



Committee of the Whole
Wednesday, June 27, 2018 - 4:15 PM
City Council Chambers - City Hall

1. AMEND LEASE AGREEMENT TITLED “AIRPORT LEASE FIXED BASE OPERATOR” FOR LOT 55 OCCUPIED BY EXECUTIVE AIR TAXI CORPORATION TO REFLECT CITY REPLATTING

The current lease agreement titled “Lot 55” does not reflect the current City platting. In an effort to update Airport leases, the lease agreement must be amended to “Lot 2, Block 4, Minot International Airport Second Addition.”

- 1. Recommend approval to amend lease agreement “Lot 55” to reflect the updated plat name and;**
- 2. Authorize the Mayor to sign the agreement**

Documents:

[MEMO Lot 55 Lease Ammendment.pdf](#)
[AMENDMENT TO THE AIRPORT LEASE FIXED BASE OPERATOR AGREEMENT.pdf](#)

2. ANNUAL RENEWAL OF MOWBRAY & SON PREVENTATIVE MAINTENANCE AGREEMENT

In 2017, at the conclusion of the warranty period for many of the Passenger Terminal’s mechanical systems, the Airport entered into a one-year preventative maintenance plan with Mowbray and Son, Inc. Mechanical Contractors. The Airport has been very pleased with the service it has received through this agreement and recommends renewal.

- 1. Recommend approval the annual renewal of the Mowbray & Son Preventative Maintenance Proposal; and**
- 2. Authorize the Airport Director to sign the agreement**

Documents:

[MEMO Mowbray and Son \(2\).docx](#)
[Mowbray and Son PM Proposal.pdf](#)

3. OAG FLIGHT VIEW AGREEMENT

The Airport has recently updated its website. Due to the updated website, the provider of the flight information also required updating. The website had been utilizing a free service, which is no longer available with the recent updates. The annual support agreement will provide continuous information to the website as well as any technical assistance to airport staff.

- 1. Recommend approval of the annual support agreement with OAG Flightview for the Airport’s website flight information; and**
- 2. Authorize the Airport Director to sign the agreement**

Documents:

4. SIMTECH INC. ANNUAL FIRE ALARM TEST CONTRACT

The fire alarm system installed in the passenger terminal requires annual inspection by a certified technician. Simtech provided installation of the current system and is best qualified to perform this task.

- 1. Recommend approval the Annual Fire Alarm Test Contract with Simtech, Inc.;**
and
- 2. Authorize the Airport Director to sign the agreement**

Documents:

[MEMO Simtech.docx](#)
[Simtech Annual Fire Alarm Test Contract.pdf](#)

5. ASSIGNMENT OF LEASE, T-HANGAR NO. 15

There is one (1) vacancy out of sixteen (16) t-hangars owned by the Airport. Protocol established a policy of a waiting list for vacancies. Justin Seifert is the next interested party on the waiting list.

- 1. Recommend approval of the Airport Lease, T-Hangar between the City of Minot and Justin Seifert for T-Hangar No. 15 for \$75.00 per month; and**
- 2. Authorize the Mayor to sign the agreement**

Documents:

[MEMO T-Hangar 15.pdf](#)
[No. 15 Justin Seifert.pdf](#)

6. BUILDING RELOCATION - 1004 JEFFERSON DRIVE- TIMOTHY BRAUN

The moving application requests to move the subject garage from 1122 University Ave W. to 1004 Jefferson Drive. The new location is zoned R1-Residential. The neighboring parcels are also zoned R1- Residential.

It is recommended the Committee and Council approve the relocation of the detached garage, from 1122 W University Ave, , Minot ND, 58701 also known as Emleys S/D Lot 1 & port Lot 3, Block 20, West Minot Addn Lot 1, to 1004 Jefferson Dr, Minot, ND 58701, also known as Randalls Addition Lot 23, subject to conditions.

Documents:

[Memo to City Council.pdf](#)
[BRAUN MOVE.pdf](#)
[Property owners ltrs-Braun .pdf](#)
[Homeowners Notice - Braun.pdf](#)
[Map of affected properties - Braun.PNG](#)
[Inspectors Report - Braun.pdf](#)
[Assessors Report Braun.pdf](#)

7. BUILDING RELOCATION - 7100 28TH AVE SE - DEVEN MANTZ

The structure to be moved is a 2 story single family home built in 2012 for approximately 2,983 square feet above ground. The exterior and interior of the structure are in above average overall condition.

