

COMMITTEE OF THE WHOLE

May 2, 2018

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Members Present:

Barney (Mayor), Jantzer, Olson, Sipma, Straight, Wolsky

Members Absent:

Podrygula

To the Honorable Mayor and All Aldermen:

Following are the recommendations of the **Committee of the Whole** meeting called to order at 4:15 p.m. on May 2, 2018:

1. **The City Council approve relocation of the 32' x 44' detached accessory building from 4231 71st Ave NW, Parshall ND, 58770 also known as Township 153N89W-Sec 31, to 6111 37th Ave SE, Minot, ND 58701, also known as E2SESESW S34-155-82 Nedrose-S4 A5, subject to the following conditions:**
 1. **A ten-thousand dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work.**
 2. **An approved approach permit assigned to 6111 37th Ave SE, issued by Nedrose Township.**
 3. **Application and approval of building permits for all proposed construction.**
 4. **An approved foundation design in compliance with City of Minot building codes.**
 5. **If required: plumbing, electrical and HVAC systems must be brought into compliance with current code requirements of the City of Minot.**
 6. **All work at the new location must be in compliance with City of Minot building codes and zoning ordinances.**
 7. **The exterior of the structure must be one consistent color arrangement of colors after relocation.**
 8. **Applicant must obtain all necessary permits, and coordinate all relocation activities with public utilities and traffic authorities.**
 9. **The property must be provided with proper site drainage, and must be landscaped in a manner similar to surrounding properties.**

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The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

2. **The City Council approve the relocation of the single family residence, and garage from 1430 1st Ave SE, Minot ND, 58701 also known as Lenox Park Addition Lot 42, to 605 17th St NW, Minot, ND 58701, also known as Blaisdell Bird Addition Lot 7 Block 9, subject to the following conditions:**
 1. **A ten-thousand dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work.**
 2. **Application and approval of building permits for all proposed construction.**
 3. **An approved foundation design in compliance with City of Minot building codes.**
 4. **If required: plumbing, electrical and HVAC systems must be brought into compliance with current code requirements of the City of Minot.**

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5. All work at the new location must be in compliance with City of Minot building codes and zoning ordinances.
6. The exterior of the structure must be one consistent color arrangement of colors after relocation.
7. Applicant must obtain all necessary permits, and coordinate all relocation activities with public utilities and traffic authorities.
8. The property must be provided with proper site drainage, and must be landscaped in a manner similar to surrounding properties.

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

3. The City Council approve the relocation of the single family residence, from 103 4th Ave NW, Minot ND, 58703 also known as Oakland Park Addition Lot 8, Block 2, to 110 4th Ave NW, Minot, ND 58703, also known as Ramstad's Third Addition Lot 3, Block 1, subject to the following conditions:
 1. A ten-thousand dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work.
 2. Application and approval of building permits for all proposed construction.
 3. An approved foundation design in compliance with City of Minot building codes.
 4. If required: plumbing, electrical and HVAC systems must be brought into compliance with current code requirements of the City of Minot.
 5. All work at the new location must be in compliance with City of Minot building codes and zoning ordinances.
 6. The exterior of the structure must be one consistent color arrangement of colors after relocation.
 7. Applicant must obtain all necessary permits, and coordinate all relocation activities with public utilities and traffic authorities.
 8. The property must be provided with proper site drainage, and must be landscaped in a manner similar to surrounding properties

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

4. The City Council authorize the Minot Police Department to apply for the 2018 North Dakota Department of Emergency Services State Homeland Security Program and authorize the Mayor to sign the grant agreement if awarded. The City Council also pass an ordinance amending the 2018 annual budget, if awarded. (PD0150)

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

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- 5. The City Council approve the gaming site authorizations for the license year of July 1, 2018 through June 30, 2019, subject to receipt of proper documentation and fee.**

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

- 6. The City Council approve the request to transfer ownership of the Hotel-Motel Retail Liquor and Beer license for Holiday Inn Riverside from Heartland Hospitality Fund, LLC, to ADB Investments Minot, LLC subject to receipt of all documentation and approval by the Police Chief, Building Official and Fire Marshal.**

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

- 7. The City Council approve the request to transfer ownership of the Beer license for Loaf ‘N’ Jug, from Mini-Mart, Inc. to EG Retail (America), LLC subject to receipt of all documentation and approval by the Police Chief, Building Official and Fire Marshal.**

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

- 8. The City Council reject all bids and authorize the Fire Chief to move forward with a new bidding process. (FD0068)**

