

Date: July 11, 2017

To: Community Facility Committee

From: David Lakefield, Finance Director

Re: 2017/2018/Applications

The City of Minot has received nine applications for consideration by the Community Facility Committee. However, before a summary of the applications is provided a recap of the Community Facility Fund may be beneficial to the Committee.

The City of Minot has collected \$21,123,737 through May 2017. The 2017 collections are down approximately 8 percent from last year. The following table lists the projects that have been funded using Community Facilities Funds in prior years.

| Project  | Project No. | Year      | Approved         | Spent            | Remaining       |
|--|-------------|-----------|------------------|------------------|-----------------|
| Corbett & Hoeven Field Sod                       | ST2P01      | 2012      | \$ 250,000.00    | \$ 250,000.00    | \$ -            |
| Dakota Territorial Air Museum                    | ST2P04      | 2013      | 500,000          | 500,000          | -               |
| MSU Herb Parker                                  | ST2P06      | 2012      | 4,000,000        | 4,000,000        | -               |
| Park District Flood Control                      | ST2P07      | 2012      | 1,700,000        | 1,700,000        | -               |
| BRCS Gym Improvement                             | ST2P09      | 2013      | 275,000          | 275,000          | -               |
| Minot Commission on Agin                         | ST2P10      | 2013      | 400,000          | 400,000          | -               |
| NDSF Curling                                     | ST2P11      | 2013      | 275,000          | 275,000          | -               |
| YMCA Outdoor                                     | ST2P12      | 2013      | 193,585          | 193,585          | -               |
| MAYSA Ice  | ST2P13      | 2013/2016 | 4,000,000        | 4,000,000        | -               |
| Hammond Park                                     | ST2P14      | 2013      | 500,000          | 493,879          | <b>6,121</b>    |
| Softball   | ST2P15      | 2013      | 257,776          | 257,776          | -               |
| Minot Rec Perkett Skating                        | CAP003      | 2012/2015 | 587,440          | 461,327          | <b>126,113</b>  |
| Armory Roof                                      |             | 2013      | 100,000          | 66,667           | <b>33,333</b>   |
| MSU Multisport Dome                              | ST2P17      | 2016      | 1,000,000        | 1,000,000        | -               |
| Sport Complex Paving                             | REC023      | 2016      | 1,000,000        | 634,629          | <b>365,371</b>  |
| Jack Hoeven Field Improvement                    | ST2P16      | 2016      | 1,000,000        | -                | 1,000,000       |
| South Hill Complex Synthetic Turf Installation   | ST2P18      | 2017      | 2,000,000        | -                | 2,000,000       |
| Minot Commission on Aging Office Remodel         | ST2P19      | 2017      | 135,000          | 135,000          | -               |
| Domestic Violence Crisis Center                  | ST2P20      | 2017      | 100,000          | 100,000          | -               |
| Administration                                   |             |           | 300,000          | 300,000          | -               |
|  |             |           | \$ 18,573,800.96 | \$ 15,042,862.30 | \$ 3,530,938.66 |
| Bold items - funds added back to available funds |             |           |                  |                  |                 |

The funds available to award are as follows:

| Summary of Funds                 |           |                  |  |  |
|----------------------------------|-----------|------------------|--|--|
| Collections Through April 2017   | \$        | 21,123,737       |  |  |
| Anticipated Collections May-Dec. | \$        | 1,490,805        |  |  |
| Approved                         | \$        | (18,316,025)     |  |  |
| Add back Funds Returned          | \$        | 530,939          | *Bolded items from 'Funded Projects' tab |  |
| <b>Available to Award</b>        | <b>\$</b> | <b>4,829,456</b> |  |  |
|                                  |           |                  |  |  |

Pursuant to Ordinance No. 4380 of the Minot Code of Ordinances, the City of Minot may make proceeds available from the city sales tax for purposes of upgrading, remodeling and constructing community facilities. These community facilities, include but are not limited to, arenas, auditoriums, and facilities for conventions. In 2014, an ad hoc committee presented the following definition for “community facility” which was approved by the City Council: “A Community Facility would fill a need by the community, and it should be owned and operated by a political subdivision. If non-profit groups are eligible, they should be limited to partnership projects with political subdivisions, not stand alone non-profit projects. Local control and community benefit is required.” Since the approval of the definition, the City Council has approved projects for community facilities owned by the City; for community facilities owned by other political subdivisions or state entities; and for community facilities owned by private non-profit entities when the entity has applied with a political subdivision partner.

