



Committee of the Whole
Wednesday, January 31, 2018 - 4:15 PM
City Council Chambers

1. SCBA COMPRESSOR REQUEST FOR PROPOSALS (FD0068)

The fire department applied for a Rural Community Grant to replace the SCBA air compressor to comply with the most current National Fire Protection Association (NFPA) standards. The award is for \$20,000.00. We have the additional funds within the 2018 budget to complete the project.

It is recommended the Committee and Council allow the fire department to move forward with the request for bids on the Self Contained Breathing Apparatus (SCBA) fill station compressor.

Documents:

[1-2018 Memo - SCBA Air Compressor FD0068.pdf](#)
[Compressor 2018.pdf](#)

2. SCBA REQUEST FOR BID (FD0067)

The fire department applied for a FEMA Assistance to Firefighter Grant to replace all self-contained breathing apparatus (SCBA) within the department to comply with the most current National Fire Protection Association (NFPA) standards. The award is for \$272,728.00 with a cost match of \$27,272.00.

It is recommended the Committee and Council allow the fire department to move forward with the request for bids to replace all self-contained breathing apparatus (SCBA) for the department.

Documents:

[1-2018 Memo - Assistance to Firefighters SCBAs FD0067.pdf](#)
[SCBA Specs. AFG Grant.pdf](#)

3. STATION 3 REMODEL PROJECT - REQUEST FOR BIDS

Station 3 (2300 N Broadway Street) is in need of a remodel to address multiple issues to include code compliance, space, and aging building issues.

It is recommended the City Council authorize the Fire Chief to move forward with the bid process for the remodel of Fire Station #3.

Documents:

4. WARD COUNTY DEBRIS MANAGEMENT PLAN

This debris management plan is a guideline/template for the City of Minot if there was a tornado, flood, or other type of disaster that would cause a large amount of debris.

Adopting this plan would make the City eligible for up to an additional five percent federal funding on federal disasters. Typically federal cost shares are at 75%, but with the adoption of this plan could give the City an 80% federal cost share, and bringing the local share at 20% instead of 25%.

It is recommended The Council adopt the Ward County Debris Management Plan.

Documents:

[1-2018 Memo Ward County Debris Management Plan.pdf](#)
[Ward County Debris Management Plan.pdf](#)
[Minot Debris Routes.pdf](#)
[City of Minot.pdf](#)

5. SUMMER SOFTBALL TOURNAMENT LIQUOR USAGE

The City of Minot and the Police Department have always allowed the consumption of alcohol at the softball complexes during adult summer softball tournaments.

It is recommended the City Council continue to allow consumption of alcoholic beverages at the South Hill Complex and Sertoma Complex parking during weekend adult softball tournaments.

Documents:

[Liquor Use Memo to Council.docx](#)
[Liquor license.docx](#)

6. REQUEST TRANSIT ADVERTISING AGREEMENT WITH LUTHERAN SOCIAL SERVICES TO EXPIRE

Lutheran Social Services entered into an initial advertising agreement with Minot City Transit to advertise on the sides of one bus in April 2016. The initial agreement was for one year. This agreement was renewed in April 2017 for an additional year. In that signed agreement, it is stated that the City of Minot would provide an invoice for payment by the 15th of each month and payments would be due by the last day of that month. In the 21 months since the initial agreement was signed, they have been a month late on their payments 13 times, two months late 4 times, and three months late once.

It is recommended the Council allow the Transit Advertising Contract with Lutheran Social Service/Kelner Communication to expire on April 10, 2018 and to not renew this agreement.

Documents:

[MTC to let LSS Ad Contract Expire p3687.pdf](#)

7. LANDFILL DOZER (PROJECT NUMBER 4302)

On December 28, 2017 the Public Works Department opened bids for a track-type dozer for the landfill. There were three bidders.

- 1. Recommend Council award the bid for a lease on a new landfill dozer to RDO Equipment Co in the amount of \$37,745.15 per year for 5 years.**

Documents:

[4302 - Memo to council - Landfill Dozer award of bid.pdf](#)

8. SANITARY SEWER REHAB – LIFT STATIONS (4010)

Public Works has been working with Apex Engineering to rehab some older lift stations in the City. Some of these lifts have original pumps and equipment from the 1970s. In 2016, Apex provided design and construction engineering services to rehab Perkett, 16th St, and Muus lift stations. In 2017, we did similar work at Burdick and Carney Lifts. CC Steel was the low bidder for the project and they have completed all items remaining for the project.

- 1. Recommend Council approve the final payment amount of \$52,046.91 to CC Steel for the Lift Station Rehab project.**

Documents:

[Memo - CC Steel Final Payment.pdf](#)
[CC Steel pay app - final.pdf](#)

9. P3210.07 BID AWARD - NAWS MINOT WTP PHASE II IMPROVEMENTS

Under agreement with the State Water Commission, the City of Minot has a cost share for 35% on the NAWS project. The project has been advertised by the state water commission and a pre-bid meeting was held for bidders on December 1, 2017 at 11:00 am at Council Chambers. Bids were opened at the Office of the State Engineer on December 19, 2017.

It is recommended the Council concur with the award of the improvements at the Minot water plant expansion and approval of 35% cost share.

Documents:

[Memo 3210.07 naws - wtp phase II improvemnets - bid award.pdf](#)
[180208 NAWS Contract 7-1B Award.pdf](#)

10. DESIGN & CONSTRUCTION ENGINEERING P3135.2D SWIF REPAIR OF DEFICIENT CULVERTS

SWIF improvements, which included televising all culverts in the dead loops and penetrations into the river have been completed and we are now required to program a project to address these deficiencies.

- 1. It is recommended the City Council approve the construction engineering contract with Houston Engineering; and**
- 2. Authorize the Mayor to sign the agreement on behalf of the City.**

Documents:

[Memo approve engineering 3135.2d.pdf](#)
[Draft Minot SWIF Tasks Amendment No. 4.pdf](#)
[2018_SWIF_CIP_LOCATIONS.pdf](#)

11. REQUEST TO ADVERTISE FOR CONSULTANTS FOR FUTURE SWIF LEVEE DESIGN AND CONSTRUCTION ENGINEERING

Prior RFQ's were done for this work and a consultant selected to complete work to bring our existing levee system into compliance with USACE standards. This would allow public works to advertise and select consultants for future SWIF deficiency work for the next three years.

It is recommended the City Council authorize Public Works to advertise for engineering services for future SWIF CIP levee repair work on existing levee system.

Documents:

[Memo approve RFQ levee swif imp 3135.2E.pdf](#)

12. WASTEWATER TREATMENT FACILITY HYDRAULIC IMPROVEMENTS APEX ENGINEERING CONTRACT AMENDMENT (4202)

In 2014, Apex Engineering completed a Wastewater Treatment Facility Study for the City of Minot. In that study Apex identified some hydraulic improvements that are necessary to alleviate deficiencies in the piping to the stabilization ponds. The improvements will allow better conveyance of our current wastewater flows and provide some additional capacity for future growth and development.

- 1. It is recommended Council approve the contract amendment in the amount of \$411,440.00 for Apex Engineering to conduct construction phase services for the Wastewater Treatment Hydraulic Improvements project.**

Documents:

[4202 - Memo to council - construction contract approval.pdf](#)
[EXHIBIT K - Amendment No. 1.pdf](#)

13. WASTEWATER TREATMENT FACILITY HYDRAULIC IMPROVEMENTS- AWARD OF BID WAGNER CONSTRUCTION (4202)

On January 16, 2018 the City of Minot received sealed bids for the Wastewater Treatment Facility Hydraulic Improvements project. There were four bids received and Wagner Construction was the lowest responsible bidder in the amount of \$5,968,520.

- 1. It is recommended Council award the bid to Wagner Construction in the amount of \$5,968,520.00 for the WWTF Hydraulic Improvements project.**

Documents:

[4202 - Memo to council - award of bid.pdf](#)
[Letter Recomm Award - WWTF Hyd Imp.pdf](#)
[Bid Tabulation - Signed.pdf](#)

14. TRASH ORDINANCE

Last month City staff and Council took another look at the new trash ordinance that would mandate trash collection be performed by the City for all residential dwellings 4-plex and under. As a result of the discussion, staff was directed to draft an ordinance that is reflective of past practices and allows consideration for opting out of City trash collection.

It is recommended the Council pass an ordinance which strikes Section 14-103 and adds highlighted language to section 14-126 of the Minot Code of Ordinances.

Documents:

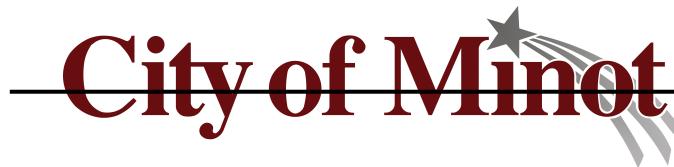
[trash ordinance memo.pdf](#)
[Garbage_Ordinance_Amendments_14_103.pdf](#)

15. PRESENTATION: RECYCLING IN MINOT

The Assistant Public Works Director will provide information on the recycling industry.

Documents:

[Recycling Memo.pdf](#)



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Kelli Flermoen, Fire Chief*

DATE: January 17, 2018

SUBJECT: SCBA COMPRESSOR REQUEST FOR PROPOSALS (FD0068)

I. RECOMMENDED ACTION

1. We recommend the Committee and Council allow the fire department to move forward with

the request for bids on the Self Contained Breathing Apparatus (SCBA) fill station compressor.

II. DEPARTMENT CONTACT PERSONS

Kelli Flermoen, Fire Chief	857-4740
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III. DESCRIPTION

A. Background

The fire department applied for a Rural Community Grant to replace the SCBA air compressor to comply with the most current National Fire Protection Association (NFPA) standards. The award is for \$20,000.00. We have the additional funds within the 2018 budget to complete the project. This project and the budget amendment was approved in October 2017.

B. Proposed Project

This project will allow us to fund a new SCBA air compressor. The new compressor would allow us to fill not only our bottles but also bottles for the surrounding fire department, water rescue teams, and bomb squads. Certified breathing air is a crucial component in providing a high level of response to fires, hazardous materials and other high hazard environments. This project would allow the filling of the new standard of bottles with certified breathing air ensuring that our responders are protecting their lungs with the highest level of protection for their safety and the safety of others.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

This purchase will provide a new SCBA compressor that meets the National Fire Protection Association standards which is part of our guiding budgetary principles as well as the department goal of priding exceptional public safety and emergency service.

B. Service/Delivery Impact:

This purchase will allow the fire department to replace the current compressor to allow for us to be able to fill the newer air bottles that we will be purchasing. Our current compressor has pressure restrictions on it that do not allow us to fill to capacity. This compressor will allow us to fill the air tanks with certified breathing air that is necessary for our firefighters to perform their duties.

C. Fiscal Impact:

This project will be funded by a rural community grant and budgeted fire capital purchase funds.

<u>Project Funding</u>	
Rural Community Grant	\$20,000
Fire Capital Purchase	\$24,695
<u>Project Estimate</u>	\$44,695

V. ALTERNATIVES

The Committee of the Whole and City Council could deny this application if there is reasonable cause to do so and the Rural Community Grant that was accepted would be turned down. The city will have to fund the project when funding comes available at a later date.

VI. TIME CONSTRAINTS

The grant has timeline to purchase the equipment in 2018.

VII. LIST OF ATTACHMENTS

A. Bid Spec

City of Minot Specifications

Breathing Air Compressor

The unit described under these specifications shall be the manufacturer's latest breathing air compressor/fill station and meet the following minimum specifications. Any deviations from the following minimum specifications must be noted and may be accepted if approved by the Fire Chief. Bidder shall provide brochure showing the following minimum specifications. Any deviations from the specifications shall be clearly explained and attached to the bid proposal. Bid must also contain warranty information.

General Specifications:

Comply Y/N

The unit shall be an enclosed package. The unit shall be packaged in an appliance style fashion and all exposed ferrous metal panels shall be powder coat painted. The unit shall be manufactured with (4) through holes on the base mount plate to facilitate the customers' needs to bolt the unit to the floor if deemed necessary. All components on the unit shall be located inside the confines of the base dimensions of the unit. The standard dimensions shall be 94" L x 34" D x 72" T.

There shall be (2) bolt on style, panels on the rear of the unit. The rear top panel shall be designed to be removed if major work on the compressor block is required and the rear lower panel shall be designed to be removed to gain access to the electric drive motor. There shall be a left hand and a right hand hinged access door to facilitate service and minor repairs on the unit. Each door shall have dual latching locks that require only a one finger push action to perform the function of deactivating the lock(s). The left door shall be equipped

City of Minot Specifications

Breathing Air Compressor

with a safety switch. The safety switch shall be integrally wired to the PLC to eliminate the possibility of startup of the unit while the door is in the open position. If the unit is in the operational mode and the access door is dislodged the unit shall immediately cease operation as well as provide the operator with the correct information, on the display screen, that the left door is ajar. An audible alarm shall also sound if the door is dislodged, while in the operating mode.

There shall be a lower door on the front of the unit to gain access to the purification system and other vital control components. This door shall have dual latching locks that require only a one finger push action to perform the function of deactivating the lock(s). The operator panel shall be located on the front of the machine. It shall be located at a reasonable height so that the operator can perform all the operational and calibrating duties required as well as monitor vital visual components without stress to oneself. The operator panel shall have a clearly marked and labeled gauge for each stage of compression. The oil pressure, purification pressure and the control pressure shall be displayed digitally on the display screen. The operator panel shall have an interactive display screen that can notify the operator of the current status of the unit, allow for further interactions, as well as perform the ON/OFF feature. The operator panel shall have a palm style Emergency Stop button, a non-resettable analog hour-meter, and an audible alarm. The operator panel shall have a centrally located hinged fold down door to gain rear access to all the panel mounted components.

There shall be a removable top panel on the unit. The top panel shall contain an electric fan to discharge heat from the internal cabinet, while the unit is in the operational mode. The fan shall be covered and shrouded to eliminate the chance of foreign objects entering the bladed area. Additionally, there shall be a 1 1/2" FNPT port mounted on the top panel. This port shall facilitate the use of an outside air intake, if desired.

Compressor Package features.

City of Minot Specifications

Breathing Air Compressor

Comply Y/N

A PLC (programmable logic controller) shall be located in the main electrical box. A key pad interface and display screen shall be located on the operators' panel. All compressor functions and faults are viewed on the display screen as their function occurs. The ON/OFF function shall be controlled from the same location. A blue colored background is displayed, on the screen, for all normal information. A red colored background is displayed, on the screen, for information such as a fault input. The standard fault inputs shall be displayed as motor overload, door switch(s), high CO, high temperature, high ambient temperature, low oil pressure, power loss, auto condensate failure and high condensate fluid level. All faults shall be accompanied by an audible alarm. All audible alarms shall be accompanied by an "Acknowledge" button on the screen. This shall allow the operator the choice to silence the alarm after the fault has been signaled. All electrical solenoids and control related appliances shall operate at 24 VDC. (1) Exception is the cabinet exhaust fan that shall operates at 120 VAC.

Sample Tap System (STS). There shall be an air quality sampling port located on the operators' panel. This system shall facilitate the process of retrieving an air sample, using a Lawrence Factor brand air testing vessel. It shall have an interactive tutorial on the display screen to guide the operator through the process of retrieving an air sample.

A standard ODP electric motor shall be used as the prime mover. The horsepower and voltage of the motor shall be 10 horse power 220/1/60 VAC. It shall have an adjustable motor base plate and utilize standard "V" belts to transfer its rotational properties to the compressor block.

The unit shall be equipped with an Automatic Condensate Drain system (ACD). This system shall drain the compressor condensate every 20 minutes of continuous run time as well as every time the compressor shuts off. The ACD shall be equipped with an electronic monitoring system that will automatically turn the unit off if it has determined that the ACD has not satisfactorily

City of Minot Specifications

Breathing Air Compressor

depressurized and released the proper amount of condensate during either one of the above-mentioned conditions.

Compressor block statistical requirements.

Comply Y/N

- Rated at 13 SCFM, 6000 PSI at 1080 RPM's.
- 5 stage, 5 cylinder reciprocating radial design. No stacked pistons.
- Cast iron block and cylinders.
- Cast iron connecting rods with needle bearings.
- Pressurized oil lubrication system with external spin-on style disposable filter. 5 quart oil sump capacity. (synthetic oil)
- Interstage relief valves on 1st through 4th stage.
- Aluminum interstage coolers on 1st, 2nd, and 3rd stage. A stainless steel interstage cooler on 4th stage as well as a stainless steel after cooler on 5th stage.
- Water separator on 2nd, 3rd, and 4th stage.
- All compressor pistons are of the ringed variety.
- Single piece flywheel. 1 groove, B-section, belt drive.
- Ambient temperature operating range. 32-115 degrees Fahrenheit.

Purification system statistical requirements.

Comply Y/N

- Processes on average 40,000 cu. ft. at STP.
- (1) 33" aluminum chambers with disposable style purification cartridges.
- (1) Aluminum mechanical separator chamber with disposable coalescing element.
- Service vent valve.
- Final pressure relief valve.
- Serviceable check valve.

City of Minot Specifications

Breathing Air Compressor

- Back pressure maintaining valve.
- Final pressure gauge.
- Purification isolation valve.
- Dual pressure adjustable final pressure transducer with adjustable dead band feature.

Fill Station:

Comply Y/N

There shall be an integrated, UL Classified front loading 2 position containment fill station within the unit. It shall be designed to fill a single cylinder or up to (2) SCBA's or 80 cu. ft. SCUBA cylinders simultaneously. There shall be an individual shut off valve and vent valve for each point of attachment. It shall be equipped with an interlocking safety switch that will prohibit the transfer of air into the cylinder if the fill station door is dislodged from its most upright position. The side walls and rear wall of the fill station shall be comprised of dual layers of 3/16" steel and shall be designed to vent and misdirect the air flow in the event of a ruptured vessel. The front door shall be designed with a major formed door panel that shall be comprised of 3/16" steel. There shall be a steel form fitted exterior door panel that shall be designed to move vertically into the locked and unlocked position as the operator moves the door handle. The exterior door panel shall be designed as to not require any supplemental lubrication or air operated valves to aid in the advancement or contraction of the doors position. The complete containment fill door shall be designed with 2 separate door height openings. The first door height opening position shall stop at a comfortable height for the operator to remove or attach the fill adapter to the cylinder. The second door height option shall allow the operator to fold the door down to comfortable load height as if loading vessels from ground level. The door handle shall be designed with a positive latching mechanism to secure the door in its most upright position. To unlock the door the operator shall be required to apply a light amount of downward force on the handle then rotate the cylindrical gripped portion of the handle towards the operator then advance the complete door handle in an upward motion. To lock the door the operator shall push down on the complete

City of Minot Specifications

Breathing Air Compressor

door handle assembly until the positive latching mechanism has been engaged. Both the door handle operation and the door opening and closing functions shall require minimal operator force, as in a single hand operation.

Air Control Panel:

Comply Y/N

There shall be an integrated 4 bank air control panel mounted on the cabinet. It shall have an individual liquid filled gauge and shut off valve for each bank. There shall be an adjustable 0-6000 psi regulator with a regulated pressure gauge. There shall be an individual shut off valve and SCBA gauge for each point of fill in the cabinet. There shall be an automatic refill circuit for the storage system. The auto refill circuit shall be equipped with a priority fill system and a storage refill isolation valve. There shall be a high pressure unregulated outlet port on the front of the panel. A regulated port can be chosen at no extra charge in lieu of the unregulated circuit. It shall be plumbed common with the existing SCBA adjustable regulator. The panel shall be strategically color coded striped to offer the operator a clear account of the air transferring process.

Storage:

Comply Y/N

The unit shall be equipped with (4) ISO/UN cylinders rated at 510 cu. ft. @ 6000 psi. They shall be securely mounted in the rear of the unit in a vertical configuration. The storage system shall be factory plumbed to the air control panel and leak checked prior to shipping.

City of Minot Specifications

Breathing Air Compressor

Optional equipment requested.

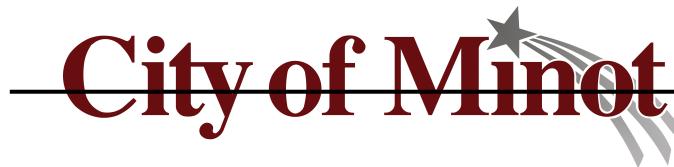
Comply Y/N

- CO monitor wired for auto shut down per NFPA standard.
- Electronic moisture monitor that displays in ppm's. Shut off shall occur if the unit exceeds 24 ppm.
- Maintenance/parts manuals, including wiring, plumbing diagrams, engine breakdown and overhaul manuals.
- 1 set of service filters (oil, purification, and coalescing element) and 5 quarts oil.
- 2 air sample bags.

Other options

Comply Y/N

Delivery to Minot



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Kelli Flermoen, Fire Chief*

DATE: *January 17, 2018*

SUBJECT: **SCBA REQUEST FOR BID (FD0067)**

I. RECOMMENDED ACTION

1. We recommend the Committee and Council allow the fire department to move forward with

the request for bids to replace all self-contained breathing apparatus (SCBA) for the department.

II. DEPARTMENT CONTACT PERSONS

Kelli Flermoen, Fire Chief	857-4740
Lonnie Sather, Fire Battalion Chief	857-4740

III. DESCRIPTION

A. Background

The fire department applied for a FEMA Assistance to Firefighter Grant to replace all self-contained breathing apparatus (SCBA) within the department to comply with the most current National Fire Protection Association (NFPA) standards. The award is for \$272,728.00 with a cost match of \$27,272.00. This project along with the budget amendment was approved in November by council.

B. Proposed Project

This project will allow us to purchase all new self-contained breathing apparatus (SCBA) for the department.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

This project will allow the fire department to replace the current SCBA, which do not meet standard.

B. Service/Delivery Impact:

This will allow for safer operations for our firefighters. These new SCBAs will be a higher capacity tank to allow for longer working times within the high hazard environments, Bluetooth connection to the radios for better communications between crewmembers, and buddy breathing equipment to assist in low air situations.

C. Fiscal Impact:

<u>Project Costs</u>	
50 self-contained breathing apparatus	\$300,000
<u>Project Funding</u>	
FEMA Assistance to Firefighter grant	\$272,728
Sales Tax Improvements Major Project	\$27,272

V. ALTERNATIVES

The Committee of the Whole and City Council could deny this application if there is reasonable cause to do so and we can deny the grant. The city will have to fund the project when funding comes available.

VI. TIME CONSTRAINTS

The grant has a one-year project timeline to purchase the equipment.

VII. LIST OF ATTACHMENTS

A. Bid Spec

City of Minot Specifications

SCBA

The unit described under these specifications shall be the manufacturer's latest SCBA and meet the following minimum specifications. Any deviations from the following minimum bid specification must be noted and may be accepted if approved by the Fire Chief. Bidder shall provide brochure showing minimum specifications. Any deviations from the specification shall be clearly explained and attached to the bid proposal. All warranty information must be provided with the bid.

Comply Y/N

- _____ Apparatus shall be approved by the National Institute for Occupational Safety and Health (NIOSH), under 42 CFR, Part 84 for chemical, biological, radiological, and nuclear protection (CBRN) with 45 minute-rated service life and compliant with all requirements of the National Fire Protection Association's 2013 Edition of NFPA-1981 Standard on Open-Circuit Self Contained Breathing Apparatus.
- _____ Units equipped with integrated PASS device must meet requirements of NFPA 1982.
- _____ Bid shall be for 50 Harness', 100 bottles, and 50 masks.

Specific Requirements

Facepiece

- _____ Facepiece shall have separate, removable exhalation and inhalation check valves to prevent air from being rebreathed and/or creating cross contamination in the second stage regulator. If facepiece does not have these, a separate second stage regulator with quick disconnect hose shall be provided with each mask.
- _____ Facepiece shall provide means to display to user with visual indicators for HUD.
- _____ Facepiece shall be available in three sizes (small, medium, large)
- _____ Lens shall be hard-coated on outside and anti-fog coated on inside.
- _____ Facepiece shall have optional flame/heat-resistant fabric or rubber neck strap to carry facepiece in ready position for quick donning.

- _____ Facepiece head harness shall be mesh or fabric material.
- _____ If the facepiece has an exhalation valve it shall be serviceable without special tools.
- _____ Facepiece shall be capable of water submersion for cleaning and disinfection.

Mask-Mounted Regulator (Demand Valve):

- _____ When doffing regulator, regulator disengagement shall simultaneously stop air flow and release regulator.
- _____ Regulator shall be equipped with variable flow bypass.
- _____ Regulator shall not have exposed wiring in order to prevent snags and increase product durability.
- _____ Regulator must prevent permeation of CBRN agents.

Heads-Ups Display (HUD)

- _____ HUD shall be powered from central power system.
- _____ HUD System shall eliminate cross-talk among firefighters.
- _____ HUD System shall be immune to radio frequency interference (RFI) and must function properly in close proximity to fire service hand-held radios.
- _____ HUD system shall provide user with remaining cylinder air volume through LEDs.
- _____ Buddy lights shall be visible from outside of firefighter's facepiece.
- _____ HUD system shall allow user to select modes of operation
 - 1) Continuous pressure mode that shall always have pressure LEDs on.
 - 2) Mixed pressure mode.

Universal Air Connection (UAC)

_____ System shall be cable of

- 1) Refill within immediately dangerous to life or health (IDLH) atmospheres.
- 2) Transfilling between two SCBA wearers (connection allows for donation and receipt of air), providing emergency breathing system (EBS) while maintaining NIOSH approvals.
- 3) Quickly refilling (approximately one-minute duration) SCBA cylinder from mobile compressor, cascade system or RIT pack.
- 4) Extending wearer's air supply over longer duration when remote cascade system or other compressed gas source is located within remote area.

_____ Primary UAC shall be illuminated when supply pressure reaches Low Pressure Warning Alarm or can be configured to optional medium pressure warning alarm.

_____ SCBA shall have secondary options for UAC to be mounted on users' waist.

Presser Reducer (First-Stage Regulator) with Primary Low Pressure Warning Device.

_____ Pressure reducer shall incorporate an alarm mechanism.

_____ Alarm mechanism shall be air-actuated, continuous audible warning alarm, automatically operating when supply cylinder air pressure reaches approximately 35% of rated service time.

_____ Alarm mechanism shall cover multiple levels of frequencies to cover all hearing level.

_____ Alarm mechanism shall be user-accessible while wearing SCBA.

_____ Presser reducer reduces cylinder pressure to outlet pressure not to exceed 115 psi; outlet presser must be adjustable.