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

- 9. The City Council approve and authorize the Mayor to sign the Consulting and Legal Services Agreement between the City of Minot and Shane Goettle. The City Council also approve the appointments of Shane Goettle and Lacey Anderson as Special Assistant City Attorneys.**

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

- 10. The City Council approve the Development Plat Agreement for Bel Air Commons Addition and authorize the Mayor to sign the agreement. (4352)**

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

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11. The City Council approve the Development Plat Agreement for Galusha Ranch Addition and authorize the Mayor to sign the agreement. (4353)

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

12. The City Council approve the Development Plat Agreement for West Acres Business Center Lots 1, 2, and 3 and authorize the Mayor to sign the agreement. (4354)

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

13. The City Council approve the Development Plat Agreement for Urijah's Second Addition and authorize the Mayor to sign the agreement. (4355)

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

14. The City Council approve the Right of Way Encroachment Agreement Application submitted by Aksal Group, LLC for the future construction of ADA accessibility to the subject property's building.

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

15. The City Council approve the Plans and Specifications and authorize bidding of SWIF Action D outfall pipe rehabilitation project. (3135.2D)

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

16. The City Council approve the 2019 Budget Schedule.

The above motion by Alderman Olson, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

17. The City Council approve the proposal to add two School Resource Officers (SROs) in accordance with the existing MOU and authorize Minot Police Department to hire two additional Police Officers to backfill the SRO positions.

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The above motion by Alderman Olson, seconded by Alderman Sipma.

Upon questioning by the Committee, the Police Chief stated, the request will provide officers at the two middle schools. The cost to the City is $\frac{1}{4}$ of an officer each and there is enough budget savings due to turnover issues to back fill the SROs without adding to the budget. Once the officers are deployed, the schools will be invoiced for annual costs. He further explained, experienced officers will be deployed to the schools and new ones will be hired to replace them elsewhere in the department.

Chief Olson responded to questions about recruitment issues by saying, the department's effective strength is at about 90% and there are six new officers starting in about two weeks. There is a six month delay between the time a recruit is hired and when they become effective. He said, as long as the authorized strength is approved, he will deploy officers to the schools.

The City Manager pointed out, the request includes a Memorandum of Understanding so they are not obligated to provide SRO's. He said, the City is in a difficult budget situation and if a reduction in force is necessary the agreement may need to be reevaluated.

Chief Olson stated, there are three options for the Council; they can approve the MOU, they can wait until the budget process takes place, or they can decline. He said, he does not want to see a reduction in staff which pulls officers from the street.

Mark Vollmer, Superintendent of Minot Public Schools, described the importance of the program. He said, the additional resources will enable them to have officers in each school. There is a benefit to having officers there in order to build a good relationship in the community. He also said, if an incident occurs on site, such as a fender bender in the parking lot, the SRO can take care of it rather than pulling an officer from the street. He also said, the school covers 75% of the cost of the officer, accounting for summer months when they aren't necessary. The program provides a strong connection between the school and the City.

Mayor Barney stated, it is unfortunate but necessary in these times, to have an officer at public schools. He said, it is an opportunity to establish a relationship with students and potentially deter negative behavior. It helps bring Minot together as a community.

Alderman Olson said, as an educator, she believes it is vital to have SROs for the safety of students and staff as long as it does not impact the safety of the city streets.

Mr. Vollmer said, officers can be pulled from the school in case of a crisis, which would take priority. The main concern is for the safety of the community.

When asked about a long range plan, Mr. Vollmer said, schools are working on the Adopt-A-Cop program but it is mainly a volunteer program. Placing officers in schools breaks down barriers in the community and establishes trust in Police Officers. Permanently placing SROs would be a large cost and would involve a community discussion.

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Whereupon a vote was taken on the above motion by Alderman Olson, seconded by Alderman Sipma, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: None.

18. The City Council approve the attached Resolution and Loan Agreement (Bond Resolution Minot 2018 A CW SRF & Loan Agreement Minot 2018 A CW SRF) authorizing issuance of bonds through the State Revolving Fund programs for Clean Water. Approve the attached Resolution and Loan Agreement (Bond Resolution Minot 2018 B CW SRF & Loan Agreement Minot 2018 B CW SRF) authorizing issuance of bonds through the State Revolving Fund programs for Clean Water. Approve the attached Resolution and Loan Agreement (Bond Resolution Minot 2018 C DW SRF & Loan Agreement Minot 2018 C DW SRF) authorizing issuance of bonds through the State Revolving Fund programs for Drinking Water.

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

The Public Works Director summarized the request by saying, the SRF applications are for loans to fund portions of the flood protection project relating to utility and wastewater improvements. They offer a 2% interest rate over forty years which is beneficial for the overall project. These loans can be used to pay for projects through the state rather than bonding.

