



Committee of the Whole
Wednesday, March 28, 2018 - 4:15 PM
City Council Chambers

1. BUILDING RELOCATION REQUEST- 1016 39TH ST SE

The building to be moved is a 1997 year built 624 square foot detached garage. The structure is a 2 stall garage, 24 ft x 26 ft, with asphalt shingled roof, wood frame construction, and exterior vinyl siding.

It is recommended the Committee and Council approve the relocation of the detached garage from 2220 24th Ave SE, Minot ND, 58701 also known as Brookview 4th Addition Lot 1, to 1016 39th St SE, Minot, ND 58701, also known as Peach Addition, Block 1, Lot 1, subject to conditions.

Documents:

[Memo to City Council.pdf](#)
[Mehlhoff Move Request.pdf](#)
[Homeowners Letter - Mehlhoff.pdf](#)
[Letter to owner - Mehlhoff.pdf](#)
[Map of location.pdf](#)
[INSPECTOR CHECKLIST.pdf](#)
[Assessors Report.pdf](#)

2. BUS ADVERTISING CONTRACT WITH FIRST INTERNATIONAL BANK P3687

First International Bank and Trust would like to purchase advertising on the sides and rear panel of one Minot City Transit bus. This agreement would begin May 1, 2018 or as soon as the advertising can be installed on the bus for a period of one year with options to renew the agreement on a yearly basis.

It is recommended the City Council approve entering into an advertising agreement with First International Bank and Trust to advertise on the sides and rear of one transit bus and authorize the Mayor to sign the agreement.

Documents:

[MTC first international bank advertising for 2018 p3687.pdf](#)

3. SPECIALTY RESTAURANT BEER AND WINE LICENSE – EXPEDITION LEAGUE, INC. DBA CORBETT FIELD

The City received a request from Expedition League, Inc. dba Corbett Field, for a Specialty Restaurant Beer and Wine license operating at 1124 E Burdick Expressway. All documentation has been submitted and is being reviewed by the appropriate departments.

It is recommended the Committee and Council approve the request from Expedition League, Inc. dba Corbett Field, subject to receipt of all documentation and approval by the Police Chief, Building Official and Fire

Marshal.

Documents:

[Memo- Corbett Field.pdf](#)

4. 4308 - 2018 STREET IMPROVEMENTS PROJECT

This is the annual maintenance project to repair and replace streets that are showing moderate to severe pavement distresses. Repairing and replacing distressed streets will improve rideability and safety, and increase the pavement life for approximately 8 to 10 years.

It is recommended the Committee and Council award the bid for 2018 Street Improvement District to the lowest total bid of \$1,821,288.80 from Bechtold Paving, Inc.

Documents:

[4308 - 2018 Street Improvement Award of Bid Memo.1.pdf](#)

5. 4347 - 2018 NUISANCE ABATEMENT PROJECT

This is the yearly project to address nuisances throughout the City. Properties will be given to the contractor to abate as necessary and as funds are available. Funding for this project will come from property tax allocated by the Council. The final cost to abate each property will be special assessed against each property.

- 1. On Tuesday, March 27, 2018 at 11:00 a.m., bids will be opened for the 2018 Nuisance Abatement Project. Due to timing of the bid opening, a recommendation will not be ready in time for the March memo deadline. However, we do anticipate a recommendation will be available and placed on Council's desk for approval.**
- 2. It is recommended the Committee and Council pass and adopt on first reading, an ordinance to amend the 2018 annual budget to increase demolition expenditures and transfer of funds for \$22,000 from cash reserves.**

Documents:

[4347 - 2018 Nuisance Abatement Placeholder Memo.pdf](#)
[2018 BA - 2018 Nuisance Abatement 4347.pdf](#)

6. 4343 - 2018 PAVEMENT MARKINGS PROJECT

This is the annual project to stripe pavement markings throughout the City's streets. This project maintains all pavement markings on the roads.

On Tuesday, March 27th, bids will be opened for the 2018 Pavement Markings project. Due to the timing of the bid opening, a recommendation will not be ready in time for the March memo deadline. However, we do anticipate a recommendation will be available and placed on Council's desk for approval.

Documents:

[4343 - 2018 Pavement Marking Project Placeholder Memo.pdf](#)

7. PARK SOUTH CHANGE ORDER OF \$120,585.25

The Developer of the project has submitted a series of unanticipated costs which were

itemized by the developer and an explanation was provided for each item. These costs have been reviewed by the CDM Smith subject matter experts and has provided written finding that all costs are appropriate and necessary.

It is recommended the City Council grant approval to add \$120,585.25 to the CDBG-NDR contribution to the Park South multi-family rental rehabilitation project.

Documents:

[ParkSouthchangeorderCity Council Memo2-16-18c.pdf](#)
[Email.PDF](#)

8. HOME SWEET HOME STRUCTURE RELOCATION BID

The city of Minot entered into an agreement with the State Housing Preservation Officer accepting the SHPO finding that Home Sweet Home structure was historic warranting preservation and agreeing to relocate the structure to a site outside the Flood Wall construction foot print. The city had previously acquired land directly across from the current location of the HSH structure and it will be to this site that the structure will be moved.

