

PUBLIC WORKS AND SAFETY COMMITTEE

February 1, 2017

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Members Present:

Berg, Jantzer, Kossan, Podrygula, Shomento, Straight

Members Absent:

Schuler

Others Present:

City Clerk, City Manager, City Attorney, HR Director, Airport Director, City Assessor, City Comptroller, City Engineer, Assistant City Engineer, Traffic Engineer, Building Official, Fire Chief, Police Chief, Captain White, Public Works Director, Assistant Public Works Director, Public Information Officer, 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 February 1, 2017:

1. The City Council approve the encroachment agreement for the speaker system and audio control cabinet on Main Street, downtown.

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

2. The City Council authorize the Police Department to apply for and if awarded, accept the Ergonomic Initiative Grant from North Dakota Workforce Safety & Insurance Agency to purchase external vest carriers for police officers.

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

3. The City Council pass an ordinance adopting the proposed parking revisions at 3rd St SE to accommodate the needs of the general public at the County Administration Building.

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

4. The City Council award the bid for a utility tractor and mower to Acme Tools for a Kubota M5-091/Woods BW126XHD in the amount of \$61,785. (4239 & STR041)

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

5. The City Council authorize the purchase of Steril-Koni wireless mobile lifts and accessories in the amount of \$45,118.80 for the vehicle maintenance shop. (SHP007)

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

6. The City Council pass an ordinance amending the 2017 annual budget to increase the Capital Equipment Purchase expenditures for the purchase of a new utility tractor with mower and mobile column lifts & stand. (STR041 & SHP007)

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

7. The City Council approve the advertising agreement with ZZ Food Group, LLC dba J.L Beers and authorize the Public Works Director to sign any necessary documentation.

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

8. The City Council approve the Minot City Transit Title VI Plan; and further, authorize the Mayor to sign the approved plan.

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

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

- a. Ordinance No. 5139 – Amend the 2017 Annual Budget- Library New Server Fiber Line
- b. Ordinance No. 5140 – Amend the 2016 Annual Budget- Fire Insurance
- c. Ordinance No. 5141 – Amend the 2016 Annual Budget- Memory Fireworks Donation
- d. Ordinance No. 5142 – Amend the 2016 Annual Budget- Library Memorial Donation
- e. Ordinance No. 5143 – Amend the 2016 Annual Budget- Engineering Conference Room
- f. Ordinance No. 5144 – Amend CMCO- Section 12 ½ Eminent Domain
- g. Ordinance No. 5145 – Amend the 2016 Annual Budget- Armory Floor Replacement

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

10. The City Council approve the purchase of police patrol vehicles on State bid contract from Nelson Auto Center. (PD0124)

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

Alderman Shomento asked the Police Chief why the vehicles are not being purchased locally. He replied by saying, the local dealerships had the opportunity to bid on the State project but did not. The local dealers are usually more expensive than what can be purchased from the State bid.

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

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11. The City Council reject all bids for the 16th St and 31st Ave SW Intersection Improvements and rebid this project in 2018. (4125)

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

At the request of Alderman Shomento, the City Engineer explained the project and estimated the costs. He said, the project would add intersection capacity by adding a turning lane. It would widen the turning radius to meet the needs of truck movement. He also said, the sound wall would be removed based on a recent sound study that was conducted and found there was little benefit. They will however, add landscaping to create a barrier. He estimated the engineering fees would add about \$3,000-\$5,000 to repackage, resurvey and account for any changes in utility lines.

Alderman Podrygula asked about changes in construction costs, to which the City Engineer replied by saying, it fluctuates but there has been a downward trend. The bids for recent projects have been below the engineer’s estimates, including this one, but he expects it to be similar next year.

The City Engineer explained, this is a unique circumstance. Due to budget constraints, the City is looking for projects that can be delayed. This project was already scheduled for bidding and the department felt it should be up to the Council to make the decision.

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

12. The City Council adopt and pass by Resolution the Ward County, North Dakota All – Hazards Emergency Operations Plan.

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

Upon questioning by Alderman Shomento, Amanda Schooling, the Ward County Emergency Management Coordinator, said, a federal law from the Homeland Security directive requires review of the Emergency Operations Center. The plan outlines backup plans for emergency situations as well as which agency is responsible for what duties. It offers a framework or guideline to follow without being too specific.

Alderman Podrygula asked about training, to which Ms. Schooling replied by saying, she is certified to offer several classes, the first of which will be on March 3rd. Introductory classes are three hours long and she would be able to offer a class for City and County Officials.

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

13. The City Council approve the purchase of land at 4th Ave NW and 27th St NW for the price of \$224,769.60, pass an ordinance amending the 2017 annual budget to increase fire equipment capital expenditures to purchase land for fire station #5 and further; authorize the Mayor to sign the purchase agreement on behalf of the City of Minot.

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

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The Fire Chief came forward to explain, the department would like to move forward by purchasing land to build Fire Station #5. Extensive research has been done to compare different pieces of land and the location selected meets all of the needs of the Fire Department. Funding for the purchase was included in the 2017 budget.

Alderman Podrygula stated, he appreciates the work put into making the selection and is happy to see a fire station being built in that area. He questioned however, if the location would be affected by flooding. Chief Flermoen stated, the parcel was suggested by the City Engineer and Public Works Director, who agreed there should not be any flooding issues. It also has great access to the Bypass and downtown.

When asked about the price, Chief Flermoen said it is comparable to neighboring properties. The location is eight acres but the City is only purchasing 1.5 acres.