_____ Presser reducer shall have flow capacity of 700 liters per minute at full pressure.

_____ Pressure reducer shall have cylinder connections type: Quick connect.

_____ Quick-Connect connection shall not be removable from cylinder while under pressure.

_____ Pressure reducer shall be sealed system that does not allow moisture to enter valve components.

_____ Pressure reducer may have two accessory ports, one medium pressure and one high pressure.

Cylinders

_____ Cylinders with 4500 psig operating pressure must be available in 45 minute duration.

_____ Cylinders shall be constructed of deep drawn, seamless aluminum liner that is fully wound over entire surface (except for thick neck area) with high-strength carbon fiber filaments impregnated with epoxy resin.

_____ Cylinder shall contain valve that shall incorporate pressure gauge to indicate cylinder pressure at all times. Pressure gauge face shall be luminescent. Hand wheel shall be placed at 90 degree angle from cylinder.

_____ Cylinder valve shall incorporate flow control insert to limit air flow over hand wheel's first half rotation, minimizing propulsion thrust in event that cylinder is mishandled.

_____ Cylinder valve shall incorporate CGA thread that can be converted to quick-connect cylinder without special tools.

PASS Devise

_____ PASS device shall contain power, control and battery modules.

_____ Battery module shall be powered by six C-Cell batteries or one lithium ion rechargeable battery.

_____ Expected battery service life shall be 4-6 months on average.

_____ PASS device shall be designed for battery level check.

_____ Control module shall have analog and digital display for added redundancy.

_____ Control module shall have alarm button to activate full alarm.

_____ Power module shall be equipped with dual sound emitters; sound emitters shall perform at minimum 100 dBA in room temperature.

- _____ PASS device shall be immune to radio frequency interference (RFI) and must function properly in close proximity of fire service hand-held radios.
- _____ PASS device shall employ gasket perimeter seal to provide highest protection level against water ingress, while providing ability to upgrade or repair electronics.
- _____ Control module shall incorporate rubber boot for added protection and is to be replaceable.

Speaker Module/Voice Amp

- _____ Speaker module/voice amp shall provide amplified speech that removes inhalation breath noise.
- _____ Speaker module/voice amp shall provide at minimum, 70 dBA output.
- _____ Speaker module/voice amp shall be capable of passing NFPA heat and immersion leakage test (not NFPA-required).
- _____ Speaker module/voice amp shall easily be attached and removed without special tools.
- _____ Speaker module/voice amp shall have light to indicate that device is powered on.
- _____ Speaker module/voice amp shall have on/off button to allow user to manually power off as needed.
- _____ SCBA will have Bluetooth and shall be Bluetooth compatible with Motorola APX 6000XP.

Emergency Escape Breathing Support System

- _____ Emergency escape breathing support system must be accommodated by SCBA
- _____ System must be available with common SCBA quick-disconnect fitting.
- _____ System shall connect to intermediate pressure side of SCBA, downstream of pressure reducer.
- _____ System shall have both male and female connections.

_____ Storage bag must be provided and mounted to unit.

Carrier and Harness

- _____ Shoulder harness shall have separate left and right pads for easier and less costly replacement.
- _____ Shoulder harness shall have retro-reflective markings for better visibility in low light conditions.
- _____ Shoulder harness shall have localized friction pads on shoulders to prevent slippage.
- _____ Shoulder harness shall have improved color stability up to 600 degrees Fahrenheit.
- _____ Shoulder harness shall be capable of washing at least 40 times while maintaining color fastness.
- _____ Shoulder harness shall have a chest strap.
- _____ Waist pad shall be swiveling, either fixed or adjustable.
- _____ Backplate shall have two side handles and one top handle that are accessible with gloved hand.
- _____ Backplate side handles shall be capable of 500 lbs of force.
- _____ Backplate top handles shall be capable of 1000 lbs of force.
- _____ Waist straps shall be double-pull forward design.
- _____ Harness design shall have regulator keeper for storage that can be attached to waist or chest strap.
- _____ Regulator keeper shall allow regulator to be connected at any angle.

Training

In house training for 3 service techs and 3 days of training on use of the SCBA (1 day for each Battalion) to be provided by the bidder.

Options

Department reserves the right to purchase up to 15 extra masks, voice amps, and regulators with quick connect at bid price.



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Kelli Flermoen, Fire Chief*

DATE: *January 18, 2018*

SUBJECT: **STATION 3 REMODEL PROJECT - REQUEST FOR BIDS**

I. RECOMMENDED ACTION

1. Recommend approval for the Fire Chief to move forward with the bid process for the remodel of Fire Station #3.

II. DEPARTMENT CONTACT PERSONS

Kelli Flermoen, Fire Chief	857-4740
Dean Lenertz, Assistant Fire Chief	857-4740

III. DESCRIPTION

A. Background

Station 3 (2300 N Broadway Street) is in need of a remodel to address multiple issues to include code compliance, space, and ageing building issues.

B. Proposed Project

The goals of this project is to address space and building issues and bring Station 3 up to the current fire code within the addition portion of the building. The project will also remodel the existing living space to provide continuity of the building while providing a better quality of living space for our firefighters. This will extend the life of the building for years to come.

C. Consultant Selection

Our consultants, EAPC and Ulteig, will be putting together the bid package and advertising for bids once the FAA has provided feedback on the submitted design package.

IV. IMPACT:

A. Strategic Impact:

This project will provide a safer environment for our firefighters to live and work in which aligns with the goals of our City.

B. Service/Delivery Impact:

This project will provide a better work and living environment for the firefighters.

C. Fiscal Impact:

Project Costs

List the cost components and dollar amounts

Construction Costs	\$1,041,209.82
A/E Fees	<u>\$111,222.83</u>
Total	\$1,152,432.65

Project will be funded: Tax Levy & FAA Federal & State Grants

V. ALTERNATIVES

Alt 1. The Council could disapprove the request, which would result in the delay of the project until council approval.

VI. TIME CONSTRAINTS

Council's approval of the recommendation will allow the project to be bid and constructed within the 2018 construction season.

VII. LIST OF ATTACHMENTS

A. Cost estimate of the project.

Fire Station #3 Addition & Remodel				EAPC Proj. No: 20165890		
Source	DESCRIPTION	QTY.	UNIT	Cost/UNIT	TOTAL	
DEMOLITION						
001 Ex Bay						
08.05.05.10	Demo window	1	EA.	\$741.40	\$	741.40
002 Corridor						
08.05.05.10	Demo storefront	1	EA.	\$741.40	\$	741.40
09.05.05.10-1250	Demo ACT ceiling	265	SF	\$0.85	\$	224.46
003 Vestibule						
09.05.05.10-0440	Demo carpet floor	45	SF	\$0.64	\$	28.71
06.05.05.20-3000	Demo wood base	25	LF	\$0.85	\$	21.18
09.05.05.10-1250	Demo ACT ceiling	45	SF	\$0.85	\$	38.12
004 Existing DayRoom/Training						
09.05.05.10-0440	Demo carpet flooring	480	SF	\$0.64	\$	306.24
08.05.05.10	Demo window	1	EA	\$741.40	\$	741.40
06.05.05.20-3000	Demo wood base	95	LF	\$0.85	\$	80.47
09.05.10-1250	Demo ACT ceiling	480	SF	\$0.85	\$	406.56
009 Existing Dorm						
04.05.005.10-0460	Demo wall	230	SF	\$1.28	\$	293.48
08.05.05.10	Demo window	1	EA	\$741.40	\$	741.40
08.05.05.10	Demo doors and frames	3	EA	\$111.65	\$	334.95
04.01.20.40	Demo CMU for new opening size	2	LF	\$190.87	\$	381.74
Allowance	Demo lintel	1	EA	\$250.00	\$	250.00
09.05.05.10-1250	Demo ceiling	336	SF	\$0.85	\$	284.59
09.05.05.10-0440	Demo carpet flooring	336	SF	\$0.64	\$	214.37
06.05.05.20-3000	Demo wood base	90	LF	\$0.85	\$	76.23
010 Existing Passage						
09.05.05.10-0900	Demo VCT floor	31	SF	\$1.02	\$	31.71
06.05.05.20-3000	Demo wood base	25	LF	\$0.85	\$	21.18
09.05.10-1250	Demo ACT ceiling	31	SF	\$0.85	\$	26.26
011 Existing Office						
04.05.005.10-0460	Demo walls	245	SF	\$1.28	\$	312.62
08.05.05.10	Demo doors and frames	1	EA	\$111.65	\$	111.65
09.05.05.10-0440	Demo carpet flooring	100	SF	\$0.64	\$	63.80
06.05.05.20-3000	Demo wood base	45	LF	\$0.85	\$	38.12
09.05.10-1250	Demo ACT ceiling	100	SF	\$0.85	\$	84.70
012 Existing Toilet						
04.05.005.10-0460	Demo walls	210	SF	\$1.28	\$	267.96
09.05.05.30-3760	Demo CT on walls	210	SF	\$1.69	\$	355.74
06.05.05.20	Demo cabinets	8	LF	\$17.80	\$	142.38
09.05.05.20-2000	Demo CT on flooring	75	SF	\$1.51	\$	113.03
09.05.05.30-3820	Demo toilet partitions	3	EA	\$63.80	\$	191.40
09.05.10-1250	Demo ACT ceiling	75	SF	\$0.85	\$	63.53
08.05.05.10	Demo doors and frames	1	EA	\$111.65	\$	111.65
013 Existing Kitchen						
09.05.05.10-0900	Demo VCT floor	185	SF	\$1.02	\$	189.26
06.05.05.20-3000	Demo wood base	356	LF	\$0.85	\$	301.53
09.05.10-1250	Demo ceiling	185	SF	\$0.85	\$	156.70
013A Existing Restroom						
04.05.005.10-0460	Demo walls	100	SF	\$1.28	\$	127.60
08.05.05.10	Demo doors and frames	1	EA	\$111.65	\$	111.65
09.05.05.10-0900	Demo VCT floor	25	SF	\$1.02	\$	25.58
09.05.05.20-0850	Demo vinyl base	15	LF	\$0.51	\$	7.59
09.05.10-1250	Demo ACT ceiling	25	SF	\$0.85	\$	21.18
014 Existing Dining						
09.05.05.10-0900	Demo VCT floor	215	SF	\$1.02	\$	219.95
08.05.05.10	Demo window	1	EA	\$741.40	\$	741.40
06.05.05.20-3000	Demo wood base	58	LF	\$0.85	\$	49.13
09.05.10-1250	Demo ACT ceiling	215	SF	\$0.85	\$	182.11

NEW CONSTRUCTION					
Site work					
	Ulteig (includes \$10,000 safety plan)	1	EA.	\$68,000.00	\$ 68,000.00
Structure					
	Footings, foundations, Slab	1	EA.	\$34,500.00	\$ 34,500.00
	Earthwork	1	EA.	\$12,070.00	\$ 12,070.00
	Structural Steel	1	EA.	\$24,468.00	\$ 24,468.00
Exterior Envelope					
05.41.13.30-7400	Stud wall (16" o.c.) - 6"	125	LF	\$53.35	\$6,668.75
09.29.10.30.2050	Gypsum wall board Level-4	1650	SF	\$3.21	\$5,299.80
07.21.13.10.1940	1.5" Rigid Insulation R-7.5	1650	SF	\$2.12	\$3,502.95
07.26.10.10.0020	Vapor Retarder	16.5	SQ	\$32.45	\$535.43
06.16.36.10.0100	1/2" Sheathing	1650	SF	\$1.71	\$2,813.25
07.25.10.10.3000	Tyvek	1650	SF	\$0.34	\$562.65
Local Contractor	Brick veneer	1650	SF	\$27.00	\$44,550.00
Target roofing	Roof	1800	SF	\$13.50	\$24,300.00
Interior Partitions					
C1010.126.6120	Metal Stud with Type X drywall	2500	SF	\$5.38	\$13,447.50
07.21.16.20.0080	Fiberglass Insulation 3.5" Thick - R13 - 15" Wide	2500	SF	\$0.85	\$2,117.50
Holm	CMU 12"	432	SF	\$21.00	\$9,072.00
Allowance	Mezzanine platform	1	EA.	\$5,000.00	\$5,000.00
Vestibule #101					
	Alum Storefront (Ext)	56	SF	\$50.00	\$2,800.00
	Alum Door (includes hardware)	1	EA.	\$3,000.00	\$3,000.00
	Alum Storefront (Int)	56	SF	\$40.00	\$2,240.00
	Alum Door (includes hardware)	1	EA.	\$2,500.00	\$2,500.00
08.12.13.13-0040	2(36") HM door frame	1	EA.	\$489.50	\$489.50
08.14.16.09-0112	2(36") wood door slab	1	EA.	\$267.30	\$267.30
Thorsrud	Door Hardware	1	EA.	\$750.00	\$750.00
Allowance	Stain Slab and paint Frame	1	EA.	\$500.00	\$500.00
09.22.13.13.1000	7/8" hat channel (2' o.c.)	91	SF	\$2.82	\$257.50
09.29.10.30.3650	Gypsum wall board Level-4	645	SF	\$3.21	\$2,071.74
09.91.23.72.1670	Paint walls (Primer and 2 coats)	645	SF	\$1.89	\$1,220.34
09.51.23.10.1150	ACT	95	SF	\$2.60	\$246.62
J&J	Carpet - MAT	95	SY	\$40.00	\$3,800.00
09.65.13.13.0700	Resilient Base	35	LF	\$3.37	\$117.81
CPT. Office #102					
08.12.13.13-0025	36" HM door frame + sidelight	1	EA.	\$724.90	\$724.90
08.14.16.09-0310	36" wood door slab	1	EA.	\$335.50	\$335.50
Thorsrud	Door Hardware	1	EA.	\$750.00	\$750.00
Allowance	Stain Slab and Paint Frame	1	EA.	\$400.00	\$400.00
09.91.23.72.1670	Paint walls	400	SF	\$1.89	\$756.80
FGP	Window	1	EA.	\$825.00	\$825.00
12.21.16.13-1800	Vertical blinds	16	SF	\$11.17	\$178.64
09.51.23.10.0300	ACT	120	SF	\$2.60	\$311.52
J&J	Carpet	120	SY	\$34.00	\$4,080.00
09.65.13.13.0700	Resilient Base	45	LF	\$3.37	\$151.47
Cal-Dak	Cabinetry	15	LF	\$334.40	\$5,016.00
Janitor/Storage #103					
08.12.13.13-0025	36" HM door frame	1	EA.	\$449.90	\$449.90
08.13.13.13-0060	36" wood door slab	1	EA.	\$335.50	\$335.50
Thorsrud	Door Hardware	1	EA.	\$750.00	\$750.00
Allowance	Paint Slab and Frame	1	EA.	\$350.00	\$350.00
09.91.23.72.1670	Paint walls	315	SF	\$1.89	\$595.98
09.65.13.13.0700	Resilient Base	35	LF	\$3.37	\$117.81
10.28.13.13.4100	Mop holder	1	EA.	\$139.70	\$139.70
Allowance	Wire Shelving	1	EA.	\$500.00	\$500.00

RR #104					
08.12.13.13-0025	36" HM door frame	1	EA.	\$449.90	\$449.90
08.13.13.13-0060	36" wood door slab	1	EA.	\$335.50	\$335.50
Thorsrud	Door Hardware	1	EA.	\$750.00	\$750.00
Allowance	Stain Slab and Paint Frame	1	EA.	\$350.00	\$350.00
09.91.23.72.1670	Paint walls	200	SF	\$1.89	\$378.40
09.51.23.10.0300	ACT	85	SF	\$2.60	\$220.66
09.30.13.10.3000	Ceramic tile	350	SF	\$10.00	\$3,500.00
Cal-Dak	Cabinetry - counter	3	LF	\$50.00	\$150.00
Cal-Dak	Cabinetry - tall	2	LF	\$334.40	\$501.60
10.28.13.13-6500	Towel Bar	1	EA.	\$166.10	\$166.10
10.28.13.13-6700	Towel Dispenser	1	EA.	\$93.50	\$93.50
10.28.13.13.3100	Mirror	1	EA.	\$64.90	\$64.90
10.28.13.13.0300	Curtain Rod and curtain	1	EA.	\$144.10	\$144.10
10.28.13.13.0800	Grab Bars (18"+36"+42")	1	EA.	\$226.60	\$226.60
10.28.13.13-6200	Toilet Paper Dispenser	1	EA.	\$55.00	\$55.00
10.28.13.13.4300	Hooks	1	EA.	\$40.70	\$40.70
RR #105					
08.12.13.13-0025	36" HM door frame	1	EA.	\$449.90	\$449.90
08.13.13.13-0060	36" wood door slab	1	EA.	\$335.50	\$335.50
Thorsrud	Door Hardware	1	EA.	\$750.00	\$750.00
Allowance	Stain Slab and Paint Frame	1	EA.	\$350.00	\$350.00
09.91.23.72.1670	Paint walls	200	SF	\$1.89	\$378.40
09.51.23.10.0300	ACT	85	SF	\$2.60	\$220.66
09.30.13.10.3000	Ceramic tile	350	SF	\$10.00	\$3,500.00
Cal-Dak	Cabinetry - counter	3	LF	\$50.00	\$150.00
Cal-Dak	Cabinetry - tall	2	LF	\$334.40	\$501.60
10.28.13.13-6500	Towel Bar	1	EA.	\$166.10	\$166.10
10.28.13.13-6700	Towel Dispenser	1	EA.	\$93.50	\$93.50
10.28.13.13.3100	Mirror	1	EA.	\$64.90	\$64.90
10.28.13.13.0300	Curtain Rod and curtain	1	EA.	\$144.10	\$144.10
10.28.13.13.0800	Grab Bars (18"+36"+42")	1	EA.	\$226.60	\$226.60
10.28.13.13-6200	Toilet Paper Dispenser	1	EA.	\$55.00	\$55.00
10.28.13.13.4300	Hooks	1	EA.	\$40.70	\$40.70
Corridor #106					
J&J	Carpet	135	SF	\$34.00	\$4,590.00
09.65.13.13.0700	Resilient Base	55	LF	\$3.37	\$185.13
09.22.13.13.1300	7/8" hat channel (2' o.c)	117	SF	\$2.82	\$329.47
09.29.10.30.2050	Gypsum wall board Level-4	117	SF	\$3.21	\$375.80
09.91.23.72.1670	Paint walls	500	SF	\$1.89	\$946.00
FGP	Window	1	EA.	\$825.00	\$825.00
12.21.16.13-1800	Vertical blinds	16	SF	\$11.17	\$178.64
09.51.23.10.0300	ACT	135	SF	\$2.60	\$350.46
BR #107					
08.12.13.13-0025	36" HM door frame	1	EA.	\$449.90	\$449.90
08.14.16.09-0280	36" wood door slab	1	EA.	\$335.50	\$335.50
Thorsrud	Door Hardware	1	EA.	\$750.00	\$750.00
Allowance	Stain Slab and Paint Frame	1	EA.	\$350.00	\$350.00
09.91.23.72.1670	Paint walls	425	SF	\$1.89	\$804.10
	Window	1	EA.	\$825.00	\$825.00
12.21.16.13-1800	Vertical blinds	16	SF	\$11.17	\$178.64
09.51.23.10.0300	ACT	135	SF	\$2.60	\$350.46
Shaw	Carpet	135	SY	\$34.00	\$4,590.00
09.65.13.13.0700	Resilient Base	46	LF	\$3.37	\$154.84
	Reuse Cabinetry	1	EA.	\$50.00	\$50.00

BR #108					
08.12.13.13-0025	36" HM door frame	1	EA.	\$449.90	\$449.90
08.14.16.09-0280	36" wood door slab	1	EA.	\$335.50	\$335.50
Thorsrud	Door Hardware	1	EA.	\$750.00	\$750.00
Allowance	Stain Slab and Paint Frame	1	EA.	\$350.00	\$350.00
09.91.23.72.1670	Paint walls	425	SF	\$1.89	\$804.10
FGP	Window	1	EA.	\$825.00	\$825.00
12.21.16.13-1800	Vertical blinds	16	SF	\$11.17	\$178.64
09.51.23.10.0300	ACT	135	SF	\$2.60	\$350.46
Shaw	Carpet	135	SY	\$34.00	\$4,590.00
09.65.13.13.0700	Resilient Base	36	LF	\$3.37	\$121.18
	Reuse Cabinetry	1	EA.	\$50.00	\$50.00
BR #109					
08.12.13.13-0025	36" HM door frame	1	EA.	\$449.90	\$449.90
08.14.16.09-0280	36" wood door slab	1	EA.	\$335.50	\$335.50
Thorsrud	Door Hardware	1	EA.	\$750.00	\$750.00
Allowance	Stain Slab and Paint Frame	1	EA.	\$350.00	\$350.00
09.91.23.72.1670	Paint walls	425	SF	\$1.89	\$804.10
FGP	Window	1	EA.	\$825.00	\$825.00
12.21.16.13-1800	Vertical blinds	16	SF	\$11.17	\$178.64
09.51.23.10.0300	ACT	135	SF	\$2.60	\$350.46
Shaw	Carpet	135	SY	\$34.00	\$4,590.00
09.65.13.13.0700	Resilient Base	36	LF	\$3.37	\$121.18
	Reuse Cabinetry	1	EA.	\$50.00	\$50.00
BR #110					
08.12.13.13-0025	36" HM door frame	1	EA.	\$449.90	\$449.90
08.14.16.09-0280	36" wood door slab	1	EA.	\$335.50	\$335.50
Thorsrud	Door Hardware	1	EA.	\$750.00	\$750.00
Allowance	Stain Slab and Paint Frame	1	EA.	\$350.00	\$350.00
09.91.23.72.1670	Paint walls	425	SF	\$1.89	\$804.10
FGP	Window	1	EA.	\$825.00	\$825.00
12.21.16.13-1800	Vertical blinds	16	SF	\$11.17	\$178.64
09.51.23.10.0300	ACT	135	SF	\$2.60	\$350.46
Shaw	Carpet	135	SY	\$34.00	\$4,590.00
09.65.13.13.0700	Resilient Base	36	LF	\$3.37	\$121.18
	Reuse Cabinetry	1	LF	\$50.00	\$50.00
Corridor #111					
J&J	Carpet	265	SF	\$34.00	\$9,010.00
09.65.13.13.0700	Resilient Base	110	LF	\$3.37	\$370.26
09.22.13.13.1300	7/8" hat channel (2' o.c)	450	SF	\$2.82	\$1,267.20
09.29.10.30.2050	Gypsum wall board Level-4	450	SF	\$3.21	\$1,445.40
09.91.23.72.1670	Paint walls	965	SF	\$1.89	\$1,825.78
09.51.23.10.0300	ACT	265	SF	\$2.60	\$687.94
08.12.13.13-0025	36" HM door frame (ext)	1	EA.	\$315.48	\$315.48
08.12.13.13-0100	36" HM door slab (ext)	1	EA.	\$613.80	\$613.80
Thorsrud	Door Hardware (ext)	1	EA.	\$1,000.00	\$1,000.00
Allowance	Paint Slab and Frame (ext)	1	EA.	\$350.00	\$350.00
08.12.13.13-0025	36" HM door frame (int)	1	EA.	\$262.90	\$262.90
08.14.16.09-0280	36" HM door slab (int)	1	EA.	\$511.50	\$511.50
Thorsrud	Door Hardware (int)	1	EA.	\$750.00	\$750.00
Allowance	Paint Slab and Frame (int)	1	EA.	\$350.00	\$350.00

Corridor #112					
J&J	Carpet	185	SF	\$34.00	\$6,290.00
09.65.13.13.0700	Resilient Base	70	LF	\$3.37	\$235.62
09.91.23.72.1670	Paint walls	630	SF	\$1.89	\$1,191.96
09.22.13.13.1300	7/8" hat channel (2' o.c)	261	SF	\$2.82	\$734.98
09.29.10.30.2050	Gypsum wall board Level-4	261	SF	\$3.21	\$838.33
09.51.23.10.0300	ACT	185	SF	\$2.60	\$480.26
08.12.13.13-0025	36" HM door frame (int)	2	EA.	\$262.90	\$525.80
08.14.16.09-0280	36" HM door slab (int)	2	EA.	\$511.50	\$1,023.00
Thorsrud	Door Hardware (int)	2	EA.	\$750.00	\$1,500.00
Allowance	Paint Slab and Frame (int)	2	EA.	\$350.00	\$700.00
Exercise #113					
08.12.13.13-0025	36" HM door frame	1	EA.	\$231.00	\$231.00
08.14.16.09-0280	36" wood door slab	1	EA.	\$294.00	\$294.00
05.12.23.45.2600	New lintel	1	EA.	\$69.30	\$69.30
Thorsrud	Door Hardware	3	EA.	\$750.00	\$2,250.00
Allowance	Stain Slab and Paint Frame	3	EA.	\$350.00	\$1,050.00
09.22.13.13.1300	7/8" hat channel (2' o.c)	900	SF	\$2.82	\$2,534.40
09.29.10.30.2050	Gypsum wall board Level-4	900	SF	\$3.21	\$2,890.80
09.91.23.72.1670	Paint walls	900	SF	\$1.89	\$1,702.80
09.51.23.10.0300	ACT	575	SF	\$2.60	\$1,492.70
09.65.16.10.6000	Rubber Flooring (36" Roll x 1/8" Thick)	575	SF	\$21.23	\$12,207.25
09.65.13.13.0700	Resilient Base	100	LF	\$3.37	\$336.60
Kitchen #114					
09.91.23.72.3210	Paint walls (CMU)	410	SF	\$1.94	\$793.76
09.51.23.10.0300	ACT	185	SF	\$2.60	\$480.26
09.65.19.10.1919	VCT	185	SF	\$2.94	\$543.35
09.65.13.13.0700	Resilient Base	35	LF	\$3.37	\$117.81
Dining Room #115					
09.91.23.72.1670	Paint walls	485	SF	\$1.94	\$938.96
Holm	Fill old window with CMU	17	SF	\$20.00	\$346.60
09.51.23.10.0300	ACT	240	SF	\$2.60	\$623.04
09.65.19.10.7200	VCT	240	SF	\$2.94	\$704.88
09.65.13.13.0700	Resilient Base	52	LF	\$3.37	\$175.03
Cal-Dak	Pantries	7	LF	\$334.40	\$2,340.80
Dayroom #116					
09.91.23.72.1670	Paint walls	850	SF	\$1.94	\$1,645.60
Holm	Fill old window with CMU	22	SF	\$20.00	\$440.00
09.51.23.10.0300	ACT	477	SF	\$2.60	\$1,238.29
Shaw	Carpet	477	SF	\$34.00	\$16,218.00
09.65.13.13.0700	Resilient Base	92	LF	\$3.37	\$309.67
Vestibule #117					
09.91.23.72.1670	Paint walls (Primer and 2 coats)	135	SF	\$1.94	\$261.36
09.51.23.10.0300	ACT	45	SF	\$2.60	\$116.82
J&J	Carpet	45	SY	\$34.00	\$1,530.00
09.65.13.13.0700	Resilient Base	25	LF	\$3.37	\$84.15
Corridor #118					
Add concrete to raise floor to 100'-0"			245	SF	\$6.00
J&J	Carpet	245	SF	\$34.00	\$8,330.00
09.65.13.13.0700	Resilient Base	80	LF	\$3.37	\$269.28
09.22.13.13.1300	7/8" hat channel (2' o.c)	380	SF	\$2.82	\$1,070.08
09.29.10.30.2050	Gypsum wall board Level-4	380	SF	\$3.21	\$1,220.56
09.91.23.72.1670	Paint walls	725	SF	\$1.94	\$1,403.60
09.51.23.10.0300	ACT	245	SF	\$2.60	\$636.02
08.12.13.13-0025	36" HM door frame (int)	2	EA.	\$262.90	\$525.80
08.14.16.09-0280	36" HM door slab (int)	2	EA.	\$511.50	\$1,023.00
Thorsrud	Door Hardware (int)	2	EA.	\$750.00	\$1,500.00
Allowance	Paint Slab and Frame (int)	2	EA.	\$350.00	\$700.00
Cal-Dak	Cabinetry	26	LF	\$334.40	\$8,694.40

Plumbing	Plumbing	1	EA.	\$80,500.00	\$80,500.00
Mechanical	Mechanical	1	EA.	\$90,000.00	\$90,000.00
Fire Protection					
	Sprinklers (R occupancy)	1	EA.	\$25,200.00	\$25,200.00
	Water supply (Ulteig)	1	EA.	\$6,000.00	\$6,000.00
Electrical					
	Electrical	1	EA.	\$146,500.00	\$146,500.00
	Subtotal				\$823,090.77
	O&P - 15%				\$123,463.61
	Subtotal				\$946,554.38
	Bid Contingency 10%				\$94,655.44
	Subtotal				\$1,041,209.82
	Fees				\$111,222.83
	Grand Total				\$1,152,432.65
Alternates					
1. Ventilation in structural bay (incl. elec) - ADD	1	EA.	\$23,086.25	\$23,086.25	
2. Ventilation in ARFF bays (includes elec) - ADD	1	EA.	\$29,411.25	\$29,411.25	
3. LED light replacement in north bay - ADD	1	EA.	\$7,084.00	\$7,084.00	
4. Sprinkler in the rest of building - ADD	1	EA.	\$15,433.00	\$15,433.00	
	Grand Total with Alternates				\$1,227,447.15



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Kelli Flermoen, Fire Chief*

DATE: *January 18, 2018*

SUBJECT: **WARD COUNTY DEBRIS MANAGEMENT PLAN**

I. RECOMMENDED ACTION

State what you want the Council/Mayor to do – this will become their motion. List each action separately.