It is recommended the Committee and Council approve the relocation of the single family residence, from 2708 14th Ave SW, Minot ND, 58701 also known as Outlots Sec 27-155-83 Outlot 1 W336.7' of E512.7' SWNW, to 7100 28th Ave SE, Minot, ND 58701, also known as Outlot 18 Pending approval and recording of Plat, subject to conditions.

Documents:

[Memo to City Council.pdf](#)
[APPLICATION MOVE MANTZ.pdf](#)
[Property owners ltr -Mantz.pdf](#)
[Homeowners Notice - Mantz.pdf](#)
[Map of affected properties.PNG](#)
[Inspectors report - Mantz.pdf](#)
[Assessors Report - Mantz.pdf](#)

8. SIDEWALK ASSESSMENT (4245)

Sidewalk repair project #4245 was approved by City Council on August 2, 2017 and completed in November 2017.

Recommend approval of the assessment roll for Sidewalk Repair project 4245.

Documents:

[Sidewalk 2017-18.pdf](#)
[4245 Sidewalk Assessment Allocation.pdf](#)

9. PAVING DISTRICT 498 FINAL PAYMENT (4288)

This improvement district is a petitioned project brought forth by the Nedrose School District. The street improvements are located on 15th Ave SE, east of 55th St SE. A total of approximately 1100 linear feet of road.

Recommend approval of the final pay request by Blue Stone Construction Inc. in the amount of \$56,318.69 for Paving District 498.

Documents:

[4288 - Paving District 498 Final Payment Memo.docx](#)
[Final Pay Application.pdf](#)

10. STORM SEWER DISTRICT 122 FINAL PAYMENT (4197)

This storm sewer district was created in 2017 to address the drainage concerns along the 18th Avenue SW corridor. The council chose a scaled down version of the project to lessen the cost impacts to property owners benefiting in the district.

Recommend approval of the final pay request by Tom's Backhoe Service in the amount of \$112,059.90 for Storm Sewer District 122.

Documents:

[4197 - Storm Sewer District 122 Final Payment Memo.docx](#)
[4197 Storm Sewer District 122 Final Payment.pdf](#)

11. RECREATION TENNIS/BASKETBALL COURT RESURFACING

Resurfacing of two tennis courts and one basketball court at the South Hill Complex is done every 4 years. This project was held for an extra two years because of budget constraints and now the courts need to be resurfaced before they become unplayable with another year of outside weathering.

Request Award of Bid, for two Tennis Courts and one Basketball Court Resurfacing at South Hill Complex, to Advanced Athletic Surfaces, Woodstock, GA in the amount of \$17,980.

Documents:

[Memo- Tennis Court Resurfacing.pdf](#)
[Tennis Court Resurfacing Bid Tabs.xlsx](#)
[scan0020.pdf](#)

12. AUDITORIUM LIGHTING UPGRADE- AWARD OF BID

The lights in most of the Auditorium have not been upgraded since 1992. Many areas in the Auditorium have been remodeled and upgraded the lighting system and now we are replacing 543 T-12 lights with updated LED lights.

It is recommended the Committee and Council award the bid for the Auditorium Lighting upgrade to Burlington Electric in the amount of \$150,792.01. It is also recommended the Council pass an ordinance amending the 2018 annual budget to transfer \$792.01 from the Auditorium Maintenance Account to the Auditorium lighting project.

Documents:

[Memo- Auditorium Lighting.pdf](#)
[Bid Tab.pdf](#)
[18020 Letter of Recommendation 061918.pdf](#)
[2018 BA- Auditorium Lighting Upgrade.docx](#)

13. AUDITORIUM ARENA FLOORING - AWARD OF BID

The main Auditorium arena floor has not been resurfaced since 1992. The floor has outlived its life expectancy and needs to be replaced. Most floors last about 20 years with proper care and maintenance. The arena floor is 26 years old.

Recommend the City Council award the Auditorium Arena Flooring bid with Alternate #1 to Dynamic Sports Construction, Inc. in the amount of \$201,865.00.

