

COMMUNITY DEVELOPMENT COMMITTEE APPLICATION

AND REQUEST FORM FOR USE OF SALES TAX PROCEEDS FOR COMMUNITY FACILITIES

INTRODUCTION

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, for example, may be constituted by arenas, auditoriums, and facilities for conventions, tourist and sporting events. Community facilities must meet one of the following three categories in order to be eligible for possible funding: (1) community facilities owned directly by the City of Minot; (2) community facilities owned directly by another county, city, township, city park district, school district, or other political subdivision of the state of North Dakota, including any agency, board, or institution of the state of North Dakota, and for which entities an appropriate Joint Powers Agreement has been lawfully executed between the City of Minot and the applicable entity; and (3) community facilities of private non-profit entities with which the City of Minot has authority to engage in with respect to a lawful business or enterprise under North Dakota law meeting a public purpose and for which an independent and applicable implementing Ordinance has been passed by the City, and which lawful business or enterprise is predicated upon subsequent written agreement sufficiently detailed to ensure supervisory controls and measurable analysis that the public purpose is being met.

The filing of an application or request form is not intended to guarantee an award or granting of sales tax proceeds to an applicant. The City of Minot reserves the right to approve or reject applications and projects on a case by case basis, taking into consideration established policies, project criteria, and demand on City services and finances in relation to the potential benefits from the project. In the consideration of submitted applications, the City will address the specific and unique needs of the community as a whole and will review the submitted applications in terms of serving the best interests of the community. Approval or denial of one project is not intended to set precedence for approval or denial of another project. The City of Minot shall also consider whether funding of an identified project results in unfair advantage or constitutes unfair competition, if applicable, with similar competitors or other like businesses.

The City of Minot may also request additional information which is deemed necessary in the consideration and determination of a submitted application. Finally, applicants should note that all information submitted with respect to an application or request for sales tax proceeds in the construction, enhancement or improvement of community facilities, is subject to public disclosure, and that the City does not guarantee the confidentiality of the information submitted in the application process.

APPLICATION/REQUEST

Name of Organization/Facility:	Contact Person/Spokesperson
City of Minot – City Hall	Derek Hackett - PIO
Address:	Name:
515 2nd AVE SW	Derek Hackett
	Address:
Telephone No:	420 3rd Ave. SW
701-857-4750	Telephone:
	701-857-4727

Type of Organization/Facility:

City/Public

Private Non-Profit

Another Governmental Entity

List of Applicant's Governing Board/Supervisor: **Minot City Council**

(Name/Address)

See Attached

Physical Location of Project: **515 2nd AVE SW**

Please describe this project and its benefits, and also explain how it relates to the community of Minot (For example, a description of the project or service; an outline of the project goals and intended results; a description of the economic impact of the project on the community; a projected time table for completion of the project; an explanation of how the City of Minot will benefit from the expenditure of sales tax proceeds for the project or service; and an explanation of how the outcome or success of the project will be evaluated or measured)

The City of Minot is requesting Community Facility funding to make appropriate improvements to City Hall's Council Chambers to better serve people with disabilities in the community. Currently, Council Chambers is not completely in compliance with ADA standards. It does not aid any persons with hearing disabilities, and does not have appropriate access to the dais or podium for individuals with physical disabilities. Funds requested will be used to help alleviate any physical barriers people with disabilities may face if they wish to participate in community meetings held in Council Chambers.

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.

- D. Four cameras will be mounted to the ceiling. The cameras will allow for a better broadcast angle to each individual speaking at meetings. The current system does not allow for a proper shot of speakers at the podium. This will also allow Aldermen the capability of teleconferencing into meetings.
- E. Equipment upgrades to allow for hearing impairment technology. An Infrared transmitter will provide hearing assistance for individuals who may need it.
- F. Broadcast transmission equipment upgrades to allow a digital signal and program override from City Hall to Midco's cable feed for Channel 19, Public Access.
- G. Upgraded broadcast and presentation computer. To consistently run the broadcast software and the software used for the on-screen presentations an upgrade to the CPU is essential.

See attached documents for project appendix

If available, please describe and attach diagrams, or schematic designs of the requested project:

Actual diagrams will be rendered if funds are approved by the Community Facilities Committee and the City of Minot City Council.

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 – Midco 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

Describe any alternative sources of funding, other than the City of Minot, which will be pursued with respect to this project (also please indicate whether those sources are presently confirmed or tentative funding sources)

N/A

Please list any other information which the applicant believes should be considered by the City of Minot in the determination of this request

The need for appropriate accommodations for people with disabilities is apparent in our current Council Chambers. This project should address most, if not all, current needs. The addition of the wheelchair ramp eliminates an obvious physical barrier for individuals that may be deterred from running for Council based on physical impairments. The custom podium will hopefully eliminate some concern or hesitation for individuals with similar impairments from presenting or testifying at public meetings. The hearing assistance technology will allow those with hearing impairments to actively attend meetings and participate in discussions. The audio/visual upgrades proposed will bring meetings into the homes of any and every citizen that may not be able to attend meetings in person. The dual source of broadcasts ensures we are available to a more traditional household by means of cable broadcast rather than exclusively online streaming. Moreover, with a smaller Council the need for better connectivity is immense. The ability to conference call into meetings using this new technology will aid in a more digital, mobile, and connected government.