1. Recommend adoption of the Ward County Debris Management Plan

II. DEPARTMENT CONTACT PERSONS

Place name, titles, and phone numbers of the persons involved in hierarchical order:

Dan Jonasson, Public Works Director	857-4112
Kelli Flermoen, Fire Chief	857-4740

III. DESCRIPTION

A. Background

Place information here about the issues/project and why it's important that we address them. Make it brief but informative. You can add additional sections to this area such as:

This debris management plan is a guideline/template for the City of Minot if there was a tornado, flood, or other type of disaster that would cause a large amount of debris. Adopting this plan would make the City eligible for up to an additional five percent federal funding on federal disasters. Typically federal cost shares are at 75%, but with the adoption of this plan could give the City an 80% federal cost share, and bringing the local share at 20% instead of 25%.

B. Proposed Project

Place information about the proposed project and what the goals and objectives of the project are. Why is it important to do this project? What does the project get or do for us?

This adoption would reduce the cost to the city by 5% in the event of a large emergency.

C. Consultant Selection

State how you went about identifying, bidding, and selecting consultants or contractors and who the lowest responsible bidder was.

N/A

IV. IMPACT:

A. Strategic Impact:

State how this activity is in alignment with our City's Mission/Vision and/or your Department's goals and objectives.

This plan will allow the City of Minot to meet the FEMA requirement for reimbursement.

B. Service/Delivery Impact:

State how this project will impact (improve, augment, advance) the City, your Department, our services, quality, delivery, customer experience, etc.

This plan will allow for a smooth transition throughout the city for removal of debris in the event of a large emergency.

C. Fiscal Impact:

Briefly state how this project is being funded. Add written context in the paragraph so the dollar amounts, sources of funding, and expenses are made clear and document whether the project was included in the approved budget.

This adoption of this plan could give the City an 80% federal cost share, and bringing the local share at 20% instead of 25%.

V. ALTERNATIVES

State the alternatives to this project. The alternatives need to be viable options and there should be at least two: one would be some other approach and what the results of that alternative would be and the second would be not to do the project and what the result would be, for example:

Alt 1. The Council could decide to not adopt this plan and pay an increased rate for debris removal in the event of an emergency.

VI. TIME CONSTRAINTS

State here if and why timing is of the essence and what the next steps are going to be in the progression of the work.

Plan approval needs to be submitted by February 15.

VII. LIST OF ATTACHMENTS

Place your list of attachments here, in order they were referenced in the document. For example:

- A. Ward County Debris Management Plan
- B. Minot Debris Routes



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Change Sheet

Section 1: Introduction

1.1 Purpose

Ward County recognizes that natural and human-caused disasters have the potential to create debris that can disrupt the quality of life for its citizens, and complicate disaster response and recovery following such disasters. Ward County also recognizes that planning for such disasters can lessen the impact on the community, economy, and the environment. Therefore, Ward County has developed this plan to facilitate a rapid response and recovery to debris causing incidents. The Ward County Plans covers Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Kenmare, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and City of Surrey.

1.2 Mission

This Disaster Debris Management Plan provides direction to facilitate and coordinate the management of debris following a disaster in order to:

- Identify and address planning and staff training needs prior to a debris causing event.
- Mitigate against potential threats to the lives, health, safety, welfare, economic, and environmental well-being of the impacted area.
- Expedite recovery efforts in the impacted area.
- Identify threats of significant damage to improve public or private property.

1.3 Scope

This Disaster Debris Management Plan covers the response and recovery to all debris-causing incidents within the Jurisdictional boundaries of Ward County. This plan also covers additional tasks required to maintain jurisdictional disaster debris management readiness, including training, exercises, and plan maintenance.

1.4 Alignment with Other Plans

National Response Framework

The National Response Framework (NRF) provides the concepts of operations for federal response to events by listing the responsibilities for each federal agency and outlining how federal agencies will interact with other public-sector agencies at all levels, the private sector, and nongovernmental organizations (NGOs). The NRF also emphasizes the importance of personal preparedness by individuals and households. This plan aligns with the Emergency Support Functions (ESF) #3: Public Works and Engineering Annex, and ESF #14: Long-Term Community Recovery and Mitigation Annex of the Department of Homeland Security's (DHS) NRF by providing for coordination of disaster debris operations through all levels of government using the National Incident Management System (NIMS) organization structure.

North Dakota State Operations Plan October, 2017

The North Dakota State Operations Plan (NDSOP) provides the concept of operations for state agency response to disaster events by listing the responsibilities for each agency and outlining how state agencies will interact with each other and other regional and local public-sector agencies. This plan aligns with the NDSOP ESF #3: Public Works and Engineering, and ESF #14: National Disaster Recovery Framework (NDRF), by providing operational instructions to organize disaster debris operations at the local level.

Ward County Disaster Debris Management Plan

The Debris Management Plan covers Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Kenmare, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and City of Surrey.

Ward County Emergency Plans

This plan is designed to stand-alone, but it aligns with other plans including the Ward County/Minot, Berthold, Burlington, Carpio, Des Lacs, Donnybrook, Douglas, Kenmare, Makoti, Ryder, Sawyer, and Surrey Emergency Operation Plan, City of Minot Flood Action Plan, Ward County Flood Action Plan, Ward County Hazard Mitigation Plan, and Ward County Shelter Plan.

1.6 Plan Maintenance and Update

This plan was assembled by Ward County with input from multiple departments and jurisdictions. Ongoing maintenance of the plan is the responsibility of the Director of Ward County Emergency Management Department, and Minot Public Works Department Director.

Plan Revisions

Because of changes in staffing, organizations, and external factors, this plan will be reviewed annually in January. It is the responsibility of the Emergency Management and Minot Public Works Department to ensure that revised pages are distributed to plan holders. During plan review, specific attention will be directed to key plan components, including specific assigned roles and responsibilities, reviewing and updating contact information for internal staff and external resources, and the location and status of identified Debris Management Sites (DMS).

Section 2: Situation and Assumptions

This chapter provides an overview of the types, amounts, and distribution of natural or human-caused incidents that may occur in Ward County. It also provides tools to estimate debris volumes following an incident. Finally, it provides a list of the planning assumptions that were used to develop this plan.

2.1 Types of Hazards

Ward County is susceptible to a variety of natural or human-caused incidents that may create disaster debris. A listing of potential debris causing incidents and the types of most common debris are listed in Table 2-1.

TABLE 2-1

Characteristic of Disaster Events Possible in Ward County

Incident	Debris Characteristic	Regional Probability	Debris Impact
Flooding	Construction/demolition waste, municipal solid waste, and problem waste, including sediment vegetative waste, animal carcasses, and hazardous materials deposited on public and private property. Much of the debris from flooding events may be considered problem waste because of the contamination from wastewater, petroleum, and other substances.	High	High
Wind/Tornado	Primarily construction/demolition waste, waste from broken tree limbs and branches, and waste and putrescible waste from extended power outages. Debris-signature areal extent is shown to increase consistently with EF-scale rating and tornado longevity.	Low	High
Urban and Wildland Fires	Burned vegetative waste, burned construction/demolition waste, and problem waste, including ash and charred wood waste and ash-covered items.	Moderate	Moderate
Snow Storms	Primarily vegetative waste from broken tree limbs and branches. May also include construction/demolition waste and putrescible waste from extended power outages.	High	High
Nuclear, Chemical or Biological Accident	Various amounts of contaminated soil, water, construction/demolition waste, and/or municipal solid waste that would require special handling as problem waste with specific disposal instructions.	High	Moderate

This information was compiled from multiple sources including the Ward County Hazard Mitigation Plan, and the THIRA report.

2.2 Debris Estimates

The types and amounts of debris produced by an incident depend on the magnitude, duration, and intensity of the incident itself. The impacts resulting from one flood event in 2011 was considered when creating this plan which created a high amount of debris.

Flood Debris Events

Historically, flooding occurs annually due to run off from the spring melt, or from flash flooding that inundates the County and Cities public infrastructure. These events can create a low to high amount of debris made up of sandbags, construction/demolition, white goods, municipal solid waste, and problem waste, including sediment, vegetative waste, hazardous materials, deposited on public and private property.

Ward County contains a mix of urban and rural land that will create different amounts of debris depending on the location of the flooding. Ward County created the highest volumes of debris following the 2011 flood event when the Souris River reached a record of 27,500 Cubic Feet per Second that lasted several weeks. The debris kept coming into the City of Minot landfill for years after the incident due to the demolition and reconstruction of homes throughout the County.

2.3 Situation and Assumptions

This section describes the situation and assumptions that were used during the development of this plan.

Situation

The plan situation is made up from known facts or observations used to develop the plan. The following situation factors were considered when developing this plan.

- Natural and man-made disasters such as flooding, wind storms, tornados, industrial accidents, and terrorist attacks precipitate a variety of debris that includes, but is not limited to trees and other vegetative organic matter, building/construction material, appliances, personal property, mud, and sediment.
- The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.
- The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized to address the debris problem, including how quickly the problem can be addressed, and the associated costs that may be incurred.

Assumptions

Assumptions are unknown but expected events or actions are used to develop the plan. The following assumptions were made during the development of this plan:

- A major natural disaster may require the removal of debris from public or private lands.
- The amount of debris resulting from a major natural disaster may exceed the Ward County's and/or Cities removal and disposal capabilities, as well as the City of Minot's landfill capacity.
- If a debris event should occur, an accurate assessment of the disaster must be made as soon as practical.
- Ward County and/or the Cities may contract for additional resources to assist in the debris removal, reduction, and disposal capabilities.
- Local, state, and federal agencies may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short-as well as long-term, following a major natural disaster.

Section 3: Applicable Rules and Regulations

This chapter provides an overview of the state and local regulations and policies that affect how Ward County handles disaster debris including debris reduction and Debris Management Sites (DMS) and neighborhood collection site operations. This chapter also addresses the environmental and policy considerations for reducing, recycling, and disposing of the disaster debris at the DMS staging areas.

3.1 Planning

Ward County has identified 2 (two) DMS and/or collection sites within its jurisdictional boundaries. A representative from Minot Public Works will review the DMS locations on a preliminary basis, and will authorize these sites prior to engaging in debris removal operations. Ward County and the City of Minot will notify the Health Department prior to activating the neighborhood collection sites.

3.2 Response

The City of Minot will initiate the DMS preparation activities during the response phase. A preliminary plan will be developed for reducing, recycling, and disposing of debris based on general estimates of the type of material generated by the event. The City of Minot may decide to reduce the debris via air curtain incineration, or grinding. Once a preliminary determination has been made, this plan will be communicated to the environmental officials for their guidance on the applicability of regulations to the operations and monitoring of the DMSs and disposition of the disaster debris.

The site preparation activities will be initiated by the Minot Public Works Director. In the event that disaster debris crosses jurisdictional boundaries, the Minot Public Works Director will contact their counterparts within neighboring jurisdictions and the City of Minot to coordinate efforts in understanding the rules and regulations that will affect operations at the DMSs.

Contact information for the key environmental agencies is provided in Appendix A, *Debris Resources*. This includes, but not limited to:

- City of Minot Public Works
- Ward County Emergency Management
- First District Health Unit
- North Dakota Environmental Protection Agency
- North Dakota State Health Department
- FEMA Region VIII EPA Response Coordinator
- City of Minot Landfill
- North Dakota Department of Emergency Services

3.4 Recovery

This section summarizes rules and regulations that apply to the recovery phase of disaster debris management.

Waste Management Priorities and Recycling

Ward County and the Cities will make reduction and recycling the highest priorities for managing disaster debris. The Debris Removal Manager will coordinate with the debris hauling contractors to ensure maximum segregation for recyclable materials, and make sure that debris reduction equipment (chipping/grinding/incineration) is operating properly and within the regulations of North Dakota State Health Department.

Air Quality and Incineration as Waste Reduction Method

During the recovery phase, the following measures will be taken by the Debris Site Supervisor(s):

- Monitoring of dust and ensure proper dust suppression measures are implemented.
- Oversight of any air curtain incineration units, this activity will be coordinated with ND Department of Health. Any air curtain incinerators will have setback from on-site storage areas for incoming debris and structures. Wood ash will also be stored on-site with setbacks from storage areas for incoming debris, and processed mulch or tub grinders. Wood ash will be wetted prior to removal from the air curtain incinerators and placed in storage. The specific requirements will be provided by the ND State Health Department.

Household Hazardous Waste Management

Ward County and the Cities will set up household hazardous waste, appliance, and special waste collection areas. Household hazardous waste should be collected separately and disposed in coordination with Clean Harbors Landfill in Sawyer. They will be contacted for safely disposing of household hazardous debris. This contractors is listed in Appendix A, *Debris Resources*.

White good debris that contains ozone depleting refrigerants, mercury, or compressor oils need to have such materials removed by a certified technician before recycling. White goods will be properly disposed of by a licensed disposal company.

The ND Department of Health will have regulatory authority over the demolition of structures that contain asbestos or lead-based paint.

Section 4: Concept of Operations

This section provides information on how Ward County and the Cities will carry out debris management operations, including: response levels, organization roles and responsibilities, communication strategies, and health and safety strategies.

4.1 Plan Activation

This plan will be used by Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Kenmare, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and/or City of Surrey staff when a command structure is established in response to a debris-causing incident that impacts all or part of the jurisdiction or neighboring jurisdictions.

Debris Management Response Levels

Debris management operations are categorized into three response levels. The current response level of Ward County or any of the Cities will be established by the Incident Commander or Debris Manager, and is triggered by the geographic scope and impact of an actual or anticipated incident.

Level One: Routine Operations

A level one incident corresponds to day-to-day emergencies requiring minimal coordination and assistance. These include incidents such as minor flooding, or a building collapse. The situation can be efficiently and effectively supported with existing resources and there is no foreseen need to proclaim a local emergency.

Level Two: Medium Impact Disaster

Level two incidents are situations requiring more than routine coordination and assistance, and generally involve multiple jurisdictions. These include incidents such as moderate flooding in multiple locations, and moderate snow storms with ice and high winds. The situation may require mutual aid or contract resources, and it may be necessary to proclaim a local emergency.

Level Three: High Impact Disaster

Level three incidents require a high degree of coordination and generally involve state and federal assistance. These include incidents such as severe flooding. In most cases, a local emergency will be proclaimed.

Level Four: Catastrophic Disaster

Level four incidents are incidents that result in the partial or complete destruction of local government and require state and federal assistance. These include incidents such as catastrophic flooding, or human-caused attacks. These would always require a local proclamations of emergency and in most cases a Federal disaster declaration.

Debris Management Operational Phases

Response to debris management events are characterized by the three phases described below and may overlap based on the incident.

Increased Readiness

Ward County and all Cities will move to the increased readiness phase when a natural or human-caused incident capable of creating disaster debris threatens the region. During this time, staff will complete the following tasks:

- Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal operations.
- Alert local departments that have debris removal responsibilities to ensure that personnel, facilities, and equipment are ready and available for emergency use.
- Relocate personnel and resources out of harm's way and stay in areas where they can be effectively mobilized.
- Review potential local, and regional, debris management sites that may be used in the response and recovery phases in the context of the impeding threat.
- Review resource lists of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

Response

Debris management response operations are designed to address immediate or short-term effects of a debris causing incident. During the response phase, staff will initiate the following tasks:

- Activate debris management plan and coordinate with damage assessment team.
- Begin documenting costs.
- Begin debris clearance from transportation routes, based on debris removal priorities
- Coordinate and track resources (public and private).
- Establish priorities regarding allocations and use of available resources.
- Identify and activate temporary debris storage and reduction sites (local and regional).
- Address any legal, environmental, and health issues relating to the debris removal process.
- Continue to keep the public informed through the County and all affected Cities PIO.

Recovery

Debris management response operations are designed to return the community to normalcy following a debris causing incident. During the recovery phase, the County and Cities will initiate the following tasks:

- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
- Continue to document costs.
- Upon completion of debris removal mission, close out debris sorting and reduction sites by developing and implementing the necessary site restoration actions.

- Perform necessary audits of operations and submit claim for federal assistance.

Incident Command System (ICS)

Ward County and all of the Cities will use the Incident Command System to a structure debris management response, as outlined in the Ward County Emergency Operations Plan. Based on the size and scope of the incident, debris management staff may act in multiple roles. In an incident that predominantly entails debris operations, for instance, the Debris Manager may act as Incident Command or Operations Section Chief. During larger and or complex incidents, the Debris Manager may be assigned to the Operations Section as a branch director or group supervisor.

Roles and Responsibilities

This section identifies roles and responsibilities for internal and external agencies during a debris causing incident.

Debris Management Team

Immediately following a disaster event, Ward County and the Cities will establish a disaster debris management team, which convenes as a group within the operations section to facilitate successful coordination following a disaster event. Each member of the team is responsible for implementing debris operations in accordance with the planned goals and objectives, and in compliance with Federal, State, and local laws. The debris management team will be led by the debris management group leader, who will identify staff for the group. The following staff could participate as part of the debris management team:

Ward County and Cities' Departments

Supporting disaster debris management operations will involve multiple departments and divisions within the Cities and the County. This section outlines the roles and responsibilities for each involved agency.

Public Works: Public Works staff will direct debris operations during response and recovery within their local jurisdictions.

Emergency Management: Emergency Management will coordinate activities and resource needs through the EOC. This department is also the applicant agent for FEMA reimbursements for the County, and can assist the cities if needed.

Law Enforcement: To ensure safety of all citizens during a large catastrophic incident.

Fire Department: To ensure safety of downed electrical power lines and extinguish all fires.

County Road and City Engineering: Responsible to clear all roads and clear debris within their jurisdiction.

Finance/Auditor: To ensure all agencies and departments are keeping strict accounting measures for all costs.

Public Health: To ensure that citizens are aware of potential health problems and how to deal with

those health issues through public education.

External Agencies

North Dakota Department of Agriculture: The North Dakota Department of Agriculture fosters the long-term well-being of North Dakota by promoting a healthy economic, environmental and social climate for agriculture and the rural community through leadership, advocacy, education, regulation and other services.

North Dakota Department of Health Air Quality Division: Work to safeguard the health and environment of North Dakota. Programs within the Division deal with issues that affect the comfort, health, safety and well-being of all North Dakota citizens and their environment. Enforcement of state and federal environmental laws is accomplished through the permitting, inspection, sampling, analytical services and monitoring activities of the Division.

North Dakota Department of Health: The Division of Public Health Preparedness provides local and state public health guidance, planning, coordination, response and funding for large scale emergencies. These activities include coordination and funding of incident command and control, disease control, laboratory services, communications systems, public information, medical supplies, equipment and pharmaceuticals and training. Funding for this division is provided by a cooperative agreement through the Department of Health and Human Services, Centers for Disease Control.

North Dakota Department of Emergency Services: Manages and coordinates presidential declared disaster programs including Public Assistance and Hazard Mitigation. Nationally, North Dakota is one of two states that maintain a "managing state" status. The Division of Homeland Security assumes disaster program management responsibilities instead of FEMA; however, coordination with FEMA is an on-going process. When damages during an event exceed the predetermined per capita threshold, a Presidential Declaration results and activates federal disaster recovery programs. Nearly one billion dollars in assistance have been distributed to local, tribal and state entities since 1993. There are three specific programs that are coordinated through the Disaster Recovery Section.

North Dakota National Guard: Provide ready units, individuals, and equipment supporting the states communities and Nation, if requested.

North Dakota Highway Patrol: The mission of the North Dakota Highway Patrol is to make a difference every day by providing high quality law enforcement services to keep North Dakota safe and secure.

Environmental Protection Agency (EPA): EPA Region VIII is responsible for regulating air quality in the region if requested by the State of North Dakota. During debris-causing disaster, the Air Quality Regulatory Agency provides advice on outdoor burning of debris and the removal and disposal of debris containing asbestos. They also provide information and possible monitoring of air quality for debris operations that create large quantities of dust. Depending on the disaster severity, Air Quality Regulatory Agency can suspend part or all of the Washington Clean Air Act or Regulations I, II, and III.

United States Department of Agriculture (USDA): The USDA National Resource Conservation Services (NRCS) provides technical and financial assistance to private land owners, land users, communities, state, and local governments in planning and implementing conservation systems that conserves soil, water, and other natural resources. NRCS is limited in its authority with debris-related activities; it is limited to either runoff retardation or soil erosion prevention in response to an imminent threat to life or property resulting from a sudden impairment in the watershed. Typically, this includes debris within, or in close proximity, to a channel.

The USDA Animal, and Plant Health Inspection Service (APHIS) may provide support under the Veterinary Service Program and the Plant Protection and Quarantine Program. Both public and private lands are eligible under these programs, which provides assistance to federal, state, tribes, local jurisdictions, and private landowners to manage animal and plant health. This is accomplished by collecting and providing information, conducting or supporting treatments, and providing technical assistance for planning and program implementation (removal).

United State Department of Defense (DOD): Minot Air Force Base located within Ward County has equipment and personnel that may be requested in response to a debris causing incident. Requests for these assets are coordinated through the North Dakota Department of Emergency Services or the Minot Air Force Base Emergency Manager and are only available after all local private and public resources have been nearly or completely exhausted.

United States Army Corps of Engineers (USACE): The USACE is the lead agency for ESF #3, Public Works and Engineering, of the NRF, which includes debris management. During a Presidential declared disaster, the USACE may supply technical assistance to local responders for completing debris removal. The USACE also has contract resources available to support local debris management operations.

United States Environmental Protection Agency (EPA): EPA may provide technical assistance and advice on collection, reduction, and disposal of contaminated debris and other hazardous material during debris management operations. EPA also has contract resources available to assist with collection, management, and disposal of hazardous materials.

Federal Emergency Management Agency (FEMA): FEMA is the federal agency charged with coordinating emergency management functions in the federal government. In catastrophic disasters, FEMA may provide direct federal assistance to support performance of local, tribal, and state governments activities related to debris clearance, removal, and disposal. The response capabilities of local, tribal, and state governments must be exceeded before this level of assistance can be provided. Following a Presidential declaration, FEMA may elect to use its mission assignment authority to task other federal agencies with debris clearance, including the USACE and the EPA.

Contractors and Vendors

Contractors and vendors are often used to augment local resources in support of debris management operations.

Solid Waste Collection Companies: Solid waste collection companies are private entities that provide daily municipal solid waste service through the transportation and/or disposal of solid waste. During debris causing incidents, these companies can be tasked with maintaining existing municipal solid waste service, as well as potentially providing additional resources to assist with debris clearance, processing, and disposal activities.

Debris Management Contractors: Debris management contractors provide additional resources to assist with debris clearance, removal, separation, and disposal during debris causing incidents. These contractors can be put under contract prior to an incident to ensure efficient response during or after an actual incident. Federal agencies such as USACE and EPA, may also have contract resources available to assist with debris management operations.

Debris Management Monitoring Contractors: Debris monitoring contractors provide oversight and documentation of debris management operations. This may include supervising other debris management contractors documenting debris clearance and disposing operations for potential reimbursement, and operations of temporary debris sorting and reduction sites.

Appendix A, Debris Resources, provides a list of pre-qualified contractors that can be used to support debris management operations. The list does not include an equipment list as companies continue to buy and sell equipment.

Additional Resources

This section lists additional resources that are available to support jurisdictional debris management resources.

Local, County, and State Resources

Additional resources may be available from neighboring jurisdictions and county departments. Section 5.5 lists existing mutual aid agreements that can be utilized to obtain additional resources.

Federal Resources

When an impacted local or state government does not have the regional capability required to respond to a Presidentially declared disaster, a request for Technical or Direct Federal Assistance may be made through the Emergency Management office. The approved request is called a Mission Assignment, and can only be requested by the North Dakota Department of Emergency Services. A Mission Assignment is a work order issued by FEMA to another federal agency directing completion of a specific assignment in anticipation of, or response to, a Presidential declaration of a major disaster or emergency.

- **ESF #3 – Public Works and Engineering** is responsible for infrastructure protection, emergency repair, and restoration. This group provides engineering services and construction management, and serves as a critical infrastructure liaison. The USGS is the lead agency for ESF #3.
- **ESF #10 – Oil and Hazardous Material Response** is responsible to oil and hazardous material issues, environmental safety, as well as short and long-term cleanup. The two most commonly

deployed agencies that deal with debris related activities are the EPA and United States Coast Guard (USCG).