Documents:

[Memo- Auditorium Flooring.pdf](#)
[Flooring Replacement.pdf](#)

14. LIBRARY CHILLER COIL REPLACEMENT

The Library's chiller, installed in 2011 was discovered to have a broken coil which has been causing a leak making only half of the unit work. This chiller is responsible for cooling more than half of the building.

It is recommended the Council pass an ordinance amending the 2018 annual budget to transfer \$13,633.00 from the Library's cash reserves to fund 210-67-00-455-04-33 (Building & Grounds) for the replacement of a broken coil in the Library's 2011 chiller.

Documents:

[Chiller Coil Replacement.City Council_Committee Memo.pdf](#)
[Minot Public Library - CGAM Chiller Condenser Coil.pdf](#)
[BA_Coil.pdf](#)

15. SOURIS BASIN PLANNING COUNCIL AMENDMENT FOR DOWNTOWN INFRASTRUCTURE PROJECT

The Downtown Infrastructure project began in the end of 2012 and was a large and complex project undertaken by the City of Minot. Due to the construction season and requirements for the project it ended up being broken down into 3 separate phases of construction. The project had a large share of EDA funding and the City had an administrative contract with SBPC for assistance in fulfilling the EDA requirements.

Recommend approval of the amendment of the SBPC Direct and Indirect administration contract for the Downtown projects; and authorize the Mayor to sign the agreement.

Documents:

[2018 Memo - Downtown SBPC Amendment Request.pdf](#)
[SBPC Project Change Request Form 12082016 revised.pdf](#)

16. ADOPTION OF PERMIT FEES BY RESOLUTION

Currently, the City's Building Inspection Department has their permit fees listed in the various sections of City ordinances. Last month council approved an ordinance on 1st reading to adopt permit fees by resolution instead of adopting permit fees by ordinance.

Recommend council pass a resolution adopting fee schedules for building permits, moving permits, electrical permits, mechanical permits, and plumbing permits.

Documents:

[Building Permit Fees Resolution Memo.docx](#)
[Permit Fee Resolution.docx](#)

17. CITY OF MINOT HAZARD MITIGATION RESOLUTION

The State of North Dakota and the Federal Emergency Management Agency (FEMA) have approved Ward County's Multi Hazard Mitigation Plan (MHMP). This plan was adopted by the Ward County Commission on May 15, 2018. They are asking that the City adopt the County, State, and FEMA approved Multi Hazard Mitigation Plan.

It is recommended the City Council adopt the City of Minot Hazard Mitigation resolution.

Documents:

[Memo- MHMP.pdf](#)
[MHMP Resolution.pdf](#)
[12 - Ward HMP - Minot - Final Draft - 10.2.17.pdf](#)

18. FY2018 SHSG REGIONAL RESPONSE TEAMS GRANT

The Minot Police Bomb and SWAT teams have submitted applications for funding for various items of equipment needed to advance or maintain a professional and effective level of service to the region. A total of \$142,195 was requested and there is no local match requirement for this grant.

Recommend authorization to apply for and, if awarded, accept the State Homeland Security Grant for Regional Response Teams for the Minot Police Department Bomb and SWAT teams and authorize the Mayor to sign the agreement.

Documents:

[Memo FY 2018 SHSG Regional Response \(council\).pdf](#)

19. NDDOT FFY 2019 TRAFFIC SAFETY GRANT

The Minot Police Department would like authorization to apply for and accept a grant in the amount of \$38,400 from the ND Department of Transportation Traffic Safety Division for the overtime enforcement of Occupant Protection (\$8,000), Impaired Driving (\$19,000), Underage Drinking (\$5,400), and Distracted Driving (\$6,000). The grant period is October 1st, 2018 to September 30th, 2019. The police department has participated in this annual grant program on an ongoing basis.

Recommend authorization to apply for and, if awarded, accept the North Dakota Department of Transportation (NDDOT) FY 2019 Traffic Safety Enforcement Grant for the Minot Police Department and authorize the Mayor to sign the award agreement.

Documents:

[FFY 2019 Contract Proposal \(Traffic Safety\).pdf](#)
[2019 Traffic Safety Memo \(Council\).pdf](#)

20. WASHINGTON ELEMENTARY SCHOOL SAFE ROUTES TO SCHOOL PROJECT - TRANSPORTATION ALTERNATIVES GRANT (4367)

In December of 2017, and after approval by the City Council, the City of Minot applied for TA funds to provide safe routes to Washington Elementary School by connecting a network of existing sidewalks to promote and improve the ability for students to walk and bicycle to and from school. Furthermore, the construction of the sidewalks will enhance overall pedestrian traffic in the vicinity with the new walks, curb ramps and crosswalks being ADA compliant with current standards.

