

## **FINANCE AND IMPROVEMENTS COMMITTEE**

Tuesday, July 26, 2016 – 4:15 p.m.

City Council Chambers

### **A g e n d a**

1. [Final Payments](#)
2. [Optional Relocation Assistance Policy](#)
3. [Award of Bid- North Hill Elevated Tank \(4155\)](#)
4. [Amend the 2016 Annual Budget- Homeland Security Grant](#)
5. [Amend the 2016 Annual Budget- Emergency Generator for Fire Station One \(FD0042\)](#)
6. [Pledged Assets](#)
7. [Surplus Equipment- 1997 Freightliner Fire Engine](#)
8. [Broadway Viaduct, US 83 Bypass 4 Lane, 21st Ave Extension to 30th St Memorandum of Understanding \(3529, 3979, 3849, 4040\)](#)
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MEMO TO: Finance and Improvements Committee  
FROM: City Clerk's Office  
RE: Agenda for Tuesday, July 26, 2016 - 4:15 p.m.

### 1. Final Payments

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

- a. [Bluestone Construction](#) in the amount of \$86,105.04 for the US Highway 2 Ditch Repair (4029.1)
- b. [NDDOT](#) in the amount of \$105.48 for the Western Districts Signing Project (4072)
- c. [Strata Corporation](#) in the amount of \$295,936.17 for Taxiway D and Commercial Service Ramp
- d. [Strata Corporation](#) in the amount of \$108,760.35 for Commercial Service Apron Construction

### 2. Optional Relocation Assistance Policy

The City of Minot purchased Odd's Mobile Home Park for the flood protection project. Once the mobile home park was purchased, the relocation of the mobile homes became necessary.

During the process of relocating the mobile homes, City staff and the City consultant have followed the Uniform Relocation Act (URA), current city building codes, and mobile home guidelines. None of the guidelines or codes required the City to place the relocated mobile homes on piers, however, after the process started it was brought to the City's attention certain mortgage companies or insurance companies may require the mobile homes to be placed on piers.

The City has reached out to all of the mobile home owners and provided this option to the owner. As this is an optional benefit outside the URA, it necessitates the City adopt a policy that addresses this issue.

The [Optional Relocation Assistance Policy](#) is provided for the Council's review. Staff is requesting the policy be approved and made retroactive to May 1, 2016.

It is recommended the Committee and Council approve the Optional Relocation Assistance Policy effective May 1, 2016.

### 3. Award of Bid- North Hill Elevated Tank (4155)

The City of Minot contracted with [Houston Engineering](#) in 2013 to update the City's Hydraulic Master Plan. One of the deficiencies identified during the Master Planning was a lack of storage in North Minot for adequate fire flows. After analyzing potential locations for a new tower, the best solution was to build a new larger elevated tank of 1.5 million gallons to replace the existing 500,000 gallon tank on the same site. The old checkerboard tank on 16th Street NW will be demolished.

Plans were approved by Council at the June 2016 meeting and authorized bid of this project.

Bids were opened on July 12, 2016 and the tabulation of bids is attached.

**Fiscal Impact:** This project is funded 60% with funding from North Dakota State Water Commission funds and 40% from water and sewer utility bonds.

It is recommended the Committee and Council approve the bid from Landmark Structures in the amount of \$3,336,000 for the North Hill Elevated Tank and authorize the Mayor to sign the contracts on behalf of the City.

### 4. Amend the 2016 Annual Budget- Homeland Security Grant

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It is recommended the Committee and Council pass an [ordinance](#) on first reading to amend the 2016 annual budget to increase the Fire Control revenues and expenditures for a Supplemental State Homeland Security Grant.

### 5. Amend the 2016 Annual Budget- Emergency Generator for Fire Station One (FD0042)

It is recommended the Committee and Council pass an [ordinance](#) on first reading to amend the 2016 annual budget to increase fire administration maintenance buildings and grounds expenditures and revenues and decrease the Fire Equipment Purchase expenditures and revenues for the emergency generator for fire station one.

### 6. Pledged Assets

Section 21-04-11 of the North Dakota Century Code requires securities pledged for deposits by banking institutions be approved by the City Council.

Attached is a list of the [pledged securities](#) as of June 30, 2016, to be approved at the August 1, 2016 City Council meeting.

It is recommended the Committee and Council approve the list of pledged securities as of June 30, 2016.

### 7. Surplus Equipment- 1997 Freightliner Fire Engine

The Minot Fire Department is requesting approval to surplus the 1997 Freightliner fire engine, which has been placed in reserve status. It has been identified to have a 4-foot crack in the frame, which would cost approximately \$4,500 to fix. The Fire Department will have two backup apparatus that can be put into service when necessary.

It is recommended the Committee and Council authorize the Fire Chief to sell the 1997 Freightliner fire engine and accept the sale price.

### 8. Broadway Viaduct, US 83 Bypass 4 Lane, 21st Ave Extension to 30th St Memorandum of Understanding (3529, 3979, 3849, 4040)

The City of Minot, Souris River Joint Board, and NDDOT need to enter into a memorandum of understanding for the construction of four related projects.

The Broadway Viaduct replacement project is being funded between the City and NDDOT for the bridge replacement with the flood control component being funded by State and local funds. The City's cost share for the bridge is detailed preliminarily in the agreement and will be funded with general obligation bonds. The flood control component will be funded with Flood Control Sales Taxes and State funding.

**Fiscal Impact:** The US 83 Bypass 4 lane project will be funded by the NDDOT. The City will be responsible for its share of the improvements at 21st Ave NW through the 21st Ave NW Extension to 30th St project paid for with general obligation bonds. The flood control component will be paid for with Flood Control Sales Tax and State funds and bonds as necessary.

It is recommended the Committee and Council approve the [Memorandum of Understanding](#), authorize the Mayor and City staff to execute the agreement and adopt a resolution to authorize the use of obligation bonds.

### 9. Recruitment Services for City Manager Position

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The City will again utilize the professional recruitment services of Prothman Company to assist with the employment search for the impending City Manager vacancy.

Recruitment of the City Manager position will take approximately 10 weeks to complete. Prothman Company's professional fee for recruitment is \$11,250, plus expenses. Normal expenses include consultant travel, candidate travel, advertisement, recruitment materials and fees and will cost approximately \$10,000. Placement of a qualified candidate is given a one year guarantee from date of employment. Attached to this memo is the [approved timeline](#) for the City Manager employment search.

**Fiscal Impact:** Funds for professional service fee and expenses will come from salary and benefit savings in the current City Manager department budget.

It is recommended the Committee and Council ratify the Mayor's signature on the contract with Prothman Company, for services to recruit for the impending vacation of the City Manager position.

### 10. Ordinances on Second Reading

- a. [Ordinance No. 5027](#) – Annex into City Limits Prairie Grass Addition, Block 1, Lots 1 & 2
- b. [Ordinance No. 5051](#) – Annex into City limits Section 7-155-82, SE ¼, Less Outlot 1 and County Road
- c. [Ordinance No. 5094](#) – Rezoning Section 36-156-83, Outlot 2 from C2 to M1
- d. [Ordinance No. 5095](#) – Rezoning Section 22-155-82 from AG District to P