



**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** Lance Meyer, P.E., City Engineer

**DATE:** May 6, 2019

**SUBJECT: CRS OPEN SPACE PRESERVATION**

**I. RECOMMENDED ACTION**

- A. Authorize the Mayor to sign the Statement of Intent to Preserve Open Space.
- B. Authorize the Mayor to sign any required documents for the Airport Concurrent Use Agreement.
- C. Approve the attached budget amendment on first reading.

**II. DEPARTMENT CONTACT PERSONS**

Lance Meyer, City Engineer	857-4100
Christine Johnson, Project Civil Engineer	857-4100

**III. DESCRIPTION**

A. Background

The City of Minot participates in FEMA’s Community Rating System (CRS) program through the National Flood Insurance Program. As a CRS community, the City regulates floodplain development and takes floodplain management actions beyond the minimum requirements of the NFIP. Based on a community’s CRS rating, properties within the Special Flood Hazard Area (100-year floodplain) are eligible for a discount on flood insurance premiums. The City of Minot is preparing to submit information to FEMA that could provide enough additional CRS credit to receive a higher rating.

B. Proposed Project

One floodplain management action credited by the CRS program is preservation of open space within the SFHA. Open Space Preservation benefits the community by limiting development in high-risk areas, therefore reducing property losses and protecting people in these areas. CRS credit for Open Space Preservation is based on the percentage of the SFHA that meets criteria including ownership and planned land use.

Qualifying Open Space land includes publicly and privately owned parks, golf courses, nature preserves, and similar property that is documented through a Statement of Intent signed by the property owner. All eligible properties are primarily pervious natural area with no structures or pavement. A limited amount of impervious area does not disqualify a property if the improvements are necessary for the intended use of the land. For example, a parking lot and maintenance building would not disqualify a property used as a park, since the improvements are essential to the function of the park.

The City owns 38 parcels which are partially or completely located in the SFHA and qualify for Open Space Preservation credit, shown on the attached Open Space Preservation Map. The majority of the qualifying land is located in these areas:

- i. Minot International Airport
- ii. Souris Valley Golf Course
- iii. Roosevelt Park
- iv. Oak Park

Several other properties on the list were purchased by the City for the purpose of flood control projects. Properties owned by other agencies have also been preserved as Open Space that will contribute to the City's CRS credit in this activity. The following organizations have signed similar Statements that will be submitted as documentation for Open Space credit.

- i. Boy Scouts of America Northern Lights Council
- ii. Golf Minot, Inc.
- iii. Minot Park District
- iv. Minot Park Foundation
- v. Souris River Joint Board
- vi. Ward County
- vii. Ward County Park Board
- viii. Ward County Water Resource Board

The airport is providing a significant amount of open space credit to the City as part of this project. In order to count the contribution of open space in the SFHA, the FAA is requiring the City to sign a concurrent use agreement. The airport staff will work with their consulting engineer to ensure all FAA and State requirements are met.

- C. Consultant Selection  
N/A

#### **IV. IMPACT:**

- A. Strategic Impact:

Signing the Statement of Intent allows the City to receive additional CRS benefits by simply documenting the ownership and usage of property.

- B. Service/Delivery Impact:

The Statement does not restrict the ability of the City to develop or sell the property in the future. If changes in ownership or usage occur, the Engineering Department will provide notification to the appropriate agencies to modify the necessary CRS credits during the annual recertification process.

- C. Fiscal Impact:

As a Class 8 community, Minot residents within the Special Flood Hazard Area currently receive a 10% discount on flood insurance premiums. With the additional credit gained by documenting Open Space Preservation, Minot could become a Class 7 community resulting in a 15% discount.

To assist airport staff with drafting the concurrent use agreement, their consultant, Ulteig Engineers, have developed a not to exceed scope and fee of \$7,026. The fee would be based upon hourly rates charged by the engineer to complete the required FAA paperwork.

Funding would come from general fund reserves. Any unspent funds would be transferred back to the general fund reserves.

**V. ALTERNATIVES**

The Council has the option to not participate in the open space portion of the program. Open Space properties owned by the City would not help increase our CRS rating.

**VI. TIME CONSTRAINTS**

None

**VII. LIST OF ATTACHMENTS**

- A. Statement of Intent to Preserve Open Space
- B. Open Space Preservation Map
- C. Budget Amendment