



Committee of the Whole
Wednesday, February 28, 2018 - 4:15 PM
City Council Chambers

1. AUTHORIZING RESOLUTION TO APPLY FOR NDDOT SECTION 5311 TRANSIT OPERATING GRANT

The Transit Department applies for this FTA funded grant through the NDDOT each year. The grant contract period will be from July 1, 2018 until June 30, 2019.

It is recommended the City Council approve the Authorizing Resolution to Apply for NDDOT Section 5311 Transit Operating Grant.

Documents:

[MTC to Sign Transit 5311 Authorizing Resolution 2018-2019.pdf](#)

2. RENEWAL OF BUS ADVERTISING CONTRACT WITH ZZ FOOD GROUP LLC, DBA JL BEERS

There has been an advertising contract in place with ZZ Food Group, LLC, DBA JL Beers since April 2016. The contract has currently been renewed on a yearly basis, but ZZ food group has requested a 3 year contract. If approved the new contract will run from April 1, 2018 through March 31, 2021

It is recommended the City Council approve the renewal of a three (3) year advertising agreement with ZZ Food Group, LLC dba J.L. Beers to advertise on the sides of one transit bus and authorize the Mayor to sign the contract on behalf of the City.

Documents:

[3687 MTC JL Beers advertising for 2018.pdf](#)

3. CITY OF MINOT EQUIPMENT RENTAL RATES 2018-2019

Each year Public Works updates rental rates for equipment in the different departments. These rates are approved annually so an official rate structure is on file. These rates are used when work needs to be done for situations not created by the City, such as a private entity spilling oil or when another community needs assistance from specialized equipment owned by the City. These rates are also used for reimbursement for insurance claims or disaster assistance.

It is recommended the City Council approve City of Minot equipment rental rates for 2018-2019.

Documents:

[Memo to council - 18-19 equipment rental rates.pdf](#)
[Rental Rates 18-19.pdf](#)

4. RETAIL BEER AND WINE LICENSE – WITH ROOM COFFEE, LLC DBA WITH ROOM

COFFEE

The City received a request from With Room Coffee, LLC dba With Room Coffee for a Retail Beer and Wine license operating at 400 E Central, Suite 103. All documentation has been submitted and is being reviewed by the appropriate departments.

It is recommended the Committee and Council approve the request from With Room Coffee, LLC subject to receipt of all documentation and approval by the Police Chief, Building Official and Fire Marshal.

Documents:

[Memo- With Room Coffee.pdf](#)

5. MINOT AIR FORCE BASE MUTUAL AID AGREEMENT

This document is an updated version, which was approved and signed previously by the Mayor. This agreement will enter the Minot Fire Department as written in the document to be requested by the Minot Air Force Base Fire Department to assist in the event of a larger emergency. This defines roles, responsibilities and expectations as responding to the Minot Air Force Base.

Recommend the City Council authorize the Mayor to sign the Minot Air Force Base Fire Department Mutual Aid Agreement with the Minot Fire Department.

Documents:

[2-18 Minot AFB Mutual Aid Agreement.pdf](#)
[MAA Minot City 2.pdf](#)

6. FIRE DEPARTMENT TRAINING OFFICER POSITION

The fire department has a need for a full-time training officer during this time of difficulty in retaining personnel. This turnover results in a need for a higher number of new recruits as well as a need for an additional increased focus on training in driver/operator. During this time, there is a need to ensure that the current staff's proficiency is maintained. This has become a burden on our staff and the creation of a full time training officer would allow us to meet our training needs at all levels. The current organizational structure has the assistant chief overseeing training with the assistance of one captain per shift. At this time, our training personnel are being stretched in their abilities to focus on the growing needs of the department. The Fire Marshal position has remained open since 08/2017 and have received very few qualified applicants. After further review of the position and the needs of the department, we feel at this time there is a greater need for focused intentional training to assist us as we work to fill and grow personnel within their positions.

We recommend the Committee and Council allow the Fire Department to move forward with the creation of a Fire Department Training Officer position.

Documents:

[2-2018 Memo - Training Officer.pdf](#)

7. SCBA – BID ACCEPTANCE (FD0067)

On Monday, February 26th, bids will be opened for the self-contained breathing apparatus (SCBA) for the Fire Department. Due to the timing of the bid opening, a recommendation will not be ready by the February memo deadline, however, we do anticipate a recommendation will be available and placed on the Council's desk for approval.