- **ESF #11 – Animal and Plant Disease and Pest Response** is responsible for coordinating an integrated Federal, State, Tribal, and Local response to an outbreak of a highly contagious or economically devastating zoonotic (animal) disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation. This ESF is coordinated by the USDA.

All Mission Assignments have the following requirements:

- The community must demonstrate that required disaster-related efforts exceed state and local resources.
- The scope of work must include specific quantifiable measureable tasks.
- FEMA must issue the Mission Assignment.

Emergency Communications Strategy

Jurisdiction debris management staff will utilize the following methods to communicate with their own jurisdiction as well as others, during a debris-causing event:

1. Code Red EOC recall
2. Cellular phone and direct-connect phone
3. Email/Social Media/Media
4. Text Messaging
5. NOAA All-Weather Radio Emergency Communications
6. ARES (ham radio) and emergency communications to GMRS radios
7. Local Television and Radio Stations

Health and Safety Strategy

Debris operations involve the use of heavy equipment to move and process various types of debris. Many of these actions can pose safety hazards to emergency response and recovery personnel as well as the public. In addition to those safety hazards, exposure to certain types of debris, such as building

materials that contain asbestos and mixed debris that contains hazardous materials, can pose potential health risks to emergency workers.

All debris operations shall be done in compliance with Occupational Safety and Health Administration (OSHA) requirements and North Dakota Department of Health. The OSHA Health and Safety requirements enable the agency and their contractors to avoid accidents during debris recovery operations and to protect workers from exposure to hazardous materials. The health and safety strategy by OSHA establishes safety standards for the agency and contractor personnel to follow. In addition, the strategy provides emergency workers with information on how to identify hazardous conditions and specific guidelines on the appropriate and proper use of personal protective equipment (PPE).

To facilitate compliance, OSHA will be requested to be on hand to disseminate information to all emergency Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Kenmare, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and City of Surrey employees and contractors, and how compliance with minimum safety standards will be monitored. The OSHA strategy also includes specific corrective actions to be taken if workers do not comply with the minimum safety standards.

Section 5: Current Resources

This chapter identifies the internal and external resources that Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey has for debris clearance, removal, and disposal.

5.1 Staff

Debris operations staff is responsible for directing debris operations during and after an incident. The size and composition of staff needed to deal with debris clearance, removal, and disposal depends on the magnitude of the incident. Debris removal staff will likely be comprised of a combination of full-time personnel, personnel from other agencies, and/or contractors depending on the requirements of the incident.

The following table is a summary of the debris positions and staff that will fill roles during a debris causing incident.

Table 5-1
Debris Roles, Recommended Responsibilities and Training

Debris Management Positions	Roles and Responsibilities	Primary and Alternate Staff Identified for Position	Recommended Training and Qualifications
Disaster Removal Manager	Coordinates all debris removal activities related to an incident. Activities include communication among other members of the disaster management team, communication of project status activity and reporting, and dissemination and implementation of policy directives to debris removal personnel.	Public Works Director	ICS100, 200, 300, 700, three day FEMA debris management course
Debris Collections Supervisor	Oversees collection activities prior to debris arrival at the disposal site and coordinates the debris routing, staffing, and field reporting activities.	Public Works Supervisor and/or Identified Staff	ICS100, 200, 300, 700, three day FEMA debris management course, OSHA 1910.134 respirator protection compliance
Debris Management Site Supervisor	Manages one or more Debris Management Sites (DMS) and is responsible for overseeing waste separation and environmental protection concerns, as well as filling out paperwork and reporting documentation.	Public Works Manager and/or Identified Staff	ICS100, 200, 300, 700, three day FEMA debris management course, OSHA 1910.134 respirator protection compliance, training in management of TDS operations
Finance, Admin, and Logistics Staff	Track time for personnel, equipment, and incident costs. These positions also assist with contracting and purchasing resources, completing documentation required for reimbursement of	Identified Staff	ICS100, 200, 300, 634, 700

	expenses, and provides check-in for demobilizing resources.		
Quality Assurance	Ensures the debris operations are cost effective. They do this by monitoring the type and amount of debris during collection, sorting, reduction, and disposal.	Contractors	ICS100PW, 100, 200, 700, OSHA 1910.134 respirator protection compliance
City Engineer	Oversees, inspects, and assesses impacted structure and makes appropriate recommendations on building condemnation and demolition.	Planning or Engineering Staff and/or Contracted Engineer	ICS100PW, 100, 200, 700
Debris Management Subject Matter Expert (SME):	Provides information and advice to command staff working in the operations and planning sections to help guide disaster operations.	Identified Staff Public Health Official	ICS100PW, 100, 200, 700
Public Information Officer	A Public Information Officer (PIO) familiar with debris management issues should be assigned to the Incident Commander or Joint Information Center (JIC), as necessary. Responsibilities include coordinating with PIOs of other agencies to keep the public informed about all debris removal activities and schedules. Immediately after a disaster and throughout the removal and disposal operation, the PIO is responsible for arranging for public notification of all ongoing and planned debris clearance, removal, and disposal activities.	Appointed Jurisdiction Representative	G-290, E-388
Legal Staff	Conducts reviews and manages all legal matters in the debris management planning process. In addition to advising the debris management planning staff, the legal department may also perform the following tasks: Contract review Rights of entry permits Community liability Indemnification Condemnation of buildings Land acquisition for DMSs Site closure/restoration and	Jurisdiction Legal Staff	IS-634

	insurance		
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5.2 Equipment

During an incident, agency equipment such as trucks, rubber tire loaders, graders, chippers, chain saws, small cranes, dozers, and backhoes may be needed to assist with debris clearance and removal operations. Most often these resources will be used for debris clearance from public right of ways in cooperation with the jurisdiction's contract solid waste hauler(s) or their own public works department.

Appendix A, Debris Resources, includes a partial listing of the County and City's equipment available for debris operations. Equipment needs will depend on the County and Cities, the debris causing incident, and what the Operations Section and Planning Section need during the incident.

5.3 Technology

The City of Minot has a variety of tools that can be used to assist with debris operations. Each tool or capability is described in detail below:

GIS Mapping and Modeling: Geographic Information System mapping and modeling can be used to estimate debris volumes and distributions, plan debris clearance operations, and identify debris clearance priorities.

Appendix A, Debris Resources, provides specific contact information for these resources.

5.4 Contract Resources

During an incident it may be necessary to contract with other resource providers to augment the jurisdiction's debris management staff and equipment. These resources can be used to assist with specific tasks such as debris clearance or DMS management, or can be hired to manage the entire debris removal and disposal process. Contractors **CAN NOT** be awarded pre-disaster/stand-by contracts with mobilization costs or unit costs that are significantly higher than what they would be if the contract were awarded post-disaster.

Section 7, Contracted Resources, provides instructions for contracting additional resources prior to and during an incident. **Appendix A, Debris Resources**, includes a table of standby and prequalified contract resources available for debris operations.

5.5 Mutual Aid and Intra County Agreements

There are a variety of agreements Ward County has in place and can enact to ensure adequate resources and staffing are available during a debris incident.

Agreements applicable to a debris incident are listed in table 5-1 (below), including on how the agreement is activated and what requirements are placed on both parties.

Table 5-2
Existing Agreements

Agreement	Type	Participation Requirement	Service Requirements	How Activated	Types of Resources
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					Available
Public Works Emergency Response Mutual Aid Agreements	Mutual Aid	Voluntary	Voluntary	Phone call between entities/ Jurisdictions	Public Works Equipment and Staff
Emergency Management Assistance Compact	Mutual Aid	Voluntary	Assistance is obligatory "provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state."	Governor declares state of emergency, resources requested through WebEOC	All types of resources, including debris clearance equipment and staff.
Intercounty Mutual Aid Agreement	Mutual Aid	Voluntary	Lending county acts as an independent contractor of borrowing county in the performance of voluntary emergency assistance during any type of emergency. Reimbursement will be made by Borrower to Lender for costs and labor incurred by Lender beyond the first 8 hours of an asset's use.	Requests for emergency assistance shall be directed to the designated contact person(s) on the contact list provided by the Party Counties	Equipment, supplies, personnel, or direct provision of services
Mouse River Fire Fighters Association	Mutual Aid	Voluntary	Voluntary	The local fire chiefs make direct requests within the association. The Jurisdictional Agency is not obligated in the first 12 hours, however, after the first 12 hours costs are then specified in a reimbursement contract.	Firefighters and equipment needed to manage fires, disasters, or other incidents – this is an all-risk agreement.
North Dakota Regional Hazmat Team	Mutual Aid	Voluntary	Assistance in response to Hazardous Materials spills that may pose a life safety threat	Request to Cities that have regional hazmat teams	Firefighters, and hazmat decontamination equipment.

5.6 Disposal Facilities

During an incident it may be necessary to utilize a variety of resources to dispose of different types of debris. **Appendix A**, Debris Resources, lists regional disposal resources that can be used during debris removal operations. Keep in mind that the amount and type of debris each facility accepts may change based on the size and severity of the incident.

5.7 Recycling and Composting Facilities

During an incident it may be necessary to utilize a variety of resources to recycle, compost, or otherwise reduce different types of debris. These resources provide an alternative to divert waste from landfills, and may provide additional economic and environmental benefits. **Appendix A**, Debris Resources, list regional debris processing resources that can be used during debris removal operations. Keep in mind that the types of waste each facility accepts or is approved to accept may change based on the size and severity of the incident.

Section 6: Debris Collection and Hauling Operations

This section provides information on disaster debris response and recovery operations, including: damage assessment, debris collection, and the establishment of debris management sites (DMS).

6.1 Damage Assessment and Debris Estimates

Damage assessment is the systematic process of gathering preliminary estimates of disaster debris quantities and composition; damage costs; and general descriptions of the locale, type, and severity of

damage sustained by both the public and private sectors. Initial damage assessments are usually completed within 36 hour of an incident by local, state, federal, and volunteer organizations and provide an indication of the loss and recovery needs. The initial damage assessment is the basis for determining the level of state and federal assistance needed, as well as the types of assistance necessary for recovery. The assessment may take longer depending on Ward County, the Cities, or the Region's ability to respond to life, safety, and property concerns. The debris assessment should accomplish all of the following:

- Estimate the quantity and mix of debris.
- Estimate damage costs.
- Determine impact on critical facilities.
- Identify impact on residential and commercial areas.
- Identify what additional resources are needed for response and recovery.

Damage Assessment Operations

Damage assessors will be used to identify estimated debris volumes and geographic dispersion. Damage assessors may also inspect structures and identify other hazards under direction of the Operations Section chief or their designee. In addition software tools including Geographic Information System (GIS) can be used to estimate debris volumes. As identified in Section 4.5, Roles and Responsibilities, Ward County's Building Inspection and the Cities' Building Inspection Departments are responsible for directing damage assessment operation. The following resources will be used to perform damage assessments:

- Ward County Building Inspector
- City of Berthold Building Inspector
- City of Burlington Building Inspector
- City of Carpio Building Inspector
- City of Des Lacs Building Inspector
- City of Donnybrook Building Inspector
- City of Douglas Building Inspector
- City of Kenmare Building Inspector
- City of Makoti Building Inspector
- City of Minot Building Inspection Department
- City of Sawyer Building Inspector
- City of Surrey Building Inspector

FEMA Preliminary Damage Assessment

A preliminary damage assessment (PDA) report is a more detailed assessment that is completed following the initial damage assessment if it is suspected that the incident has, or will, overwhelm local resources and require federal assistance. The PDA serves two purposes:

- The PDA provides reliable damage estimates, which are used as a basis in applying for assistance and, where justified, the governor's request for a Presidential Disaster Declaration.
- The PDA provides for the effective implementation of state and federal disaster relief programs, if a Declaration is made.

The PDA is completed by a team of officials from FEMA, ND DES, county officials, local officials,, and U.S. Small Business Administration. Usually it takes approximately thirty days to complete and compile a PDA and route it through the Governor's office to FEMA.

6.2 Debris Clearance and Removal Guidelines

Ward County and the Cities have developed the following guidance for prioritizing debris removal:

1. Life Safety
2. Situation Stabilization
3. Property Protection
4. Economic Stability and Environmental Protection

These guidelines will dictate planning, response, and recovery during debris causing events.

6.3 Debris Removal Priorities

Ward County and the Cities have developed the priorities for debris clearance. Circumstances, such as crime scene preservation and accident investigation, may require a delay of debris clearing during operations until approval can be obtained from local or federal law enforcement officials.

1. **Clear Emergency Access Routes – Lifelines.** Lifelines are those routes in a traffic network that provides access for emergency responders, alternate and evacuation routes, and damage assessment routes. Lifelines should include areas identified for potential staging, temporary shelters, and other resources available in the community that support emergency response. Ward County and the Cities will work closely with neighboring jurisdictions to identify priorities for clearing transportation access routes.
2. **Clear Access to Critical Facilities and Infrastructure.** Assets, systems, and networks, whether physical or virtual, so vital that their incapacitation or destruction would have a debilitating effect on security, economic security, public health or safety. These typically include hospitals, fire stations, police stations, and emergency operations centers, as well as cellular and land-line telephone services, drinking water and power utilities, and sanitation facilities.
3. **Clear Major Highway or Arterial Routes.** Major highways and arterial routes are portions of the public transportation network that are needed to aid in response and recovery operations, but may not have been cleared as an emergency access route.
4. **Clear Areas Necessary for Movement of Goods and Services/Economic Restoration.** These areas include those portions of the public transportation network necessary for effectively transporting goods and services throughout the Region that are not included in one of the previous categories. These may include access to warehouses, airports, train tracks, and major business districts.
5. **Clear Minor Arterial Routes.** These routes include those portions of the public transportation network that receive moderate traffic flows, but are not included in one of the previous categories.
6. **Clear Local Routes.** These areas include those portions of the public transportation network in residential neighborhoods that are not included in one of the previous categories.

Appendix B, Lifelines, Critical Infrastructure, and other Debris Clearance Priorities, includes listing and maps of debris clearance and removal priorities including lifeline routes and critical infrastructure.

6.4 Debris Operations

Debris-clearing and removal operations predominately focus on public roads and other critical infrastructure. They should be prioritized base on the methodology listed in Section 6.3 of this plan.

Debris Clearance

The City of Minot's Landfill has estimated (actual experience with the 2011 Flood event) and has forecasted that an average house in Ward County will produce 130 cubic yards of debris.

Initial debris clearance will focus on removing debris from public property based on the priorities listed in Section 6.3. Additional debris clearance from private or commercial property may be necessary if the debris presents a health or safety risk to the community.

Appendix A, Debris Resources, lists additional resources that can be used to clear and haul disaster debris following an incident. Items to be considered during debris clearance and collection include the following:

- **Debris composition:** Co-mingling of debris creates problems with reduction and recycling techniques, which may impact future reimbursement. Whenever possible, immediate action should be taken to prevent or reduce commingling of debris during debris collection operations.
- **Location of debris:** There will often be different reimbursement and operational guidelines for debris clearance on public property, private residential, and private commercial property. While debris clearance on private property is not usually a reimbursable expense, some jurisdictions have cleared debris from private property in the past when it presented a health or safety risk to the community.

Collection Methods

Based on the types and distribution of debris, several collection methods are available during a debris causing incident:

Curbside: Residents may be asked to place their debris at the edge of the right of way for pickup. If curbside pickup is used, residents should be instructed to separate their debris into multiple categories including municipal solid waste, vegetative waste, construction and demolition debris, household hazardous waste, and putrescibles (something likely to decay).

DMS or Drop Box: Residents may be asked to bring disaster debris to collection sites to temporarily store, segregate, and process debris before it is hauled to its final disposal site. If possible, the sites should remain at the same location for each debris-causing incident and should be included in the incident communication strategy. Facilities that can be used for drop-offs include debris drop boxes, DMSs, landfills, and transfer stations.

6.5 Debris Management and Neighborhood Collection Sites

Jurisdiction has identified two classes or sites for use during debris management operations.

- A neighborhood collection site is a temporary solid waste handling site used to consolidate debris within a local jurisdiction or area for transfer to a debris management site (DMS) or a permanent solid waste handling facility.
- A debris management site is a temporary solid waste handling site used to collect, sort, and reduce debris, including special waste, prior to final recycling or disposal.

Site Management

DMS preparation and operation may be managed by the jurisdiction or a contractor. To meet overall debris management strategy goals and to ensure that the site operates efficiently, a site manager,

debris monitoring personnel, and safety personnel should be assigned for each site.

Appendix A, Debris Resources, lists Ward County and the Cities' personnel identified for staffing of each of these positions, with responsibilities as follows:

- **Site Manager:** The site manager is responsible for supervising day-to-day operations, maintaining daily logs, preparing site progress reports, and enforcing safety and permitting requirements during site operations. The site manager is also responsible for scheduling the environmental monitoring and updating the site layout. The site manager has oversight of the activities of the debris removal contractors and the onsite debris processing contractors to ensure that they comply with the terms of their contracts.
- **Monitoring Staff and Assignments:** Regional monitors (whether jurisdiction employees or contractors) should be placed at ingress and egress points to quantify debris loads, issue load tickets, inspect and validate truck capacities, check loads for hazardous waste, and perform quality control checks. The specific duties of the monitors would depend on how debris is collected.
- **Safety Personnel:** Safety personnel are responsible for traffic control and ensuring that site operations comply with local, state, and federal occupational safety regulations.

Establishment and Identify Operations Planning

Whenever possible, DMSs should be identified and established prior to an incident to allow appropriate planning and permitting to be completed.

Appendix H, Debris Management Site Operating Plans, contains draft operating plans for potential debris management sites and neighborhood collection sites Ward County and the Cities have identified.

Permits

Section 6, Applicable Rules and Regulations, provides a discussion of the applicable permits necessary for establishing and operating DMSs. Some of these permits may require obtaining variance requests through the North Dakota Department of Health, Waste Management Department if the debris will remain on site for a long period of time, or require transfer stations.

Debris Management and Neighborhood Collection Site Locations

Ward County and the Cities all located 2 (two) DMS and 3 (three) neighborhood collection sites for use during disaster debris operations that meet the criteria discussed below. **Appendix A-6** provides a list of DMSs currently identified and information on locating additional Debris Management Sites.

6.6 Debris Reuse, Reduction, and Disposal Methods

Numerous methods are available that reduce the overall volume of disaster debris and limit the amount of debris remaining for landfill disposal.

Recycling and Reuse

Recycling and reuse strategies involve diverting material from the disposal stream and reusing it. The recycling and reuse of disaster debris is most often limited to metals, soils, and construction and

demolition debris. Appendix A, *Debris Resources*, has a list of contractors that can provide these services during an incident. Recycling and reuse debris types are described below.

- **Metals:** Most nonferrous and ferrous metal debris is suitable for recycling. Metal maulers and shredders can be used to shred trailer frames, trailer parts, appliances, and other metal items. Ferrous and nonferrous metals are separated using an electromagnet and then sold to metal recycling firms.
- **Soil:** Soil can be combined with other organic materials that will decompose over time. This procedure produces significant amounts of materials, which can be sold, recycled back into the agricultural community, or stored onsite to be used as cover when the site is returned to pre-incident state. In agricultural areas where chemical fertilizers are used heavily, recovered soil may be too contaminated for use on residential or existing agricultural land. Jurisdictions should consult with their local health department to establish what monitoring and testing is necessary to ensure that soil is not contaminated with chemicals. If the soil is not suitable for agricultural or residential use, it may ultimately need to be disposed of at a permitted landfill.
- **Construction and Demolition:** Concrete, asphalt, and masonry products can be crushed and used as base material for certain road construction products, or as trench backfill. Debris targeted for base materials needs to meet certain size specifications as determined by the end user. Clean wood products used in construction can also be chipped or ground and used as mulch or hog fuel.
- **Composting:** Composting is the controlled decomposition of organic materials, such as leaves, grass, wood, and food scraps, by microorganisms. The result of this decomposition process is compost, a crumbly, earthy smelling, and soil-like material. Yard trimmings and food scraps make up about 25 percent of the waste generated in the average household; composting can greatly reduce the amount of waste that ends up in landfills or incinerators. A section of DMSs should be reserved to receive compost material after a disaster. Composting can be used not only for backyard garden soil additives, farmlands, highways, and other landscaping projects, they can also be put to many innovative uses. Jurisdictions using composting to reduce organic material need to be aware of, and prepared to mitigate, several hazards, which include spontaneous combustion of piles and vector control for rodents.

Volume Reduction Methods

Volume reduction methods reduce the volume of disaster debris to decrease impact on disposal facilities or create opportunities to reuse debris. Appendix A, *Debris Resources*, has a list of contractors that can provide these services during an incident. Descriptions of volume reduction methods are as follows:

- **Chipping and Grinding:** Chipping and grinding reduces the volume of some debris types as much as 75 percent. This method is commonly used to reduce the volume of disaster debris, including vegetative debris, construction demolition debris, plastics, rubber, and metals. Clean wood can also be reduced and used for mulch, while other debris such as plastic and metals can be chipped to reduce the overall volume of the material prior to transportation or disposal. The

benefit of using a reduction method can be increased by identifying alternate uses for the residual material. The ability to use recycled wood chips as mulch for agricultural purposes, fuel for industrial heating, or in a cogeneration power plant helps to offset the cost of the chipping and grinding operations. Jurisdictions using chipping and grinding to reduce the volume of vegetative debris must be careful to ensure that contaminants such as plastics, soils, rocks, and special wastes are not present in the vegetative debris to be processed. Care must also be taken when reducing construction and demolition debris to ensure that it does not contain hazardous materials, such as asbestos. Appendix A, *Debris Resources*, lists resources that provide chipping and grinding services.

- **Incineration:** Curtain pit incineration, portable incinerators, and controlled incineration in rural areas are all methods for reducing disaster debris. The decision to use incineration as a reduction strategy for some types of debris would be made by the North Dakota Department of Health, Air Quality and Solid Waste Division, as well as the local fire chief as outlined in Chapter 3, Legislation and Policies, of this plan. The following subsections discuss the various incineration methods.
 - **Hog Fuel Incinerators:** Hog fuel is made up of a specific grade of ground-up wood and bark. It varies in size, generally somewhere between $\frac{1}{2}$ -inch and 6-inch screen size. In the Pacific Northwest, wood and paper processing companies that use hog fuel to fuel boilers have facilities for storing hog fuel. These companies may purchase surplus storm debris that is processed into hog fuel, depending on the market conditions and their existing supply, which is lowest in the spring. Depending on the quality of the materials used to create the hog fuel, the EPA may need to relax the permit restrictions for any hog fuel burners that burn hog fuel processed from disaster debris. Appendix A, *Debris Resources*, including a list of hog fuel burners in the region.
 - **Air Curtain Pit Incineration:** Air curtain pit incineration offers an effective means to expedite the volume reduction processes, while substantially reducing the environmental concerns caused by open-air incineration. The air curtain incineration method uses a pit constructed by digging below grade or building above grade (if a high water table exists) and a blower unit. The blower unit and pit comprise an engineered system that must be precisely configured to function properly. The blower units deliver air at predetermined velocities and capacities. The blower unit must have adequate air velocity to provide a “certain effect” to hold smoke in and feed air to the fire below. A 20-foot long nozzle provides air at a velocity of over 120 miles per hour and will deliver over 20,000 cubic feet of air per minute to the fire. The air traps smoke and small particles, recirculating them to enhance combustion, which takes place at over 2,500 degrees Fahrenheit.
 - **Pre-permitted Portable Incinerators:** Portable incinerators use the same methods as air curtain pit incinerator systems. The only difference is that portable incinerators use a pre-manufactured pit instead of an onsite constructed earth/limestone pit. Portable air curtain incinerators are the most efficient incineration systems available due to the fact that the pre-manufactured pit is engineered to precise dimensions to complement the blower system. The pre-manufactured pit requires little or no maintenance compared

to earth or limestone constructed pits, which are susceptible to erosion. Portable air curtain units are ideal for areas with high water tables and sandy soils and areas where smoke opacity must be kept to a minimum.

- **Rural Controlled Incineration:** Controlled open-air incineration is a cost-effective method for reducing clean, woody debris in rural areas. Jurisdictions should consult with their local fire departments and Central Dispatch prior to any burning. Ash from rural incineration may be used as a soil additive; however, local health departments and agricultural extension personnel should be consulted to confirm whether this is allowed in any specific jurisdiction. The controlled open-air incineration option should be terminated if mixed debris enters the waste stream.

Problem Waste Processing and Disposal

Problem waste, such as pathogenic waste; white goods; household hazardous waste; or biological or nuclear waste, requires additional handling before it can be processed or disposed of and will vary depending on the type and scope of the debris-causing incident. During debris processing, problem waste should be removed and stored in a secure location until it can be disposed of properly. Because of their prevalence during debris-causing incidents, several types of waste warrant further discussion:

- **Household Hazardous Waste (HHW):** HHW has been prevalent during past disaster debris causing incidents. Strategies need to be developed to collect and store HHW during disaster debris operations.
- **White Goods:** White goods (including refrigerators) are commonly discarded after debris-causing incidents because they no longer function or as a result of extended power outages that cause their contents to decompose. Refrigerators are often processed in groups to remove the refrigerant along with any food waste, before being recycled.
- **Electron Waste (E-Waste):** E-Waste may contain a variety of potentially toxic chemicals, including heavy metals and polychlorinated biphenyls (PCBs). EPA has specifically classified cathode ray tube (CRT) monitors as hazardous waste, and other electronic components may also qualify. Whenever possible, E-Waste should be separated from other waste and recycled by an E-Waste processor.
- **Treated Wood:** Treated wood includes different types of building material, including telephone poles, railroad ties, fence posts, and wood used to construct decks. Care needs to be taken to ensure treated wood is not chipped, shredded, mulched, composted, incinerated, or disposed of in unlined landfills during processing and disposal.
- **Gypsum Drywall:** When gypsum deteriorates in landfills it can create hydrogen sulfide gas, which poses an explosion and inhalation hazard. Large amounts of drywall are often created during storms and floods. Landfill managers must be aware of this and implement the proper precautions. If possible, gypsum drywall should be recycled rather than disposed of in a landfill.
- **Asbestos:** Regulations for asbestos handling are well established by several different local, state, and federal agencies, including North Dakota Department of Air Quality, North Dakota EPA, and OSHA. After a major debris-causing incident, asbestos inspections may not be possible prior to demolition, resulting in an increased risk to public health. Jurisdictions should work

with the North Dakota Department of Health and EPA to ensure waste that possibly contains asbestos is properly handled and disposed of.

- **Human Waste:** Following a disaster that disables water, sewer, or septic systems, citizens may have human waste stored in containers that require disposal. This is considered bio hazardous waste that cannot be included in the debris stream. Close cooperation is necessary between local public health officials and utility personnel to properly collect and dispose of this waste.

Whenever possible, jurisdictions should attempt to segregate hazardous substances from the waste stream as early in processing as possible in order to prevent contamination of larger amounts of waste. Jurisdictions undergoing any cleanup effort that includes hazardous waste should consult with their local hazardous waste staff, public health officials, and EPA to ensure the protection of public health.

