

FINANCE AND IMPROVEMENTS COMMITTEE

Monday, June 27, 2016 – 4:15 p.m.

City Council Chambers

A g e n d a

1. [Final Payments](#)
2. [Resolution to Establish the Bond of the City Auditor](#)
3. [Amend the 2016 Annual Budget- Grid X-Ray System](#)
4. [North Dakota State Fair Ice Agreement](#)
5. [Downtown Infrastructure Improvements Engineering Contract Amendment 4 \(3608, 3630, 4073\)](#)
6. [Amend the 2016 Annual Budget- Surface Pro 4 Tablets and Accessories – Verendrye Electric Trust Grant](#)
7. [Award of Bid- New Scales for the Landfill \(4205 & LF0019\)](#)
8. [Award of Bid- Tandem Truck with Box, Plow, and Anti-Ice System \(4215 & STR037\)](#)
9. [Award of Bid- Sale of Handicapped Accessible Vans \(4204, BUS016, BUS020\)](#)
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MEMO TO: Finance and Improvements Committee
FROM: City Clerk's Office
RE: Agenda for Monday, June 27, 2016 - 4:15 p.m.

1. Final Payments

It is recommended the Committee and Council approve the following requests for final payment:

- a. [Amano McGann](#) in the amount of \$28,499.50 for the parking equipment at both parking ramps (3738.3)
- b. [ProControls Midwest](#) in the amount of \$1,704.40 for work on the Library's Air Controls (LIB014)

2. Resolution to Establish the Bond of the City Auditor

The attached [resolution](#) establishes the bond of the City Auditor at an amount at least equal to twenty-five percent of the average amount of money that has been subject to the auditor's control during the year or the sum of \$250,000, whichever is least per North Dakota Century Code 40-13-02.

It is recommended the Committee and Council approve the Resolution; and further authorize the Mayor to sign any necessary documentation.

3. Amend the 2016 Annual Budget- Grid X-Ray System

The Minot Police Department Bomb Team was awarded the FY 2015 State Homeland Security Regional Response Team Grant. The grant application was authorized at the June 1, 2015 City Council Meeting.

One of the authorized purchases awarded in the grant was an XTK Grid X-ray System with an estimated cost of \$5,000. The actual cost was \$3,899 which was lower than anticipated. As such, this item no longer qualifies as a Capital Purchase

It is recommended the Committee and Council pass an [ordinance](#) to amend the 2016 annual budget to increase the police patrol operational supplies revenues and expenditures and decrease the equipment purchase revenues and expenditures for a State Homeland Security Regional Response Team Grant for the purchase of a grid x-ray system.

4. North Dakota State Fair Ice Agreement

The City of Minot has contributed funds to buy ice time at the All Seasons Arena on an annual basis. Prior to 2015 the annual contribution was \$43,200 with \$28,500 contributed from the Recreation Department and \$14,700 from sales tax first penny.

Last year when the request was made in the fall, the amount had increased to \$44,500. The staff paid this amount, since the ice activities had already started.

The request for 2016/2017 has been submitted to the City with a three percent increase or a request for \$45,835.

It is before this Committee to determine if the City wishes to continue to participate in buying down ice time and if the Committee and Council approves the requested increase.

Fiscal Impact: For the Committee's consideration when reviewing this issue, the \$28,500 will be in the 2017 Recreation budget. However, in regards to the sales tax, currently the 2016 sales tax collections are down 21 percent

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from last year. In addition, for 2017 the Finance Department is reducing the sales tax collections by 30%.

Justification has been requested from the North Dakota State Fair in regards to the increase in costs. However, at the time of this memorandum the information had not been received. If the information is provided prior to the Committee meeting it will be presented to the Committee members.

The Committee and Council must determine if they wish to continue with the ice contract and whether to approve the increase in cost to the City of Minot. If the Committee and Council approves the continued participation in the contract it is recommended the Committee and Council authorize the Finance Director to sign the contract.

5. Downtown Infrastructure Improvements Engineering Contract Amendment 4 (3608, 3630, 4073)

Houston Engineering/MWH (HMjv) is the City's consultant for the Downtown Infrastructure project. The scope and fee for this project was developed three years ago before any of the design details were truly known and assumptions had to be made with regard to project phasing, scheduling, and contractor working hours. Over the course of the project, staff has had to modify the scope of engineering work to account for changes in the project's design challenges and bidding climate in Minot.

In 2014, staff had to break the 3 season single construction contract into 3 separate one season contracts to eliminate additional risk to the contractors which in turn helps to lower the bid prices for the overall project. This of course adds additional design and bidding service time by having to do this phase of the work three times. When council agreed to split the project into three separate contracts, it was explained that three amendments would be needed to finish the plans for each phase. Council has approved the amendments for the previous two phases, and this amendment would include costs for the final phase design and bidding package.

Fiscal Impact: The requested amount for this amendment is a not to exceed \$143,082. The increase in engineering costs will be paid for by a combination of funds including general obligation, refunding improvement, sewer and water revenue bonds.