It is recommended the City Council authorize staff to issue bid for relocation of Home Sweet Home structure across the street.

Documents:

[HSHBidCity Council Memo2-16-18c.pdf](#)
[Home Sweet Home Building RelocationMarch 22nd.pdf](#)
[20182360-S201-Foundation Plan 3-22-2018 FOR CITY.pdf](#)

9. ODOR CONTROL IMPROVEMENTS (PROJECT NUMBER 4305)

This improvement would consist of designing and constructing a building near Roosevelt Lift Station to house storage tanks and a pumping system to inject chemical to reduce the odors and corrosive effects of hydrogen sulfide gas.

Recommend council approve the plans and specifications for the Odor Control Improvements project and authorize a call for bids.

Documents:

[4305 - Memo to council - approve plans and specs.pdf](#)

10. LANDFILL EXPANSION – CONTRACT AMENDMENT (PROJECT NUMBER 4306)

In light of recent opposition to rezoning two quarters of land the City purchased for the expansion of the landfill staff has decided it would be prudent to take a step back. Some rough estimates were used to justify the proposed expansion, but there were many requests for a more detailed cost analysis of moving to a different location. Instead of just picking locations on a map that may or may not be acceptable to site a landfill, an actual siting analysis should be performed to pick some potential locations. Once a couple sites are located that appease the State siting requirements, a cost analysis can be performed for that particular site. This will in the end provide a more detailed and accurate estimate of costs for a new site versus expansion of the existing site.

Recommend council approve the contract amendment with CPS Engineering in the amount, up to and not to exceed, of \$129,326.00 for the landfill siting and cost analysis and authorize the Mayor to sign the agreement.

Documents:

11. 31ST AVE SE RECONSTRUCTION BROADWAY TO 13TH ST SE ENGINEERING SELECTION (4331)

Apex Engineering Group (Apex) was selected using a competitive qualifications based selection. A committee consisting of Alderman Olson, the Assistant NDDOT District Engineer, Assistant City Engineer, Assistant Director of Public Works, and the Storm Water Engineer ranked written proposals from six firms. A short list of three firms was selected for the interview round of the selection process. The committee interviewed the three firms during an interview and selected Apex as the most qualified firm to perform the scope of services.

1. **It is recommended the City Council select Apex Engineering Group to perform all consulting engineering for this project.**
2. **Authorize the City Engineer to negotiate a scope and fee for services.**
3. **Authorize the Mayor to sign the contract.**
4. **Adopt a resolution authorizing the use of general obligation bonds for the project's cost share.**

Documents:

[4331 - 31st Ave SE Reconstruction Engineering Selection Memo.docx](#)
[Reimbursement Resolution 4331 31st Ave SE Reconstruction.docx](#)

12. PURCHASE OF 416 NW 2ND AVE

416 NW 2nd Ave was offered for sale on the Ward County Tax Foreclosure Sale and went unsold. The property is next to the flood control project and may have some value to the project. The County will entertain offers for the property. The majority of the delinquent tax on the property is due to demolition costs special assessed by the city.

It is recommended the City Council approve the purchase of 416 NW 2nd Ave.

Documents:

[Memo- Purchase of 416 NW 2nd Ave.pdf](#)
[Tax Sale Properties.pdf](#)
[Tax Sale Acquisition.docx](#)
[RE Tax History.docx](#)

13. GIS PRESENTATION CONSTRUCTION INFORMATION MAP

Our primary intention is to use the City's GIS as a communications tool. In this example, a resident can go to the City's webpage and go to the construction map. They can zoom to their home or place of work using familiar tools and methods just like any other website map. The person can click on the work area and obtain project status updates, start and end dates, contact information, and detour information.

No action by City Council is necessary.

Documents:

[GIS Presentation Memo.docx](#)

14. GUIDANCE ON POSSIBLE INITIAL FOLLOW-UP STEPS FROM IEDC VISIT

It is expected in the next two months that we will receive a comprehensive draft report from the IEDC team based on their observations and findings during their visit of the week of March 12, 2018. We will have an opportunity to provide input, comments, and follow-up questions regarding the draft report after which IEDC will provide a final report which will

contain a range of action items for the city to consider taking.

Staff is seeking City Council guidance on possible initial follow-up action steps resulting from the visit of the International Economic Development Team

Documents:

[IEDCfollowupCity Council Memo2-16-18d.pdf](#)

15. NDR SINGLE FAMILY HOME BUILDABLE LOT RFP RESPONSE RECOMMENDED ACTION

This item was held at the February 27th Committee of the Whole meeting. The 30 day appeal period for either proposer ends March 28th. At this time no appeal has been received.

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 RFP City Council Memo2-16-18c.pdf](#)

[City of Minot National Disaster Resilience Technical Review Committee Report.pdf](#)