

**PUBLIC WORKS AND SAFETY COMMITTEE**

Wednesday, January 4, 2017 – 4:15 p.m.

City Council Chambers

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2. [Award of Bid- Automated Trash Containers \(4249\)](#)
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MEMO TO: Public Works and Safety Committee  
FROM: City Clerk's Office  
RE: Agenda for Wednesday, January 4, 2017 4:15 p.m.

### **1. Award of Bid- Cutting Edges (4231)**

Bids were opened in September for road grader cutting edges for the Street Department for the 2016-2017 winter snow removal season. The bid was awarded to Vaulk Manufacturing and since then a load of cutting edges has been received. Over the past couple weeks, there have been a lot of problems with these cutting edges breaking prematurely without much assistance for replacement from the vendor. In the past, the City has successfully used similar cutting edges from a local vendor, RDO Equipment, and would like to go back to purchasing cutting edges from them. During the bid, RDO was the second lowest bidder at \$0.50 more per cutting edge or \$225 per truckload. The department feels the additional \$0.50 is more than justified in having local support for this product.

**Fiscal Impact:** There are funds available in the cutting edges and brooms account in the Street Department budget.

It is recommended the Committee and Council rescind the bid awarded to Vaulk Manufacturing Company and instead award to RDO Equipment for road grader cutting edges.

### **2. Award of Bid- Automated Trash Containers (4249)**

The City of Minot recently requested proposals for qualified vendors to provide the City with 12,500 automated trash-collection containers. The project will have two phases, the first of which will consist of an experienced vendor assisting the City with collecting survey information from the residents to select a container size. We plan to utilize mail services, the City website, social media, and radio advertising to help get an accurate assessment of how many of each sized container we will need to order. After the containers are ordered and manufactured, the vendor will bring crews to Minot to assemble and deliver the appropriate container to each residence receiving sanitation service. Upon completion, the vendor will provide to the City a complete list of addresses cross referenced with gps location and serial number for each container.

Proposals were received from six vendors who provide this type of product and service. The proposals were evaluated based on container construction, experience with assembly/delivery, survey approach, pricing, wind stability, and vendor qualifications. After rating the proposals, Schaefer Systems International was determined to be the best proposal. The department feels they are qualified to perform the required services for this project at the lowest cost and recommend they be selected to supply the City with trash containers.

**Fiscal Impact:** Funding for the containers was budgeted in the Sanitation Department for 2017. The actual costs won't be known until the survey is complete and staff knows how many of each size container are needed to order. Based on estimates from other communities who utilize multiple sized containers, the total for all of the containers should be around \$570,000 or about \$123,000 per year for five years.

It is recommended the Committee and Council approve the recommendation of Schaefer Systems and authorize Public Works to negotiate the purchase contracts and also authorize the Mayor to sign the contracts on the City's behalf once they are completed.

### **3. US Highway 83 Bypass 4-Lane Cost Participation and Maintenance Agreement (4040) & 21<sup>st</sup> Ave NW Extension to 30<sup>th</sup> St (3849)**

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In 2017, the NDDOT is widening the US 83 Bypass to 4 lanes from US 2/52 intersection to the 4th Ave NW interchange. Also, in partnership with the City, the NDDOT will be constructing the extension of 21st Ave NW across the Bypass to 30th St NW. The City Council adopted a memorandum of understanding with the NDDOT relating to these two projects and the Broadway Bridge construction.

Attached is the [Cost Participation and Maintenance agreement \(CPM\)](#) for these projects. The CPM agreement describes responsibilities of each agency and the estimated cost share for the projects.

**Fiscal Impact:** For the US 83 Bypass, the City's cost share is solely in regards to the flood control improvements needed for this project. Bridges have to be extended for conveyance and the City cost share is \$1,906,910 for construction plus 10% construction cost for engineering (\$2,097,601 total). This portion of the project is paid for with Flood Control Sales Tax and State Water Commission funding (35%/65% respectively).

For the 21st Ave NW improvements, the City's cost share is for improvements outside of the NDDOT right of way. These costs are estimated at \$1,005,801 construction cost plus 10% construction cost for engineering (\$1,106,381 total). This portion of the project is paid for with general obligation bonds.

The other portions of the CPM agreement are standard NDDOT language provisions the City has accepted on all other CPM agreements.

It is recommended the Committee and Council approve the CPM agreement with the NDDOT for the US Highway Bypass 4-Lane project and the 21<sup>st</sup> Ave Extension to 30<sup>th</sup> St and authorize the Mayor and city staff to sign the agreement.

### **4. Cost Participation and Maintenance Agreement- US 2 Interchange High Mast Lighting Project (4256)**

The NDDOT will bid a project to repair or replace high mast poles along the Highway 2 corridor between 16th Street SW and the south interchange of Broadway/US 83.