A list of contractors who process and dispose of problem waste is included in **Appendix A, Debris Resources**, of this plan.

Debris Sorting and Diversion

When establishing and operating debris management and neighborhood collection sites the site manager is responsible for ensuring appropriate staff are available to monitor debris and ensure debris is sorted into appropriate categories for recycling, reuse, special waste processing, and disposal.

6.7 Debris Management Operations Monitoring

Debris monitoring operations documents the debris clearance and removal operations, including the location and amount of debris collected. Monitoring is needed to ensure that any debris removal contractor(s) are performing the scope of work required by the contract.

Debris monitoring can be accomplished by City of Minot staff, or by a debris monitoring contractor hired by Ward County or any of the Cities.

Contact information for debris management contractors is included in **Appendix A, Debris Resources**.
Also see FEMA Debris Management Removal Contract Registry.)

The key elements to observe and record when monitoring and documenting debris operations include:

- Type of debris collected
- Amount of debris collected
- Original collection location
- Equipment usage
- Staff labor hours
- Amount processed and final disposition for each type of debris (reuse, recycle, special waste, etc.)

Documentation and Reporting Requirements

During the operations of DMSs, any operations that will have a bearing on site closeout need to be documented, such as petroleum spills at fueling sites; hydraulic fluid spills at equipment breakdowns;

discovery of household hazardous waste; and commercial, agricultural, or industrial hazardous and toxic waste storage and disposal. This information will be used during site closeout operations.

6.8 Debris Management Contractor Monitoring

All jurisdictions that contract for debris operations should establish a contract monitoring plan. The purpose of this plan is to accurately track costs and protect the jurisdiction's financial interest. Monitoring debris removal operations achieves two objectives:

- Verification that the work completed by the contractor is within the contract scope of work
- Documentation justification, as required, for Public Assistance grant reimbursement

Contractor monitoring can be accomplished by the City of Minot staff, or by a separate contract company. Sample debris monitoring forms are included in **Appendix C, Debris Management Monitoring Forms**.

Consideration for Unit Price Contracts

A unit price contract requires that all trucks be accurately weighed, or measured and numbered, and that all truckloads be documented. Full-time trained contract monitors are usually necessary for this type of contract to keep an accurate account of the actual quantities of debris transported (in either cubic yards or tons). Monitors must be available at debris pickup locations to ensure the debris being picked up is eligible. In addition, this type of contract requires the contractor to provide or construct an observation stand at all reduction and disposal sites so the contract monitor can certify the load. If scales are used, monitors must also ensure that proper weights are registered before and after trucks have been emptied. The following conditions for unit price payments also apply:

- If unit price payments are based on weight, a truck scale must be available at the disposal site for weighing trucks. The weight of an empty truck must also be confirmed.
- If unit price payments are based on volume, monitors must verify truck capacities and inspect trucks for proper loading and compaction.

Load Tickets

The term "load ticket" refers to the primary debris-tracking document. A load ticket system tracks the debris from the original collection point to the DMS or landfill. By positioning debris monitors at each point of the operations (collection, DMS, and/or final disposition), the eligible scope of work can be properly documented. This process enables the jurisdiction to document and track debris from the initial collection location, to the DMS, and to final disposal locations. If a jurisdiction uses a contract hauler, this ticket often verifies hauling activities and can be used for billing purposes. Load tickets should be multi-copy and sequentially numbered. All copies of load tickets presented for payment must match in order for payments to be made. A sample load ticket is included in **Appendix C, Sample Debris Management Monitoring Forms**.

Truck Certification and Periodic Recertification

Prior to beginning contract work, each truck must be certified. Certification includes a record of the following:

- Volume of the truck bed in cubic yards or empty truck weight
- Truck license number
- Any identification number assigned by the owner
- A short description of the truck

Monitors may need to be trained in order to measure truck capacities for certification purposes.

Recertification of the hauling trucks on a random and periodic basis should be implemented for contract compliance and reimbursement consideration. A listing of certified trucks should be maintained by debris monitors to ensure that truck identifications have not been altered. A sample truck certification form is included in **Appendix C, Sample Debris Management Monitoring Forms and Contracting Considerations**.

Section 7: Contracted Resources

This section provides information on establishing and maintaining contracts for debris management services including debris clearance, removal, processing, and disposal.

7.1 Existing Debris Management and Solid Waste Contracts

Section 5, **Current Resources**, lists current contracts Ward County and the Cities can use to augment their existing resources during a debris creating incident. Prior to engaging additional resources for debris collection and hauling it is imperative that Ward County and all of the Cities consult with Minot Public Works to identify their available resources.

7.2 Contract Debris Management Resource Needs

Based on current resources identified in Section 5, **Current Resources**, Ward County and the Cities have identified that additional resources may be needed in these areas to support a disaster debris operations:

- Right of Way (ROW) vegetative debris removal
- ROW construction and demolition debris removal
- ROW household hazardous waste collection and disposal
- ROW tree trimming and clearing
- General debris collection
- General debris hauling
- Debris processing and reduction
- Commercial and private property demolition and debris removal
- Commercial and private property sediment removal
- Debris Management Site (DMS) management
- Debris monitoring and inspection

Contracts have been or are being developed to address these needs. An updated list of debris management resources include emergency contact information is listed in **Appendix A, Debris Resources**.

7.3 Emergency Contracting and Procurement Procedure

It is advisable for Jurisdictions to contract for debris management resources prior to a debris causing incident or to pre-qualify contractors who may perform debris management operations. If emergency contracts have to be established during an event the following general emergency contract rules apply:

- The contractor must be licensed and bonded
- The contractor must have adequate insurance
- The contractor must comply with state and Federal procurement standards including provisions of 44CFR part 13

In addition, the following Ward County and Cities emergency contracting and procurement procedures must be followed (see competitive bid process on the next page):

- Contracts MUST be reviewed by a representative of Ward County or the City's Legal Department before they are signed.
- Each County Commissioner or City Council Member has the right to order any emergency equipment that they deem appropriate for an incident without approval.

Types of Contracts

The type of contract used to supply debris management services will vary depending on the type of work to be performed and how soon after the incident the work is planned. The three recommended contract vehicles for debris operations are:

Time and Materials Contract: Under a time and materials contract, the contractor is paid based on time spent and resources used in accomplishing debris management tasks. Time and materials contracts are extremely flexible and especially suitable for early debris right-of-way clearance jobs and hot spot cleanups. It is recommended that the use of time and materials contracts be limited to the first 70 work hours after a disaster. **Appendix I – Sample Time and Materials Contract for Debris Removal.**

Unit Price Contract: A unit price contract is based on weight (tons) or volume (cubic yards) of debris hauled. This kind of contract should only be used when the scope of work is not well defined. It requires close monitoring of debris collection, transportation, and disposal to ensure that quantities are accurate. A unit price contract may be complicated by the need to segregate debris for disposal.

Lump Sum Contract: A lump sum contract is used when the scope of work is clearly defined and the areas of work are specifically quantified. Lump sum contracts require the least monitoring by the contracting Jurisdiction. **Appendix G - Sample Lump Sum Price Contract**

The following contract vehicles are not recommended.

Cost plus Percentage of Cost: A cost-plus-percentage-of-cost contract is one whereby the contractor is compensated for work performed, such as a time and materials contract, but also compensated an additional percentage of that compensation.

Conditional upon Federal Reimbursement: This kind of contract only reimburses contractors if the region receives federal funding.

Piggyback Contracts: When a Jurisdiction uses another Jurisdictions contract it is referred to as “piggybacking” on their contract. Variables associated with scopes of work and costs generally make this an option to be avoided.

Competitive Bid Process

During an emergency it is possible to develop an expedited process to competitively bid work. In the past Ward County and City department heads have developed scopes-of-work, identified contractors that can do the work, made telephone invitations for bids, received competitive bids, or gone through a sole source contract. **It is imperative to remember that even if the Governor waives the bidding process during the disaster, that you must still follow your normal bidding process to maintain eligibility for federal funds.**

Section 8: Private Property Demolition and Debris Removal

Private Property debris removal refers to the demolition and removal of disaster debris on private commercial or residential property. **Generally, removal of debris from private property is not recommended.** The following section provides information on the process to demolish and remove disaster debris on private property without owner consent and outlines the procedures that Ward County and the Cities will need to follow in order to potentially receive expense reimbursement through the Public Assistance Program.

8.1 Debris Removal and Demolition Permitting and Procedures

Following a debris causing incident, Ward County and the Cities may need to enter private property to demolish private structures made unsafe by disasters in order to eliminate immediate threats to life,

public health, and safety. The demolition of privately owned structures deemed unsafe, and subsequent removal of demolition debris, may be required when the following conditions are met:

- **The legal basis for this responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, not merely defining the applicant's uniform level of service.**
- It is the intention of Ward County and the Cities to collect debris located and/or placed in curbside rights-of-way and personnel staff, jurisdiction contractors or other representatives will not enter onto private property to collect such debris. In the event that damage is not abated and/or debris is not removed and such conditions are deemed to constitute a dangerous or nuisance condition, necessary authority will be provided by the jurisdiction governing body.
- If deemed appropriate due to the scope of the disaster and/or debris generated by such a disaster Ward County and the Cities may take additional formal executive action to authorize collection of debris on private property provided such authorization ensures that the applicable property owner(s) execute a waiver or release of liability developed by Ward County and the Cities in coordination with FEMA or other applicable State & Federal agencies. Prior to any removal of debris from the private property, the following documentation will be sent to FEMA's FCO:
 - Documentation confirming the existence of an immediate threat on public property (44CFR 206.224 (a));
 - Immediate threat to life, public health, and/or safety
 - Immediate threat to improved property determination
 - Removal will expedite economic recovery of Ward County and the Cities
 - Documentation of legal authority to enter that property (44CFR 206.223 (a) (3);
 - Documentation that a legally authorized official has ordered the exercise of public authority to enter private property to perform debris removal (44 CFR 206.223 (a) (3); and
 - Indemnification for the Federal government and its employees, agents, and contractors from any claims arising from the removal of debris (44CFR 206.9).

The property owner will approve or disapprove in writing from the jurisdiction's request. If approval is granted, debris removal can begin with the pre-determined scope of work; however, the following documents will be created during debris management operation:

- **Right of Entry** – This document must be signed by the property owner and will include a hold harmless agreement and indemnification applicable to the project's scope of work.
- **Physical Documentation** – Photos will be taken to show the condition of the property prior to the beginning of the work. Pictures will document the address and scope-of-work on the private property.
- **Private Property Debris Removal (PPDR) Assessment** – A property specific assessment will be created to establish the scope of eligible work. The PPDR can be a map or other documentation

system that serves as a guide indicating the location of the eligible items of work that present an immediate threat relative to the improved property or rights-of-way.

- **Documentation of Environmental and Historic Review** – Documents environmental and historical preservation compliance as established in 44CFR Parts 9 and 10 as well as any relevant Ward County or any of the Cities ordinances.

Additional documentation may be required by the Federal Coordinating Officer (FCO) on a case-by-case basis to demonstrate the proposed work is in compliance with all Federal, State, and local laws and regulations.

Condemnation Criteria and Procedures

In Ward County and all of the Cities within Ward County follow similar condemnation criteria or procedures in regards to the building codes IRC 2015 addition, or the most current adopted codes that are enforced.

Legal Documentation

In Ward County and the Cities within the County legal documentation must come from the First District Health Unit and the jurisdictions building inspector(s) notifying the home/land owner of the complaint and/or safety concern with the property and they have 30 days to rectify the identified problems. The property owner has 10 days to submit an appeal request to the jurisdiction in which the property is located.

If the property owner does not comply with the notice, they can be subject to, but not limited to, criminal charges. The jurisdiction undertaking the necessary remedial work and/or demolition is tasked with applying for and obtaining and administrative search warrant issued by a court within the jurisdiction, soliciting bids for required remedial work and/or demolition, and certifying and assessing costs as a special assessment against the property.

Demolition Permitting

Ward County and the Cities within the County must comply with the North Dakota Department of Health Indoor Air Quality/LBP Program Division of Air Quality requirements for homes and/or businesses.

Inspections

Building inspections are conducted through the county or cities building inspector(s). The IBC 2015 addition or most current adopted codes are currently enforced.

Mobile Home Park Procedures

Building inspections are conducted as the same through the county or cities building inspector(s). The IRC 2015 addition or most current adopted codes are currently enforced. The County and Cities within the County also, follow the above inspection, Demolition, and Legal Documentation.

Demolition Documentation

The following documents should be collected and/or completed prior to demolition in order to comply with the jurisdiction's regulations:

- **Verification of ownership** ensures that the proper site and owner is identified and that the owner is aware of the nature of the scheduled building assessment.
- **Right-of-entry form** is signed by the property owner, which allows the building official to enter the property to complete the assessment. It often contains a hold harmless agreement that documents the property owner's promise that he or she will not bring legal action against the applicant if there is damage or harm done to the property. A sample Right of Entry form is included in **Appendix D** of this plan.
- **Building official assessment** is the documentation of the damage to the structure and the description of the threat to public health and safety. This assessment often contains the building official's determination as to whether the structure should be condemned, repaired or demolished. This may be in the form of an official structural assessment.
- **Verification of insurance information** allows the applicant to pursue financial compensation if the property owner's homeowner insurance policy covers demolition and debris removal.
- **Archeological review** outlines the archeological low-impact stipulations for demolition and debris removal activities; it also highlights the implications for the applicant if they fail to comply with the guidelines.
- **Environmental review** ensures that adverse impacts to protected environmental resources are minimized or avoided when removing debris from the proposed site. These reviews should be acceptable to the appropriate resource agency. Wetland and other water resources, hazardous materials, and habitats of endangered species are among the resources of most frequent concern.
- **North Dakota Historical Preservation Office Review** confirms that the North Dakota State Historic Preservation Officer has been notified and correspondence has been received to absolve the area of any historic significance.
- **Photos** show the disaster-damaged condition of the property prior to the beginning of the demolition work. This is generally one or more labeled photographs that confirm the address and identified scope of work on the property. If it is determined that a structure needs to be demolished, additional documentation may be required for the applicant's legal protection as well as the public's health and safety during the demolition and debris removal operations.
- **Letter or notice of condemnation** is a document signed by the building official that outlines the specific threat to public safety and health.
- **Notice of demolition** is issued to inform the property owner when the demolition will begin and shall be posted in advance to provide a reasonable period of time for personal property to be removed. The applicant should attempt to notify the property owner, if not already contacted, through direct mail and local media.
- **Notice of intent to demolish** is normally provided for the public health and safety of neighboring residents. This notice is conspicuously posted on the structure to be demolished.

Section 9: Public Information Strategy

The goal of the public information strategy is to ensure that the residents are given accurate and timely information for their use and their own individual planning purposes. If information is not distributed quickly, rumors and misinformation spread and erode confidence in management of the recovery operations. This section provides information on Ward County and Cities' Information Strategy to assist in debris management operations.

9.1 Public Information Officer

The incident command structure for all debris incidents should include a Public Information Officer (PIO) to distribute information and education citizens about the debris operations. Section 5, *Current Resources*, contains a description of the role and responsibilities of a PIO. Ward County staff, City of Minot's PIO, other Cities council members, or emergency responders assume the position in the event of an emergency are listed in **Appendix A, Debris Resources**.

Communication and Public Education Strategy Prior to an Incident:

Ward County and the Cities have developed a Public Information Communication Plan designed around disasters including debris causing incidents. This plan is a coordinated effort to provide information to county and city residents, employees, stakeholders, prior to, during, and after an incident such as a debris causing incident.

- Lists of all means of communication methods are listed.
- Message templates are already developed with blanks for locations and times are to be filled in.
- A copy of the debris separating diagram is included.
- Identification of anticipated issues during an event, through message mapping and creation of talking points, press releases, and disaster specific information.

Special Waste Considerations

Special waste items are those that need special handling, treatment, and disposal due to their hazardous potential, large volumes, or other problematic characteristics. Pre-scripted message have been developed to provide public with information on:

- How identify and separate Special Waste
- Identification of right-of-way to illustrate where citizens must put their debris

9.3 Public Information Strategy during an Incident

Ward County and the all of the Cities public information staff will provide information to media outlets and the public during an incident. These activities may be provided solely by Ward County and/or the Cities through the cooperation of multiple jurisdictions.

Coordination with the Joint Information Center (JIC)

Communications should be coordinated through the Joint Information Center (JIC) or Joint Information

System (JIS); if a JIC or JIS has not been established, coordination should take place through each jurisdiction's PIOs.

If a JIC is established during a debris causing incident, a jurisdiction debris liaison or technical specialist will report to the JIC to assist the PIOs. The debris operations liaison will provide current information on such topics as:

- Cleanup instructions
- Status of cleanup
- Locations of drop-off or collection sites
- How to source-separate waste
- Handling procedures
- Illegal dumping provisions
- Addressing complaints regarding debris piles or illegal dumping

Staff who can act as a debris liaison or technical specialist are included in **Appendix A, Debris Resources**.

Pre-scripted Information

Debris management public information products should use various types of information vehicles (print, radio, internet, etc.) and include pre-scripted information concerning topics, such as:

- Debris pick-up schedules
- Disposal methods and ongoing actions to comply with federal, state, and local environmental regulations
- Disposal procedures for self-help and independent contractors
- Restrictions and penalties for creating illegal dumps
- Curbside debris segregation instructions
- Public drop-off locations for all debris types
- Process for answering the public's questions concerning debris removal

Appendix E contains pre-scripted messages for debris management.

Distribution Strategy

The public information strategy should include methods to disseminate the prepared information to the general public. This can be accomplished in a number of ways. The following are suggested vehicles for dissemination of information:

- **Media** – Local television, radio, newspapers, social, or community newsletters
- **Internet Site** – www.wardnd.com, www.minotnd.org; www.burlingtonnd.gov; www.kenmarend.com; www.surreynd.org; and <http://web.ndak.net/orluck/MakotiNews.html>;
- **Public Forums** – Interactive meetings and town and county halls
- **Direct Main Products** – Door hangers, direct mail, fact sheets, flyers within billings, and billboards.

- **Telephone Information Hotline** – Pre-identify telephone number that citizens can call to get recorded information.
- **CodeRED** – Used for landlines, and registered cell phones if towers are still available.
- **Ham Radio** – Used if radio communications becomes overloaded or does not work.

The following Media Outlets will be used to distribute information during recovery operations:

Table 9-1 Media and Public Information Sources

Media Type	Name	Contact Name	Contact Number	Message to be Delivered
Newspaper	Minot Dailey	Mike Sasser	857-1959 786-351-5169 24H	Press Releases News Conference schedules City Council Meetings Commission Meetings Informational Meetings
	Kenmare News	Marv Baker	385-4275 385-4275 24H	
Radio	W-GO & Sunny 101		852-7449 263-1733 24H	Press Releases News Conference schedules City Council Meetings Commission Meetings Informational Meetings
	KHRT IHeart Radio/Clear Channel		263-1156 24H 852-3798 852-1818	Live on-air conversation/information
Social Media	Berthold Facebook Burlington Facebook Donnybrook Facebook Kenmare Facebook Minot Facebook Sawyer Facebook Surrey Facebook Ward County Facebook	Al Schmidt Diane Fugere Nicole Michalenko Marki Ellis Derek Hackett 	799-0022 852-5233 720-7288 385-4232 857-4727 	Press Releases News Conference schedules City Council Meeting Minutes Commission Meeting Minutes Informational Meeting Minutes

The public information staff must take advantage of every information vehicle available if power, utilities, and other infrastructure have been damaged. Often, the best carriers of information are the responders in the field. The general public recognizes their role and frequently asks questions regarding the operations. Stocking the equipment and trucks with flyers, pamphlets, and other print media allows responders to perform their duties while also satisfying the public's need for information

Developing Messages in Alternate Languages and Formats

Message materials have been developed in alternate languages that are spoken in the communities. Based on community demographics in Ward County and all cities within the county, messages may need to be developed in the following languages:

- Sign
- Spanish

Alternate formats or message materials have also been developed to assist the special needs population within the community. The following resources are available to develop messaging materials for alternate language and special needs communities:

Alternate Language/Translation Resources

- Minot State University Foreign Language Department
- Google Translation

Special Needs Message Development Resources

- Independence Incorporated, see Scott Burlingame
 - scottb@independencecil.org
- ND Department of Human Services, see Russ Korzeniewski
 - rkorzeniewski@nd.gov
- ND Protection and Advocacy, see Angie Dubovoy
 - andubovoy@nd.gov
 - (701) 857-7686 office
 - State 24 Hour 1-800-642-6694

Section 10: Training and Exercises

This section summarizes training and exercise components necessary to support disaster debris operations. Ward County and all of the Cities within the county staff participates in disaster debris management operations should have emergency management and position-specific training, depending on their expected role during a debris causing incident. For further information on jurisdiction exercises and training, consult the Ward County Training and Exercise Planning Worksheet.

10.1 General Emergency Management Training

General emergency management training requirements are developed as part of the National Incident Management System (NIMS). The online courses and additional NIMS and FEMA courses and information are at <http://training.fema.gov/>. It is recommended that identified staff complete the following courses:

- **ICS100:** Introduction to NIMS ICS for Operational First Responders
 - Available online at <http://training.fema.gov/IS/>
- **ICS200:** Basic All-Hazards NIMS ICS for Operational First Responders
 - Available online at <http://training.fema.gov/IS/>
- **ICS300:** Intermediate NIMS ICS, available classroom only
- **ICS400:** Advanced NIMS ICS, available classroom only
- **ICS700 NIMS:** An Introduction
 - Available online at <http://training.fema.gov/IS/>
- **ICS800 NRF:** An Introduction
 - Available online at <http://training.fema.gov/IS/>

These requirements are listed as part of the Fiscal Year 2007 NIMS Training Requirements and the 2018 Five-Year NIMS Training Plan. Additional information on position-based NIMS training requirements is available from FEMA's Emergency Management Institute and the North Dakota Department of Emergency Services.

10.2 Position-Specific Training

Specific training is available for staff that will support debris management operations. This includes:

- **IS-632.A: Introduction to Debris Operations:** This course covers basic information about debris operations under FEMA's Public Assistance Program. The goal for this course is to familiarize the student with general debris removal operations and identify critical debris operations issues. The topics addressed in this course include: Roles and Responsibilities for Debris Operations, Strategies and Procedures for Debris Removal, Key Issues for Debris Operations.
- **IS-634: Introduction to the Public Assistance Program:** This class provides an introduction to the FEMA Public Assistance Program and how it applies to local jurisdictions. It is well suited for debris managers, DMS managers, finance and administration staff supporting debris operations, and any other staff who direct or have an active role in debris clearance, collection, and disposal operations. This class is available online through the FEMA Emergency Management Institute.
- **E202 Debris Management:** This class provides in-depth training on a variety of debris management topics. The course is delivered in a classroom setting and is provided through a variety of sources, including the FEMA Emergency Management Institute and Emergency Management Division.
- **See FEMA Resource Management Public Works at <http://www.fema.gov/national-incident-management-system/resource-management-public-works>.**

10.3 Exercises

Procedures for disaster debris removal can be tested through discussion-based and operational-based exercises, as defined in the Homeland Security Exercise and Evaluation Program. The purpose of conducting exercises is to determine the overall efficiency and effectiveness of the Ward County and Cities' Operational Disaster Debris Management Plan or a subset of the plan in a disaster scenario. These procedures can be exercised specifically using a debris management scenario, or as part of another exercise. At minimum, operational exercises involving the debris management plan will be conducted every four years.

This plan will be modified based on After Action Reports (AARs) and improvement plans (IPs) from exercises, as well as actual events.

