



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

**1. 2018 NUISANCE ABATEMENT PROJECT - FINAL PAYMENT (4347)**

This is the yearly project to address nuisances throughout the City.

**Recommend approval of the final payment in the amount of \$971.98 to Dig It Up Backhoe Service for 2018 Nuisance Abatement.**

Documents:

[4347 - Final Payment Memo with documentation.pdf](#)

**2. 2018 PAVEMENT MARKINGS FINAL PAYMENT (4343)**

This is the annual maintenance project to stripe pavement markings throughout the City's streets.

**Approve the final payment of \$36,422.87 to be paid to West River Striping Company for the 2018 pavement markings.**

Documents:

[4343 -Final Pay Memo.pdf](#)

**3. 2018 SIDEWALK, CURB, & GUTTER FINAL PAY APPLICATION NO. 3 (4311)**

This annual project consists of constructing, rebuilding or repairing of sidewalk, curb & gutter in the right of way.

**Approve the Final Pay Application No. 3 in the amount of \$43,987.35 to be paid to Keller Paving and Landscaping, Inc. for the 2018 Sidewalk, Curb, & Gutter project.**

Documents:

[4311 - Final Pay App No 3 Memo Packet.pdf](#)

**4. 2018 STREET IMPROVEMENT DISTRICT FINAL PAYMENT (4308)**

This project was the annual maintenance project to repair and replace streets that were showing moderate to severe pavement distresses.

**Approve the final payment of \$498,789.96 to be paid to Bechtold Paving, Inc. for the 2018 Street Improvement District.**

Documents:

[4308 - 2018 Street Improvement Final Payment Memo.pdf](#)

**5. FINAL PAYMENT- MINOT SWIF ACTION B - STORM SEWER OUTFALL TELEVISIONING**

## **AND INSPECTION (3135.2B)**

This project televised or inspected all storm sewer outfalls or oxbow (Dead-Loop) flood control structures within the City of Minot to identify any maintenance requirements. The project was bid October 3, 2016 and Pace Construction, Inc. submitted the low bid for the project at \$240,088.85. After the project was bid, the SRJB (Souris River Joint Board) requested a change order to include televising work outside the City of Minot to this contract, which was granted. The total cost of the Project came to \$381,520.32.

**Recommend approval of the Final Payment to Pace Construction Inc. in the amount of \$115,666.75 for the SWIF Action B Storm Sewer Outfall Televising and Inspection Project.**

Documents:

[3135.2B Final Payment Memo to council.pdf](#)  
[3135.2B Pay App 5 - Final.pdf](#)

## **6. REVISION OF CEMETERY SUPERINTENDENT JOB DESCRIPTION**

Rosehill Memorial Cemetery has a very small staff which consists of the Cemetery Superintendent and three (3) Equipment Operators. Since its inception, the position of the Cemetery Superintendent has taken on more of an administrative role with limited involvement in skilled maintenance duties. Revising the job description to include and emphasize skilled maintenance duties will be helpful to the already limited staff in the department, especially during those periods when there are multiple burials on a daily/weekly basis and extensive summer seasonal maintenance.

**Recommend approval of revisions to the Cemetery Superintendent job description as proposed.**

Documents:

[Memo for Revision of Cemetery Superintendent Job Description.docx](#)  
[CEMETERY SUPERINTENDENT 2018.docx](#)

## **7. RESOLUTION APPROVING PARTICIPATION IN NDPERS PORTABILITY ENHANCEMENT PROGRAM**

The City Council approved participation in the North Dakota Public Employees Retirement program with the adoption of the 2019 Annual Budget. This participation will take effect on January 1, 2019.

The Portability Enhancement Program (PEP) is an additional tool offered by NDPERS which allows employees to invest additional dollars in a 457b Deferred Compensation Plan, which would enable the employee to gain a portion of the vesting in the employer's match dollars for the retirement program. This option would increase the employees' retirement benefits provided they invest the additional dollars.