**Fiscal Impact:** A Cost Participation and Maintenance agreement has been drafted for the project. The City will have no cost share for the repair or replacement of the high mast poles along the Highway 2 corridor between 16th Street SW and the south interchange of Broadway/US 83, but the City will maintain the poles and pay the electricity.

It is recommended the Committee and Council approve the [Cost Participation and Maintenance Agreement](#) for repair or replacement of high mast poles along Highway 2 and authorize the Mayor and City Staff to appropriately finalize the agreement.

### **5. Sale of Excess Buses (4255)**

Staff is requesting authorization to proceed with the sale of two (2) excess transit buses. These buses are 2003 StarTrans Ambassadors that are beyond their life expectancy and have been replaced with two (2) Eldorado Heavy Duty Low Floor Transit Buses. The NDDOT Transit Section has approved this sale. City staff is asking Council for authorization to advertise these buses for sale to the public. Once Council has approved the sale, advertisements will be run and the recommendation will be brought to the next Council meeting.

### **6. Transit Asset Management Plan**

Minot City Transit is requesting Council review and adopt the attached [Transit Asset Management \(TAM\) Plan](#). The NDDOT has required all transit agencies governing bodies approve a TAM plan to be eligible to apply for any federal

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grants. Once approved, this plan will be submitted to the North Dakota Department of Transportation Transit Division.

It is recommended the Committee and Council approve the TAM plan from Minot City Transit.

### **7. Bus Advertising Contract with Lutheran Social Services of North Dakota**

The Public Works Department is requesting permission to renew an advertising agreement with Lutheran Social Services of North Dakota to advertise on the sides of one transit bus. The contract will be for the period of April 11, 2017 through April 10, 2018. The income to the City from the advertising will be \$6,000 for the contract period.

The department would also like to pursue other options for advertising on the remaining transit buses and paratransit vans.

It is recommended the Committee and Council approve the advertising agreement with Lutheran Social Services of North Dakota, authorize the Public Works Director to sign any necessary documentation, and authorize the department to pursue other advertising opportunities.

### **8. Bus Advertising Contract with Jessica Aardahl, State Farm Agent**

The Public Works Department is requesting permission to continue an advertising agreement with Jessica Aardahl, State Farm Agent to advertise on the back of four transit buses. The contract will be for the period of January 1, 2017 through December 31, 2017. The income to the City from the advertising will be \$3,600 for the contract period.

It is recommended the Committee and Council approve the advertising agreement with Jessica Aardahl and authorize the Public Works Director to sign any necessary documentation.

### **9. Heidrich Homes 5th Addition Revised Development Agreement**

In 2016, a development agreement was approved by the City Council for Heidrich Homes 5th Addition plat. The agreement was executed by the City, but not by the developer. Since then, the developer's attorney has requested a few minor changes.

Staff has reviewed the proposed changes and found them to be minor in nature and still in line with what Council previously approved.

It is recommended the Committee and Council approve the [revised agreement](#) and authorize the Mayor to sign the agreement.

### **10. Trinity Hospital Review and Inspection Services RFQ (4248)**

Trinity Hospital is constructing a new campus in southwest Minot starting in 2017. The facility will cost around \$275 million to construct. A facility this large will completely overwhelm the City's review and inspection ability aside from any other daily inspections needed for other customers. Thus, a consultant must be engaged to assist the City in providing timely reviews and inspections.

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An agreement with Trinity is being drafted which will use permit and other fees paid by Trinity to pay for these services. The intent of the agreement is to provide Trinity the needed service, but not at the expense of the City. The agreement will come before Council when it is prepared.

Staff is asking Council's permission to solicit requests for qualifications for inspection services for this project. If allowed, a recommendation for a consultant will come back to Council for approval.

It is recommended the Committee and Council authorize staff to solicit requests for qualifications for review and inspection services for the new Trinity Hospital.

### **11. US Geological Survey Monitoring Contract**

Attached is a copy of the [contract](#) for river monitoring of the Souris River by the USGS. This contract is for monitoring two sites on the Souris River. One of the sites is upstream of the City of Minot and the second one downstream of the City of Minot.

The City has had this contract with the USGS for a number of years. Due to cost cutting efforts on the federal level some years ago, the USGS began to request in-kind monies to continue the monitoring.

**Fiscal Impact:** Funds are budgeted for this in the 2017 water supply and treatment budget. The total cost is \$35,420 with USGS cooperative matching funds of \$15,160 and the City share of \$20,260.

It is recommended the Committee and Council approve the contract for river monitoring by USGS and authorize the Mayor to sign the contract.