The exercises will be developed and executed individually and through collaboration with other regional stakeholders. Regional stakeholders that will be considered include:

- Federal Agencies
 - U.S. Army Corps of Engineers
 - Federal Emergency Management Agency
 - Environmental Protection Agency
 - Occupational Safety and Health Administration
- State Agencies
 - North Dakota Department of Health
 - North Dakota Department of Health Solid Waste Division
 - North Dakota Department of Health Air Quality Division
 - North Dakota Department of Emergency Services
- Local and Regional Jurisdictions
 - City Agencies
 - County Agencies
 - First District Health Unit
 - Neighboring Jurisdictions

Appendix Table A-1 through A-7: Debris Resource Lists

Debris Resources – Staff

Name	Potential Debris Assignment(s)	Phone 1	Phone 2	Specific Training
NDDOH	Administration	(701) 537-2043		
NDDOH	Air Quality	(701) 328-5218	(701) 328-5188	
NDDOH	Solid Waste	(701) 328-5153		
NDDOH	State Health Officer	(701) 328-2372	(701) 328-2372	

NDDOH	Life Safety & Construction	(701) 328-4873		
NDDOH	Environmental Health	(701) 328-5150		
NDDOH	IT Coordinator	(701) 328-2494		
NDDOH	Waste Management	(701) 328-5166		
NDDOH	Public Information	(701) 328-4619		
NDDOH	Water Quality	(701) 328-5210		
NDDOH	Preparedness & Response	(701) 328-2270		
FEMA Region VIII EPA	Region 8 Coordinator	(303) 312-6848	(303) 312-7203	
Amanda Schooling	Ward County/Cities EMA	(701) 857-3534	(701) 340-4314	
Jim Heckman	First District Health	(701) 852-1376	(701) 721-0314	
Dan Jonasson	Minot Public Works	(701) 857-4140	(701) 833-9667	
Mitch Flanagan	Minot Inspections	(701) 857-4140		
Dan Jonasson	Minot Landfill	(701) 857-4719		
Leo Schmit	WC Inspections	(701) 857-6429		
Derek Hackett	Minot PIO	(701) 500-7503		PIO Trained
Larry Haug	WC PIO	(701) 857-6422	(701) 340-5393	PIO Trained

The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

Appendix Table A-2

Debris Resources – Debris Equipment

Company	Location	Owner	Phone	24 Hour Number
North Coast Sanitation	1940 S. Broadway; Minot		(701) 263-5500	
Waste Management	1725 12 th Ave SW; Minot		(701) 839-2958	
Hoffarth Sanitation	6850 28 th Ave SE; Minot		(701) 852-5140	
Circle Sanitation	4700 46 th Ave NW; Minot		(701) 838-1182	
Veit Construction	400 20 th Ave SE; Minot		(701) 839-9476	
Dig-It-Up Backhoe	800 163 rd Ave SE; Minot	Travis Bohl	(701) 722-3316	

B & E Sanitation	4701 Burdick Expy E; Minot		(701) 833-6243	
Sawyer Disposal Services	12400 247 th Ave SE; Sawyer		(701) 624-5622	

The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

Appendix Table A-3

Debris Resources – Technology Resources

Company	Location	Owner	Phone	24 Hour Number
Computer Store	1000 S. Broadway; Minot		(701) 838-3967	
CompuTech, Inc	1933 S. Broadway; Minot		(701) 837-8324	
Bit Z Communications	1800 22 nd Ave SW; Minot		(701) 838-9211	

The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All

companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

Appendix Table A-4

List of Additional Debris Resources – Contract Resources

Company	Type of Resource	Phone	24 Hour Number	Location
Kalix Recycling Center	Aluminum, Plastic, paper, Steel/Tin food cans, cardboard	(701) 852-3700		605 27 th St SE; Minot
Earth Recycling Inc	Plastics, electronics, appliances, metals, aluminum, steel cans, paper, and clothing	(701) 852-0738		3005 4 th Ave NW
Bechtold Paving	Graders, Loaders,	(701) 852-1634	701) 852-1634	5140 US-2 Frontage

	Excavators, Dozers, Scraper, trailers			Rd., Minot
Excavating Inc.	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 839-1817	(701) 340-4104	5820 HWY 2 E, Minot
Gravel Products	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 852-4751	(701) 720-2011	2920 Railway Ave., Minot
Kemper Construction	Welders, Excavators, cranes, loaders, skidsteer Backhoes, dump trucks	(701) 838-1733	(701) 240-4211	320 7th St. NE; Minot
Steen Construction	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 852-1816	(701) 720-1814	3108 S. Broadway, Suite H, Minot
Dig-It-Up	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 722-3315	(701) 721-7878	800 163rd Ave. SE, Minot
DL Barkie	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 793-6157	(701) 361-7005	3830 Willow Rd., West Fargo
Asmundson	Excavator, Loader, Skidsteer, Dozer, dump trucks	(701) 240-8970	(701) 500-2656	9901 198th St. NW, Berthold
Klimpel Excavating	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 838-4406	(701) 720-5609	1900 Parkside Dr., Minot
Post Construction	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 839-5386	(701) 720-5386	3005 Valley St., Minot

The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

Appendix Table A-5

Debris Resources – Disposal Facilities

Facility Name	Location	Phone	Type	Accepted Types of Waste
Minot Landfill	3500 20 th Ave SW; Minot	(701) 857-4719	All except vehicles and hazardous materials	All, except vehicles and hazardous materials
Clean Harbors	12400 247 th Ave SE; Sawyer	(701) 624-5622	Hazardous Materials	Hazardous Materials

The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All

companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

Appendix Table A-6

Debris Resources – Recycling and Composting Facilities

Facility Name	Location	Phone	Type	Accepted Types of Waste
Minot Landfill	3500 20 th Ave SW; Minot	(701) 857-4719	All except vehicles and hazardous materials	All, except vehicles and hazardous materials
Clean Harbors	12400 247 th Ave SE; Sawyer	(701) 624-5622	Hazardous Materials	Hazardous Materials
Kalix Recycling Center	605 27 th St SE; Minot	(701) 852-3700	Aluminum, Plastic, paper, Steel/Tin food cans, cardboard	Aluminum, Plastic, paper, Steel/Tin food cans, cardboard

Earth Recycling Inc	3005 4 th Ave NW	(701) 852-0738	Plastics, electronics, appliances, metals, aluminum, steel cans, paper, and clothing	Plastics, electronics, appliances, metals, aluminum, steel cans, paper, and clothing
---------------------	-----------------------------	----------------	--	--

The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

Appendix Table A-7
Debris Resources – External Agencies

Name	Potential Debris Assignment(s)	Phone 1	Phone 2	Specific Training
NDDOH	Administration	(701) 328-2392		
NDDOH	Air Quality	(701) 328-5188		
NDDOH	Solid Waste	(701) 328-5166		
NDDOH	State Health Officer	(701) 328-2372		
NDDOH	Life Safety & Construction	(701) 328-4873		
NDDOH	Environmental Health	(701) 328-5150		
NDDOH	IT Coordinator	(701) 328-2494		
NDDOH	Waste Management	(701) 328-5166		
NDDOH	Public Information	(701) 328-4619	(701) 328-1665	
NDDOH	Water Quality	(701) 328-5210		
NDDOH	Preparedness & Response	(701) 328-2270		

FEMA Region VIII EPA	Region 8 Coordinator	(303) 312-6848	(303) 312-7203	
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The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

Appendix B, Lifelines, Debris Sites, Critical Infrastructure, and other Debris Clearance Priorities:

This Appendix provides a listing of debris clearance locations based on the priorities developed in section 6, *Debris Clearance and Hauling Operations*.

During the 2011 Flood event a collection area was identified at Hoeven Park, however, due to the number of issues that came up with that collection site all the non-hazardous waste was then directly taken to the Minot Landfill. It has been agreed on regarding future incidents and/or disasters that berms would be placed along the affected streets and avenues and then hauled directly to the landfill.

Access to critical Facilities and Infrastructures:

See Hazard Mitigation Plan for a listing for all County and Cities Critical infrastructure, as well as, their locations.

Appendix C: Example of Dailey Operational Report

CONTRACT NO._____

DAILY REPORT					
CONTRACTOR:			DATE OF REPORT:		
CONTRACT NO:					
Truck No.	Location of Work	Landfill Trips	Tonnage Totals	Local Collection Site Trips	Tonnage Totals
1					
2					

3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
		DAILY TOTALS				

Appendix D: Sample of Right-a-way Contract

ROE No._____

GPS Location:

Longitude_____

Latitude_____

SAMPLE RIGHT-OF-ENTRY ON PRIVATE PROPERTY FOR DEBRIS REMOVAL

Property Address/Description _____

Name (Owner or Tenant) _____

City _____

Right of Entry

I certify that I am the owner, or an owner's authorized agent, of the property described above. I grant, freely and without coercion, the right of access and entry to said property to the United States Government, including but not limited to the US Army Corps of Engineers and the Federal Emergency Management Agency (FEMA), the State of North Dakota, Ward County, and each of their agencies, agents, contractors, and subcontractors, for the purpose of removing and/or clearing any or all storm-generated debris from the above described property.

Hold Harmless

I understand that this permit is not an obligation upon the government to perform debris removal. I agree to indemnify and hold harmless the United States Government, the US Army Corps of Engineers, FEMA, the State of North Dakota, Ward County, and any of their agencies, agents, contractors, and subcontractors, for damages of any type whatsoever, either to the above-described property or to persons situated thereon. I release, discharge, and waive any action, either legal or equitable, that might arise by reason of any action of the above entities. I will mark any sewer lines, septic tanks, water lines, and utilities located on the described property.

Duplication of Benefits

Most homeowner's insurance policies have coverage to pay for removal of storm-generated debris. I understand that Federal law (42 United States Code 5155 et seq.) requires me to reimburse the Federal government, through Ward County, the cost of removing the storm-generated debris to the extent covered in my insurance policy. I also understand that I must provide a copy of the proof/statement of loss from my insurance company to Ward County. If I have received payment, or when I receive payment, for debris removal from my insurance company, or any other source, I agree to notify and send payment and proof/statement of loss to Ward County for final recovery by FEMA. I understand that all disaster related funding, including that for debris removal from private property, is subject to audit. (I/We) acknowledge(s) that information submitted will be shared with other government agencies, federal and nonfederal, and contractors, their subcontractors and employees for purposes of disaster relief management and for the objectives of this right of entry.

By signing this document, (I/we) certify that (I/we) (am/are) the owner of this property and

/or that (I/we) (am/are) authorized to sign this right of entry.

For the consideration and purposes set forth herein, I hereby acknowledge by my dated signature below.

Signed this _____ day of _____, 20_____.

(All owners must sign)

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

Mailing Address (if different from municipal address listed above):

Current Telephone Number(s)

Name of Insurance Company: _____

Policy Number: _____

Please do not remove the following items:

Appendix E: PIO Sample Press Releases

Pre-scripted information will include the following, but is not limited to:

SAMPLE PRESS RELEASES

For Immediate Release (Approximately 48-72 Hours Prior to Event)

Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey - The potential for dangerous conditions is eminent for this community and its residents. In anticipation of a likely large debris-generating storm, residents are asked to secure or store all yard items that may become damaging projectiles. The Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer,

and the City of Surrey is prepared and has a plan in place to immediately respond following the event. Once dangerous conditions subside and roads have been cleared of obstructions, residents should bring any debris to the right-of-way.

Residents should separate clean, vegetative debris (woody burnable debris such as limbs and shrubbery) from construction and demolition debris. Do not mix hazardous material, such as paint cans, aerosol sprays, batteries, or appliances with construction and demolition debris. Household garbage, tires or roof shingles cannot be combined with any storm debris.

Do not place debris near water meter vault, fire hydrant or any other above-ground utility. Only debris placed on the right-of-way will be eligible for collection until further notice.

If all debris is not picked up during the initial pass, residents should continue to push remaining debris to the public right-of-way for collection on subsequent passes. Residential debris drop-off locations may be available within the County and/or City limits. Check Ward County's and your City's Web site

_____ for the location of these sites and the hours of operation or call _____ . Ward County's and your City's website will also provide office closure times/date (including garbage collection and facilities). All reconstruction debris (debris resulting from rebuilding) is the responsibility of the homeowner. Those items must be dropped off at the _____ . All residents within Ward County are encouraged to stay indoors until the danger has passed. Please tune into local news media for updated information.

####

For Immediate Release (Approximately 0-72 Hours Following Event)

Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey —is beginning its recovery process in the wake of _____. Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey residents are asked to place any storm-generated debris on the right-of-way. The right-of-way is the area of residential property that extends from the street to the sidewalk, ditch, utility pole or easement. Keep vegetative debris (woody burnable debris such as limbs and shrubbery) separated from construction and demolition debris, as they will be collected separately. Bagged debris should not be placed on the public right-of-way. Any household hazardous waste, roof shingles or tires resulting from _____, may be eligible for removal and should be separated at the curb.

Do not place near water meter vault, fire hydrant or any other above-ground utility. Only debris placed on the _____ will be eligible for collection until further notice.

If all debris is not picked up during the initial pass, please continue to push remaining debris to _____ for collection on subsequent passes. Household garbage collection will resume to its normal schedule on _____ / _____ / _____ at _____: _____ am/pm.

Please check Ward County or your Cities Web site _____ for additional information and updates on the debris removal process. For more information, please call the city's debris hotline at _____.

####

For Immediate Release (72 hours prior to final pass of debris removal)

Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey — Final preparations are being made for the third and potentially final pass for debris removal in the wake of _____.

Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey residents should have all storm-generated debris in front of their homes on the public right-of-way (the area of residential property that extends from the street to the sidewalk, ditch, utility pole or easement) no later than _____ to be eligible for pick-up. Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey will not be able to guarantee that debris placed on the public right-of-way after the specified deadline will be removed.

Residents should continue to separate vegetative debris (wood burnable debris such as limbs and shrubbery) and construction and demolition debris. Do not place debris near water meters, fire hydrants, or any other above-ground utility. Hazardous household chemicals such as paint cans and batteries may be deposited at the _____.

You can follow the debris removal efforts in your neighborhood and the rest of the city by going to the Ward County or your Cities web site at

_____ or _____ or by calling _____.

Distribution Plan

Public information related to debris management will be submitted to the public in as many ways as possible. Although there will be an operational public information officer(s) designated by the Incident Commander, this position will work in cooperation with all Cities and County Public Information Officers to facilitate distribution of public information. The following communication vehicles will be considered when performing this function:

- **Media** — This includes local television, radio, newspapers, or community newsletters that reach the impacted area(s).
- **Internet Sites** — Information will be posted to the Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey web pages that are listed above.

- **Public Forums** – This includes interactive meetings at a local government building(s), community centers, etc.
- **Direct Delivery Products** – This includes door hangers, direct mail, fact sheets, flyers within bills, billboards, etc.

Using these various communication methods will ensure the distribution of information even if power, utilities, and other infrastructure have been damaged during the disaster. Providing this information to the workers in the field is also a critical way to distribute vital information.

The Public Information Officer(s) may choose to establish a Debris Information Hub if the size of the debris management process warrants it. This may include utilizing a hot line that is set up by the Emergency Management Department.

Through the listed mechanisms, the public will be encouraged to do the following:

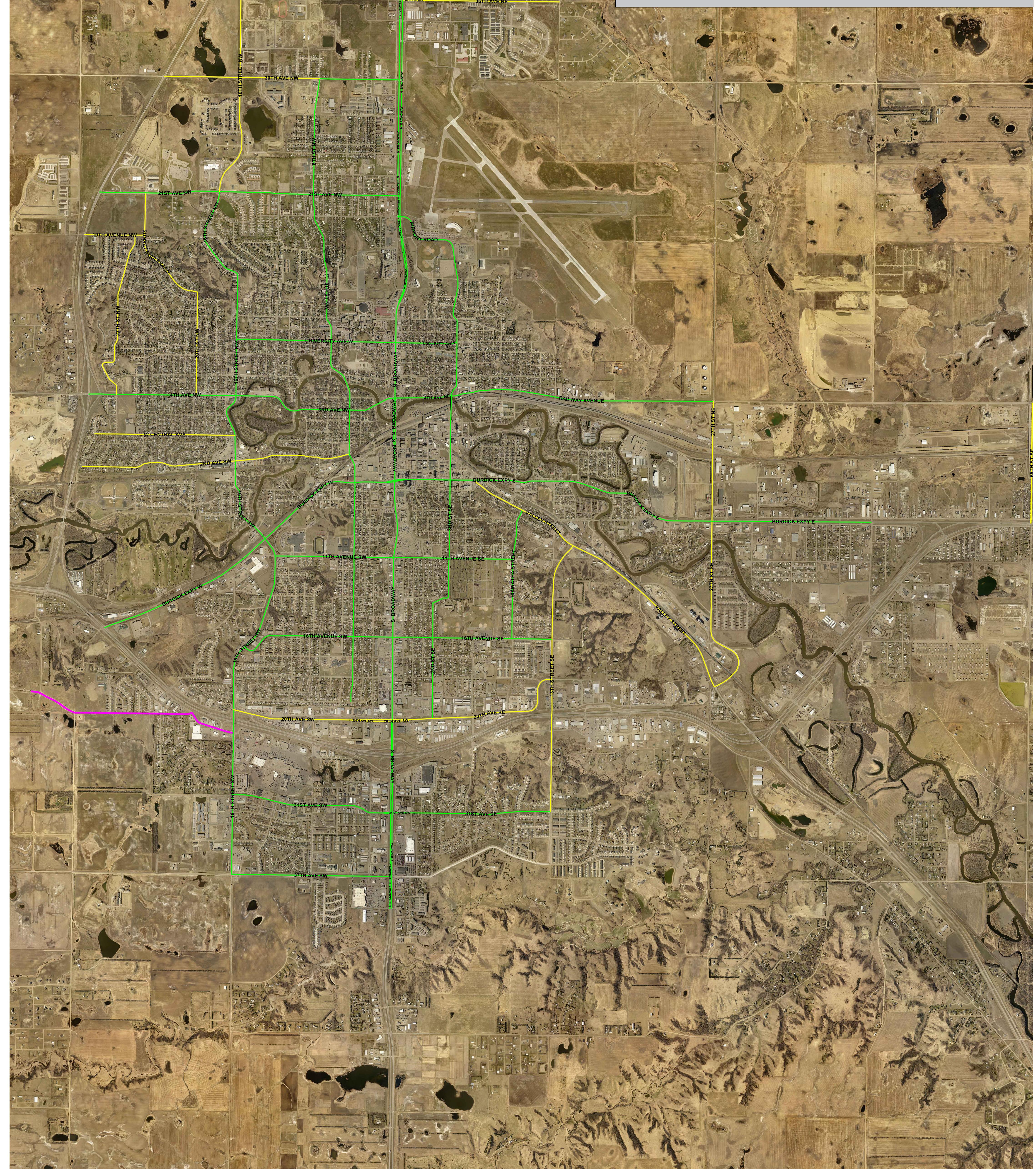
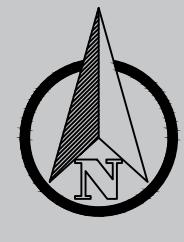
- Separate debris materials – burnable materials, non-burnable materials, household hazardous waste (HHW), and recyclable materials;
- Place separated materials at local curbside;
- Keep debris materials from fire hydrants;
- Report illegal debris material dump sites; and
- Review all debris removal routes and schedules

Ward County and/or the Cities within the county may contract out print services for Debris Management activities. If operational demands exceed the capabilities of the Print Shop, contractors or mutual aid may be required to supplement the printing of necessary items.

City of Minot Emergency Routes

- Emergency Routes
- Secondary Emergency Routes
- Road to the Landfill

9/29/2017



WARD COUNTY EMERGENCY MANAGEMENT AGENCY
225 3RD ST SE
PO BOX 5005
MINOT ND 58702-5005

November 22, 2017

City of Minot Emergency Manager
ATTN: Dean Lenertz
PO Box 5006
Minot, ND 58702

Dear Mr. Lenertz,

Attached is a new plan for the County and the City of Minot. It is the debris management plan that is a guideline/template for your City if there was a tornado, flood, or other type of disaster that would cause a large amount of debris. Adopting this plan would make the City eligible for up to an additional five percent federal funding on federal disasters. Typically federal cost shares are at 75%, but again by adopting this plan could give the City an 80% federal cost share, and bringing the local share at 20% instead of 25%.

We are asking that the City adopt the State and FEMA approved debris management plan at your next City Council meeting, and send us a copy of your City Council Meeting minutes that has the Council adopting the plan no later than December 31, 2017.

If you have any questions please let me know. My email is Amanda.schooling@wardnd.com, or my phone number is (701) 857-6534.

Sincerely,

Amanda Schooling
Director



TO: Mayor Chuck Barney
Members of the City Council

FROM: Scott Collins – Recreation/Auditorium Director

DATE: January 19, 2018

SUBJECT: SUMMER SOFTBALL TOURNAMENT LIQUOR USAGE

I. RECOMMENDED ACTION

1. Recommend the City Council continue to allow alcohol consumption at the South Hill

Complex and the Sertoma Complex during summer weekend adult softball tournaments.

II. DEPARTMENT CONTACT PERSONS

Scott Collins, Recreation/Auditorium Director	857-4730
Tom Landsiedel, Assistant Director	857-4732

III. DESCRIPTION

A. Background

The City of Minot and the Police Department has always allowed the consumption of alcohol at the softball complexes during adult summer softball tournaments.

B. Proposed Project

The Minot Recreation Commission is once again asking permission to allow alcohol at all summer adult softball tournaments. Alcohol is to be kept in the parking lot areas of the complexes only. See attached dates.

IV. IMPACT:

B. Service/Delivery Impact:

This will allow teams and visitors from around the state to take part in alcoholic beverages during the softball tournaments. Only legal adults will be allowed to consume alcohol and the Minot Police Department will patrol the lots on a regular basis.

V. LIST OF ATTACHMENTS

Place your list of attachments here, in order they were referenced in the document. For example:

A. Tournament Schedule – Times and Dates

Approved for Council Agenda: _____

Date: _____

January 18, 2018

To: Minot City Council
From: Minot Recreation Department
Re: Liquor Usage at City Softball Diamonds

The Minot Recreation Department is requesting the City Council to allow the consumption of alcohol beverages for the following locations and dates.

Saturday, May 12 2018. At the South Hill Complex including the east and west end parking lots. Men's Early Bird Softball Tournament. 8am - 11:00pm.

Saturday, May 12 2018. At the Sertoma Keith White North Hill Complex, including all parking lots adjacent to the complex. Men's Early Bird Tournament. 8am- 11:00pm.

Saturday, July 21 2018. At the Sertoma Keith White North Hill Complex, including all parking lots adjacent to the complex. Men's and Women's State Fair Softball Tournament. 8am – 11:00pm.

Saturday, July 21 2018. At the South Hill Complex including the east and west end parking lots. Men's and Women's State Fair Softball Tournament. 8am – 11:00pm.

Sunday, July 22 2018. At the Sertoma Keith White North Hill Complex, including all parking lots adjacent to the complex. Men's and Women's State Fair Softball Tournament. 8am – 11:00pm.

Sunday, July 22 2018. At the South Hill Complex including the east and west end parking lots. Men's and Women's State Fair Softball Tournament. 8am – 11pm.

Saturday, August 4 2018. At the Sertoma Keith White North Hill Complex, including all parking lots adjacent to the complex. Men's State Rec 1 Softball Tournament. 8am – 11:00pm.

Saturday, August 4 2018. At the South Hill Complex including the east and west end parking lots. Men's State Rec 1 Softball Tournament. 8am – 11:00pm.

Sunday, August 5 2018. At the Sertoma Keith White North Hill Complex, including all parking lots adjacent to the complex. Men's State Rec 1 Softball Tournament. 8am – 11:00pm.

Sunday, August 5 2018. At the South Hill Complex including the east and west end parking lots. Men's State Rec 1 Softball Tournament. 8am – 11:00pm.



TO: Mayor Chuck Barney
Members of the City Council

FROM: Dan Jonasson, Director of Public Works

DATE: 01/19/2018

SUBJECT: Request Transit Advertising Agreement with Lutheran Social Services to Expire

I. RECOMMENDED ACTION

We are requesting that council allow the Transit Advertising Contract with Lutheran Social Service/Kelner Communication to expire on April 10, 2018 and to not renew this agreement.

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works	857-4112
Jason Sorenson, Assistant Director of Public Works	857-4768
Brian Horinka, Vehicle Maint. /Bus Superintendent	857-4149

III. DESCRIPTION

A. Background

Lutheran Social Services entered into an initial advertising agreement with Minot City Transit to advertise on the sides of one bus in April 2016. The initial agreement was for one year. This agreement was renewed in April 2017 for an additional year. In that signed agreement, it is stated that the City of Minot would provide an invoice for payment by the 15th of each month and payments would be due by the last day of that month. In the 21 months since the initial agreement was signed they have been a month late on their payments 13 times, two months late 4 times, and three months late once. Transit staff has had to spend numerous hours on phone calls and email communication in attempts to collect payments. Two letters signed by the Public Works Director have been sent to them detailing this issue and possible consequences if this pattern of late payments continue.

We are asking that council allow Transit staff to not renew this agreement with Lutheran Social Services upon its expiration and pursue other advertising opportunities for that bus space.

IV. IMPACT:

A. Strategic Impact: *N/A*

B. Service/Delivery Impact: *N/A*

C. Fiscal Impact:

Allowing this contract to expire will open that advertising space to other interested parties and save the transit staff the numerous hours that is spent in attempts to collect payments.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

Council's approval to allow this contract to expire will allow staff to work with other prospective advertisers to fill that bus space as soon as the current contract expires. This will insure a continuous advertising revenue stream.

VII. LIST OF ATTACHMENTS

- A. *April 4,2017 Late Payment Letter*
- B. *December 13, 2017 Late Payment Letter*

City of Minot

Public Works Department

April 4, 2017

Kelner Communications
C/O Lutheran Social Services
825 25th St S Ste A
Fargo, ND 58103-8724

Re: Bus Advertising Account #16211

To Whom it May Concern,

This letter is pursuant to your agreement with the City of Minot for our bus advertising services dated February 1, 2016 in the amount of \$6,000.00.

As stated in the Agreement for Transit Advertising (Section 3, Subsection A) the City of Minot will provide Kelner Communications monthly invoices in the amount of \$500.00 by the 15th of every month. In turn, it is agreed that the City of Minot will receive payment from Kelner Communications for said services by the last day of each month.

Over the course of the initial contract period payments were made late on numerous occasions and prior to the contract being renewed, the Transit Superintendent, Brian Horinka, discussed with you the importance of making timely payments according to the contract terms. Your continued failure to pay invoices by the agreed upon date amounts to a breach of contract.

Please acknowledge receipt of this letter within ten business days. Please make your payment of \$500.00 for March as soon as possible and your current amount due of \$500.00 by April 30, 2017 to the City Treasurer's Office to keep the agreement in good standing. If payments continue to be late I will be compelled to cancel the agreement.

Thank you in advance for your prompt attention to this matter. If you have any questions, please do not hesitate to contact me at 701-857-4148.

Sincerely,


Dan Jonasson
Director of Public Works

DJ/jp

★ The Magic City ★

PO Box 5006 • Minot, North Dakota 58702-5006 • (701) 857-4140 • Fax (701) 857-4130

City of Minot

Public Works Department

December 13, 2017

Kelner Communications
C/O Lutheran Social Services
825 25th St S Ste A
Fargo, ND 58103-8724

Re: Bus Advertising Account #16211

To Whom it May Concern,

This letter is pursuant to your agreement with the City of Minot for our bus advertising services dated February 1, 2016 in the amount of \$6,000.00.

As stated in the Agreement for Transit Advertising (Section 3, Subsection A) the City of Minot will provide Kelner Communications monthly invoices in the amount of \$500.00 by the 15th of every month. In turn, it is agreed that the City of Minot will receive payment from Kelner Communications for said services by the last day of each month.

Over the course of the initial contract period payments were made late on numerous occasions and prior to the contract being renewed, the Transit Superintendent, Brian Horinka, has contacted your office numerous times and discussed with you the importance of making timely payments according to the contract terms. Your continued failure to pay invoices by the agreed upon date amounts to a breach of contract.

Please acknowledge receipt of this letter within ten business days. Please make your payment of \$500.00 for November as soon as possible and your current amount due of \$500.00 by December 31, 2017 to the City Treasurer's Office to keep the agreement in good standing. If this account is not brought current by December 31, 2017 or If payments continue to be late, I will be compelled to cancel the agreement.

Thank you in advance for your prompt attention to this matter. If you have any questions, please do not hesitate to contact me at 701-857-4148.

Sincerely,



Dan Jonasson
Director of Public Works

★ The Magic City★

PO Box 5006 • 515 2nd Ave SW • Minot, North Dakota 58702-5006 • (701) 857-4140 • Fax (701) 857-4130



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Jason Sorenson, Asst. Director of Public Works*

DATE: *January 8, 2018*

SUBJECT: **LANDFILL DOZER (PROJECT NUMBER 4302)**

I. RECOMMENDED ACTION

1. Recommend council award the bid for a lease on a new landfill dozer to RDO Equipment Co in the amount of \$37,745.15 per year for 5 years.

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works	857-4140
Jason Sorenson, Assistant Director of Public Works	857-4140

III. DESCRIPTION

A. Background

On December 28, 2017 the Public Works Department opened bids for a track-type dozer for the landfill. There were three bidders and the tabulation is as follows:

<i>Bidder</i>	<i>5-year Lease Payment</i>	<i>Guaranteed Buyout</i>
<i>Butler Machinery</i>	<i>\$61,001.21 (4 payments)</i>	<i>\$136,815.00</i>
<i>RDO Equipment Co.</i>	<i>\$37,745.15</i>	<i>\$154,000.00</i>
<i>Titan Machinery Inc.</i>	<i>\$61,119.00</i>	<i>\$1.00</i>

After reviewing the proposals, all of the machines appear to meet specifications for the project. The proposal from RDO Equipment Co. is the lowest cost proposal for a 5 year lease.