The following is a summary of the applications (taken directly from the application), in no specific order. Please refer to the application for additional details. A copy of the complete application is attached as well as a memo from the City Attorney regarding the award of Community Facility Funds.

**1. Municipal Auditorium – City of Minot**

This project would replace the existing tartan floor in the Main Arena of the Municipal Auditorium. This floor was originally installed in 1992 and would be replaced with a similar type of tartan floor. The project would also replace the remaining 543 light fixtures that have the T12 bulb system with High Efficient LED Lights.

\$175,000— Auditorium Arena Flooring

\$ 50,000 — Auditorium Arena Removal

\$ 10,000 — Engineering Costs

\$235,000

\$150,000 — Auditorium Complex LED Light Fixture Replacement (T12 Fixtures)

\$ 7,500 — Engineering Costs

\$157,500

**\$392,500 - Total Amount Requested for Auditorium Projects**

**2. Council Chambers Upgrades – City of Minot**

Brief Scope of Improvements: (Expanded information attached)

- A. A ramp to the dais will be constructed on the north wall and designed to blend with the existing interior design of the room.
- B. A custom podium will be built to allow individuals who may be wheelchair bound the ability to speak into the microphone.
- C. The podium will be equipped with a document projector for individuals who have brought supplemental documents they wish to share. This will allow everyone to see what is being discussed if copies were not supplied for the room. Among the physical upgrades will be technical upgrades that will allow people to watch any and all meetings from their home via online streaming and cable broadcast.

Specific amounts requested from the City of Minot and dates requested:

\$45,000— A/v Upgrades and Installation  
 \$15,000— ADA Compliant Wheelchair Ramp  
 \$ 3,500— Mid.co Digital Broadcast Equipment  
 \$ 3,000 — Contingency Overruns\* \$ 2,000— ADA Compliant Custom Podium  
\$ 1,500- Dell Precision Work Station Mini Tower CPU  
 \$70,000- TOTAL

### 3. **Roosevelt Zoo – Minot Park District (political subdivision)**

#### Project Summary

We are requesting \$3 million dollars from the City’s Facility Grant Fund to build new habitats for the big cats at Roosevelt Park Zoo. The total project cost is \$5 million dollars and consists of 3 separate projects: Amur Tiger habitat (\$1.9 million), African Lion habitat (\$2.1 million), and Cat complex for Amur leopards and Snow leopards (\$1 million). Both the tiger and lion habitats would be newly constructed exhibits featuring naturalistic landscapes for the enrichment of the animal as well as provide a dynamic and educational experience for our visitors. The cat complex would be a renovation of the existing habitat and will feature rock climbing structures and overhead catwalks to again provide an enriching home for the animals and unique visitor experience.

#### Project Description

The Minot Park District and Minot Zoo Crew are partnering to improve our zoo with major capital investments. We look back on our history as inspiration to guide our future. Prior to the 2011 flood, we had master plan goals to address aged infrastructure. Our focus was on exhibits built in the 1970s following the devastation of the 1969 flood namely: our cat complex, bear den and primate exhibits. These exhibits are antiquated and no longer meet modern zoological standards in terms of design and theory. These projects would improve our animals’ quality of life and welfare. The project would provide larger, naturalistic and enriching habitats to encourage natural behavior of the animals and meet their species specific needs. Modern zoo theory and design not only

addresses the component of animal welfare but, also the visitor experience. Zoo visitors will gain understanding and appreciation of the animals who serve as ambassadors for their wild counterparts. We will work to further our visitor's understanding with educational signage highlighting habitat awareness and conservation initiatives to help save animals from extinction.

4. **YWCA Minot – Private Non-Profit Organization (No Political Subdivision Partner Provided)**

YWCA is seeking funding to convert our main floor restroom into a handicapped accessible bathroom, and to create a new program called "Fresh Start."

YWCA Minot is located in a 3 story building, and can house 17 homeless women and children at a time. Currently, 5 of our 6 homeless shelter rooms are in our basement and our handicapped accessible room is on the main floor. The problem that we encounter when we house a handicapped client is that the shelters showering facility is on the basement level, and going down stairs can be hazardous or even impossible for a handicapped person. While we do have a restroom on the main floor, it is not equipped with the necessary features to serve our disabled clients. We hope to change that to better meet the needs of everyone who comes through our doors. With support, we intend to renovate the main floor restroom to include a handicapped accessible shower, a shower bench, and support rails.

