



## Public Works & Safety Committee

Wednesday, April 26, 2017 – 4:15 p.m.

City Council Chambers

### 1. RECLASSIFICATION OF SANITATION EMPLOYEES

In 2016 the City Council approved transitioning to automated garbage collection in 2017. Budget discussions on this change in sanitation included the City's intent to downsize personnel in the garbage collection department, and Council's concern at terminating employees when the need arose. At that time, the Sanitation/Landfill Superintendent and Human Resource Director indicated their intention to transfer eligible employees to other departments with open positions, and leave future vacated positions unfilled in garbage collection, rather than terminating employees due to the impending changes.

**It is recommended the Committee and Council approve the reclassification of Sanitation employees due to the impending automation of garbage collection.**

Documents:

[MEMO RECLASSIFYING SANITATION DEPARTMENT.PDF](#)

### 2. REQUEST FOR PERMANENT ENCROACHMENT WITHIN CITY RIGHT-OF-WAY FOR 501 31ST AVE SW- ASPHALT PAVEMENT IN THE BOULEVARD

A request has been received for an encroachment permit to allow asphalt pavement to be placed in the boulevard and encroach approximately 28.5 feet into the City right-of-way.

**It is recommended the Committee and Council approve the encroachment within City right-of-way for 501 31st Ave SW for asphalt pavement in the boulevard, with the following conditions:**

1. That the Owner signing the permit agrees that the costs of maintenance and replacement be his responsibility.
2. That the City Attorney prepare the encroachment permit agreement, including language to protect the City from liability.
3. That the City Council retains the right to revoke the encroachment permit if it becomes necessary for any reason.
4. That the property owner pays a \$100 processing fee.

Documents:

[501 31ST AVENUE SW ENCROACHMENT MEMO.PDF](#)

### 3. ESTABLISHMENT OF SANITARY SEWER CONNECTION FEES FOR FLICKERTAIL 2ND ADDITION DEVELOPMENT (3872.1)

**It is recommended the Committee and Council establish sewer connection fees at \$0.12/square foot for the following parcels:**

1. **Lot 1 Flickertail 2nd Addition**
2. **Lot 2 Flickertail 2nd Addition**
3. **Flickertail Addition**
4. **Outlot 2, S 36, T 156, R 83N**
5. **Portion of SW ¼, S 36, T 156, R 83N**
6. **Outlot 3, 5, 6 & 21, S 36, T 156, R 83N**

Documents:

[3872.1 - SANITARY SEWER CONNECTION FEE MEMO.PDF](#)

### 4. ESTABLISHMENT OF SANITARY SEWER CONNECTION FEES FOR MINOT PRAIRIE INDUSTRIAL PARK

2ND ADDITION DEVELOPMENT (4098)

**It is recommended the Committee and Council Establish connection fees at \$0.09/square foot for the following parcels in and around the Minot Prairie Industrial Park 2nd Addition (MPIP 2nd):**

1. **Block 1 – Lot 1 (MPIP)**
2. **Block 1 – Lot 2 (MPIP)**
3. **Block 1 – Lot 1 (MPIP 2nd)**
4. **Block 2 – Lot 1 (MPIP 2nd)**
5. **Block 2 – Lot 2 (MPIP 2nd )**
6. **Block 2 – Lot 3 (MPIP 2nd )**
7. **Block 2 – Lot 4 (MPIP 2nd)**
8. **Dawn to Dusk Addition Lot 2, S 22, T 155, R 82N**
9. **Sublot C & Sublot B of Outlot 1 of NWSW, S 23, T 155, R 82N**
10. **Zablotney Owned Parcel (S2 NE NW LESS R-W, 23-155-82)**
11. **Outlot 10 & 9 S 23, T 155, R 82N**

Documents:

[4098 - SANITARY SEWER CONNECTION FEE MEMO.PDF](#)

5. **REQUEST TO DONATE 2002 SPECIAL OPERATIONS TRAILER TO MINOT RURAL FIRE DEPARTMENT**  
The Minot Fire Department is requesting approval to donate a 2002 Special Operations Trailer to the Minot Rural Fire Department. This trailer has not been used since the department procured a Hazardous Materials Truck in 2011 through the use of State Homeland Security funding for regional response. The City has no other use for this trailer within the department and it does not meet any other department's needs.