B. Proposed Project

N/A

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:
N/A

C. Fiscal Impact:

Project Costs

Project Funding

Funding for this project is budgeted in the 2018 Landfill Capital Purchases account in the amount of \$65,000.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

N/A



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Jason Sorenson, Assistant Director of Public Works*

DATE: *January 8, 2018*

SUBJECT: **SANITARY SEWER REHAB – LIFT STATIONS (Project Number 4010)**

I. RECOMMENDED ACTION

1. Recommend Council approve the final payment amount of \$52,046.91 to CC Steel for the Lift Station Rehab project.

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Public Works Director	857-4140
Jason Sorenson, Assistant Public Works Director	857-4140

III. DESCRIPTION

A. Background

Public Works has been working with Apex Engineering to rehab some older lift stations in the City. Some of these lifts have original pumps and equipment from the 1970s. In 2016, Apex provided design and construction engineering services to rehab Perkett, 16th St, and Muus lift stations. In 2017, we did similar work at Burdick and Carney Lifts. CC Steel was the low bidder for the project and they have completed all items remaining for the project.

B. Proposed Project

N/A

IV. IMPACT:

B. Fiscal Impact:

Funds were budgeted in 2016 and 2017 for sanitary sewer rehabilitation in the amount of \$600,000 and \$700,000 respectively.

Project Costs

Total Consultant Contract	\$100,100.00
Total Construction Costs	\$520,469.05
Total Project Cost	\$620,569.05

Project Funding

Sewer Rehabilitation – 140-6400-510.04-55

V. TIME CONSTRAINTS

N/A



AIA Document G702™ – 1992

Application and Certificate for Payment

TO OWNER:	City of Minot 515 2nd Avenue SW. Minot	PROJECT:	Lift Station Improvements - Perkett. Muus. 16th Street, Canney, Burdick Lift Stations	APPLICATION NO:	Final
FROM CONTRACTOR:	CC Steel, LLC 5303 Creekview Green, Maple Plain MN 55359	VIA ARCHITECT:	Apex Engineering	PERIOD TO:	October 25, 2017
CONTRACT FOR: General Construction CONTRACT DATE: July 06, 2015 PROJECT NOS: / /					

Distribution to:
 OWNER:
 ARCHITECT:
 CONTRACTOR:
 FIELD:
 OTHER:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$317,800.00
2. NET CHANGE BY CHANGE ORDERS \$202,669.05
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$320,469.05
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$320,469.05
5. RETAINAGE:

a. 0.00 % of Completed Work
 (Column D + E on G703) \$0.00
b. 0.00 % of Stored Material
 (Column F on G703) \$0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$0.00

6. TOTAL EARNED LESS RETAINAGE \$320,469.05
 (Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$468,422.14
 (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$52,046.91

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$0.00
 (Line 3 less Line 6)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:	<i>John M. T. [Signature]</i>	APPROVED BY	<i>P. [Signature]</i>
		DESCR.	<i>Perf. 10/25/17</i>
		By	<i>P. [Signature]</i>
		A/C #	<i>40/64001510041555</i>
		STATE OF:	
		COUNTY OF:	
		NOTARY PUBLIC:	
		MY COMMISSION EXPIRES:	

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$52,046.91
Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed no conform with the amount certified.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	
Total changes approved in previous months by Owner	\$10,669.05	\$0.00	
Total approved this Month	\$192,000.00	\$0.00	
TOTALS	\$202,669.05	\$0.00	
NET CHANGES by Change Order			\$202,669.05

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User Notes: *12/24/17*
Date: *12/24/17*
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA Document G703™ – 1992

Continuation Sheet

AIA Document, G702™-1992, Application and Certification for Payment, or G736™-2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
A	B	C	D	E	F	G	H	I	
Bonds & Insurance	11,884.00	11,884.00	0.00	0.00		11,884.00	100.00%	0.00	0.00
Mobilization	12,000.00	12,000.00	0.00	0.00		12,000.00	100.00%	0.00	0.00
Hoists & Frames	4,000.00	4,000.00	0.00	0.00		4,000.00	100.00%	0.00	0.00
Pipes Valves Fittings	51,785.00	51,785.00	0.00	0.00		51,785.00	100.00%	0.00	0.00
Electrical Material & Labor	36,800.00	36,800.00	0.00	0.00		36,800.00	100.00%	0.00	0.00
Bypass Equip/Labor	63,900.00	63,900.00	0.00	0.00		63,900.00	100.00%	0.00	0.00
Contractor Labor, Overhead, Profit	137,431.00	137,431.00	0.00	0.00		137,431.00	100.00%	0.00	0.00
	0.00	0.00	0.00	0.00		0.00	0.00%	0.00	0.00
	0.00	0.00	0.00	0.00		0.00	0.00%	0.00	0.00
	0.00	0.00	0.00	0.00		0.00	0.00%	0.00	0.00
Change Order 1	3,424.00	3,424.00	0.00	0.00		3,424.00	100.00%	0.00	0.00
Change Order 2	7,245.05	7,245.05	0.00	0.00		7,245.05	100.00%	0.00	0.00
Change Order 3	192,000.00	192,000.00	0.00	0.00		192,000.00	100.00%	0.00	0.00
	0.00	0.00	0.00	0.00		0.00	0.00%	0.00	0.00
	0.00	0.00	0.00	0.00		0.00	0.00%	0.00	0.00
	0.00	0.00	0.00	0.00		0.00	0.00%	0.00	0.00
	0.00	0.00	0.00	0.00		0.00	0.00%	0.00	0.00
	0.00	0.00	0.00	0.00		0.00	0.00%	0.00	0.00
	0.00	0.00	0.00	0.00		0.00	0.00%	0.00	0.00
	0.00	0.00	0.00	0.00		0.00	0.00%	0.00	0.00
GRAND TOTAL	\$520,469.05	\$520,469.05	\$0.00	\$0.00		\$520,469.05	100.00%	\$0.00	\$0.00

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User Notes:



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Dan Jonasson, Director of Public Works*

DATE: *January 23, 2018*

SUBJECT: **P3210.07 BID AWARD - NAWS MINOT WTP PHASE II IMPROVEMENTS**

I. RECOMMENDED ACTION

1. Recommend concurrence in the award of the improvements at the Minot water plant expansion and approval of 35% cost share

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works 857-4140

III. DESCRIPTION

A. Background

Under agreement with the State Water Commission, the city of Minot has a cost share for 35% on the NAWS project. The project has been advertised by the state water commission and a pre-bid meeting will be held for bidders on December 1, 2017 at 11:00 am at Council Chambers. Bids were opened at the Office of the State Engineer on December 19, 2017 at 1:30 PM

B. Proposed Project

The State Water Commission has advertised phase II improvements at the Minot Water plant. This consists of two new treatment basins, chemical feeds as well as a new lime storage system, which will bring the water plant capacity to over 26 MGD.

C. Consultant Selection

SWC project – selected by the SWC

IV. IMPACT:

A. Strategic Impact:

This project will provide the ability to treat 26 MGD from our current 14-18 MGD and enable us to meet the needs of the Minot citizens, as well as the region around Minot we provide water to under NAWS.

B. Fiscal Impact:

This project is identified in the 2018 budget and CIP. Funding is from NAWS cash reserves

Project Costs

Construction cost	\$26,686,000 – 65% state and 35% City
<u>Engineering(Est.)</u>	<u>\$ 1,420,000 – 65% State and 35% City</u>
Total Est Cost.	\$28,106,000 - \$18,268,900 state & 9,837,100 city

V. TIME CONSTRAINTS

A copy of the memo from Tim Freije, Project Engineer for the State Water Commission is being provided under attachment, which outlines the recommendation going to the State Water Commission on February 8, 2018 for approval.

VI. LIST OF ATTACHMENTS

- A. Memo from SWC engineer for recommendation of award.

MEMORANDUM

TO: Governor Doug Burgum
Members of the State Water Commission
FROM: Garland Erbele, P.E., Chief Engineer-Secretary
SUBJECT: NAWS – Contract 7-1B Award and NAWS 2017-2019 Biennium Funding
DATE: January 16, 2018

Project:

NAWS Contract 7-1B Minot Water Treatment Plant Phase II Improvements generally consists of construction of a new primary treatment building at the Minot water treatment facility to enable treatment of current and future groundwater and surface water sources. The building addition will house two 9 million gallon per day (MGD) solids contact basins with recarbonation, new chemical feed facilities and storage for lime, coagulant, polymer, and chlorine as well as a new laboratory, break room, and IT facilities. The purpose of this project is to replace the aging existing solids contact basins which date to the 50's and 60's and associated chemical feeds. The original plan had been to rehabilitate the existing basins in situ, rehabbing the existing 12 MGD basin while operating on the existing 6 MGD over the winter months and rehabbing the 6 MGD basin while operating on the new 12 MGD basin. This has not been an option for several years due to increased winter base flow demands in the area.

Bid Opening:

Bids were opened December 21, 1017. The bid package consisted of four bid contracts (general, mechanical, electrical, and combined) with two possible combinations of multiple primes or one combined bid prime bid. Since there was no prime bid submitted for bid contract 2 – mechanical, the contract will be awarded based on bid schedule 4 – combined prime bid. Four bids were received for contract 4 and are summarized below and in the attached memoranda from Houston Engineering. The bid from Swanberg Construction is considered non-responsive but is included here for comparison.

Contractor	Total Contract Cost (with alternates)	Percent Greater than OPCC
PKG Contracting, Inc.	\$26,868,000.00	4.4%
Rice Lake Construction	\$28,603,978.05	11.2%
Swanberg Construction	\$29,916,876.00	16.3%
John T. Jones Construction	\$33,698,100.00	31.0%
Engineer's OPCC	\$25,725,555.00	

Bid Alternates:

Eight bid alternates were included in the contract primarily to promote competition for multiple project components which might otherwise have been essentially sole-sourced. Bid alternates A-1 and A-4 were additive alternates for sod instead of hydro-seeding and a protective

coating/insulation for process piping versus conventional pipe coating and adhesive insulation in the base bids. Neither alternate provides adequate advantage over the base bid to justify the additional expense and are therefore not recommended for award.

Bid alternates A-2 and A-3 were for a urethane insulated carbon dioxide storage tank and a vacuum-jacketed insulated carbon dioxide storage tank, respectively. Bid alternate A-3 was \$52,000 higher than A-2, but a life cycle analysis shows a lower overall cost for the vacuum jacketed alternate. There will also likely be additional savings available for the vacuum jacketed tank. The vacuum jacketed tank will likely require less refrigeration capacity and can utilize a lesser pipe schedule for the stainless-steel piping which is enclosed in the vacuum jacket and exposed on a urethane insulated tank. We anticipate savings which could all but eliminate the cost difference between these two alternates which would make the life cycle costs much better for bid alternate A-3. For these reasons, the recommendation is to award the contract with bid alternate A-3.

Bid alternates A-5 and A-6 were for Reaction turbines and Francis turbines, respectively to dissipate excess pressure from the Sundre/NAWS supply line and recover electricity in the process. The supply line from the Sundre aquifer is being rerouted from the original fiberglass pipeline through the city of Minot to a line that ties into the NAWS raw water line south of Minot along highway 83 to avoid impacts from the enhanced Mouse River flood protection and to replace aging/high maintenance infrastructure. The point of the tie-in is at an elevation of roughly 1795 ft msl, whereas the treatment plant sits at about 1580 ft msl. This results in excess pressure that needs to be bled off, and rather than using a pressure reducing valve, our plan is to utilize the excess pressure to turn turbines to reduce electrical costs. The payback period on this is 10 to 11 years after which we are money ahead. We anticipated the Francis turbines having a higher capital cost and a lower operating and programming costs. The Reaction turbines can produce a higher efficiency, but only for a very narrow flow range. The Francis turbines handle variable flow much better and therefore provide a higher overall efficiency, simpler piping, and programming. The water treatment facility will be roughly energy neutral based on historic electrical use and project water demands and will result in lower overall water cost to our users. For these reasons, the recommendation is to award the contract with bid alternate A-6.

Bid alternates A-7 and A-8 were for RDP and Merrick lime slakers, respectively. Lime slaking is the process in which calcium oxide (CaO), referred to as quick lime or pebble lime, is converted into calcium hydroxide (Ca(OH)₂) which is referred to as hydrated lime and is the useful application for water treatment. The original design for this project was based on the RDP Tekken® lime slaker. This style of lime slaker is very popular as it offers greatly improved reliability and operational simplicity over traditional paste or detention style lime slakers. Merrick has introduced a competitor with similar specifications, so we bid them as alternates. We didn't feel we could bid them as equals as they aren't equal products. Both systems have advantages and disadvantages, but RDP has numerous installations of this specific type of slaker whereas this would be one of Merrick's first installations for this product. The City of Minot has a significant preference for the RDP system. Considering the pluses and minuses, for a critical component of critical infrastructure, we feel the additional expense for the RDP system is justified and the recommendation is to award the contract with bid alternate A-7.

Bid Cost Analysis:

Bids were higher than the engineer's opinion of probable construction cost and early total project cost estimates. Numerous factors contributed to this aside from the general variability in bidding construction projects. Several features were modified or added to the project throughout the evolution of the design and after advertising through addenda. Laboratory, IT, restroom, and breakroom facilities were added to Phase II improvements to accommodate later Phase III improvements. This project adds significantly to the footprint of the facility, and the existing infrastructure will be rehabbed in Phase III and subject to considerable disruption during said efforts. The lab, IT, offices, etc. will need to be utilized for continued operation during Phase III, and it made more sense for construction sequencing and economically to incorporate these efforts into Phase II. We also changed the clarifier hardware from coated carbon steel to stainless through addenda, as it results in a lower life cycle cost despite a higher capital cost. The engineer's estimate also neglected a full load of chemicals for start-up and commissioning of the process equipment.

Additional Equipment Needed:

We removed the recarbonation equipment from this contract at the 90 percent design review and will procure it through a separate procurement contract. This is being done to promote competitive bids rather than effectively sole-sourcing the equipment which would have resulted from including it in the bid. It will be a side-stream recarbonation system instead of having a recarb basin with baffles and diffusers.

Biennium Funding:

We carried over roughly \$12.5 million on NAWS from the previous biennium. The total projected project cost for Contract 7-1B is between \$28.5 million and \$29 million. Including roughly \$5.5 million for the Biota Water Treatment plant design, agency operating costs, and legal costs associated with the NAWS appeal yields a biennium total of ~\$35 million. Less the City of Minot's 35 percent share leaves a State and Federal share of \$22.5 to \$23 million. We will therefore need a \$10 million appropriation for the NAWS project from the 2017-2019 biennium funding.

I recommend the State Water Commission authorize the award of NAWS Contract 7-1B to PKG Contracting, Inc. based on their Contract 4 bid in the amount of \$26,868,000 including bid alternates A-3, A-6, and A-7, upon review of the bid documents by legal counsel and concurrence from the Garrison Diversion Conservancy District and the US Bureau of Reclamation. I also recommend the State Water Commission obligate \$10 million from the 2017-2019 State Water Commission budget to the Northwest Area Water Supply project.



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Dan Jonasson, Director of Public Works*

DATE: *January 23, 2018*

SUBJECT: **DESIGN & CONSTRUCTION ENGINEERING P3135.2D SWIF REPAIR OF DEFICIENT CULVERTS**

I. RECOMMENDED ACTION

1. Recommend approval of the construction engineering contract with Houston Engineering
2. Authorize the Mayor to sign the agreement on behalf of the city

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works	857-4140
Jason Sorenson, Asst. Director of Public Works	857-4140

III. DESCRIPTION

A. Background

SWIF improvements, which included televising all culverts in the dead loops and penetrations into the river have been completed and we are now required to program a project to address these deficiencies.

B. Proposed Project

The project will consist of design engineering, permitting, bidding construction engineering and project close out of repair of deficiencies found under existing SWIF work. This contract is an extension of the CIP SWIF project 3135.2B Pipe televising and rehabilitation.

C. Consultant Selection

Houston Engineering was chosen in accordance with state selection criteria to complete the SWIF, as well as the EAP or Emergency Action plan in the SWIF. This work is a continuation of previously selected work Houston has designed and overseen.

IV. IMPACT:

A. Strategic Impact:

Design and construction engineering for the Repair or replacement of culvert deficiencies found that require attention in accordance with USACE requirements for improvements on existing levee system.

B. Service/Delivery Impact:

This project is part of the long term improvements needed to keep our existing flood protection in place.

C. Fiscal Impact:

<u>Project Funding</u>	
Flood Control Sales Tax	\$330,000

V. ALTERNATIVES

VI. TIME CONSTRAINTS

Council's approval of the recommendation will allow the project to move forth to design needed repairs found during televising of existing culverts.

VII. LIST OF ATTACHMENTS

- A. Houston Engineering – memo – proposed engineering agreement – Not to Exceed maximum amount.
- B. Maps of culvert deficiency locations



January 22, 2018

Dan Jonasson
Public Works Director
City of Minot
1025 31st St SE
Minot, ND 58701

**Subject: Amendment No. 4
Engineering Services Agreement
City of Minot SWIF Deficiency Remediation Actions
Capital Improvement Project (CIP) No. 2 – Pipe Rehabilitations and Incidentals
HEI Proj. No. R16 6027 050**

Mr. Jonasson,

This letter constitutes our proposed contract amendment for additional engineering services related to the design, permitting, bidding, construction, material testing, and project close-out of Capital Improvement Project (CIP) No. 2 – Pipe Rehabilitations and Incidentials. This project includes development of necessary rehabilitations at 25 locations where pipe deficiencies have been identified through video inspections. These locations were divided in to either Category No. 1 or Category No. 2 locations based on the severity of the problem and scope of necessary rehabilitation.

22 Category No. 1 Rehabilitation locations were identified. These locations exhibit a variety of different deficiencies ranging from missing flap gates to structural pipe damages and joint separations.

3 Category No. 2 Rehabilitation locations were identified. The rehabilitations required at these locations will required more extensive planning and design. Additional details on the assumed scopes of work at these locations are provided in additional details below.

The following Tasks outline our proposed scope and budget to complete the additional items listed above.

Task 6 Capital Improvement Project (CIP) No. 2 – Pipe Rehabilitations and Incidencals

Task 6.1 Project Design (Category No. 1) – This task consists of developing construction plans, specifications, and bid documents for the 22 Category No. 1 locations included in CIP No. 2. These 22 are identified as Category No. 1 locations on the attached maps.

Each location will be field reviewed by staff from HEI. This review will identify site constraints (i.e. adjacent building locations, etc.) that will limit the rehabilitation options. Based on information gathered from this site visit along with review of record drawings and video evaluations, up to two conceptual rehabilitation options will be developed for each location. These conceptual options will consist of hand sketches on aerial photography backgrounds. These conceptual options will then be presented and reviewed with City of Minot Public Works staff to evaluate and select the desired option.

Preliminary plans will then be developed and submitted to the City of Minot and USACE for review. This includes 4-8 hours of field survey per site to document the location/elevations and to assist in plan development. No geotechnical evaluation or investigation was assumed to be required.

Following this review, comments received during City and USACE review will be incorporated to produce final plans and specifications for the CIP. We assume that the City of Minot Standard Specifications will be used as the governing specification for the project. This task also includes developing a Technical Memorandum that will summarize the design process and assumptions.

Task 6.1 Budget \$85,000

Task 6.2 Project Design (Category No. 2) – This task consists of developing construction plans, specifications, and bid documents for the 3 Category No. 2 locations included in CIP No. 2. These include areas 4, 10, and 25 on the attached maps.

Area 4 is located just north of 3rd Ave NW at the Oak Park dead loop outlet. The deficiency at this location consists of a deteriorated 96" CMP located between the dead loop and the gatewell. For purposes of this scope and budget it was assumed that the rehabilitation would generally involve removing and replacing the existing 96" CMP between the gatewell and the dead loop. This assumed that the gatewell itself and the outfall pipe between the gatewell and the river is in acceptable condition and is not in need of rehabilitation.

Area 10 is located just upstream of 4th Ave NW near 3rd St NW. There is an existing gatewell and 66" outfall pipe at this location, however, the gatewell is not located in the line of protection. For purposes of this scope and budget it was assumed that the rehabilitation would involve the construction of a new gatewell located in the line of protection and a new outfall pipe. The existing upstream storm sewer system would then be routed through the new gatewell. This assumed that the gatewell will be a two-cell cast in place box structure with sluice gate and access hatches.

Area 25 is located on the dead loop between 27th St SE and US HWY 2 near the manufactured housing community. There is a 36" CMP outfall pipe located on an existing drainage swale at this location. The outlet of the pipe is severely eroded and is cutting into the levee section. For purposes of this scope and budget it was assumed that the rehabilitation would generally involve replacing the existing 36" pipe, reconstructing the levee and a portion of the outlet channel, and armoring the outlet channel between the outfall and dead loop with rock riprap. This assumed that the site stability will support repairing the levee.

Similar to the Category No. 1 locations, all three locations will be field reviewed by staff from HEI. This review will identify site constraints (i.e. adjacent building locations, etc.) that will limit the rehabilitation options. Based on information gathered from this site visit along with review of record drawings and video evaluations, a conceptual rehabilitation plan will be developed for each location. This conceptual plan will then be presented and reviewed with City of Minot Public Works staff to solicit feedback prior to Preliminary Design.

Preliminary plans will then be developed and submitted to the City of Minot and USACE for review. Budget for necessary field survey at each site was included within the budget. An assumed geotechnical investigation and exploration budget of \$5,000 per site was also included.

Following this review, comments received during City and USACE review will be incorporated to produce final plans and specifications for the CIP. We assume that the City of Minot Standard Specifications will be used as the governing specification for the project. This task also includes developing a Technical Memorandum that will summarize the design process and assumptions.

Task 6.2 Budget \$75,000

Task 6.3 Project Permitting and Bid Service (CIP No. 2) – This task consists of preparing the necessary federal, state, and local permit applications and supporting documentation. This includes a USACE submittal package and coordination for Section 408 review as well as USACE Section 404 review, ND State Water Commission Sovereign Lands and Construction Permitting, and City of Minot Floodplain Development Permitting. It was assumed that no hydrologic or hydraulic modeling would be required for completion of this permitting. Also included in this task are bid services consisting of project advertising, answering contractor questions, bid opening, and review of project bids.

Task 6.3 Budget \$15,000

Dan Jonasson
January 22, 2018
Page 4

Task 6.4 Construction Administration and Observation (CIP No. 2) – This task consists of providing construction administration, observation, and survey services during the construction of the project. The estimated budget is based on an anticipated construction duration of 6 months beginning in 2018 and carrying into 2019.

Task 6.4 Budget \$120,000

Task 6.5 Construction Materials Testing (CIP No. 2) – This task consists of providing material testing as well as construction engineering services to evaluate the levee reconstruction and suitability of excavated on-site materials for use as fill material. This work will be completed under a subcontract with Braun Intertec. The scope of this will vary depending on the ultimate repair options chosen, however a budget of \$25,000 was included in this proposal.

Task 6.5 Budget \$25,000

Task 6.6 Project Close-out (CIP No. 2) – This task consists of project close-out services which include the creation of record drawings, pre-warranty termination inspection, and permit closeouts.

Task 6.6 Budget \$10,000

Total Task 6 Budget \$330,000

The total estimated “not to exceed” budget for this amendment is \$330,000. This work will be completed in accordance to original contract general terms and conditions and billed on an hourly basis. If this amendment meets with the City’s approval, we will develop the necessary EJCDC documents to amend our current Task Order with the City.

Sincerely,

HOUSTON ENGINEERING, INC.