In addition to this upgrade improving the lives of our handicapped clients, it will also be an opportunity to extend our community outreach. YWCA Minot is a zero-tolerance drug and alcohol shelter. If a person has any illegal substances in their system, they are not permitted to stay at the shelter until they are clean. While we do this to protect our clients, we recognize that these women and children need help too. That is why we intend to open our doors to the women and children in the Minot community during business hours to allow them to take a shower, meet with our staff, and get access to toiletries and clothing. This new service has been named the "Fresh Start" program. This is because we believe that simply being freshly showered may enable some of these women to pick up their lives, find jobs, and be a more marketable person in the community. Everyone deserves a "fresh start."

Because of the age of the building and the fact that we will have to re-work the layout of the restroom, we expect to pay up to \$14,000 dollars. It is our hope that we can stay closer to \$10,000. This number includes a new handicap accessible shower with accessories (safety bars and shower seats as necessary), plumbing changes, potential building related issues, and contractor fees. It is our goal to complete the project in the 2017 year, but understand that it may take longer.

5. **MSU Dome – State Board of Higher Education (State Entity)**

This request is for the replacement of seating in the MSU Dome on the Minot State University campus. The bleachers and chairs currently in the Dome represent the original seating installed in 1981 when the Dome was constructed. The purchase of new spectator

seating will allow for safe and comfortable seating for those attending the many events held annually at the MSU Dome. Updated seating will also help attract additional events and new visitors to the facility and to the Minot community. The Dome provides seating for 10,000 spectators and is one of the largest arenas in the Upper Midwest.

This request will help ensure the Minot community has a facility that provides an outstanding environment for the thousands who come to the Dome every year. Seating is vital to the comfort and overall experience for spectators, thus setting the stage for Minot to realize a positive economic impact through continued and increased attendance at Dome events. Events at the MSU Dome lead directly to an increase in lodging tax revenue, retail sales, and food/beverage sales in Minot. In addition to this increased economic impact is a quality of life enhancement for area citizens due to the many events held annually at the Dome. Other similar facilities in North Dakota are constantly upgrading their amenities, and we must do so to remain competitive and continue attracting major events to our community.

The total cost of new seating and installation is \$2 million. MSU is requesting \$2 million from the Community Facilities Fund. If funds are realized through this request, construction could begin in spring 2018 with substantial completion by August 2018.

**6. Souris Valley Animal Shelter – Private Non-Profit Organization (No Political Subdivision Partner Provided)**

The Souris Valley Animal Shelter (SVAS) has developed plans to remodel and expand to better suit the needs of the City of Minot and Ward County. The primary purpose of this expansion will focus on increasing our housing capabilities to reduce the number of feral/stray pets within the city of Minot and Ward County. This project will also include the addition of a spay/neuter clinic (the only clinic of its kind found WITHIN an animal shelter in North Dakota). The clinic will serve three purposes. The main purpose will focus on the SVAS's current pets. The next purpose is its Trap/Neuter/Release (TNR) program which focuses on sterilizing feral cats in our community to control reproduction. Finally, the SVAS will offer low income spay/neutering.

The addition of a 44'X34' multi-purpose room will enable the SVAS to expand the capacity of care in times of crisis for both the City and citizens in need of emergency sheltering. Additionally, the room will allow us to expand our community programs. The introduction of programs such as therapy dogs, emergency sheltering, humane education, and the "Read to the Animals" program have been very well received in the community. The therapy dog program partners with the Domestic Violence Crisis Center, the YWCA, the Men's Winter Refuge, and most assisted living facilities and retirement homes in the Minot community. Pre-screened animals are brought to scheduled destinations to allow residents an hour to interact with the SVAS pets. This gives the pets much needed socialization and exercise while at the same time providing comfort to the most vulnerable.

The project will consist of 2 separate phases. Phase 1 will be the addition of nearly 7,000 square feet on the back of our property. This phase will include a 44'X34' multi-purpose

room, overflow housing, upgraded mechanical rooms, the separation of cats and dogs, a dog daycare/groomer (this area will provide funding for the spay/neuter clinic) and an after-hours surrender area. Phase 2 will remodel the existing building to better utilize space. This remodel will include the addition of the Spay/Neuter Clinic, better drainage, better air circulation, additional adoption /Read to the Animals rooms.