### **12. New Sanitation Trucks Lease Amendment (4238)**

In November, a recommendation of award for six new automated sanitation trucks was brought before Council. Since that time, it was discovered that a feature we would like to have was not part of the standard compactor package. The add-on in question is a set of auxiliary controls for the automated arms that will be very important to have if a trash valet service for disabled people is going to be offered. The cost of the add-on is \$1,800 per vehicle or a total of \$10,800 for all six. This will increase the yearly lease payment by \$2,876 per year.

**Fiscal Impact:** The funds for this purchase have been budgeted in the 2017 Garbage Collection equipment rental account (130-5600-504.04-42) and there is funding to cover the additional expense.

It is recommended the Committee and Council amend the bid from Sanitation Products for the 5-year lease option in the amount of \$387,266.00/year to \$390,142.00/year so the additional equipment can be added to the trucks.

### **13. Landfill Cell 6- Engineering Consultant Selection (4241 & LF0007)**

The City of Minot requested qualification submittals for design and construction engineering services for cell 6 at the Minot Landfill. The project will include design and construction of the new landfill cell, moving the compost to a new working area and coordinating with ND Department of Health.

Solicitations were sent out and five (5) firms responded to the RFQ. A selection committee consisting of the Public Works Director, Assistant Public Works Director, Landfill Superintendent, City Engineer and a Council member was chosen to rank the submittals. The rankings were as follows:

CPS

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Wenck  
KLJ  
Weaver  
MC2

The selection committee evaluated their submittals and interviewed the top three firms. After presentations and interviews, the committee selected CPS. The committee feels they are qualified to perform the required services for this project and recommend they be selected to provide the design and construction engineering services.

**Fiscal Impact:** Funds will come from the Landfill Budget.

It is recommended the Committee and Council approve the recommendation of CPS for engineering services for Landfill Cell 6, authorize the Public Works Director to negotiate the contracts for architectural services for the projects and also authorize the Mayor to sign the contracts on the City's behalf once they are completed.

### 14. Amendment to Engineering- Emergency Well Repairs (4210)

Houston Engineering was hired to complete the emergency well repairs to try to obtain additional well capacity from our well system in the Minot Aquifer.

At the time of the original engineering contract, it was uncertain what would need to be done to obtain additional well capacity on our system.

During the course of the project, there were various issues that had to be adapted to, such as lower than estimated pumping capacity from the new wells, aquifer siltation, and the decomposition of the aquifer due to iron deposits.

Houston worked to provide solutions to obtain additional capacity from existing wells in addition to increasing the pumping capacity of the new wells that were drilled.

Due to this additional work, they incurred additional expenses for correspondence with city staff and the contractor to come up with solutions, preparation of new plan sheets for additional vaults needed as well as additional construction observation for this work.

**Fiscal Impact:** The work resulted in an amendment to Houston Engineering's contract in the amount \$12,660. Funds were previously approved to come from the NAWF fund.

It is recommended the Committee and Council approve the [engineering amendment](#) and authorize the Mayor to sign the amendment on behalf of the City.

### 15. Modifications to the Mouse River Enhanced Flood Protection Plan (MREFPP)

During the process of completing the application for the National Disaster Resilience (NDR) funds, the City introduced and discussed at the public meetings the buyout sites known by staff as buyout sites 1, 2, and 4.

Buyout Site 1 encompasses the site to the east of the Minot water treatment plant and west from Maple Street to include the Moose Lodge and the surrounding businesses.

Buyout Site 2 starts east of 27<sup>th</sup> Street SW and North of 14<sup>th</sup> Avenue SW but does not include Capital RV, known as the Leite-Brekke subdivision.

Buyout Sites 1 and 2 will eliminate levee construction. The sites will be used for flood storage and eco restoration projects. The Corps of Engineers has acknowledged this may be a better alternate than that proposed during the initial design of the MREFPP.

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In addition, to support the decision to make sites 1 and 2 buyout sites a benefit cost analysis (BCA) was performed. Three benefit-cost analyses were conducted to determine if the benefits of acquiring the properties at Sites 1 and 2 outweigh the associated costs. The first BCA served as a base case scenario in which it was assumed that no properties at buyout Site 1 or 2 would be acquired but the City of Minot's flood protection system (including floodwalls, levees, and property acquisitions at other locations), as envisioned in the City's October 14 grant application for NDR, would be implemented. Two additional BCAs were conducted, one for Site 1 and one for Site 2, which included property acquisitions at each Site, respectively. The BCAs for both Sites included reductions in floodwall and levee construction costs as well as operations/maintenance costs, since less floodwall/levee protection would be required in these Sites following property acquisitions. The goal of the BCAs for Sites 1 and 2 was to compare the results to the base BCA and show the change in benefits and costs of acquiring those properties.

