

**PUBLIC WORKS AND SAFETY COMMITTEE**

January 4, 2017

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Members Present:

Jantzer, Kossan, Podrygula, Schuler, Shomento, Straight, Berg

Members Absent:

None

Others Present:

City Clerk, City Manager, City Attorney, HR Director, Airport Director, City Comptroller, City Treasurer, City Engineer, Assistant City Engineer, Traffic Engineer, Planning Director, Building Official, Fire Chief, Police Chief, Captain White, Public Works Director, Assistant Public Works Director, Public Information Officer, Mayor Barney, Alderman Hedberg, Alderman Lehner, Alderman Olson, Alderman Sipma, Alderman Withus, Josh Wolsky, Jill Schramm

To the Honorable Mayor and All Aldermen:

Following are the recommendations of the **Public Works and Safety Committee** meeting called to order at 4:15 p.m. on January 4, 2017:

**1. The City Council rescind the bid awarded to Vault Manufacturing Company and instead award to RDO Equipment for road grader cutting edges. (4231)**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**2. The City Council approve the recommendation of Schaefer Systems and authorize Public Works to negotiate the purchase contracts for automated trash containers and also authorize the Mayor to sign the contracts on the City’s behalf once they are completed. (4249)**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**3. The City Council approve the Cost Participation and Maintenance Agreement for repair or replacement of high mast poles along Highway 2 and authorize the Mayor and City Staff to appropriately finalize the agreement. (4256)**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**4. The City Council authorize staff to advertise two excess transit buses for sale to the public. (4255)**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

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**5. The City Council approve the Transit Asset Management (TAM) plan from Minot City Transit.**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**6. The City Council approve the advertising agreement with Lutheran Social Services of North Dakota, authorize the Public Works Director to sign any necessary documentation, and authorize the department to pursue other advertising opportunities.**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**7. The City Council approve the advertising agreement with Jessica Aardahl and authorize the Public Works Director to sign any necessary documentation.**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**8. The City Council approve the revised development agreement for Heidrich Homes 5<sup>th</sup> Addition plat and authorize the Mayor to sign the agreement.**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**9. The City Council amend the bid from Sanitation Products for the 5-year lease option for automated sanitation trucks in the amount of \$387,266.00/year to \$390,142.00/year so the additional equipment can be added to the trucks. (4238)**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**10. The City Council approve the recommendation of CPS for engineering services for Landfill Cell 6, authorize the Public Works Director to negotiate the contracts for architectural services for the projects and also authorize the Mayor to sign the contracts on the City's behalf once they are completed. (4241 & LF0007)**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**11. The City Council place and pass the following ordinances on second reading:**

- a. Ordinance No. 5138 – Amend the 2016 Annual Budget- Airport Professional Service Contract**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**12. The City Council authorize the Mayor to sign the MOU between the Minot Fire Department and BNSF.**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**13. The City Council authorize the Fire Department staff to seek a proper home for the 1954 Ladder Truck.**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**14. The City Council authorize the Mayor to sign the Mutual Aid agreement between the City of Bismarck Fire Department and the Minot Fire Department.**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**15. The City Council authorize the Mayor to sign the Mutual Aid agreement between Mouse River Firefighters Association and the Minot Fire Department.**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**16. The City Council authorize acceptance of the Community Foundation and Hess Grants in order to fund an automatic fire extinguishing training simulator.**

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The above motion by Alderman Podrygula, seconded by Alderman Shomento, and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**17. The City Council approve the CPM agreement with the NDDOT for the US Highway Bypass 4-Lane project and the 21st Ave Extension to 30th St and authorize the Mayor and city staff to sign the agreement. (4040 & 3849)**

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The above motion by Alderman Podrygula, seconded by Alderman Jantzer.

Alderman Shomento asked the City Engineer several questions about the project. The City Engineer explained, it will take two-years to complete. Several options were analyzed when discussing widening the US 83 Bypass.

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There will be a stop light at the intersection of 21<sup>st</sup> Ave. He also said a left turn lane at 19<sup>th</sup> could be possible in the future.

Alderman Podrygula asked about flood protection for the new bridges, to which the City Engineer stated, they are designed above the flood record.

Whereupon a vote was taken on the above motion by Alderman Podrygula, seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**18. The City Council authorize staff to solicit requests for qualifications for review and inspection services for the new Trinity Hospital. (4248)**

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The above motion by Alderman Jantzer, seconded by Alderman Straight.

Upon questioning by Alderman Shomento, The City Engineer stated, the goal is for this service to cost nothing to the City. Due to the size of the campus Trinity is building, it would require the entire city staff to provide the necessary inspections. He said, Fargo used the same process when Sanford was built. He stated, the request before the Committee is for permission to look for a consultant to handle the workload. An agreement with Trinity is being drafted which will use permit and other fees paid by Trinity to pay for the needed service. The agreement will then be brought before Council for approval.

Upon questioning by Alderman Podrygula, the City Engineer said, the City will follow the Request for Qualifications process and will employ the consultant by contract.

