up about another 1000cfs from other sources like Des Lacs River and various coulees. They are not planning on increasing releases from Lake Darling according to the information through the end of March. There may be an increase up to 2000cfs by the end of next week. He stated the system can handle about 5000cfs before we consider filling in low spots.

He added Rafferty is not releasing anything right now and Alameda is pre-releasing to get ready for their spring runoff.

Alderman Podrygula requested an update be provided on the City website which is understandable to the average citizen. He suggested a color coded system and corresponding emergency procedures to follow. Alderman Straight stated, the website: [www.mouseriverplan.com](http://www.mouseriverplan.com) provides the current conditions.

Alderman Schuler suggested staff provide flood preparedness training in the future that would improve our community rating system and provide deeper discounts for residents.

There being no further business, the Public Works and Safety Committee meeting was adjourned at 5:12 pm.

Respectfully Submitted,  
Kelly Matalka,  
City Clerk