TA funds for FY 2019 were awarded to the City of Minot in May of 2018 of a maximum amount of \$234,693.00 representing 80.93% of the total estimated construction cost of the project to construct the safe route sidewalks. The City has preliminarily allocated \$90,000.00 in the 2019 draft CIP for the local match and construction engineering cost. The City's cost share of the project will come from these funds.

The project will construct sidewalks and crosswalks to provide safe routes for pedestrian traffic to Washington Elementary School. The project will be designed this year, with a public input meeting later in 2018.

1. **Recommend the Council approve acceptance of federal Transportation Alternative (TA) funds in the amount of \$234,693.00**
2. **Authorize staff to solicit for construction/engineering services.**
3. **Authorize staff to complete the project to provide safe routes to school for Washington Elementary**

Documents:

[4367 - Washington Elementary SRTS Memo.pdf](#)
[2019 TAP Application - Washington Application.pdf](#)
[Washington SRTS Award Letters 2018.pdf](#)

21. HANDICAPPED ACCESSIBLE PARKING SPACE ADDITION 1ST AVENUE SE

The Parker Center downtown has requested a handicapped accessible parking space at

the corner of 1st St/1st Ave SE on the north side of 1st Ave.

Recommend Council pass on first reading the proposed ordinance to add a handicapped accessible parking space on the north side of 1st Avenue SE, west of 1st St SE intersection.

Documents:

[Handicapped Parking Space 1st St-1st Ave SE Parker Center Memo.docx](#)
[Handicapped Parking Ord - 1st St SE-1st Ave SE Parker Center.docx](#)

22. RIGHT OF WAY ENCROACHMENT APPLICATION SMOKE FREE ENVIRONMENT SIGNS

The Downtown Business and Professional Association (DBPA) is working with 1st District Health Unit to obtain Smoke Free Environment signs to be placed downtown.

Recommend approval of the Right of Way Encroachment Agreement Application submitted by the Downtown Business and Professional Association for the installation of 4 Smoke Free Environment signs to be located on Main St at the intersections of Central, 1st, 2nd, and 3rd Avenues at locations approved by the City Engineer.

Documents:

[Smoke Free Environment Sign Encroachment Memo.docx](#)
[Encroachment Permit Application.pdf](#)

23. XCEL ENERGY EASEMENT REQUEST ON CITY PROPERTY

Xcel Energy has requested an easement on city property(s) located at Lots 1 – 3, Block 1, Ramstads's 3rd Addition (at the northwest corner of 1st St NW and 4th Ave NE.) The easement is necessary to relocate service lines on the north side of 4th Ave NE so as not to be in conflict with flood wall construction.

The easement will allow Xcel Energy to relocate service lines that will not be in conflict with the new flood wall construction.

Recommend Council approve the easements on the City owned property.

Documents:

[Xcel Energy Ramstad Easement Memo.pdf](#)
[Ramstad 3rd Electric Easement and Exhibit.pdf](#)

24. SPECIALTY RESTAURANT BEER & WINE LICENSE – SPEED WOK, LLC DBA SUDUWOK

The City received a request from Speed Wok, LLC dba Suduwok, for a Specialty Restaurant Beer & Wine License operating at 1416 S. Broadway. All documentation has been submitted and is being reviewed by the appropriate departments.

It is recommended the Committee and Council approve the request, effective September 15, 2018 subject to approval by the Police Chief, Building Official and Fire Marshal.

Documents:

[Memo- Suduwok.pdf](#)

25. RETAIL LIQUOR LICENSE TRANSFER- ARNY'S 2.0

The City received a request to transfer the Retail Liquor and Beer License from Irish Laundry, LLC dba Arny's 2.0 Bottle Shop & Lounge to Stephen A. Johnson, dba Arny's 2.0. 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, subject to approval by the Police Chief, Building Official and Fire Marshal.