**Recommend adopting resolution approving participation in the NDPERS Portability Enhancement Program.**

Documents:

[Memo for Resolution to approved participation in NDPERS Portability Enhancement Program.docx](#)  
[Resolution to adopt the NDPERS Portability Enhancement Provision.docx](#)

## **8. 2019 LIBRARY SALARY DISCREPANCY**

Following the Minot Public Library Board's approval of the 2019 proposed Library salaries

on May 17, 2018 the City released it's FY 2019 Compensation plan which was approved on June 13, 2018. Traditionally, the Library attempts to follow the City's pay plan guideline even though the department is not considered Civil Service. If the Library Director's proposed salary plan (approved in May) had followed the City's plan (approved in June), Library employees would be eligible for a salary increase of 1.5% to 5% rather than the 1.1% to 1.8% increased approved by the Library Board based on holding the line with the 2018 salaries.

**The Minot Public Library Board is requesting that City Council approve the attached Budget Amendment to move \$15,771.18 from the Library's Cash Reserves into the Library's Salaries for 2019 in order to correct this discrepancy without impacting the Mill Levy.**

Documents:

[2019 Salary Discrepancy Memo.pdf](#)  
[BA 2019 Salary.docx.pdf](#)  
[2019 Library Salary Adjustment.pdf](#)

**9. RIGHT OF WAY ENCROACHMENT APPLICATION – BUILDING ACCESS RAMP – 18 2ND STREET NE**

Norsk Brothers, LLC wishes to provide access to their building from the adjacent public sidewalk. The proposal is to construct an ADA accessible ramp and walkway to allow ingress/egress to the west side of the building. as shown in the attached sketch. The proposed ramp/walkway will encroach on the City's right-of-way.

**Recommend approval of the Right of Way Encroachment Agreement Application submitted by Norsk Brothers, LLC for the installation of an ADA access ramp at their building at 18 2nd Street NE.**

Documents:

[Memo\\_Encroachment\\_NorskBros.pdf](#)

**10. EDGEWOOD VISTA DRAINAGE EASEMENT (4427)**

The Edgewood Vista subdivision was platted in 2006. During the infrastructure design, a 60" storm sewer was installed through the subdivision that conveys drainage from a large watershed in southeast Minot. The pipe discharges into a ditch that flows to the southeast. However, a drainage easement was never platted over this small section of the ditch within the Edgewood Vista park.

**Recommend Council accept the drainage easement on a portion of Park in Block 5, Edgewood Vista Subdivision, to the City of Minot, North Dakota.**

Documents:

[4427 Edgewood Vista Drainage Easement Memo.docx](#)  
[Easement Photo.pdf](#)

**11. REAL ESTATE TRANSFER – 27TH AVENUE NW REGIONAL STORM WATER POND (3575)**

Under a Development Agreement with the City dated August 31, 2012, Northern Lights Property Development, LLC created a regional storm water pond as a part of the 27th Avenue NW Storm Sewer Improvements Project. The Development Agreement provides that upon completion of Northern Lights' obligations under the Development Agreement, the Development Agreement will terminate and Northern Lights is required to transfer title to certain property, improvements, and associated easements to the City. Northern Lights has completed their obligations.

**Recommend approval of the transfer of land, whose legal description is Lot One (1), Block One (1), Tollberg Shores Second Addition, Ward County, North Dakota, from Northern Lights Property Development, LLC to the City of Minot, and authorize the Mayor to sign the Real Estate Transfer Agreement.**

Documents:

[Memo\\_3575\\_RealEstateTransfer.pdf](#)

**12. CITY HALL RETAINING WALL – REQUEST FOR QUALIFICATIONS (4398)**

A grouted rock retaining wall system is currently in place to retain the soil for the City Hall complex. Additional wall damage is likely to occur in the future if a change is not made.