Documents:

[2-2018 Memo - Assistance to Firefighters SCBAs FD0067.pdf](#)

8. SCBA COMPRESSOR – BID ACCEPTANCE (FD0068)

On Monday, February 26th, bids will be opened for the Self Contained Breathing Apparatus (SCBA) fill station compressor. Due to the timing of the bid opening a recommendation was not ready in time for the February deadline, however we anticipate a recommendation will be available and placed on the Council's desk for approval.

Documents:

[2-2018 Memo - SCBA Air Compressor FD0068.pdf](#)

9. STATION 3 REMODEL PROJECT – BID ACCEPTANCE

Bids for the Station 3 Remodel Project are being opened on February 28th. Bids have not been tabulated but will be available with a recommendation for the March 5th City Council meeting.

Documents:

[2-2018 Memo - Station 3.pdf](#)

10. 2018 STREET PATCHING AWARD OF BID PLACEHOLDER MEMO (4309)

On Tuesday, February 27, 2018 at 11:00 a.m., bids will be opened for the 2018 Street Patching Project. Due to timing of the bid opening, a recommendation will not be ready in time for the February memo deadline. However, we do anticipate a recommendation will be available and placed on Council's desk for approval.

Documents:

[4309 - 2018 Street Patching Award of Bid Placeholder Memo.pdf](#)

11. 4310 - 2018 STREET SEAL DISTRICT AWARD OF BID PLACEHOLDER MEMO

On Tuesday, February 27th, 2018 at 11:00 am, bids will be opened for the 2018 Street Seal District Project. Due to timing of the bid opening, a recommendation will not be ready in time for the February memo deadline. However, we do anticipate a recommendation will be available and placed on Council's desk for approval.

Documents:

[4310 - 2018 Steet Seal District Placeholder Memo.pdf](#)

12. 4311 - 2018 SIDEWALK, CURB AND GUTTER BID AWARD PLACEHOLDER MEMO

On Tuesday, February 27th at 11:00 am, bids will be opened for the 2018 Sidewalk, Curb & Gutter Replacement Project. Due the timing of the bid opening, a recommendation will not be ready in time for the February memo deadline. However, we do anticipate a recommendation will be available and placed on Council's desk for approval.

Documents:

[4311 - 2018 Sidewalk, Curb and Gutter Bid Award Placeholder Memo.pdf](#)

13. PRESENTATION ON OUTDOOR ICE RINK OPERATION, SCHEDULE, BUDGET, USAGE & GOALS

This is an informational item intended to educate Council and the public on the community's ice skating opportunities and operation. The Council can gather information on the City's participation in the management, operation, scheduling, budget, usage, and goals of our outdoor ice skating program.

Documents:

[Outdoor-ice-presentation-2-20-2018.pdf](#)

14. MREFPP UPDATE

Informational item - update on the MREFPP

Documents:

[3529 MREFPP update february.pdf](#)

[3529 Status Memo houston.pdf](#)

[3529 - Status Memo - Barr.pdf](#)

15. LANDFILL USE/FINANCIAL ARRANGEMENTS FOR PRIVATE CONTRACTORS

Starting in December, the Council has been learning that several private haulers have been delinquent in paying their bills, and that the city has been owed very large amounts of money (i.e., at times over \$250,000), with payments often being over 60 days late.

1. **City staff is asked to develop formal policies and procedures for commercial users of the city landfill, including a formal contract (pending development of a franchise arrangement).**
2. **Effective April 1, 2018, the city will impose a monthly interest charge of 1.75% on any commercial landfill accounts that are over 30 days due.**
3. **Effective April 1, 2018, the city will terminate commercial landfill use privileges on any accounts over 60 days due. Reinstatement of privileges will require full payment of all monies due the city.**

Documents:

[Landfill Policies Discussion.pdf](#)

[City Memo 022218.pdf](#)

[Landfill Use Addendum.pdf](#)

16. SUBMIT CENSUS TRACT 38101010100 TO GOVERNOR FOR OPPORTUNITY ZONE DESIGNATION

One part of the tax reform legislation which was passed by Congress and signed by the President in late 2017 creates a new initiative called Opportunity Zones. This part of the law creates the opportunity for investments to be made in designated Opportunity Zones to promote growth and development. Opportunity Zones are determined by Census Tracts which have a majority population which is low and moderate income. The process to be designated Opportunity Zones starts with the Governor of each state submitting a list of Census Tracts identified to be Opportunity Zones to the US Department of the Treasury which has the final decision.

It is recommended the Council authorize staff to submit the downtown census tract (Census Tract 38101010100) to the Governor for Opportunity Zone Designation.

Documents:

[OpportunityZonerp-18-16.pdf](#)

Opportunity Zone Census Tract.pdf
EnterpriseCDFI.pdf
OpportunityZoneCouncilMemo.pdf