CERTIFICATION OF APPLICATION

The undersigned hereby certifies that both they and the entity listed in this application, and the specific request herein for the use of sales tax proceeds for community facilities, does not, and will not discriminate in its plans, programs, and activities on the basis of race, color, national origin, creed, religion, age, sex, handicap or any other basis which has been declared as discriminatory by federal or state cases or law.

Date: _____

Signature: _____

(Title/Position) _____



APPENDIX

PROJECT DISCRPTION AND SCOPE OF WORK

- A. **Wheel Chair Ramps** - Cutting back existing desk cabinet and counter to 48" from north wall, re-using and re-applying End panel at desk, wood framed ramp, full insulation inside of ramp, plywood deck, installing steel plate for glass rail anchoring, glass railing with wood top to match existing as best possible, wall rail and extended brackets on north wall, re-use existing carpet from below ramp to cover side of ramp, install carpet on ramp surface. Installation is including in cost and will be done by Craft Builders.

Total Cost: \$15,000.00

- B. **Custom Podium** – A custom built podium with slide outs on each side. Slide outs will, on one side, accommodate a document projector (see C.) the other will be handicap accessible. The custom podium will rotate 180 degrees to allow for conversion to face west. This may be used for press conferences, addressing audience members or general use presentations. Podium will be built by Property Maintenance.

Total Cost: \$2,000.00

- C. **Document Projector** – Often times a member of the community may bring a single sheet of paper with a diagram, proposal, or other images or verbiage to communicate. This may be difficult for the members of council or others in attendance to get the true and full value of the document and the effectiveness of the communication is suspect. A document projector will allow all to see one document on the large monitors in Chambers and will also be available for broadcast.

Total Cost: \$1,500.00

- D. **A/V Broadcast Upgrades** – Four mounted cameras will be located at the front, back, and both sides of the room to allow optimal angles for meeting broadcasts. A front mount camera will be fixed on the podium for a clear visual of the speaker. This camera will be able to pan, zoom, or tilt to adjust the shot. The current system will only shoot the back of the presenter’s head. The back-mount camera will be able to shoot the entire Council dais and/or the entire room. The two cameras located on each side of the room will cross shoot towards the dais. These will be primarily used to focus on the representatives speaking at the dais. Single shots will allow for better visibility for the speaker when engaging in discussion.

All cameras will be controlled in a control room behind the dais. This control room will be created as part of this project and will include a camera controller and a studio control board to manage the visuals of the broadcast as well as the display monitors in Council Chambers. Broadcast audio, document projection, display presentation, and cameras will be mixed and controlled by the program director in the control room. Equipment and installation will be provided by AVI Systems, who has the state contract for A/V equipment and installation.

Equipment Costs: \$31,000.00

Installation Costs: \$12,000.00

Total Cost: \$42,885.94

- E. **Hearing Assistance Equipment** – For those with hearing impairments, attending meetings where presenters either have their backs to the crowd or are a considerable distance away from the attendees can be troublesome. This project will install infrared transmitters that tap into the existing audio system for those that may need that accommodation. The transmitter can cover up to 30,000 square feet. This will be included in the A/V installation by AVI systems.

Total Cost: \$2,114.06*

**Will be added to equipment and installation of A/V Upgrades*

- F. **Broadcast Equipment Upgrade** – In addition to the camera and broadcast equipment outlined in D, the need for additional equipment and infrastructure is necessary to connect Council Chambers to Midco’s network. Infrastructure costs have been negotiated and will be absorbed by Midco. Equipment costs will fall

onto the City. This will be installed by Midco.

Total Cost (to City): \$3,500.00

- G. Broadcast CPU** – Running the operating system for broadcast along with multiple programs for the presentation will take a considerable amount of RAM and storage. The current CPU in Council Chambers is not equipped to handle the load. IT was consulted as to which machine may be the most appropriate for the workload. A Dell Precision Workstation T3620 Mini Tower was the recommendation. This machine will have a 512GB solid state drive and 32 GB of RAM to allow for multiple programs to run efficiently. IT will install and prepare this CPU.

Total Cost: \$1,500.00

- ***Contingency Overruns** - Due to the nature of work needed there may be unforeseen issues that must be addressed during installation. This additional amount should be more than enough to cover any unexpected overages. Some issues may be need for power source, added cable length, need for upgraded equipment, etc.

Total Cost: \$3,000.00