



Committee of the Whole
Wednesday, September 26, 2018
City Council Chambers

1. SAND AWARD OF BID (PROJECT NUMBER 4229)

On September 13, 2018 the Public Works Department opened bids for washed sand for the upcoming snow removal season. Three bids were received.

It is recommended the City Council award the bid to Sundre Sand and Gravel in the amount of \$12.50 per ton for washed sand for the upcoming winter season.

Documents:

[4229 - memo to council - sand award.pdf](#)

2. DEICING SALT AWARD OF BID (PROJECT NUMBER 4230)

On September 13, 2018 the Public Works Department opened bids for road deicing salt for the upcoming snow removal season. Two bids were received.

It is recommended the City Council award the bid to DR Transport in the amount of \$68.90 per ton for deicing salt for the upcoming winter season.

Documents:

[4230 - memo to council - salt award.pdf](#)

3. CUTTING EDGES AWARD OF BID (PROJECT NUMBER 4231)

On September 13, 2018, the Public Works Department opened bids for cutting edges for the upcoming snow removal season. Five bids were received.

It is recommended the City Council award the bid to RDO Equipment in the amount of \$36.50 per edge for cutting edges for the upcoming winter season.

Documents:

[4231 - memo to council - cutting edges award.pdf](#)

4. WATER PLANT CHEMICALS AWARD OF BID (PROJECT NUMBER 4232)

On September 20, 2018 the Public Works Department opened bids for chemicals at the Minot Water Treatment Plant for 2019.

It is recommended the City Council award the bid to the following suppliers for water treatment chemicals as follows:

- Carbon dioxide awarded to American Welding and Gas for \$245.00/ton
- Chlorine awarded to Hawkins for \$621.60/ton
- Quicklime awarded to Lhoist North America (LNA) for \$138/ton
- Ammonium Sulfate to Thatcher Company for \$0.301/lb

Documents:

5. FY16 FD SHSG EQUIPMENT - CAPITAL CAMERA (FD0059)

The state homeland security grant was previously awarded and approved by Council. The fire department did not feel they would spend the amount to make the purchase capital initially for the camera, however at purchase it was needed.

It is recommended the City Council pass an ordinance to amend the 2018 annual budget to increase the fire capital equipment expenditures and revenue and decrease the fire control expenditures and revenue for purchase of a search camera with the state homeland security grant.

Documents:

[2018 Memo- FD SHSG FY16 Equipment.pdf](#)
[2018 BA - FD SHSG FY16 Equipment BA.pdf](#)

6. SELF-CONTAINED BREATHING APPARATUS – CAPITAL TO NON-CAPITAL (FD0067)

The Minot Fire Department applied for and was awarded the Assistance to Firefighters grant in the amount of \$272,728 with a City match of \$27,272. The amount awarded per unit was over our capital threshold at \$6,000. The actual cost per unit was only \$4,495.46. The Fire Department was able to purchase additional, related items under the grant with the remaining funds.

It is recommended the City Council pass an ordinance to amend the 2018 annual budget to increase fire control revenues and expenditures and decrease fire equipment capital revenues and expenditures.

Documents:

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

7. 2018 K-9, MACI (PD0152)

The City of Minot received a donation of \$7,000 from Trinity Health to be used towards the purchase of a new K-9. Senior Officer, Matthew Pappenfus, is attending a six-week training course with our newest member of the MPD, Maci. We will be funding the remaining costs with asset forfeiture funds that are available.

It is recommended the Committee and Council pass an ordinance to amend the 2018 annual budget to increase police capital purchase and general fund police travel, education & travel, and operation supplies revenue and expenditures.

Documents:

[2018 Memo - 2018 K-9 Dog Maci.pdf](#)
[32. 2018 BA - 2018 K-9 Maci.pdf](#)

8. GAMING SITE AUTHORIZATION- MINOT STATE UNIVERSITY ALUMNI ASSOCIATION

Site approval by the City Council is required as a precondition to obtain a state games of chance license. Each organization submits documentation annually in order to conduct games of chance at locations throughout the City of Minot.

It is recommended the City Council approve the gaming site authorization for Minot State University Alumni Association to conduct pull tabs and poker at Valhalla Bar & Grill.

Documents:

[Memo- Gaming Site Authorization.pdf](#)

9. RETAIL BEER & WINE LICENSE – THE HOUSE PARTY, LLC DBA THE HOUSE PARTY

The City received a request from The House Party, LLC dba The House Party for a Retail Beer & Wine License operating at 26 & 28 3rd St NE. All documentation has been submitted and is being reviewed by the appropriate departments.

It is recommended the Committee and Council approve the request from The House Party, LLC dba The House Party for a Retail Beer & Wine License operating at 26 & 28 3rd St NE, subject to receipt of all documentation and approval by the Police Chief, Building Official and Fire Marshal.

Documents:

[Memo- The House Party.pdf](#)

10. LANDFILL CELL 6 – CONTRACT AMENDMENT (PROJECT NUMBER 4241)

In December of 2016, CPS was selected to design and construct a new MSW cell at the Minot Landfill. The project was designed and subsequently bid in May of 2017. Upon receiving the notice to proceed the contractor didn't mobilize to start the project for 6 weeks, which ultimately led to the project being suspended for the winter and not getting completed until June of 2018. This delay resulted in additional time being spent on the project that was not accounted for in the original contract. To date, there are 71 days of liquidated damages at \$500 per day for a total of \$35,500 to cover extra time spent on the project. Additionally, CPS performed some work that was beyond the scope of cell 6 design and construction.

It is recommended the City Council approve an engineering amendment for CPS Engineering in the amount of \$50,000.00 and authorize the Mayor to sign the agreement on behalf of the City.

Documents:

[4241 - Cell 6 - Contract Amendment.pdf](#)

11. NAWS ADAPTIVE MANAGEMENT PLAN MOU WITH BUREAU OF RECLAMATION

The City of Minot has been involved with NAWS since the 1990's in support of bringing quality and reliable drinking water to Minot and the North Central area of ND. As part of the Supplemental EIS that was completed by the Bureau of Reclamation, an adaptive Management Plan and team is required to be established to provide input on the design of the intake into the snake creek pump station as well as the biota plant at Max and to assure that these facilities are constructed and operated in accordance with the SEIS. Minot has been providing input and funding assistance since the inception of this project, but now the Bureau is asking that a MOU be formally established and signed designating personnel to participate in this AMP from the City.

It is recommended the City Council approve the MOU and enter into an agreement to participate in an adaptive management plan with the Bureau of Reclamation.

Documents:

[memo naws amp plan agreement.pdf](#)
[US Bureau of Reclamation.PDF](#)

12. UPDATED SNOW PLAN AND REVISED ORDINANCE REGARDING SIDEWALKS

The Public Works Department review the snow removal policy on an annual basis to

determine changes or items that we feel can enhance or improve snow removal techniques. In discussions with the Police Chief, City Manager and City attorney. The issue of snow removal on or adjacent to City property came up and a recommended revision was suggested that snow be removed from city sidewalks in accordance with our snow removal policy so that they are matching and in compliance.

It is recommended the City Council approve the updates to the snow removal plan and pass an ordinance to revise Section 28-42 of the City of Minot Code of Ordinances regarding snow removal.

Documents:

[2018 snow removal plan and ordinance revision.pdf](#)
[28-42_Sidewalk Snow Ordinance 2018 update.pdf](#)
[Snow Removal Plan 2018-draft.pdf](#)

13. DEPARTMENT PRESENTATION: POLICE DEPARTMENT

The Police Chief will present an update on current activities taking place and obstacles encountered within the Police Department.