

PUBLIC WORKS AND SAFETY COMMITTEE

Wednesday, January 6, 2016 – 4:15 p.m.

City Council Chambers

A g e n d a

1. [Building Relocation Request – Richard Wilson- 2409 7th Ave SW](#)
2. [SW Sewer Improvements- Stantec Contract Amendment \(3561\)](#)
3. [37th Ave SW Reconstruction- Approve Plans and Specs Call for Bids \(4070\)](#)
4. [Oak Park Bridge Replacement Approve Plans and Specs and Call for Bids \(4032\)](#)
5. [NDDOT Retroreflective Signing Improvements \(4172\)](#)
6. [Award of Bid- Pumper and Quint- Fire Department \(FD0035 & FD0041\)](#)
7. [Purchase of Land – 416 3rd St. NW](#)
8. [Hillcrest Drive Retaining Wall Report \(4088\)](#)
9. [Award of Bid- 8th St Water and Sewer Improvements \(4010.2\)](#)
10. [Moore Engineering- Final Contract Amendment- Pedestrian Bridge Repairs Phase III \(3512\)](#)
11. [General Water System Infrastructure, Design, Modeling and Construction Services – RFQ](#)
12. [St. Joseph’s Community Health Foundation Grant](#)
13. [Bus Advertising Contract with Lutheran Social Services of North Dakota \(3687\)](#)
14. [Bus Advertising Contract with Jesse Zwak DBA ZZ Food Group- JL Beers](#)
15. [Bus Advertising Contract with Jessica Declercq, State Farm Agent](#)
16. [Ordinances on Second Reading](#)

PUBLIC WORKS AND SAFETY COMMITTEE

January 6, 2016

Page 1

MEMO TO: Public Works and Safety Committee
FROM: City Clerk's Office
RE: Agenda for Wednesday, January 6, 2016, 4:15 p.m.

1. Building Relocation Request – Richard Wilson- 2409 7th Ave SW

The City has received a [request from Richard Wilson](#) to move a 1965 year built, 1,464 square foot single family residence from 606 Forest Rd to 2409 7th Ave SW also known as Napa Valley 16th Addition, Lot 4.

The building to be moved is a 1965 year built 1,464 square foot single family residence. The home is a 3 bedroom, 1.75 bathroom dwelling with asphalt shingles, wood frame construction, and exterior steel siding. The home is located in Minot and a photo is provided by the property appraiser. The home once moved to the new location is to be attached to a permanent foundation according to the Minot Building Inspection department specifications. The information obtained from the property owner indicates the home will be placed on a permanent concrete basement foundation with daylight windows.

It is the opinion of the City of Minot Assessor's Office that this structure is compatible with the area. This single family residence has been repaired since the 2011 flood and therefore would currently meet 60% of its replacement cost as per Sec 9-47(b) (c) of the Minot Code of Ordinances. This home however, is 40 to 50 years older than the other homes around the proposed moving location.

If this relocation request is approved, it is recommended it be subject to the following conditions:

- A \$10,000 completion bond must be posted with the City of Minot prior to issuance of any permits for this work.
 - Building permits for all proposed construction.
 - An approved foundation design in compliance with City of Minot building codes.
 - The plumbing, electrical and HVAC systems must be brought into compliance with current code requirements of the City of Minot.
 - All work at the new location must be in compliance with the City of Minot building codes and zoning ordinances.
 - Egress windows must be installed in the basement and all sleeping rooms.
 - Smoke detectors must be installed in the basement, in each bedroom, and in areas immediately outside bedrooms.
 - There must be fire resistive wall and door between the house and attached garage.
 - The exterior of the structure must be one consistent color or scheme of colors and relocation.
 - Applicant must obtain all necessary permits, and coordinate all relocation activities with public utilities and traffic authorities.
 - The property must be provided with proper drainage, and must be landscaped in a manner similar to surrounding properties.
 - All work must begin within 30 days of issuance of moving and building permits and completed within ten months of start date and generally in accordance with the following schedule.
1. Foundation complete within two months.
 2. Structure relocated within four months.
 3. Work required for code compliance complete within six months.
 4. All proposed construction and final clean up complete within ten months.
 5. City of Minot Zoning Ordinance, Section 23-1 states that "All off-street parking spaces and all driveways on private property leading to such parking areas shall be all-weather hard surface material.