Amount requested is \$900,000 in order to partially fund Phase 1; Date requested is January 15, 2018.

## **7. Recycling Facility – City of Minot**

Due to a high volume of requests from citizens of Minot. a presentation was given to the Minot City Council outlining what a recycling program could look like and what steps the City would need to take to get a recycling program off the ground. Following this presentation, a recycling ad hoc committee was formed to work through the issues and hurdles of a recycling program. After the committee researched and studied recycling for about 4 months a recommendation was made to the City Council that a recycling program would be a benefit to the City of Minot and moves should be made to implement one.

As we are currently rolling out automated trash collection, which was the first step toward implementing recycling, we are looking at the next phase of the ad committee recommendation to build a recycling transfer facility. Since the main goal of any recycling program is to divert as much recyclable material as possible from the landfill, single stream recycling was the chosen method as it is proven to have the highest diversion rates. The drawback to single stream is that those materials need to be again separated into their individual commodities for marketing. Minot is located about 500 miles from the nearest materials recovery facility or MRF, thus the need for a transfer facility.

The addition of a transfer facility will not only benefit the City of Minot, but it will benefit the region. Minot Municipal Landfill is a regional landfill that accepts waste from 7 different counties. Annually, nearly 80,000 tons of municipal solid waste is disposed of in the Minot Landfill. Over half of this volume is coming in from surrounding communities in the region. While a well-run recycling program in Minot could divert thousands of tons of waste from the landfill, the City can only affect what is generated within our community. By building a transfer facility, recycling is made available to the region and many communities have already expressed interest in implementing their own recycling program including the Minot Air Force Base.

Design and Construction is estimated to cost approximately \$2.5 million. In order to get the facility completed by early 2019, funding is requested for October of 2017.

## 8. Carnegie Center – City of Minot

The Carnegie Center was built in 1911 and is on the historical registry. The building has been used in the past for many different functions and activities. Music lessons and recitals, art displays, weddings and receptions and also some historical displays. It has had very good interior care and the HVAC has been upgraded, all in compliance of the historical registry compliance guidelines.

The building has had some settling in one corner of the structure and action to correct this situation before the building can no longer be repaired or saved. The north wall from the west corner is sunk to the point where a large crack has developed from the top to the bottom separating brick and mortar, window ledges and window sills and decorative concrete trim and caps. Many windows themselves, jambs and storm windows which are holding the “poured”

glass panels also need reselling. Once the building has been stabilized, point tuck work on the brick would need to be done. A project timeline would all determined after a structural engineer could determine the extent of the work needed to stabilize the structure and complete all the repairs needed to stay in compliance with the Historical Registry criteria.

Specific amounts requested from the City of Minot and dates requested:  
\$550,000 to include structural plans and design.

## 9. Children’s Museum of Minot – Private Non-Profit Organization with Minot Park District Partnership

The Magic City Discovery Center (MCDC) grew out of a brain storming session sponsored by the Minot Area Community Foundation. Through those discussions a dream and then a plan arose to create the Magic City Discovery Center. For the past three years the museum partnered with the Dakota Territory Air Museum which provided space for educational exhibits, creativity and play.

The Board plans on constructing a 20,000-square-foot building that is estimated to welcome 75,000 to 100,000 visitors per year, treating them to interactive STEAM (Science, Technology, Engineering, Art and Mathematics) based exhibits as well as outdoor exhibit space, educational classrooms and community multi-purpose space. The board reached an agreement with the Minot Park District Board in late June that would allow MCDC to build on North Hill park district land. The site is visible from Broadway and provides a beautiful panoramic view of Minot. MCDC plans to open a hybrid (children’s and science) museum that serves children from birth to age 14. Community feedback confirms the need for this incomparable educational experience and unique regional destination.

The Magic City Discovery Center is asking for \$2.5 million toward an approximate \$10 million capital campaign fundraising effort. Should this be the lead gift for the children’s

museum, the name would remain as is, to continue to honor the magical heritage that is a part of Minot's rich history. This funding would be needed in 2018 for excavation, foundation and other work associated with the new building.

The complete applications are attached for your review. The Finance Department will be available to answer any questions in regards to the fund available for distribution.