



Committee of the Whole
Wednesday, May 30, 2018 - 4:15 PM
City Council Chambers

1. BUILDING RELOCATION REQUEST- 1015 2ND AVE SW- JOSEPH CHRISTOFF

The residence to be moved is a 1020 sf, single family house. The structure is wood frame construction, with steel roofing, and vinyl siding on the exterior. The house is currently located at 609 52nd St NE, Bismarck, ND and photos are provided by the property appraiser.

It is recommended the Committee and Council approve the relocation of a single family residence, from 609 North 52nd Street, Bismarck ND, 58503, to 1015 2nd Ave SW, Minot, ND 58701, also known as Carney Addition Lot 23, subject to conditions.

Documents:

[Memo to City Council.pdf](#)
[Christoff move app.pdf](#)
[Property owners ltr Christoff.pdf](#)
[Owners ltr Christoff.pdf](#)
[Map of Affected Properties.PNG](#)
[Inspectors report - Christoff.pdf](#)
[Assessors Report Christoff.pdf](#)

2. BUILDING RELOCATION REQUEST- 200 18TH ST SE- JUSTIN SEIFERT & SAMANTHA KUNTZ

The residence to be moved is a 1027 sf, single family house. The structure is wood frame construction, with asphalt shingles, and vinyl siding on the exterior. The house is currently located at 713 12th St SW in Minot and photos are provided by the property appraiser.

It is recommended the Committee and Council approve the relocation of a single family residence, from 713 12th St SW, Minot ND, 58701 also known as Kittelsons S/D South 66' Lot 19, to 200 18th St SE, Minot, ND 58701, also known as Elbow Park Manor 4th Addition Lot 2, subject to conditions.

Documents:

[Memo to City Council.pdf](#)
[Seifert-Kuntz move app.pdf](#)
[Homeowners ltr Seifert-Kuntz.pdf](#)
[Property Owners Letter.pdf](#)
[Properties Affected by Seifert-Kuntz Move.PNG](#)
[Seifert-Kuntz Inspectors Report.pdf](#)
[Assessor Report Seiffert-Kuntz.pdf](#)

3. SCBA AIR COMPRESSOR BIDS (FD0068)

The Fire Department advertised for bids on a new SCBA air compressor. This is for a 10HP Arctic compressor, 2 bottle fill station, and 4 bottle cascade. This also includes delivery and a 2 year parts and labor warranty.

It is recommended the Committee and Council accept the lowest bid opened 05/02/18 from Fire Safety USA for \$34,780.50.

Documents:

[2018 Memo - SCBA Air Compressor Bid Recommendation.pdf](#)
[Bid- Alex Air Apparatus.jpg](#)
[Bid- Fire Safety USA.jpg](#)

4. ENERGY INFRASTRUCTURE AND IMPACT OFFICE GRANT - POLICE DEPARTMENT

The Police Department has filed a grant application to apply for \$194,000 to replace the in-car and body worn camera systems used by Patrol Officers. There is no match requirement for the grant funds however the replacement system contract would be for a five year period requiring a commitment to bearing the estimated annual costs of about \$80,000 for subsequent years to maintain both systems.

- 1. Recommend approval for the Minot Police Department grant application for the 2018 ND Energy Infrastructure and Impact Grant; and**
- 2. Authorize the Mayor to sign the grant agreement , if awarded; and**
- 3. Pass an ordinance to amend the 2018 annual budget if awarded.**

Documents:

[2018 Energy Impact Grant PD0151.pdf](#)
[2018 ND Energy Infrastructure and Impact Grant Application.pdf](#)

5. LEASE FOR RAINBOW GARDENS

For the past five years the City has been leasing a portion of cemetery property to Rainbow Gardens Association for the purpose of developing garden plots. This land will at some point be needed for additional grave sites, but not for many years. Until it is needed Rainbow Gardens has developed the area into garden plots and rents these out to citizens that want to have a garden.

- 1. Recommend Council approval of a five-year lease with Rainbow Gardens Association beginning in 2018 and terminating in 2022 for \$600.00 per year.**
- 2. Authorize the mayor to sign the lease agreement.**

Documents:

[3748 - Memo to council - Rainbow Gardens Lease.pdf](#)

6. 4:00 P.M. COCA-COLA RIGHT OF WAY ENCROACHMENT APPLICATION

The Subject property requesting the encroachment permit is located at 405 9th St. SE, Minot, ND 58701. The applicant is applying for the encroachment permit to install groundwater monitoring wells as required by the North Dakota Department of Health (NDDH) to investigate potential groundwater contamination.

The applicant will install three "permanent" monitoring wells in the Right-of-Way along East Burdick. Two (2) wells will be located in the sidewalk in front of the 405 9th St. SE and one (1) well will be located across the street in the right-of-way. Wells shall be installed flush with existing grades and upon approval of the ground water sampling analysis by the NDDH, the wells shall be permanently sealed and abandoned.

It is recommended the City Council approve the Right of Way Encroachment Agreement Application submitted by The Coca-Cola Bottling Company for the installation of three (3) semi-permanent monitoring wells in the City's Right of Way for the purpose of monitoring

area ground water condition.