The Finance Director further explained, only portions of the project are covered but over the twenty year life of the loan will save about \$3.8 million in costs. He said, any cost savings we can get will be vitally important so we will take full advantage of any beneficial borrowing opportunities.

Whereupon a vote was taken on the above motion by Alderman Sipma, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

19. The City Council approve the Cost Participation and Maintenance (CPM) Agreements with the NDDOT for US 2 and Burdick Expressway Microsurfacing from 42nd St SE to US Highway 2 and 42nd St SE from 10th Ave SE to East Burdick Expressway; and authorize the Mayor and staff to execute the agreements. (4362)

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

Alderman Straight asked the City Engineer for an update on the lane striping of the East Burdick Expressway reconstruction project. Mr. Meyer responded by saying, Keller’s concrete crews will be back the week of May 15th to work on panel replacements and fill in areas of stamped and color concrete. Once that work is done, a separate crew will grind the entire roadway surface, which is too smooth to meet the specifications. He said, there might be some touch up work and then they will do permanent striping. He estimated it would be done in 3-4 weeks.

Mr. Meyer responded to further questioning by saying, the contractor is responsible for building the road to specs and the tests are not done on the surfaces until the concrete is completed, as required by DOT.

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Whereupon a vote was taken on the above motion by Alderman Straight, seconded by Alderman Sipma, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

20. The City Council approve Houston Engineering for future design and construction engineering on the Minot SWIF Improvements. (3135.2E)

The above motion by Alderman Olson, seconded by Alderman Sipma.

Alderman Wolsky asked for details on the SWIF work that is being done on the outfalls and connections to the dead loops.

Mr. Jonasson responded by saying, the engineering services are for future work to be done but the previous improvements were also designed by Houston Engineering. It involves looking at the condition of the pipes and making repairs to meet Corps requirements and increase the flow into the dead loops. They look at correcting the storm lines that go into the levy penetrations and outfall into the river along with additional bank areas that need repairs. There are issues with the way the dead loops were originally constructed so they are trying to address it as much as they can without spending significant amounts of money.

Whereupon a vote was taken on the above motion by Alderman Olson, seconded by Alderman Sipma, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

21. Ryan Ackerman, Administrator for the SRJB gave an update on the Maple Diversion and Feasibility Study for the Mouse River Enhanced Flood Protection Project (MREFPP).

Ryan Ackerman, Administrator for the Souris River Joint Board, gave a presentation on the Mouse River Enhanced Flood Protection Program. The full presentation can be found at the following link: <https://www.youtube.com/watch?v=lqYWldqpyhE>

22. The City Council concur with the MI-5 design proposal as recommended by staff.

Jerry Bents, of Houston Engineering gave a presentation describing the various options they developed for the MI-5 portion of the Mouse River Enhanced Flood Protection Project. The full presentation can be found at: https://www.youtube.com/watch?v=0Y_8cUmksq0&t=5087s

Alderman Sipma moved the City Council concur with the MI-5 design proposal, as presented. Motion seconded by Alderman Olson.

Mr. Bents said, this portion of the design is about 60% complete. It sat on hold for a while due to a change in the Environmental Impact Study. After approval by Council and approval by the SRJB the

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following day, they will schedule a public information meeting in June. He said, they will continue to work on the design and hope to get funding from the 2019 session.

Whereupon a vote was taken on the above motion by Alderman Sipma, seconded by Alderman Olson, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

23. The City Council pass an ordinance amending the 2018 annual budget for the City to manage the downtown parking ramps.

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

The City Manager explained, the budget amendment is based on the estimated expenses for the rest of this year. He said, going forward, the City could contract with a management company, similar to the arrangement at the airport parking lot. Staff needed to address the immediate situation but there is currently not enough information to decide how to proceed in the future. Once the parking structures are stabilized, staff can evaluate and create a long term plan.

Whereupon a vote was taken on the above motion by Alderman Straight, seconded by Alderman Sipma, and carried by the following roll call vote: ayes: Barney, Jantzer, Olson, Sipma, Straight, Wolsky. nays: none.

24. The City Council approve the FY19 Budget Principles and Priorities Document.

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

Alderman Straight said the list of priorities was helpful and he added that he agrees with the goal to reduce legal liabilities. He also mentioned the issue of department efficiencies and sharing the burden of employee morale.

Alderman Wolsky said, it is a good starting point and he invited comments from the public.

There being no further business, the meeting was adjourned at 5:55 pm.

Respectfully Submitted,
Kelly Matalka,
City Clerk