

City of Minot

Committee of the Whole
Tuesday, February 27, 2018 - 4:15 PM
City Council Chambers

1. 4071 - 36TH AVENUE NW EXTENSION TO BROADWAY FINAL PAYMENT

Prior to this project, 36th Avenue NW ended 700 feet east of 8th Street NW and did not connect to Broadway. This project extended a new asphalt roadway, a 10' shared use path, sanitary sewer, water main, storm sewer and street lighting infrastructure to Broadway. In addition, traffic signals were installed at the intersection of 36th Avenue NW and Broadway.

Recommend that Council approve the final payment of \$183,796.74 be paid to Keller Paving and Landscaping.

Documents:

[4071 - Pay App 10 Final signed with memo.pdf](#)

2. AUDITORIUM SEATING FINAL PAYMENT REQUEST

This project updated the Arena I Original Upper Seating from the 1950's. The seating will add 5 extra inches of leg room on the lower 11 rows of seats with the rest of seating remaining the same.

It is recommended the City Council approve Final Payment of \$9,711.72 to SP&E, Inc.

Documents:

[Auditorium Seating Final Payment Memo - 2018.docx](#)
[Scan0027.pdf](#)

3. AWARD OF ARCHITECTURAL SERVICES - NEW MULTI-PURPOSE AUDITORIUM FLOOR

The Auditorium is replacing the multi-purpose floor in the Main Arena which was installed in 1992 during the last building remodel. The floor has outlived its life expectancy. The floor is used for all recreational activities, when the portable wood floor is not installed, along with all other activities held at the Auditorium, such as concerts, auctions, weddings, etc.

Recommend the City Council award the Architectural Service contract to EAPC for the removal and replacement of a multi-purpose floor in the Main Arena of the Auditorium.

Documents:

[Award of Architectural Memo.docx](#)
[RFQ Bid Tabs.xlsx](#)
[Main Arena Flooring Replacement RFQ - 2018.docx](#)

4. ELECTRICAL ENGINEERING - AUDITORIUM LIGHT REPLACEMENT

The Auditorium needs to replace (543) T-12 light fixtures that remain in areas of the building that haven't been remodeled since 1992. The T-12 light bulbs are no longer manufactured and only limited supplies are available. The Auditorium will remove the remaining (543) T-12 light fixtures and replace them with a new LED light system. The system will finish all areas in the Auditorium that have not been remodeled since the flood.

Recommend the City Council award the Engineering Service contract to Prairie Engineering for the removal of (543) T-12 Lights, at the Auditorium complex, and installation of a new LED lighting system.

Documents:

[Award of Engineering Memo.docx](#)
[RFQ Bid Tabs.xlsx](#)
[Auditorium Light Upgrade RFQ - 2018.docx](#)

5. HHW AND E-WASTE COLLECTION (PROJECT NUMBER 4342)

On Thursday, February 15, 2018, bids were received for the collection and disposal of our yearly household hazardous waste (HHW) and Electronic (E-Waste) collection events. This contract is bid for a two (2) year collection term.

It is recommended the City Council award the bid to Clean Harbors Environmental for HHW and Kalix for E-Waste for the 2018-2019 collection contracts.

Documents:

[4307 - Memo to council - award of bid.pdf](#)

6. PURCHASE OF HEAVY DUTY LOW FLOOR BUS (4344)

In 2015 there was an agreement made with Eldorado National to purchase one bus at that time and then an option for up to five additional buses over the next five years. The funds to purchase this bus were approved in the 2018 budget.

It is recommended the City Council approve the purchase of a 2018 Eldorado National-California EZ-Rider II Low Floor Heavy Duty Bus and allow the Public Works Director to sign the purchase order and any other associated forms for this purchase.

Documents:

[2018 MTC for Bus Purchase.pdf](#)

7. APPROVE CDBG-NDR MULTI-FAMILY REHABILITATION RFP

The Multi-Family RFP in 2017 resulted in one proposal being received which was eventually withdrawn by the building owner realizing that it needed a great deal of re-working. An assessment of the RFP and comments and input received has resulted in changes and improvements with the new RFP.

It is recommended the City Council approve a CDBG-NDR RFP for rehabilitation of multi-family housing units for low and moderate income residents.

Documents:

[NDRMulti-FamilyRFPCity Council Memo2-16-18c.pdf](#)
[Downtown Affordable Multi-family Rental Housing RFPa.pdf](#)

8. CDBG-DR/NDR DEMOLITION BID AUTHORIZATION

Properties acquired through the CDBG-DR/NDR buyout program for flood mitigation deemed not suitable for re-use and relocation through auction will be demolished and the sites restore as level grass areas. The goal is to minimize the amount of time after acquisition that structures remain on site to reduce risks of liability, costs for maintenance, and hazardous conditions with vacant structures.

It is recommended the City Council authorize staff to issue demolition bid for 2018 buyout acquisitions with structures deemed to require demolition with funding from the CDBG-NDR grant.