Whereupon a vote was taken on the above motion by Alderman Jantzer, seconded by Alderman Straight and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**19. The City Council approve the contract for river monitoring by USGS and authorize the Mayor to sign the contract.**

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The above motion by Alderman Straight, seconded by Alderman Jantzer.

Alderman Shomento stated, he understands there have been cuts in Federal funding but asked if the City of Minot should be responsible for paying for this service. The Public Works Director explained, our concern is mainly upstream but there isn't anyone else to pay. The USGS will monitor the water quality at the locations and Minot reaps other benefits.

Alderman Straight proposed the Souris River Joint Board supply the funding and Mr. Jonasson said, he would bring it up at their next meeting.

Whereupon a vote was taken on the above motion by Alderman Straight, seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Straight. nays: Shomento.

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**20. The City Council approve the engineering amendment for Emergency Well Repairs and authorize the Mayor to sign the amendment on behalf of the City. (4210)**

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The above motion by Alderman Straight, seconded by Alderman Berg.

Alderman Straight expressed his concern that agreements are being passed for an inadequate amount of money and the engineers or contractors too often return and request additional amounts. He asked if these agreements should be investigated more thoroughly and if the \$12,660 requested by Houston Engineering will be enough.

The Public Works Director responded by saying, the additional amount requested will finish this project. He added, there will be another request from the contractor for the additional work that went along with it. He explained, they ran into issues while drilling the wells including, acidizing and flushing in order to increase the capacity. Mr. Jonasson said he sent a letter to the State Water Commission to analyze the changes in the aquafer since the 2011 flood. It appears that silt after the flood has plugged up the formation or the aquafer is depleting. He said the additional charges are primarily for the geotechnical engineer analysis due to the complexity of the well.

Upon questioning by Alderman Schuler about future aquifers, the Public Works Director stated, the NAWs project was developed for that reason. A number of studies have shown, with the projected growth over the next 20 years, two aquifers cannot keep up.

Alderman Kossan asked about the contractor costs, to which the Public Works Director responded by saying, the bid price was about \$500,000 with an additional \$50,000 in change orders.

Whereupon a vote was taken on the above motion by Alderman Straight, seconded by Alderman Berg and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**21. The City Council recommend adoption of the alternates as described by staff for Sites 1, 2 and 4 of the Mouse River Enhanced Flood Protection Plan, to the Souris River Joint Board.**

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The above motion by Alderman Jantzer, seconded by Alderman Straight.

Upon questioning by Alderman Shomento, the Public Works Director explained, Council’s recommendation will go to the Souris River Joint Board for review. He said, the buyout program for these sites is part of the National Disaster Resilience Competition. He clarified, the application specified that funds could not be used for levees or flood fighting but this project was laid out in the application.

Alderman Shomento also asked about the meetings for these locations. The Public Works Director stated, they took place in November, there were separate meetings for the homeowners of each site. He added, there were over 60 meetings throughout the process of writing the resilience application.

Alderman Straight said he attended the buyout meetings for these properties and described how difficult and heartbreaking they can be but he stated, the intent of the Disaster Recovery plan is to remove people from harm’s way and that is what this plan does. Alderman Schuler commented, there are some property owners who are interested in the buyout program and she said she believes it is necessary.

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Alderman Shomento had concerns about the owners who have rebuilt and would be upside down on their mortgage after this buyout. Mr. Jonasson said, the Finance Director is working with HUD for alternatives in those situations and Alderman Schuler explained, each property is handled on an individual basis.

The Public Works Director said, by approving the request today, it offers this plan as an option to consider but the original plan is still available. The final decision will be made later.

Alderman Straight told the Public Works Director he appreciates the valuable detail that was included regarding the cost/benefit analysis and the costs of long-term maintenance for the project.

Whereupon a vote was taken on the above motion by Alderman Jantzer, seconded by Alderman Straight and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**22. Snow Removal Discussion**

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Alderman Podrygula moved the Committee move the item to the end of the meeting for discussion. Motion seconded by Alderman Kossan and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**23. The City Council authorize the transfer of a 2004 Incident Command Trailer to the Ward County Emergency Management Office.**

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The above motion by Alderman Jantzer, seconded by Alderman Berg.

Upon questioning by Alderman Shomento, the Fire Chief stated, the Command Trailer was purchased entirely with grant funds.

Whereupon a vote was taken on the above motion by Alderman Jantzer, seconded by Alderman Berg and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

**24. The City Council appoint Roza Larson as Special Assistant City Attorney for the City of Minot to prosecute Minot Municipal Case No. MI-2017-CR-00012.**

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The above motion by Alderman Jantzer, seconded by Alderman Straight.

Alderman Shomento asked about the costs associated with appointing a Special Assistant City Attorney, to which the City Attorney responded by saying, there are no costs, it happens occasionally when a conflict occurs that the attorneys will fill in on certain cases.

Whereupon a vote was taken on the above motion by Alderman Jantzer, seconded by Alderman Straight and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

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### **25. The City Council request Public Works form an action plan including a refilling station and a page of frequently asked questions, and consider an ad hoc committee to look at the snow removal issue.**

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Alderman Shomento began by saying every citizen has the right to speak and Council members should listen. He said the Public Works Department has done an extraordinary job with snow removal, considering this amount of snow has not occurred since 2009. He then said, he would like to discuss areas for improvement.