PUBLIC WORKS AND SAFETY COMMITTEE

January 6, 2016

Page 2

Acceptable surfacing materials include asphalt, concrete, brick, cement pavers or similar materials installed and maintained according to industry standards.”

2. SW Sewer Improvements- Stantec Contract Amendment (3561)

Stantec Consulting Services has approached the Engineering Department requesting a contract amendment to the engineering services being provided for the SW Sewer Improvements Project.

The Contractor, SJ Louis, has completed the project, however, significant time has been spent by Stantec trying to get our contractor to finish punch list items. In addition, SJ Louis is disputing the amount of liquidated damages on the project now standing at \$449,000.

Stantec is requesting an additional \$15,000 on an hourly, not to exceed basis, to cover the additional time involved with trying to get the contractor to complete the work and help the City to defend the current amount of liquidated damages.

Fiscal Impact: The City will use the liquidated damages to pay for the additional services requested by Stantec.

It is recommended the Committee and Council approve the request to [amend the current contract with Stantec](#) for the SW Sewer Improvements project by \$15,000 and authorize the Mayor to sign the amendment.

3. 37th Ave SW Reconstruction- Approve Plans and Specs Call for Bids (4070)

Thirty seventh Ave SW will need to be upgraded from a two lane rural to a five lane urban roadway because of the proposed construction of Trinity Hospital and various residential and commercial properties that are being built along the road.

Apex Engineering Group has completed the plans and specifications and the project is nearly ready for bid. The engineer’s estimate for construction is just over \$9 million.

Fiscal Impact: The project will be paid for with a combination of State surge funding (\$5.5 million) and general obligation bonds.

It is recommended the Committee and Council approve plans and specifications for the 37th Ave SW Reconstruction and authorize a call for bids. It is also recommended a [resolution](#) be adopted approving the use of general obligation bonds for the amount in excess of State surge funding.

4. Oak Park Bridge Replacement Approve Plans and Specs and Call for Bids (4032)

SRF has completed the design for the Oak Park Bridge replacement project. The project will replace the aging bridge with a new bridge.

Also, the street lighting along the corridor from 17th St to about 10th St will be replaced with new LED lighting. This work was already bonded for and will be incorporated into this project’s construction.

Fiscal Impact: The engineer’s estimate for the bridge and street lighting is \$1.67 million. The project will be paid for with general obligation bonds.

PUBLIC WORKS AND SAFETY COMMITTEE

January 6, 2016

Page 3

It is recommended the Committee and Council approve the plans and specifications for the Oak Park Bridge Replacement and authorize a call for bids.

5. NDDOT Retroreflective Signing Improvements (4172)

The NDDOT obtained federal funding to replace outdated signing on federal routes around Minot. The federal funding will cover almost all of the cost of the project. The City will have a cost share on the Valley St. portion of the project.

Fiscal Impact: The City's estimated cost share is \$54 and would be paid for with the traffic department maintenance funds.

It is recommended the Committee and Council approve the CPM agreement with the NDDOT for retroreflective signing improvements and authorize the Mayor to sign the agreement.