**It is recommended the Committee and Council authorize the Fire Chief to donate a 2002 Special Operations Trailer to the Minot Rural Fire Department.**

Documents:

[HAZ-MAT TRAILER DONATION TO MINOT RURAL.DOCX](#)

6. **HVAC AND PLUMBING PERMIT FEES**  
In 2012, a budget ordinance was passed amending the permit fees for mechanical and plumbing permits to offset an increase in inspection costs for the City. A correction is needed to update those permit fees which affect projects that have valuations for plumbing and mechanical costs greater than \$20,000.

**It is recommended the Committee and Council pass an ordinance on first reading amending the City of Minot Code of Ordinances Section 26-3 (a)(1) and (b) and (c) relating to fees for mechanical and plumbing permits.**

Documents:

[HVAC AND PLUMBING PERMITS MEMO.PDF](#)

7. **MOUSE RIVER ENHANCED FLOOR PROTECTION PROJECT- UTILITY RELOCATION AGREEMENTS (3529)**  
Major utility relocations are required for the MREFPP. The Souris River Joint Board (SRJB) has agreed to provide compensation to the franchise utilities for relocating their facilities. In order to do this, the City must modify the franchise agreements in ordinance to allow the SRJB the authority to relocate them, as well as provide compensation for relocation as the City does not provide relocation costs for utilities in the city right-of-way.

**It is recommended the Committee and Council:**

1. **approve addendum 2 with the SRJB for utility relocations associated with the MREFPP;**
2. **pass an ordinance on first reading modifying the franchise agreements to permit the SRJB to direct relocations of the utilities but only after receiving written approval from the City Engineer or Public Works Director;**
3. **Authorize the Mayor the sign addendum 2 relating to SRJB relocations.**

Documents:

[MEMO- 3529.PDF](#)

8. **BUILDING RELOCATION- 3520 30TH ST NW**  
**It is recommended the Committee and Council approve the relocation of an accessory building from 306 Maple Street to 3520 30th St NW, subject to the following conditions:**

1. A ten-thousand dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work.

2. An approved approach permit assigned to 3520 30<sup>th</sup> St NW issued by Harrison Township.
3. Building permits for all proposed construction.
4. An approved foundation design in compliance with City of Minot building codes.
5. If required: plumbing, electrical and HVAC systems must be brought into compliance with current code requirements of the City of Minot.
6. All work at the new location must be in compliance with City of Minot building codes and zoning ordinances.
7. The exterior of the structure must be one consistent color or scheme of colors after relocation.
8. Applicant must obtain all necessary permits, and coordinate all relocation activities with public utilities and traffic authorities.
9. The property must be provided with proper site drainage and must be landscaped in a manner similar to surrounding properties.

Documents:

[SCHAFFER MOVE.PDF](#)  
[MEMO- BUILDING RELOCATION.PDF](#)

9. SUNDRE RAW WATER LINE RE-ROUTE (4195)- ENGINEERING AMENDMENT

A large portion of the existing fiberglass Sundre raw water line, that brings water from the sundre well field SE of Minot to the Water Plant, will need to be relocated for the flood protection project. After reviewing the costs for the relocation, staff believes there are benefits to re-routing the sundre line and tying into the NAWWS line.

**It is recommended the Committee and Council:**

1. **Approve the Construction Engineering Agreement with Houston Engineering to re-route the Sundre Raw Water Line;**
2. **Authorize the Mayor to sign the agreement.**

Documents:

[4195 ENGINEERING AGREEMENT.PDF](#)  
[4195 MEMO ENGINEERING AGREEMENT.PDF](#)

10. 30TH AVE NE GRAVITY SEWER (PROJECT NUMBER 3490.5)

1. **Due to the timing of the bid opening, a tabulation will not be available before the Committee meets. Bids for this project will be opened on May 1, 2017. A full tabulation and recommendation will be available at the City Council meeting on May 1, 2017.**

Documents:

[3490.5 - NE SEWER - AWARD MEMO.PDF](#)

11. ORDINANCES ON SECOND READING

**The following ordinances need to be considered on second reading:**

1. **Ordinance No. 5122- Rezone Bluff Point Estates, Lots 1-33 from AG to RM with a PUD Overlay**
2. **Ordinance No. 5123- Annex Bluff Point Estates, Lots 1-33 and adjacent 13th St SE & 37th Ave SE Right-of-Way into City Limits**
3. **Ordinance No. 5183- Amending the 2016 Annual Budget- MREFPP**

Documents:

[5183- 2016 BA - MREFPP OVER BUDGET.PDF](#)