Alderman Shomento asked the Public Works Director about deploying assets from other departments to man the plows and pay loaders. The Public Works Director responded by saying, they already do. He uses personnel from water, sanitation, and landfill but operating a blade is very different from operating a garbage truck. He said, when he started working with the City, there were about 300 miles of road to cover with one blade, six motor graders, and two loaders and it could be completed in 96 hours. Now, there are 550 miles to cover, there have only been three pieces of equipment added, and the route can be done between 72 and 96 hours. He attributed that to more reliable equipment and being more efficient. He said, the workers are running 24 hour shifts and blades frequently need replaced which takes 2-3 hours of operating time. When it comes to having an adequate number of employees, there just aren't enough. There are only 29 employees capable of doing the work and they are not always available because they have their own jobs to attend to such as lift stations and water breaks.

Alderman Schuler said, after riding in one of the salt trucks, she would like to see another loading location on the north or west side of town to shorten time between routes. She commended the staff for their hard work and witnessed how difficult it can be focus on driving while incoming calls are listing additional roads that need attention. Mr. Jonasson said, another loading location would be useful but due to regulations, it also must be in an enclosed facility, which is difficult to find.

Alderman Podrygula suggested including a facility in next year's budget.

Alderman Shomento then asked why the department doesn't use the equipment from the Airport. The Airport Director explained, that equipment is purchased with 90% of funding from the FAA. There are grant assurances that state, the specialized equipment can only be used for runways. Upon further questioning, he said the parking lot is managed by Republic Parking Systems and they maintain the lot.

Alderman Shomento then asked about the Park District equipment to which the Director, Ron Merritt, stated, it has been in constant use since the snow fell. They have one pay loader, several trucks with plows, bobcats, and a couple compact tractors to maintain the facilities they are responsible for like MAYSA Arena, the Scandinavian Heritage Center, the Zoo, and trails.

When questioned about installing plows on other types of vehicles, the Public Works Director explained, it is not that simple. A truck would need to be retrofitted but a tandem axle garbage truck for instance, with no weight in the back would get stuck more than anything. The sand trucks have plows which are utilized but they need to be able to maintain a speed of about 15-25mph which cannot be done in locations with obstacles like vehicles and mailboxes. He explained there was an attempt a few years ago give notices to residents to move vehicles from the road but it didn't work. A similar system was used in Grand Forks but they had the personnel to enforce it.

Alderman Shomento asked what a citizen should do if days go by and their street hasn't been cleared. Mr. Jonasson said they should call Public Works or if it is after business hours, the Police Department Dispatcher. There are also tools on the website like the Razor Tracker, which shows gps tracking for all of the plows.

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Alderman Straight asked the Public Works Director to describe the obstacles for contracting the work. He said, the major concern is the expense. It costs the City \$24,000 to run a 24 hour shift of employees whereas a contractor costs about \$38,000. There is no line item in the budget for snow removal, it is just labor. He said, if the employees are not plowing snow, they are doing other work. The department requests costs from contractors annually but the cost of snow removal estimates go up. Contractors have their own clients to attend to as well.

Mr. Jonasson said, once the roads are finished, personnel will take skid steers to public sidewalks and City owned property and start hauling the snow from school areas, Broadway and Burdick.

Alderman Podrygula asked for suggestions for those residents who have had their driveway or mailboxes blocked. The Public Works Director said to contact Public Works. With the amount of snow, we have not recovered from one storm before the next one hits.

Alderman Podrygula said he does not believe staff needs to respond to every call and complaint because the City has a plan in place.

Mayor Barney came forward to publicly thank Public Works for their effort during this stressful time and said 90% of the feedback he has received has been positive.

Damon Deslondes came forward and said he appreciates Public Works but he provided a list of ideas to consider for improvement. He said the citizens have lost wages because they have been trapped at home and he believes there are holes in the system. Mr. Deslondes said he started a Facebook Group, has compiled a list of vulnerable citizens and found a contractor who volunteered to help them. He suggested appointing a board to research the issue and present changes.

Alderman Schuler suggested he also contact a non-profit in Minot called Independence, Inc. who also provide those services to people in need.

The lack of communication was determined to be a barrier between staff and the citizens. Alderman Podrygula suggested adding a list of frequently asked questions to the website to clear up confusion.

Alderman Berg also said, after hearing complaints about the focus on downtown, he explained, the Downtown Business Association paid a private contractor \$3,000 out of their own pocket to remove the snow. It was not related to the City.

Whereupon Alderman Podrygula made a motion to thank all of the hardworking employees of the City, to ask the citizens of Minot for their patience, to request Public Works form an action plan including a refilling station and a page of frequently asked questions, and consider an ad hoc committee to look at the issue. Motion seconded by Alderman Shomento and carried by the following roll call vote: ayes: Berg, Kossan, Jantzer, Podrygula, Schuler, Shomento, Straight. nays: none.

There being no further business, the Public Works and Safety Committee meeting was adjourned at 5:51 pm

Respectfully Submitted,  
Kelly Matalaka,  
City Clerk