Documents:

[2018NDRDemolitionBidCity Council Memo2-16-18b.pdf](#)
[2018 City of Minot Structure Demo and Site Restoration Bidding Documents_final_021218.pdf](#)
[2018 City of Minot Structure Demo and Site Restoration advertisement_final_021218.pdf](#)

9. APPROVAL OF CDBG-DR ALLOCATION #1 TECHNICAL AMENDMENT #14

HUD rules governing the amendments to CDBG-DR Allocation #1 differ from Allocation #2 and NDR because the funding comes from a different Congressional Appropriations Act. In this case, funds being adjusted within a program area (infrastructure), less than 5% (approx. \$3.38 million) of the total grant, and not creating a new activity or set of beneficiaries amends the Action Plan through a Technical Amendment which only requires submission to HUD. This amendment proposes to move \$1,584,407 from closed out activity leaving a balance within the Public Infrastructure Program Area to the Northern Sewer Project to complete the final phase.

It is recommended the City Council authorize staff to submit a Technical Amendment for CDBG-DR Allocation #1 shifting unused funds of \$1,584,407 to the Northern Sewer Project to complete the final phase.

Documents:

[TechnicalAmendment14Allocation1City Council Memo2-16-18b.pdf](#)
[Amendment 14 - Revised.pdf](#)

10. CDBG-DR ALLOCATION #1 SUBSTANTIAL AMENDMENT #15

Substantial Amendment #2 proposes the creation of two new activities each to be funded with \$800,000 in unused funds for a total of \$1.6 million. One activity will seek to address the problem of spot blighted homes in the FEMA 100-year flood plain which have been dubbed Zombie properties by seeking to acquire them and demolish them. The plan is to work in conjunction with the First District Health Unit. The second new activity is to establish a revolving loan program to help for profits that can demonstrate direct or indirect adverse impact from the flood.

It is recommended the City Council authorize staff to proceed with the HUD process for CDBG-DR Allocation #1 Substantial Amendment #15 to address blighted homes and to create a revolving loan program for downtown and adjacent businesses.

Documents:

[Allocation1substantialamendment15City Council Memo2-16-18e.pdf](#)
[Amendment 15 - Revised.pdf](#)

11. NDR SINGLE FAMILY HOME BUILDABLE LOT RFP RESPONSE RECOMMENDED

ACTION

The city issued an RFP seeking developers and/or property owners with 35 lots available for construction of Low/Moderate Income affordable single family homes in tracts with proper zoning as well as all critical infrastructure in place. Two responses were received. A Technical Review committee comprised of representatives of the Planning Department, Engineering Department, DR Grant Program Manager, CDM Smith experts, Federal Compliance Officer met and reviewed the applications to assess responsiveness to the requirements of the RFP and the viability of the proposed projects.

It is recommended the City Council concur with Technical Review Committee's recommendation to not accept either of the two responses to the NDR Single Family Home Buildable Lot RFP

Documents:

[Single Family 35 lot RFPCity Council Memo2-16-18c.pdf](#)
[City of Minot National Disaster Resilience Technical Review Committee Report.pdf](#)

12. NEIGHBOR NEXT DOOR LOT SALE PROGRAM

Chapter 40-11-04 of the Century Code sets forth that when a property to be disposed is estimated by the governing body of the municipality to be of a value less than two thousand five hundred dollars then the property may be sold at private sale upon the proper resolution of the governing body. The city through various non-federal funding sources has acquired properties which were flood impacted in the flood inundation zone but not in the flood mitigation buyout areas. These properties have been cleared and are now vacant properties for which when funding was secured it was contemplated that there would be no use connected to the flood control projects including flood walls, levees, or flood retention areas.

It is recommended the City Council approve a Neighbor Next Door Lot sale program with properties acquired by the city because of flood damaged homes and not needed for flood mitigation measures to be offered for sale contiguous homeowners.

Documents:

[Draft Neighbor Next DoorCity Council Memo2-16-18c.pdf](#)
[Neighbor Next Door Properties djb.pdf](#)
[Neighbor_Next_Door_Propertiesmap.pdf](#)

13. MAIN STREET SUMMIT DISCUSSION

On February 12 & 13, Mayor Barney, Alderman Sipma, Alderman Straight, Alderman Wolsky, City Manager Barry, Principal Planner Lance Lang, as well as many others from the Minot community attended the Governor's Main Street Summit in Bismarck. The Council should discuss the Governor's Main Street Summit and identify potential next steps.

Documents:

[Main-Street-Summit-Council-Discussion-Item-2-20-18.pdf](#)

14. DISCUSSION OF STUDENT REPRESENTATION/PARTICIPATION AT COUNCIL

At the recently concluded Governor's Main Street Summit, engaging young people was noted as an important step in developing place, workforce, and quality of life. The Council should discuss inviting student representation/participation at City Council meetings.

Documents:

Student-Representation-Memo-2-20-2018.pdf

15. AIRPORT ACTIVITIES, REPORTS, AND PROJECT UPDATES

The Airport Director submitted a written report and will be available for questions.

Documents:

Airport Committee Presentation 022718.pdf