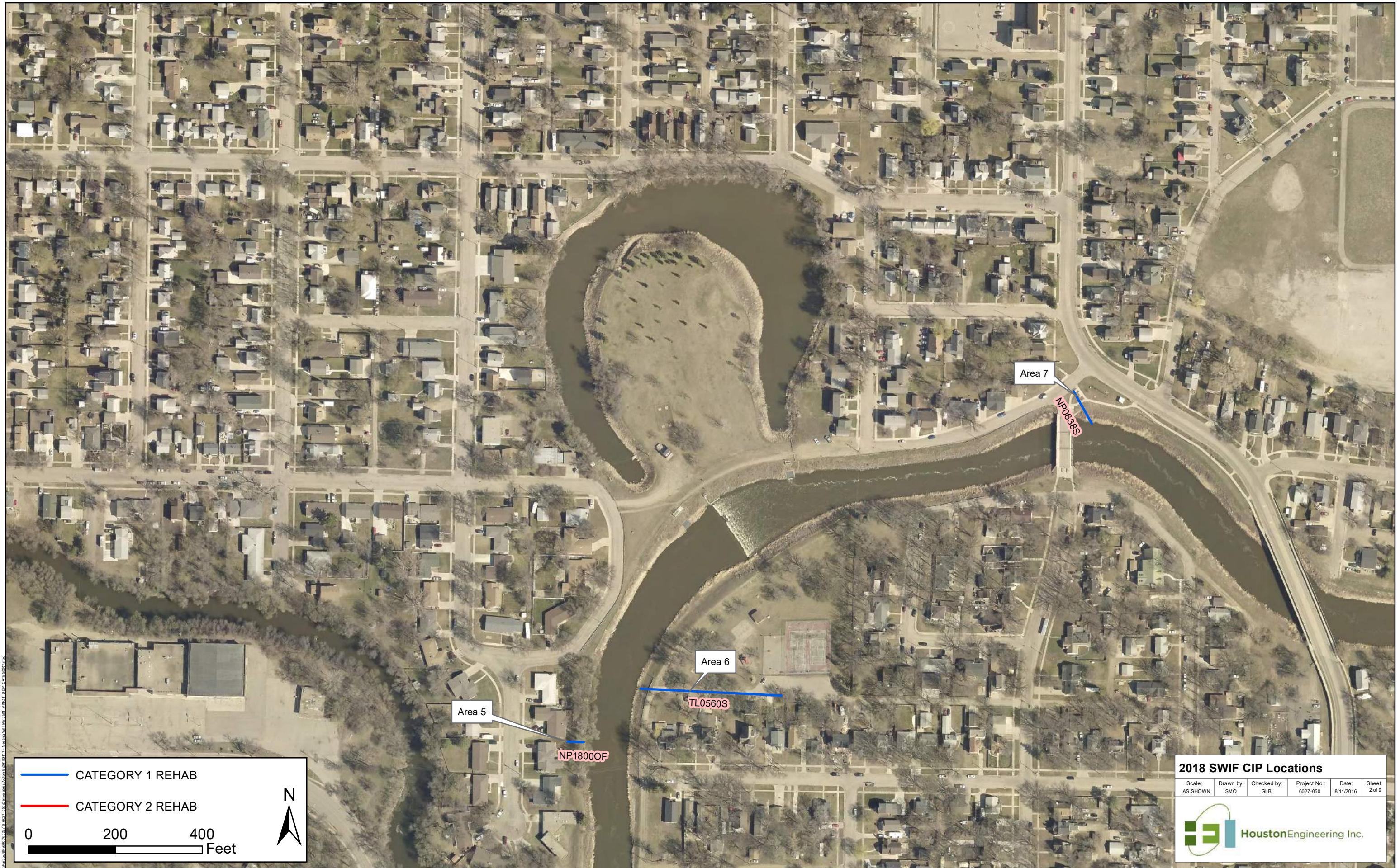
Michael P. Love, PE

MPL:ml

Enclosures

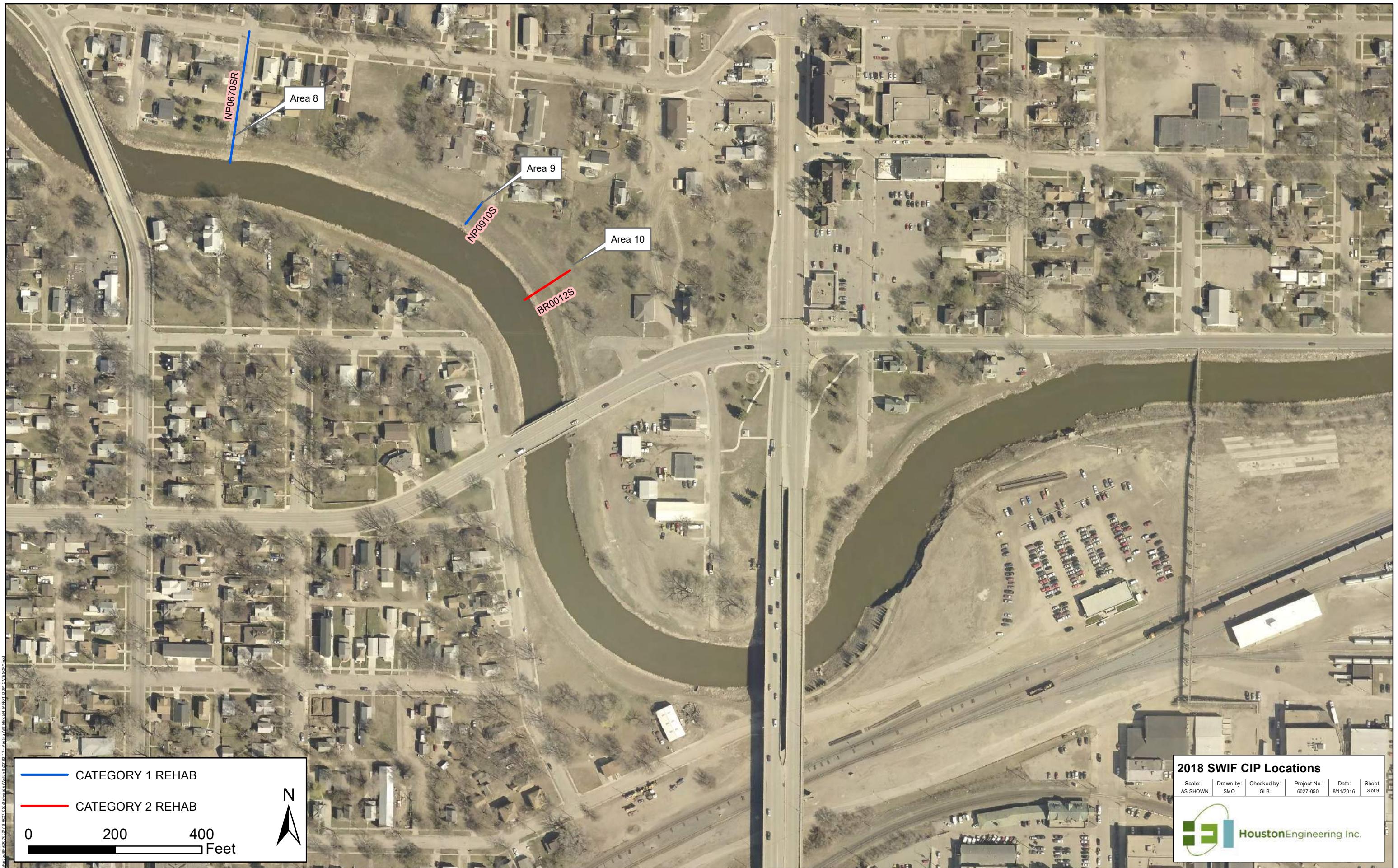
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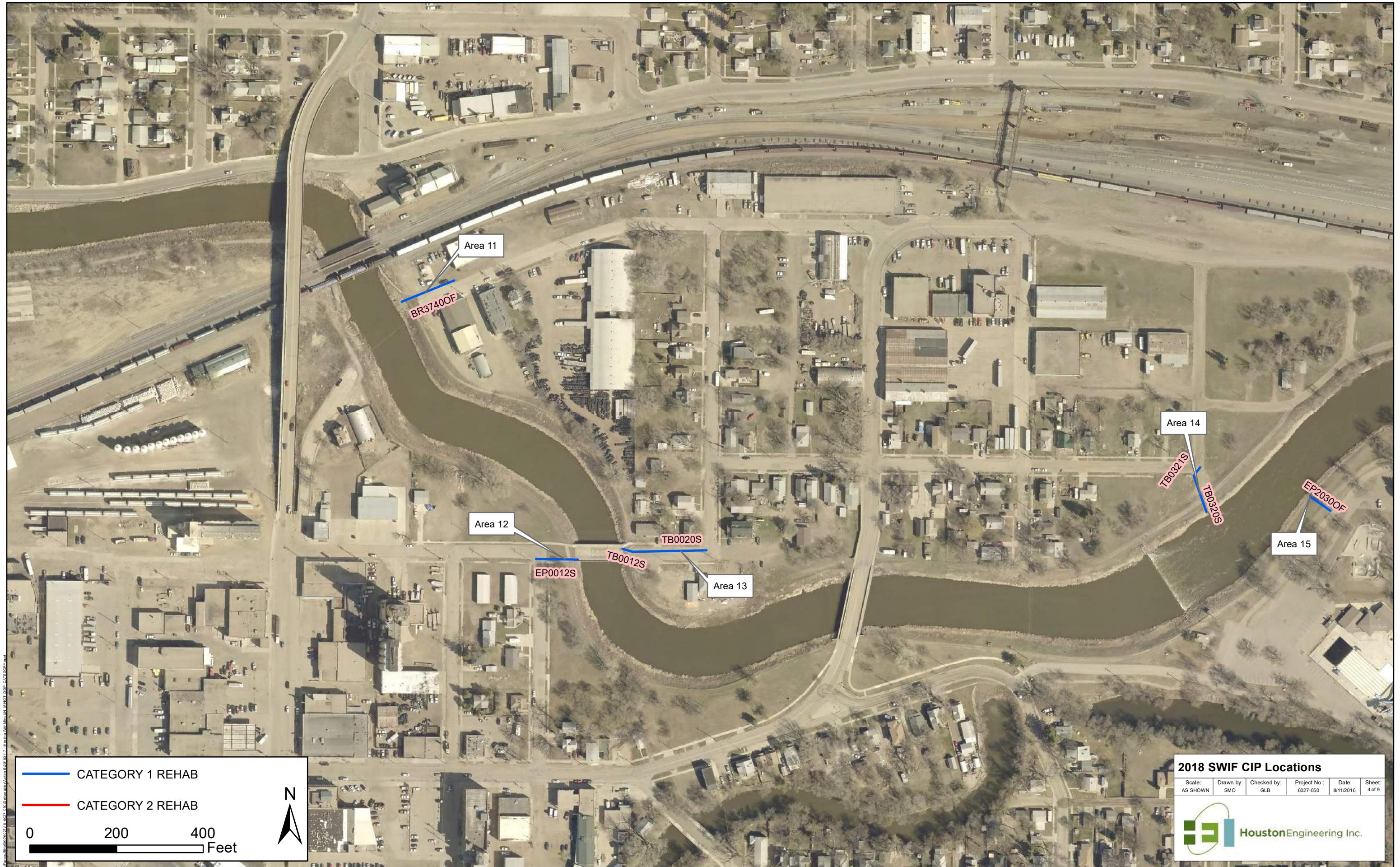




2018 SWIF CIP Locations

Scale: AS SHOWN Drawn by: SMO Checked by: GLB Project No.: 6027-050 Date: 8/11/2016 Sheet: 2 of 9



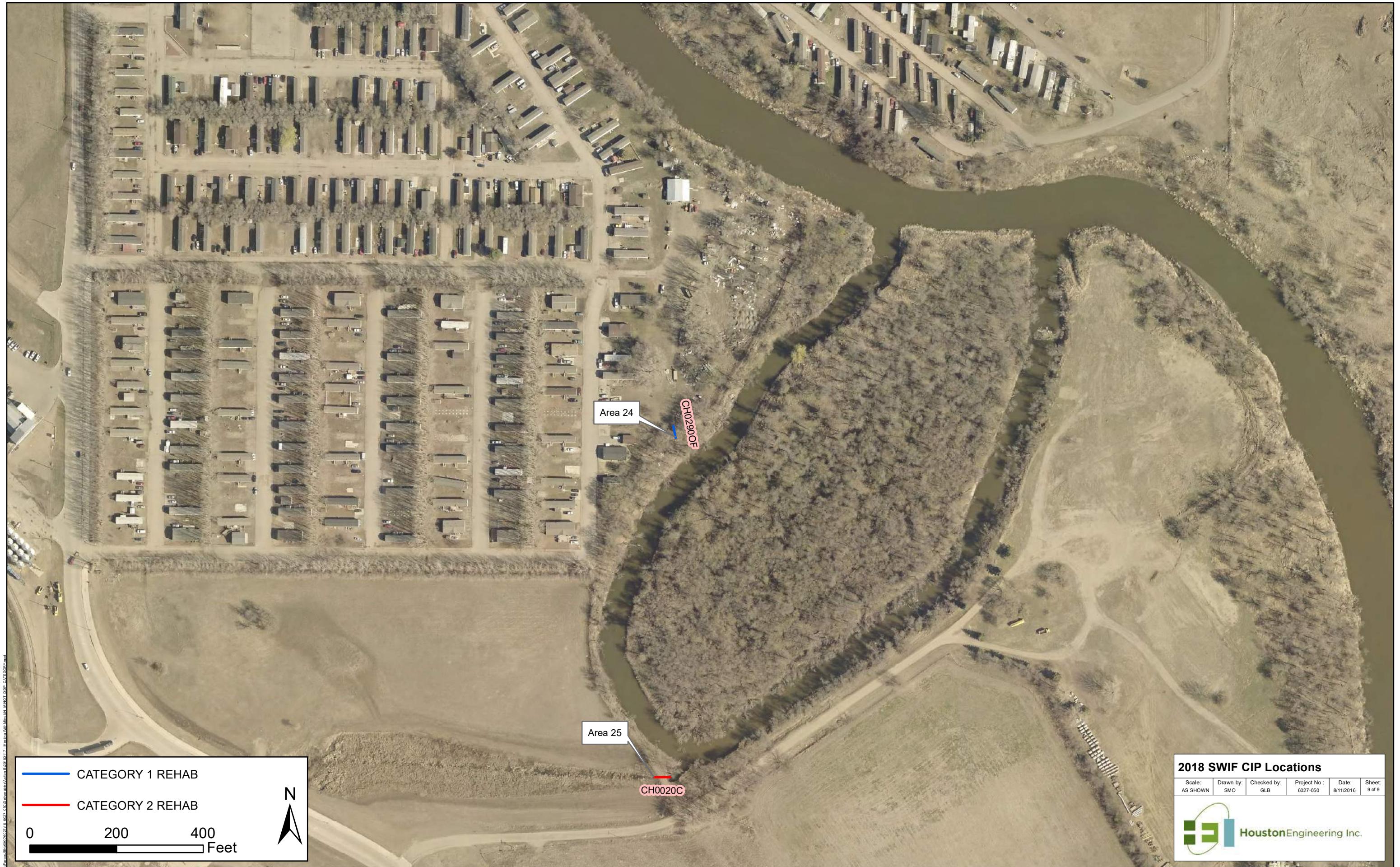














TO: Mayor Chuck Barney
Members of the City Council

FROM: *Dan Jonasson, Director of Public Works*

DATE: *January 23, 2018*

**SUBJECT: REQUEST TO ADVERTISE FOR CONSULTANTS FOR FUTURE SWIF LEVEE
DESIGN AND CONSTRUCTION ENGINEERING**

I. RECOMMENDED ACTION

1. Recommend to authorize Public Works to advertise for engineering services for future SWIF CIP levee repair work on existing levee system

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works	857-4140
Jason Sorenson, Asst. Director of Public Works	857-4140

III. DESCRIPTION

A. Background

Prior RFQ's were done for this work and a consultant selected to complete work to bring our existing levee system into compliance with USACE standards

B. Proposed Project

This would allow public works to advertise and select consultants for future WSWIF deficiency work for the next three years. In accordance with USACE guidelines, the City is required to complete a series of CIP projects to correct any deficiencies noted during the yearly inspections. In addition and emergency action plan was completed and this plan requires updating each year. This RFQ would also request assistance in updating the plan each year.

C. Consultant Selection

Houston Engineering was chosen in accordance with state selection criteria to complete the SWIF work previously, but in order to utilize SWC funding for projects in the future, RFQ's need to be updated every 3 years. It is time to re-advertise and update the selection for this process.

IV. IMPACT:

A. Strategic Impact:

Improvements and repairs of the existing flood protection system are required by the USACE.

B. Service/Delivery Impact:

This project is part of the long term improvements needed to keep our existing flood protection in place.

C. Fiscal Impact:

V. ALTERNATIVES

TIME CONSTRAINTS

Council's approval of the recommendation will allow the project to move forth and keep programming of future improvements outlined in our SWIF.

VI. LIST OF ATTACHMENTS



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Jason Sorenson*

DATE: *January 8, 2018*

SUBJECT: **WASTEWATER TREATMENT FACILITY HYDRAULIC IMPROVEMENTS**
(PROJECT NUMBER 4202)

I. RECOMMENDED ACTION

1. Recommend council approve the contract amendment in the amount of \$411,440.00 for Apex Engineering to conduct construction phase services for the Wastewater Treatment Hydraulic Improvements project.

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works	857-4140
Jason Sorenson, Assistant Director of Public Works	857-4140

III. DESCRIPTION

A. Background

In 2014, Apex Engineering completed a Wastewater Treatment Facility Study for the City of Minot. In that study Apex identified some hydraulic improvements that are necessary to alleviate deficiencies in the piping to the stabilization ponds. The improvements will allow better conveyance of our current wastewater flows and provide some additional capacity for future growth and development.

B. Proposed Project

Bids for this project are scheduled to be opened on January 16, 2018 with construction to follow in the spring. The original task order with Apex covered design and bidding services. This amendment includes the work necessary to administer this project from the start of construction to start-up of facilities and eventually project closeout. Additionally, since this is an SRF funded project it includes all of the SRF program administration such as pay request submission, Davis-Bacon payroll processing and labor standard compliance.

C. Consultant Selection

Apex was competitively selected in 2011 to provide a study for wastewater treatment facility planning. The City has an existing task order agreement with Apex for general wastewater engineering services. Due to Apex's extensive knowledge of the City's complex wastewater system they were selected to continue working on this project.

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

NA

C. Fiscal Impact:

Project Costs

Construction Cost Estimate	\$7,000,000.00
Design Engineering	\$502,660.00
<u>Construction Engineering</u>	<u>\$411,440.00</u>
Total Project Cost	\$7,914,100.00

Project Funding

An application has been sent to the State for a 2% loan through State Revolving Fund (SRF). The project will be paid for using SRF and Oil and Gas Revenues. If this loan is not received the project will be paid for using utility bonds.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

Exhibit K – Amendment to Task Order

This is **EXHIBIT K**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order Edition** dated May 10, 2012.

Amendment No. 1 to Task Order No. 14

1. Background Data:

- a. Effective Date of Task Order Agreement: September 2, 2012
- b. Owner: City of Minot, ND
- c. Engineer: Apex Engineering Group, Inc.
- d. Specific Project: Wastewater Treatment Facility (WWTF) Hydraulic Improvements

2. Description of Modifications

- a. The Scope of Services currently authorized to be performed by Engineer in accordance with the Task Order and previous amendments, if any, is modified as follows:

These improvements were detailed in the Wastewater Treatment Facility (WWTF) Plan dated September of 2014. This complex project will alleviate hydraulic deficiencies within the existing WWTF as the City of Minot continues to grow and experiences increasing wastewater flows. The project consists of a new collection vault at the existing aeration ponds diversion structures at the wastewater stabilization ponds and a new pipeline. All new facilities will operate under the current conditions and are sized for the future conditions, while operating within the hydraulic profile designed under this project.

The original Task Order No. 14 involved extensive geotechnical investigations, preliminary design, final design, and bidding phases. This Amendment No. 1 includes the Construction Phase of the project and involves the following tasks:

Contract Administration

Administration of the ‘Agreement Between Owner and Contractor for Construction Contract (Stipulated Price)’, including review and processing of Payment Applications and Change Orders. This also includes administration of the Clean Water State Revolving Fund (CWSRF) loan, including processing of CWSRF requests for payment, Davis-Bacon payrolls and conducting labor standards interviews during construction.

Construction Observation

Providing full-time Resident Project Representative services, as required by the City of Minot. Scope is based on 32 weeks of construction time to Substantial Completion and an additional 4 weeks of time to Final Completion. Also includes Project Management time during construction.

Construction Surveying

Providing construction surveying for all aspects of the project, as called for in the City of Minot's Engineering Compensation Policy.

Construction Progress Meeting

Conduct pre-construction meeting as well as conduct construction progress meetings with Contractor and City staff at least every two weeks during construction. Provide meeting minutes to City staff.

Shop Drawing and Submittal Review

Receive and review shop drawings and submittals during construction. These include the following:

- *Piping and associated appurtenances*
- *Valves and Gates*
- *Precast concrete structures*
- *Aggregate gradations*
- *Concrete and asphalt mix designs*
- *Sewer bypass procedures*
- *Sewer shutdown procedures for tie ins*

Project Start Up and Closeout

Assist with startup of new facilities. Provide operational and maintenance information to City personnel, including operation of facilities under current and future conditions. Provide City with as-built drawings, including exact valve operating procedures during different operating times. Receive closeout documentation from Contractor, including lien waivers. Prepare Final Balancing Change Order, Final Payment Application, and final CWSRF documentation.

b. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation: *Total additional compensation shall not exceed \$411,440.00.*

3. Task Order Summary (Reference only)

a. Original Task Order amount:	\$ 502,660.00
b. Net change for prior amendments:	\$ 0.00
c. This amendment amount:	\$ 411,440.00
d. Adjusted Task Order amount:	\$ 914,100.00

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. All provisions of the Agreement and Task Order not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is December 20, 2017.

OWNER:

By: _____

Title: _____

Date
Signed: _____

ENGINEER:

By: _____

Title: Thomas J. Welle, PE - President

Date
Signed: _____



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Jason Sorenson*

DATE: *January 22, 2018*

SUBJECT: **WASTEWATER TREATMENT FACILITY HYDRAULIC IMPROVEMENTS**
(PROJECT NUMBER 4202)

I. RECOMMENDED ACTION

1. Recommend council award the bid to Wagner Construction in the amount of \$5,968,520.00 for the WWTF Hydraulic Improvements project.

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works	857-4140
Jason Sorenson, Assistant Director of Public Works	857-4140

III. DESCRIPTION

A. Background

On January 16, 2018 the City of Minot received sealed bids for the Wastewater Treatment Facility Hydraulic Improvements project. There were four bids received and Wagner Construction was the lowest responsible bidder in the amount of \$5,968,520.00.

B. Proposed Project

This project will replace and upsize piping from the aeration ponds to the stabilization cells. The existing pipe is undersized and not capable of conveying peak flows to the stabilization ponds. The replacement line is being constructed such that it will serve to convey wastewater to a mechanical wastewater treatment plant sometime in the future. These improvements are also necessary as an interim measure, until the wastewater plant is constructed to maximize the treatment capacity of our existing lagoons and wetlands we currently use for treatment before discharging to the river.

C. Consultant Selection

Apex was competitively selected in 2011 to provide a study for wastewater treatment facility planning. The City has an existing task order agreement with Apex for general wastewater engineering services. Due to Apex's extensive knowledge of the City's complex wastewater system they were selected to continue working on this project.

IV. IMPACT:**A. Strategic Impact:**

N/A

B. Service/Delivery Impact:

NA

C. Fiscal Impact:**Project Costs**

Construction Cost Estimate	\$7,500,000.00
Actual Construction Cost	\$5,968,520.00
Design Engineering	\$502,660.00
Construction Engineering	<u>\$411,440.00</u>
Total Project Cost	\$6,882,620.00

Project Funding

An application has been sent to the State for a 2% loan through State Revolving Fund (SRF). The project will be paid for using SRF and Oil and Gas Revenues. If this loan is not received the project will be paid for using utility bonds.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

*Letter Recommending Award
Bid Tabulation*

January 17, 2018

Mr. Dan Jonasson
Public Works Director
City of Minot
1025 31st Street SE
Minot, ND 58701-5253

**RE: WWTF Hydraulic Improvements
Letter Recommending Award**

Dan:

Bids for the above reference project were received and opened on January 16, 2018. A tabulation of the bids received is attached.

We have reviewed the bids and recommend that the City of Minot award a contract for this project to Wagner Construction, dba Wagner Place for their bid of \$5,968,520.00. This award should be contingent upon final approval by the North Dakota Department of Health.

If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

Apex Engineering Group, Inc.



Timothy J. Paustian, PE
Project Manager

Bid Tabulation

WWTF Hydraulic Improvements

City of Minot, ND

January 16, 2018 | 11:00 AM | Minot City Hall

Apex Project No. 16.106.0065

Planholder	Bid Bond	Contractor's License	MBE/WBE Solicitation	Addendum No. 1	Bid Price
BEK Consulting, LLC	X	X	X	X	\$6,984,281.00
Carstensen Contracting, Inc.	X	X	X	X	\$8,772,801.50
Kemper Construction Co.	X	X	X	X	\$9,149,648.50
Wagner Construction	X	X	X	X	\$5,968,520.00

Certification:

I certify that these bids were received on 01/16/2018, 11:00 AM, at Minot City Hall.

Timothy J. Paustian, PE



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Jason Sorenson*

DATE: *January 23, 2018*

SUBJECT: **TRASH ORDINANCE**

I. RECOMMENDED ACTION

1. Recommend council strike Section 14-103 and add highlighted language to section 14-126 of the Minot Code of Ordinances.

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works	857-4140
Jason Sorenson, Assistant Director of Public Works	857-4140

III. DESCRIPTION

A. Background

Last month City staff and council took another look at the new trash ordinance that would mandate trash collection be performed by the City for all residential dwellings 4-plex and under. Council opted to not push mandated trash collection beyond what is currently done by the City crews. The motion directed staff to draft an ordinance that is reflective of past practices and allows consideration for opting out of City trash collection. Since past practices were not applied uniformly, attempting to write an ordinance to that effect could become very convoluted. Section 14-103 of the ordinances is the section regarding mandated waste collection. If that section is simply stricken from the ordinances with a small addition to section 14-126 everything would revert to how trash collection was (and is presently) being conducted and City staff can continue to address opt outs on a case by case basis.

B. Proposed Project

N/A

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

N/A

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

A. Ordinance for review

ORDINANCE NO. _____

AN ORDINANCE REPEALING SECTION 14-103 OF CHAPTER 14 (GARBAGE AND TRASH) OF THE CODE OF ORDINANCES

WHEREAS, The City of Minot has the authority to enact ordinances relating to collection of garbage and trash;

WHEREAS, The City of Minot previously enacted various Ordinances under Chapter 14 of the City of Minot Code of Ordinances relating to Garbage and Trash;

WHEREAS, The City of Minot desires to repeal Section 14-103 of Chapter 14 of the City of Minot Code of Ordinances and amend Section 14-126 of Chapter 14 of the City of Minot Code of Ordinances;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINOT:

§1. That Section 14-103 of Chapter 14 (Garbage and Trash) of the Code of Ordinances, City of Minot, North Dakota, is hereby repealed.

Sec. 14-103 Mandatory Waste Collection

Effective July 1, 2018, the waste management utility has sole responsibility to collect and dispose of all residential waste. The waste management utility shall collect, transport and dispose of all residential waste except residential waste from (1) mobile home parks; (2) apartment buildings with more than four (4) units; and (3) multi-level condominium complexes with units that do not have an individual ground floor exit. Where excepted, private waste haulers may be separately contracted by individual property owners to collect, transport and dispose of residential waste. Where ambiguity exists in the type of residential unit, the requirement for waste management utility collection services shall be at the discretion of the public works director. The City of Minot shall not be held responsible for damage to private property roadways during waste management collection.

§2. That Section 14-126 of Chapter 14 (Garbage and Trash) of the Code of Ordinances, City of Minot, North Dakota, is hereby amended to read as follows:

Sec. 14-126. - Mandatory fees.

Pursuant to the city's taxing, police, and proprietary powers, there is hereby imposed upon every person who has an account with the city water and sewer utility, a waste management utility fee in the following amounts:

35-gallon cart: \$14.72 per month

65-gallon cart: \$16.22 per month

95-gallon cart: \$17.72 per month

If only one (1) dwelling unit receives water and sewer services under that account, only one (1) monthly waste management utility fee shall be imposed. If more than one (1) dwelling unit is serviced under that account, then a separate monthly waste management utility fee shall be imposed for each serviced dwelling unit, unless there are more than four (4) dwelling units which are serviced under the account, in which case, no waste management utility fee shall be imposed in respect to the account.

§3. This Ordinance shall become effective upon final passage and approval.

PASSED FIRST READING: _____, 2018

PASSED SECOND READING: _____, 2018

ATTEST:

Kelly Matalka, City Clerk

APPROVED:

Chuck Barney, Mayor

RE: Recycling in Minot/Informational Agenda Item

January 26, 2018

Mayor Barney & Fellow Alderman:

Since our discussions regarding recycling during last fall's budget process, I've continued to research the topic. The documents linked below are both relatively recent and relatively local and speak to several of the challenges I believe need to be addressed as we consider Minot's recycling options.

I have requested our City Clerk include this memo with this month's Committee of the Whole agenda in which Minot's recycling program will be discussed, and I have shared this information with Mr. Jonasson and Mr. Sorenson in our Public Works Department.

Preliminary Report (detailed)

<http://www.co.ottertail.mn.us/DocumentCenter/View/9440>

Final Report (revised with new local MRF more fully developed)

<http://www.co.ottertail.mn.us/DocumentCenter/View/9914>

Respectfully,
Alderman Wolsky