The following assumptions were made for the Site 1 BCA:

- A total of 58 parcels would be acquired. Five parcels containing empty lots were assumed to be acquired at a cost of \$35,000 per parcel. One parcel owned by Maple Leif Holdings was assumed to be acquired at a cost of \$1.5 million, including demolition. All other parcels were assumed to be acquired at a cost of \$300,000 per parcel, including demolition. Total cost for acquisition and demolition at all parcels is \$17 million. Acquisition and demolition would occur in 2017 and 2018.
- A reduction of \$10 million in the cost of constructing the floodwall/levee system at Site 1, since less floodwall/levee would be needed to protect the properties to be acquired at this site. The attached map for Site 1 shows what the revised floodwall/levee system would look like in this Site.

For the Site 2 BCA, the following assumptions were made:

- A total of 37 parcels would be acquired. Twenty parcels containing empty lots were assumed to be acquired at a cost of \$35,000 per parcel. All other parcels were assumed to be acquired at a cost of \$300,000 per parcel, including demolition. Total cost for acquisition and demolition at all parcels is \$5.8 million. Acquisition and demolition would occur in 2017 and 2018.
- The entire \$8 million cost estimate of constructing the levee system at Site 2 would no longer be required, since no floodwall/levee would be needed to protect the acquired properties. The levee that would no longer be required is shown in the attached map of Site 2.

The BCA for Site 1 showed the following costs and benefits would be realized by acquiring the 58 properties:

### Costs

- Property acquisition/demolition costs of \$17 million.

### Benefits

- A reduction of \$10 million in the floodwall/levee system construction cost.
- An estimated reduction of approximately \$212,000 in annual operations/maintenance costs for the floodwall/levee system due to the reduced footprint of that system required at Site 1. Floodwalls and levees have a service life of approximately 50 years. Over a 50-year period, this amounts to a savings to the City of Minot of approximately \$10.6 million in avoided operations/maintenance costs.
- In the base case BCA, it was estimated that the entire flood protection system envisioned by the City of Minot would result in \$1.413 billion in total avoided economic damages caused by a flood similar to the 2011 flood. This figure represents the total avoided damages occurring between 2015 and 2085 (which was the analysis period for the base case BCA and the BCAs for Sites 1 and 2) resulting from the phased implementation of the flood protection system. By acquiring the properties at Site 1, this figure increases to \$1.418 billion, representing an additional \$5 million in avoided damages.

The costs and benefits associated with acquiring the 37 parcels at Site 2 are as follows:

### Costs

- Property acquisition/demolition costs of \$5.8 million.

### Benefits

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- An elimination of \$8 million in levee construction cost.
- An elimination of approximately \$65,000 in annual operations/maintenance costs for the floodwall/levee system since protection would no longer be required at Site 2. Over a 50-year period, this amounts to a savings to the City of Minot of nearly \$3.3 million in avoided operations/maintenance costs.
- By acquiring the properties at Site 2, the \$1.413 billion in avoided economic damages from flooding in the base case BCA increases to \$1.415 billion, representing an additional \$2.6 million in avoided damages.

**Table 1** expresses the BCA results in terms of benefit-cost ratios.

**Table 1**  
**Benefit-Cost Ratio Comparison**

	<b>Benefit-Cost Ratio</b>
Base Case - Without Buyouts at Sites 1 and 2	1.587
With Site 1 Buyouts (No Buyouts at Site 2)	1.604
With Site 2 Buyouts (No Buyouts at Site 1)	1.608

Source: CDM Smith

Not taken into account in Site 1 is the aging water and sewer infrastructure and lift stations the City will no longer have to maintain, which would increase the BCA.

Buyout Site 4 adds approximately ten properties. The acquisition of these properties will allow the flood control levees to be moved further north to run along Railway Avenue and to straighten the levee out on the north. In addition, along with modification along 4<sup>th</sup> Avenue for the tieback levees a major floodwall closure across the mainline of the BNSF railroad may be eliminated.

The State of North Dakota recognizes the benefit of the alternates and has agreed to participate in the acquisition of the properties with a 75/25 cost share.

Protocol is for the City of Minot to recommend the Souris River Joint Board (SRJB), as the sponsor of the MREFPP, adopt the alternatives as identified through the NDR program.

It is recommended the Committee and Council recommend adoption of the alternates for Sites 1, 2 and 4 to the Souris River Joint Board.

### **16. Ordinances on Second Reading**

The following ordinances need to be considered on second reading:

- a. [Ordinance No. 5138](#) – Amend the 2016 Annual Budget- Airport Professional Service Contract

### **17. Discussion- Snow Removal**

There will be a discussion on snow removal in the City of Minot as a result of the accumulation throughout December.