Staff has reviewed the requested amendment and found the hours involved to be reasonable. Some re-design needs to occur now the parking structures are complete. The new street grades on 1st St SW and 3rd Ave SW need to tie into the as-built condition of the structures. Also, lessons learned on the previous two phases are being applied to this phase to design a better project.

It is recommended the Committee and Council approve contract amendment 4 with Houston Engineering/ MWH HMjv for the Downtown Infrastructure project and authorize the mayor to sign the amendment.

6. Amend the 2016 Annual Budget- Surface Pro 4 Tablets and Accessories – Verendrye Electric Trust Grant

The City of Minot Office of Resilience is dedicated to serving the community and making Minot a better place. In August 2015 the City of Minot was awarded two VISTAs (Volunteers in Service to America) to help with promoting resilience efforts. They were commissioned in January 2016 for a year of service to the Minot Community. A second year will be awarded in January 2017. A large part of their mission is community outreach. Their programming needs to have aspects that positively impact the LMI (Low to Moderate Income) population. It has been challenging to meet these needs of the community without mobile devices to track metrics gathered in the field. They have also found it challenging to efficiently gather research and data to accomplish projects after business hours.

Through discussion and research on solutions, the VISTAs decided to look into purchasing tablets to better serve the

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community. The equipment needs to be capable of running Microsoft Office Suite for work on projects out of office as well as gather community data while in the field. The processors need to be speedy and efficient and have a physical keyboard in order to accomplish tasks faster than a touch screen keyboard would allow. Cases are also needed to protect the investment that must last at least another eighteen months. With help from the IT Department, it was decided Surface Pro 4s were the best value per dollar.

The VISTAs come with \$25,000 to help accomplish resilience projects over two years. This can be used for anything from equipment and supplies to marketing and refreshments. In order to maximize these funds, a grant was written for two Surface Pro 4s, cases, and keyboards. The Verendrye Electric Trust Grant awarded \$1,000 towards the \$1,982.88 cost.

It is recommended the Committee and Council [amend the 2016 annual budget](#) to increase the City Manager operational supplies expenditures and increase the General Fund revenue for the Verendrye Electric Trust Grant.

7. Award of Bid- New Scales for the Landfill (4205 & LF0019)

On Tuesday, June 21, 2016, bids were opened for replacing the existing scale at the landfill and adding an additional scale. There were two bids received and they are as follows:

Bidder	Base Bid
Prairie Scale Systems	\$224,300.00
Capital Scale Company	\$295,776.00

Fiscal Impact: Prairie Scale Systems was the low bidder for the project. The funds for this purchase have been budgeted in the 2016 Capital Purchases Landfill account 130-0000-165.02-09 in the amount of \$250,000.

It is recommended the Committee and Council award the bid for new landfill truck scales, to Prairie Scale Systems in the amount of \$224,300.

8. Award of Bid- Tandem Truck with Box, Plow, and Anti-Ice System (4215 & STR037)

On Friday, July 1, 2016, bids will be opened for the tandem truck with box, plow and anti-ice system. Due to timing of the bid opening, a recommendation will not be ready in for the July memo deadline, however, a recommendation will be placed on Council's desk for approval at the City Council meeting.

9. Award of Bid- Sale of Handicapped Accessible Vans (4204, BUS016, BUS020)

On Monday, June 27, 2016, bids will be opened for the sale of two handicapped accessible vans. Due to timing of the bid opening, a recommendation will not be ready for the July memo deadline, however, a recommendation will be placed on Council's desk for approval at the committee meeting.

10. Award of Bid- Emergency Well Repair (4210)

On Thursday, June 23, 2016, bids were opened for the emergency well repair project. There was only one bid and it came from Thein Well Service in the amount of \$560,550 with an alternate bid to add \$176,500 to upsize well casing. The base bid is 12.5% above the engineer's estimate of \$498,000. Due to the tight construction schedule some prices were elevated, however staff is comfortable with this contractor and the bid price received.

The base bid for this project was for 12" well casing. Phase 1 of the project involves drilling test wells to perform test pumping. This data combined with drilling logs and formation information will determine if 12" casing is large enough to achieve desired flows. The alternate bid of \$176,500 is an add-on to increase the well casing to 16".

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Fiscal Impact: Funding for this project will come from NAWS sales tax with an agreement with the North Dakota State Water Commission that the amount we spend on this project will be used as our cost share toward a future NAWS project.

It is recommended the Committee and Council accept the bid of \$560,550 and the alternate if necessary from Their Well Service for the emergency well repair project and authorize the Mayor to sign the contract.

11. Ordinances on Second Reading

- a. [Ordinance No. 5090](#) – Stop sign at the Intersection of 1st St SE and 19th Ave SE
- b. [Ordinance No. 5091](#) – Amend CMCO- Add Section 7-16 (Feral Cats)
- c. [Ordinance No. 5092](#) – Amend the 2016 Annual Budget- Airport Professional Services Contract
- d. Ordinance No. 5093 – Amend the CMCO- Section 5-6 Persons Under 21 Not to Enter Upon Licensed Premises; Exceptions