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

14. Update on Automated Trash Collection and Recycling

Assistant Public Works Director, Jason Sorenson, gave a presentation updating those in attendance about the implementation of automated trash collection. He said, the trucks were ordered in November, 2016 and could be delivered earlier than expected which would move the roll out date prior to July. A post card is being sent to all Minot residents to find out what size bin would suit each person's needs. The fees will vary depending on the bin and the total monthly fee is displayed on the postcard. He reminded, there will be some changes as to what can be collected. All trash must fit inside the container in order for trucks to be as efficient as possible. Residents may call to have larger items picked up at a fee of \$10 per item or a roll off container can be rented for large piles of waste. There will also be two clean-up weeks per year, one in May and one in October which will give residents the opportunity to dispose of large piles of waste at one time. He also said the program at the landfill which allows residents to dump for free with evidence of a utility bill, will be eliminated. During regular collection, the carts need to be placed next to the curb with at least three feet of space on either side. He explained a valet service that will be provided to the elderly or handicapped, as long as a doctor's signature is provided on an application. He concluded by saying the routes will remain the same except for a small section but collection will still run twice each week.

Alderman Straight was grateful for the presentation and encouraged Mr. Sorenson to work with the Public Information Officer on a PR campaign to communicate with the public about specific details.

Upon questioning by Alderman Podrygula, The Assistant Public Works Director said, on Wednesdays, the staff does not have a regular route so they use that time to clean and perform maintenance on trucks, or collect other items like branches and lawn waste. He then said, electronics like computers and televisions can be brought to the landfill during the household hazardous waste collection days at no charge. Alderman Podrygula said he is uncomfortable requiring a doctor's note for valet service and suggested a self-attestation instead. He also had concerns over charging \$10 per item for special pickup and thought it might lead to people abandoning large items.

Alderman Kossan reminded, there will be two weeks per year to dispose of large items and said, flooring can be cut into pieces to fit in a bin.

15. Snow Management

Alderman Jantzer recapped the issue by saying, the accumulation of over 50 inches of snow over a short period of time lead to a discussion on how snow removal is managed. He said, city crews and contractors have been working continuously to make roads passable throughout Minot. The previous discussion at City Council sent the topic to the Public Works Committee for further deliberation.

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Public Works Director, Dan Jonasson, said about \$1.2 million has been spent so far this year between overtime and contractor payments. They continue to haul snow day and night and have made progress on a lot of major thoroughfares but there are roads that still need to be widened. Since the last discussion, he has been distributing the City's snow plan to surrounding municipalities, the DOT, and county engineers to see if they can offer any feedback.

Upon questioning by Alderman Shomento, Mr. Jonasson said, emergency routes are analyzed annually but the current route hasn't changed since 2014, and the map is available on the website. He described the Razor Tracker by saying, the link is on the Street Department web page and provides a daily snapshot of where each blade has been from 12:00 am -12:00 am. When asked if the site can show where a plow might be going, the Public Works Director explained, there are too many variables to consider. The drivers follow the City snow plan and are given assignments from their foreman each day. The city is broken down into quadrants but if there is an active storm with high wind, or if obstacles, like vehicles, are blocking a roadway, the route may be adjusted.

The committee discussed the issue of vehicles blocking roadways and preventing plows from completing their routes. Mr. Jonasson said, declaring a snow emergency restricts vehicles from parking on emergency routes and they work with the Police Department to ticket and tow cars when necessary. Some believe the issue needs to be remedied more aggressively and suggested allowing the plow drivers to tag illegally parked vehicles to be towed.

The City Manager said he was impressed with how the staff handled such a massive quantity of snow. He stated, the department has been conducting an internal review of the snow plan in order to identify inefficiencies. They are gathering information from other jurisdictions and from contractors to see if they can offer some guidance and additional direction. He added, since this is not a common event, he does not believe more staff, equipment or additional funding is necessary.

Alderman Podrygula said he appreciates the effort staff has put forth and said Minot is in better shape than other cities. He commented, citizens have gotten used to minimal amounts of snow and have raised their expectations when it comes to snow removal.

Damon Deslondes came before the committee and said, there has been an apparent mismanagement of snow removal which left people stranded in their houses. He insisted the policy needs improvement and brought suggestions to consider. He emphasized the need for better communication and requested citizens have access to see more history on the Razor Tracker. Mr. Deslondes expressed his disappointment that an ad hoc committee was not formed to review these issues. He said there are still dangerous intersections around Minot and believes the priorities of the snow plan should be adjusted. He then recommended snow plows be placed on city vehicles to clear side streets throughout the city. He concluded by saying he wants to work together as a community to solve the problems.

The City Manager said he appreciates the feedback and recognized the contributions he has made to help his neighbors. He added, there are reasons the department does what it does, for example, the City isn't ignoring intersections when they clear snow from a cul de sac, they are simply making it possible for garbage trucks and fire trucks to access the neighborhood. He invited all citizens to provide input and said it would be included in the review.

Josh Wolsky, of 1340 South Main St, came forward and suggested the city restrict parking to alternating sides of the street to give the opportunity to plow each side easily. He also said, garbage trucks should be able to identify when roads have been missed and communicate the information to the Street Department.

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Alderman Straight addressed Mr. Deslondes's concern regarding an ad hoc committee. He said the Public Works and Safety meeting is the best way to discuss these problems. Ad hoc committees typically meet during the work day when staff is already present but that makes it more difficult for citizen input. He assured, the suggestions are moving forward and this is the right format.

Alderman Kossan also encouraged citizens to call the members of City Council to talk about ideas or concerns.

Alderman Jantzer concluded by saying, the discussion will continue at the next Public Works and Safety meeting where we will use the information gathered in order to confirm or modify the current plan.

There being no further business, the Public Works and Safety Committee meeting was adjourned at 5:50 pm

Respectfully Submitted,
Kelly Matalka,
City Clerk