**Recommend Council authorize the engineering department to solicit Requests for Qualifications for engineering services for the City Hall Retaining Wall Project.**

Documents:

[4398 - City Hall Retaining Wall Request RFQ Memo.pdf](#)

**13. TRANSIT BUDGET AMENDMENT FOR ROUTEMATCH UPGRADE (BUS034) P4430**

The NDDOT has approved a change in use for grant funds to upgrade our current Routematch Automatic Voice Announcement system and WiFi capabilities. They have also approved the Alternate Procurement Request to use RouteMatch as the sole source for this upgrade since it is their system. The cost of this upgrade will be approximately \$24,500.00. Because of the cost and type of upgrade this purchase will need to be capitalized so a budget amendment is included to capitalize this purchase if approved.

**Recommend the City Council authorize the Transit Department to proceed with the purchase of an upgrade to the current RouteMatch Intelligent Transportation Systems hardware and software and pass an ordinance to amend the 2018 annual budget.**

Documents:

[2018 Memo - MTC for RouteMatch Upgrade-p4430.pdf](#)  
[approved alternate procurement request.pdf](#)  
[38. 2018 BA - MTC for RouteMatch Upgrade.pdf](#)

**14. ANNE STREET BRIDGE ANALYSIS ENGINEER SELECTION (4385)**

The Anne Street Bridge is currently in poor condition. An assessment is needed to determine the most cost effective method of repairs to the bridge deck and any structural members in need of replacement. Requests for qualifications were solicited for this work. EAPC was the sole respondent to the request for qualifications. This is likely due to the complex nature of this project. Upon review of their qualifications, staff feels they can accomplish the scope requested.

1. **Recommend selection of EAPC to perform the necessary analysis work**
2. **Authorize the City Engineer to negotiate a scope and fee**
3. **Authorize the Mayor to sign the agreement**

Documents:

[4385 - Anne Street Bridge Analysis Engineer Selection.docx](#)

**15. RETAIL LIQUOR & BEER LICENSE TRANSFER**

Paperwork was submitted to transfer the retail liquor and beer license from Rose Keyes, owner of Rose's Blind Duck, LLC to be transferred to Blindsight Investments, LLP.

**It is recommended the Committee and Council approve the transfer of the retail liquor and beer license.**

Documents:

[Memo- Liquor License Transfer.pdf](#)

[License Transfer Form.PDF](#)

[License Agreement.PDF](#)

**16. MINOT ENVIRONMENTAL POLICY GROUP RECOMMENDATIONS REGARDING SINGLE-USE PLASTIC SHOPPING BAGS**

In February of 2018, a group of other like-minded individuals from Minot expressed frustration with the amount of single-use plastic bags stuck in trees, gutters, bushes, and fields in our community and wanted to do something about it. The name of the work group became the Minot Environmental Policy Group and the invitation was extended to members of the Minot community to share their thoughts, views, and experiences regarding single-use plastic bags in our community and what we could do to reduce waste and litter from this product.

**It is recommended the City Council discuss the information provided by the Minot Environmental Policy Group and consider their proposed recommendations.**

Documents:

[Single-Use Plastic Bags.pdf](#)

[Minot Environmental Policy Group.PDF](#)

**17. AMENDED MAGIC FUND GENERAL POLICY GUIDELINES**

The City Council as part of the 2018 Budget Deliberation and Approval process requested that a task force be established to review the MAGIC Fund uses, and its policies for the purpose of recommending amended language to more clearly define scope and uses of the Fund as well as to promote transparency and clarity. The recommended adjustments and clarifications of the MAGIC Fund guidelines are the result of this extensive review and assessment.

**It is recommended the City Council approve the Amended MAGIC Fund General Policy Guidelines.**

Documents:

[AmendedMagicFundCouncilmemo.pdf](#)

[draft amendments to MAGIC Fund guidelinesc.pdf](#)

**18. INFORMATIONAL UPDATE ON THE PARKING RAMPS**

The Finance Director will provide an update on the parking ramps.

**19. DEPARTMENT PRESENTATION**