6. Award of Bid- Pumper and Quint- Fire Department (FD0035 & FD0041)

On December 8, 2015, bids were opened for the pumper for Station Four and the new quint to replace the 2002 American LaFrance Quint. Combined bids were requested for a 100' quint and a pumper with an alternate bid for a 75' quint. The following is the tabulation of bids:

Emergency One: Pumper: \$465,000
100' Quint: \$885,000
78' Quint: \$725,000
Trade in 2002 Quint: (\$100,000)
75% Prepay: (24,525)
Total bid for pumper and 78' quint with trade in and prepay: \$1,065,000

Smeal: Pumper: \$495,054
100' Quint: \$846,625
75' Quint: \$781,419
Trade in 2002 Quint: (\$50,000)
75% Prepay: (\$14,550)
Total bid for pumper and 75' quint with trade in and prepay: \$1,174,819

Rosenbauer: Pumper: \$495,054
100' Quint: \$846,625
75' Quint: \$772,508
No direct trade in offered; Offered assistance to sell 2002 quint
75% Prepay: (\$26,342)
Total bid for pumper and 75' quint with no trade in but with prepay: \$1,241,220

HME Truck: 109' Stock Aerial (Not as Specified): \$686,955
No Pumper or 75' Quint bid as specified

Fiscal Impact: This project is funded with \$255,000 in the 2015 fire department capital improvement budget (sales tax) and \$875,000 in the 2016 fire department capital improvement budget (sales tax)

It is recommended the Committee and Council accept the bid from Emergency One for a 78' Quint and Pumper in the amount of \$1,065,475 as the lowest and best bid and authorize the Mayor to sign the contracts.

PUBLIC WORKS AND SAFETY COMMITTEE

January 6, 2016

Page 4

7. Purchase of Land – 416 3rd St. NW

The City has a well at 418 3rd St NW. Over the years, the well has needed maintenance and repairs but access to the well is very restricted due to a narrow right of way. The lot at 416 3rd St NW has been for sale for quite some time and will probably never be able to be sold by the owner due to the cost of extending infrastructure to serve the lot. The water treatment plant would like to purchase this lot to enable easier access to the City well.

Fiscal Impact: The Public Works Department and the owner have agreed on a price of \$19,000 plus closing costs, if Council were to approve the purchase. Funding for this purchase will come from water treatment plant cash reserves.

It is recommended the Committee and Council approve the purchase of land at 416 3rd St NW and authorize the Public Works Director to sign any documents at closing. It is also recommended an [ordinance](#) be passed to amend the 2016 annual budget to reflect this purchase.

8. Hillcrest Drive Retaining Wall Report (4088)

Over the past few months, KLJ has been analyzing the existing slope protection wall along Hillcrest Drive in northeast Minot. The slope protection has been failing over the years, and staff needed an understanding of the risks involved with the existing wall.

KLJ has determined the soil behind the slope protection and under Hillcrest is stable, but erosion around the rock slope protection needs to be eliminated to prevent long term structural issues.

Due to the existing nature of the area, the options for wall replacement are very limited. A soldier pile wall with a concrete veneer was chosen as the most cost effective and feasible solution.

Fiscal Impact: An estimated construction cost of the wall is \$1.3 million. The cost will be paid for with general obligation bonds to be repaid with property tax.

The utilities on Hillcrest Drive are also in need of attention. The homes are only served with a common 2" copper service line. The sewer line is old vitrified clay pipe and should be able to be slip lined.

Fiscal Impact: Depending on methods used, the utility replacement construction cost is estimated to be \$500,000. The cost will be paid for with water and sewer revenue bonds and repaid with water and sewer rates.

A public input meeting was held to show the different alternatives for the concrete veneer facing the resident's homes. Letters were sent to the property owners notifying them of the meeting. No owners attended, although the veneer can be selected at any time during the design. Staff will continue to seek the input needed from the neighborhood.

Staff wishes to keep this project segment moving in the design and construction process.

It is recommended the Committee and Council approve the [following proposals](#):

1. Authorize the design and construction of the retaining wall and utility improvements.
2. Authorize a contract with KLJ for design and construction engineering services.
3. Pass a resolution authorizing the use of general obligation and water and sewer revenue bonds for the improvements.