Documents:

[Memo- Arnys 2.0.pdf](#)
[Transfer- Arnys 2.0.PDF](#)

26. BID APPROVAL P3135.2D SWIF ACTION D CULVERT DEFICIENCY REPAIR

The project removes trees within the levee footprint, repairs minor erosion areas that may jeopardize the levee integrity and corrects deficiencies in storm Sewer pipes that penetrate the levee. This project also provides closures by flap gates or gate well structures on pipes in the levees to prevent backup of flood water during a flood event.

1. **It is recommended the Council award the bid for SWIF Action D Culvert Deficiency Repairs to Park Construction in the amount of \$2, 744,226.25.**
2. **Authorize the Mayor to sign the agreement on behalf of the City**
3. **Authorize the Public Works Director to reduce the project scope to accommodate funding appropriated by the State Water Commission**

Documents:

[Memo approve bids 3135.2d levee swif imp.pdf](#)
[p3135.2d bid tab.pdf](#)

27. CARNEGIE CENTER STRUCTURAL REPAIRS – PLAN APPROVAL (4291)

EAPC completed a preliminary report outlining the proposed work that needs to be completed to repair structural and other repairs on the Carnegie Center.

Recommend approval of plans and specifications for P 4291 Carnegie Center Structural Repairs and authorize advertisement for bids.

Documents:

[Memo approve plans and specifications P4291.pdf](#)
[p4291 engineers estimate of cost.pdf](#)

28. AMENDED CONTRACT FOR TRANSFER OF MUNICIPAL COURT CASES TO DISTRICT COURT

The City of Minot previously entered into a contract with the State of North Dakota and Ward County to address the prosecution of municipal ordinance violations and the costs associated with the prosecution and management of files. The amended contract before the City Council is proposed to eliminate confusion over the deposit of the specific fees and any similar fees that may be enacted in the future. All other terms remained the same.

The City Council move to approve the amended contract for transfer of municipal court cases to district court and authorize the Mayor to sign the contract on behalf of the City of Minot.

Documents:

[district court contract.pdf](#)
[June 1, 2018 Letter from State of North Dakota.PDF](#)
[Proposed Amended Contract.PDF](#)
[Current Contract- 2007.PDF](#)

29. DIRECT PURCHASE PROGRAM

The Wells Fargo A/P Control system was brought before Committee of a Whole in March of 2018. It was decided that the City would do further investigation into the contract and possibly into other vendors.

It is recommended the City Council approve the Wells Fargo A/P Control System contract and authorize the Mayor to sign the contract.

Documents:

[COW June272018 \(2\).pdf](#)
[AP Control Comparison .pdf](#)
[Value Proposition.pdf](#)
[Vendor Example Taco Bell.pdf](#)
[WOCCA_Draft Agreement_ City of Minot.pdf](#)
[Segmentation and Profiling Reports Sept 2017.pdf](#)
[CityofMinot_Proposal_20170911.pdf](#)

30. PURCHASE OF 416 NW 2ND AVENUE

At the March COW an item was brought forward to purchase the property located at 416 NW 2nd Ave. The property is potentially needed for flood control. The property was offered for sale by the County to satisfy delinquent taxes and they received no bids. The City submitted a bid in the amount of \$175 and it was rejected by the Ward County Commission. The Commission did send a counteroffer that they indicated would be approved.

It is recommended the City Council discuss the counteroffer.

Documents:

[COW June272018.pdf](#)
[Offer to Purchase 416 2nd ave nw.pdf](#)
[Tax Sale Properties.pdf](#)
[Tax Sale Acquisition.pdf](#)
[RE Tax History.pdf](#)
[Flood Purchase Counteroffer.pdf](#)

31. AIRPORT ACTIVITIES, REPORTS, AND PROJECT UPDATES

The Airport Director will provide a written report and be available at the meeting to answer any questions.

Documents:

[Airport Committee Presentation 062718.pdf](#)

32. INTERNATIONAL EXISTING BUILDING CODE

Given the substantial infrastructure and other investments in Minot's downtown corridor and historic nature and structural integrity of many of these buildings, the adoption of a code set that considers these factors is aligned with Council's goals of becoming more business friendly and encouraging redevelopment in Minot's downtown.

It is recommended the Council discuss factors surrounding adoption of the International Existing Building Code.

Documents:

[Agenda-item-International-Existing-Building-Code.pdf](#)