Documents:

[Memo-Coca-Cola encroachment permit application 2018.05.18 w_exhibits.pdf](#)

7. ALCOHOLIC BEVERAGE LICENSE RENEWALS 2018-2019

Alcoholic beverage sales licenses are approved from July 1st through June 30th of each year. In order to renew the license, an application is submitted for review by the Police Department and inspections by the Building Official and Fire Marshall.

It is recommended the Committee and Council approve the alcoholic beverage sales license renewals for the July 1, 2018 through June 30, 2019 license year, subject to receipt of proper documentation and renewal fees and approval from the Police Chief, Building Official and Fire Marshal.

Documents:

[Memo- Alcoholic Beverage License Renewals.pdf](#)
[License Renewals.pdf](#)

8. RETAIL BEER LICENSE- ATYPICAL, LLC DBA ATYPICAL BREWERY & BARRELWORKS

The City received a request from Atypical, LLC dba Atypical Brewery & Barrelworks for a Retail Beer license operating at 510 Central Ave E. Documentation has been submitted and is being reviewed by the appropriate departments.

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

Documents:

[Memo- Atypical Brewery.pdf](#)

9. RETAIL LIQUOR LICENSE TRANSFER - THE POUR FARM

The City received a request to transfer the Retail Liquor and Beer License for The Pour Farm. All documentation has been submitted and is being reviewed by the appropriate departments.

It is recommended the Committee and Council approve the request to transfer the Retail Liquor and Beer License known as #10959 dba The Pour Farm from, Pour Inc., (Dave Iverson), to The Pour Farm, LLC (Diane Jenson) and to transfer the license from The Pour Farm, LLC (Diane Jenson) to Pour Fools, Inc., (Tracy Boyd), subject to receipt of all documentation and approval by the Police Chief, Building Official and Fire Marshal.

Documents:

[Memo- The Pour Farm.pdf](#)
[Transfer Forms- Pour Farm.PDF](#)

10. OUTDOOR DINING PERMIT – THE TAP ROOM

In February 2017 the City Council approved Ordinance No.5151 amending Chapter 28, “Streets, Sidewalks, and Public Grounds,” to allow encroachment agreements associated with permits for outdoor dining areas in the Central Business District.

- 1. Recommend approval of the encroachment permit to occupy public right-**

of-way for a seasonal outdoor dining area at 23 Main Street for the Tap Room.

2. Recommend approval of the documents submitted as part of the application, including, but not limited to; the site plan, drawings, photographs, written descriptions, copies of health department licensure and insurance, all to be made part of the permit.
3. Authorize the length of time for which the permit will be valid. The maximum allowable time period is three (3) years. Since this is a new program, staff recommends that permits be issued for one year only so that we can evaluate performance and make any necessary adjustments before issuing multi-year permits. Think of the initial year as a trial run or test case scenario.

Documents:

[Tap Room 2018.pdf](#)
[Tap Room Attachments.pdf](#)
[Tap Room 2018 revised.pdf](#)

11. OUTDOOR DINING PERMIT – 10 NORTH MAIN

In February 2017 the City Council approved Ordinance No.5151 amending Chapter 28, "Streets, Sidewalks, and Public Grounds," to allow encroachment agreements associated with permits for outdoor dining areas in the Central Business District.

1. Recommend approval of the encroachment permit to occupy public right-of-way for a seasonal outdoor dining area at 10 Main Street North for the restaurant.
2. Recommend approval of the documents submitted as part of the application, including, but not limited to; the site plan, drawings, photographs, written descriptions, copies of health department licensure and insurance, all to be made part of the permit.
3. Authorize the length of time for which the permit will be valid. The maximum allowable time period is three (3) years. Since this is a new program, staff recommends that permits be issued for one year only so that we can evaluate performance and make any necessary adjustments before issuing multi-year permits. Think of the initial year as a trial run or test case scenario.

Documents:

[Ten North Main 2018.pdf](#)
[10 N Main Attachments.pdf](#)
[Ten North Main 2018 revised.pdf](#)

12. INFORMATIONAL- BOARD OF HEALTH APPROVED RESPONSIBLE BEVERAGE SERVER TRAINING

Kira Lampton, of First District Health Unit, is available to answer questions. The Board of Health approved the Responsible Beverage Server Training.

13. UPDATE ON THE PARKING STRUCTURES

The Finance Director will provide an update on the status of the parking structures.

14. SPOT BLIGHT RFP AUTHORIZATION FOR APPRAISERS

With the Spot Blight initiative using the Uniform Relocation Act it is required that an appraisal and appraisal review be done to determine value of home in the current condition. With an estimated scope of no more than 40 properties, this entire program can be handled in house with city staff support coordinated by the DR Program Director

rather than needing to add any further scope of work to the CDM Smith contract through the offer and offer acceptance process. Therefore, it is needed to seek to procure 2 assessors separate and apart from the subcontract currently with CDM Smith.

It is recommended the City Council approve the preparation and issuance of an RFP for Spot Blight Appraisers by DR Program Manager.

Documents:

[SpotblightAssessorRFPcouncilmemo.pdf](#)