PUBLIC WORKS AND SAFETY COMMITTEE

January 6, 2016

Page 5

9. Award of Bid- 8th St Water and Sewer Improvements (4010.2)

On Wednesday, December 16, 2015, bids were opened for the 8th St Water and Sewer Improvements project. There were seven bidders and the tabulation is as follows:

JMAC Resources	\$612,995.00
Kemper Construction	\$854,190.00
Post Construction	\$740,745.00
Steen Construction	\$504,813.00
Strata Construction	\$578,030.00
Veit & Company	\$573,940.00
Vortex Drain Tiling	\$485,277.36

Fiscal Impact: The engineer’s estimate for the project was about \$550,000. The project funding will come from funds budgeted annually for water and sewer rehabilitation.

It is recommended the Committee and Council award the bid to Vortex Drain Tiling for their low bid of \$485,227.36.

10. Moore Engineering- Final Contract Amendment- Pedestrian Bridge Repairs Phase III (3512)

All construction for the pedestrian bridge repairs due to the flood are now complete. Final paperwork has been turned in and City staff is preparing the project closeout.

In order to finalize Moore Engineering’s contract, funds must be moved from one billing category to another within their contract. The proposed amendment will move \$5,841.56 from unspent geotechnical work category to construction services category, which is over. By doing this, the contract will balance within the agreed upon terms. There is not an increase in contract funds for this amendment.

It is recommended The Committee and Council approve a contract amendment with Moore Engineering for the Pedestrian Bridge Repairs project to reallocate \$5,841.56 from geotechnical work to construction services and authorize the mayor to sign the amendment.

11. General Water System Infrastructure, Design, Modeling and Construction Services - RFQ

As part of the requirement with the State Water Commission to use state funding for the NW water tower and NE transmission line infrastructure, the City is required to solicit a request for engineering services every three years.

Solicitations were sent out to cover general water system infrastructure, design, modeling and construction services and two (2) firms responded to the RFQ. A selection committee consisting of the Public Works Director, City Engineer, Asst. City Engineer, and PW Project Engineer were chosen to rank the submittals. The rankings are as follows, with total possible points of 400:

Houston Engineering Inc.	387
STV Energy Services	151

PUBLIC WORKS AND SAFETY COMMITTEE

January 6, 2016

Page 6

The selection committee evaluated their submittals and based on the above rankings, the committee ranked Houston Engineering Inc. the highest and it is believed they are qualified to perform the required services. Additionally, all five committee members selected Houston as the most qualified firm, so interviews will not be held.

It is recommended the Committee and Council approve the selection of Houston Engineering Inc. to provide engineering services for the new NW water tower and NE transmission line project and further authorize the Public Works Director to negotiate a contract for engineering services for the projects and also authorize the Mayor to sign the contract on the City's behalf once it is completed.

12. St. Joseph's Community Health Foundation Grant

The Minot Police Department requests [ratification of the application](#) and authorization to accept, if awarded, a grant from the St. Joseph's Community Health Foundation in the amount of \$6,516.62.

The Minot Police Department has applied for a grant from the St. Joseph's Community Health Foundation to purchase a marijuana simulation experience kit (\$2,390), a distracted and impaired driving kit (\$2,499 plus shipping of \$195.56 for both kits), and pediatric CPR masks (\$1,432.06). They would be used to educate the community about the potential dangers resulting from recreational marijuana/alcohol use and provide the experience of the effects of usage. They would also educate the community on the dangers and effects of distracted driving through a simulation experience. All sworn personnel would be provided with pediatric CPR masks.

It is recommended the Committee and Council ratify the application by the Minot Police Department and authorize acceptance if awarded St. Joseph's Community Health Foundation Grant.

13. Bus Advertising Contract with Lutheran Social Services of North Dakota (3687)

Lutheran Social Services has requested permission to advertise on a City of Minot Transit Bus. The contract will be for the period of January 1, 2016 through December 31, 2016.

Fiscal Impact: The income to the City from the advertising will be \$6,000 for the contract period, or \$500 per month.

A rendering of the [proposed bus wrap](#) is attached for review and approval.

Staff feels a need to draw attention to appendix 1 of the attached contract that has previously been approved for bus advertising as this approved contract language refers to items Council has designated as not allowable on City busses.

Appendix 1:

The following types of advertising will specifically not be permitted:

1. Political, religious, moral, or social issues
2. Hygiene products of a very personal nature
3. Sexual overtone messages (x-rated movies, massage parlors, etc.)
4. Direct or overt anti- transit advertisements
5. Advertising found to be in violation of federal, state, or local laws

PUBLIC WORKS AND SAFETY COMMITTEE

January 6, 2016

Page 7

Since the advertising is in regards to help gambling problems, staff feels this may fall into one of the five categories above and is requesting the Committees' recommendation on whether this should be allowed on the bus.

14. Bus Advertising Contract with Jesse Zwak DBA ZZ Food Group- JL Beers

Jesses Zwak dba ZZ Food Group has requested permission to advertise on a City of Minot Transit Bus. The contract will be for the period of January 1, 2016 through December 31, 2016.

Fiscal Impact: The income to the City from the advertising will be \$6,000 for the contract period, or \$500 per month.

A rendering of the [proposed bus wrap](#) is attached for review and approval.

Staff feels a need to draw attention to the proposed advertising as it represents the sale of alcoholic beverages. Since the advertising is in regards to alcohol as well as food, it may be appropriate advertising on a City Bus, however, it should be noted in the past there were numerous complaints raised when Four Bears Casino advertised on a City Bus as the public felt it promoted gambling. The same can be said for this advertisement that it promotes drinking. The JL Beers franchise does advertise in other cities on the city transit busses.

Staff feels a need to draw attention to appendix 1 of the attached contract that has previously been approved for bus advertising as this approved contract language refers to items Council has designated as not allowable on City busses.

Appendix 1:

The following types of advertising will specifically not be permitted:

1. Political, religious, moral, or social issues
2. Hygiene products of a very personal nature
3. Sexual overtone messages (x-rated movies, massage parlors, etc.)
4. Direct or overt anti- transit advertisements
5. Advertising found to be in violation of federal, state, or local laws

Since the advertising is in regards to the sale of alcoholic beverages, staff feels this may fall into one of the five categories above and is requesting the Committees' recommendation on whether this should be allowed on the bus.

15. Bus Advertising Contract with Jessica Declercq, State Farm Agent

Previously, Council approved an advertising contract for one of the City busses with Jessica Declercq, a State Farm Insurance Agent. She has requested to continue for another year of advertising. The existing contract expires at the end of 2015. The new contract will extend from January 1, 2016 through December 31, 2016.

Fiscal Impact: The income to the City from the advertising will be \$6,000 for the contract period, or \$500 per month.

It is recommended the Committee and Council approve the contract with Jessica Declercq to continue another year of advertising on a City of Minot Transit Bus.

PUBLIC WORKS AND SAFETY COMMITTEE

January 6, 2016

Page 8

16. Ordinances on Second Reading

- a. [Ordinance No. 5026](#) – Rezoning Keyes S/D Lots A, B & N1/2 Lot C Keyes Amended Plat, Lot 5, Block 1
- b. [Ordinance No. 5028](#) – Amending the Minot Zoning Code of Ordinances- Flood Plain Management
- c. [Ordinance No. 5029](#) – Amending the Minot Zoning Code of Ordinances- Storm Water Management
- d. [Ordinance No. 5030](#) – Amending the Minot Zoning Code of Ordinances- Daycare Facilities
- e. [Ordinance No. 5031](#) – Amend the 2015 Annual Budget- Body Worn Camera System
- f. [Ordinance No. 5032](#) – Amend the 2016 Annual Budget- Recreation Department