

PUBLIC WORKS AND SAFETY COMMITTEE

Wednesday, June 1, 2016 – 4:15 p.m.

City Council Chambers

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MEMO TO: Public Works and Safety Committee
FROM: City Clerk's Office
RE: Agenda for Wednesday, June 1, 2016, 4:15 p.m.

1. FY2016 United States Department of Justice Bulletproof Vest Partnership Grant.

The Minot Police Department requests authorization to apply for and, if awarded, accept the 2016 United States Department of Justice (USDOJ) – Bulletproof Vest Partnership Grant. This has been an ongoing annual grant program which pays 50% of qualified bulletproof vest purchases. The department anticipates the need for 35 new and replacement vests (estimated cost of \$25,077.50). The maximum amount reimbursed by this grant would be \$12,538.75. This application was submitted on April 29, 2016 in anticipation of the May 16, 2016 deadline.

Fiscal Impact: Funds provided in this grant require a 50% local match. This match would be paid from the Police Department's operations budget.

It is recommended the Committee and Council ratify the application and authorize acceptance if awarded the FY2016 United States Department of Justice Bulletproof Vest Partnership Grant.

2. Authorization to Sell Surplus Rescue Truck Box- Fire Department

The Minot Fire Department is requesting approval to surplus the box of the 2000 Ford F-50 rescue truck which has been placed in reserve status. The fleet mechanic is replacing the box with a used box which will allow the department to repurpose this unit as a tow vehicle. The used box was purchased for \$3,800 using operational budget funds to meet the needs of the department and was a third of the price of what a new one would cost. The Fire Chief requests authorization to sell the box and accept the sale price.

It is recommended the Committee and Council authorize the Fire Chief to declare the box of the 2000 Ford F-50 rescue truck as surplus and accept the sale price.

3. FEMA Fire Prevention and Safety Grant

The Minot Fire Department is requesting to apply for and has prepared an application to FEMA for the Fire Prevention and Safety grant. This grant would increase the branch's ability to educate the public on fire safety. Working with the Dakota Boys and Girls Ranch, Trinity Hospital and the Salvation Army, the Fire Prevention Branch has begun developing the "How Does Fire Affect Me?" program. This program helps individuals identify the damage fire causes on a personal level including dealing with the loss of items too costly to replace. Making fire damage personal helps the public realize the cause and effect nature of their actions.

Laying the foundation for the beginning educational experience will be Sparky the fire dog. Sparky is a dog that sits in a remotely controlled fire truck. A headset is worn by the operator of the firetruck at a hidden location. The operator is able to control Sparky and speak through the device to educate the kids of fire prevention methods such as 'stop, drop and roll' and 'stay low and crawl out' as well as telling kids not to play with matches and to encourage their parents to take an active role in fire prevention in their homes.

As children age, their learning and reasoning skills become more advanced and so do the instructional lessons they learn. Children, by nature are very curious about the world around them and many will learn by doing. Fire is a very dangerous subject when it comes to learning lessons and many times the subjects do not get a second lesson. Making those lessons personal and believing what they have learned through instruction rather than experimentation is the goal of the "How Does Fire Affect Me?" program. The program will teach adolescents that some lessons are best learned in a controlled situation and with proper supervision.

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Lastly, adults are hands-on learners. The Bullex system included in this grant is a safe one-time cost system that aids in the education of the use of fire extinguishers. The fire extinguisher uses a laser light to simulate a spray pattern of the fire extinguisher while the monitor that has the simulated fire is extinguished. This system can be used indoors, year round and is easily set up and taken down.

All of these devices can be used in places where the public gathers so every person has the opportunity to learn about fire prevention and safety. Ultimately, it is the goal of the Fire Prevention Branch to make the city of Minot and its resident's conscientious of fire safety and the importance of preparation prior to an incident.

Fiscal Impact: The federal Share of this grant is 95% (\$23,191.70), Minot Fire Department's share is 5% (\$1,159.59) which will come out of the 2016 operational budget.

It is recommended the Committee and Council ratify the application by the Minot Fire Department and authorize acceptance if awarded the FEMA Fire Prevention and Safety Grant.

4. Engineering Study at the Intersection of 1st Street SE and 19th Ave SE

An investigation was recently completed regarding motorist safety at the uncontrolled intersection of 1st Street and 19th Avenue SE. The engineering study consisted of applying AASHTO's guidelines for intersection sight triangles.

The departure sight distance required for viewing west bound traffic on the major street (19th Avenue SE) is inadequate for drivers on the minor street (1st Street SE) to determine potentially conflicting vehicles approaching the intersection.

Field observations suggest that stop control at the intersection will enhance traffic operations for maneuvers onto or through the major street. Therefore, consideration should be given to installing stop signs as follows:

STOP STREET	AT ITS INTERSECTION WITH
1st Street SE	19th Avenue SE

It is recommended the Committee and Council pass an [ordinance](#) to install a stop sign at the intersection of 1st Street SE and 19th Avenue SE.

5. Request for Permanent Encroachment within City Right-of-Way - Roosevelt Elementary School

A request has been received for an [encroachment permit](#) to install a 50' strip of concrete in the boulevard on the west side of 8th Street NE in front of Roosevelt Elementary School.

The main entrance to the school faces 8th Street NE and is an active loading and unloading zone. The existing boulevard is grass and contains a narrow sidewalk. During days of inclement weather, children walk across the grass boulevard and track mud and debris into the school. The school wishes to fill in the boulevard with concrete for a length of approximately 50 linear feet to avoid the tracking of mud and debris.

Concrete boulevards within the right-of-way are interpreted as a permanent encroachment as defined in Article I Section 28-3 of the Code of Ordinances. If the City Council deems the request is warranted, it should be approved with the following recommendations:

1. The City Council approve the encroachments listed above.
2. The Owner signing the permit agrees that the costs of maintenance and replacement be his responsibility.
3. The City Attorney prepare the encroachment permit agreement, including language to protect the City from liability.
4. The City Council retains the right to revoke the encroachment permit if it becomes necessary for any reason.

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5. The property owner pays a \$100 processing fee.

It is recommended the Committee and Council approve the encroachment of a 50 linear feet concrete boulevard in front of the main entrance to Roosevelt Elementary School on the west side of 8th Street NE.

6. US Air Force Transporter Erector Route Change

The US Air Force is proposing changes to the transporter-erector (TE) routes around Minot. The proposed changes will allow the TE routes to utilize the new NE Bypass and will help to avoid railroad crossings and heavy traffic. This will also help to provide additional safety and security of TE convoys and civilian vehicles.

The proposed changes are as follows:

1. Remove Ward County Road 19 (27th St) from Ward County Road 10A south to Burdick Expressway.
2. Change Burdick Expressway E from Ward County Road 19 to US Highway 2/52 to general access.
3. Add Ward County Road 10A from Ward County Road 19 east to 55th St NE; add 55th St NE from Ward County Road 10A south to US Highway 2/52.
4. Add US Highway 2/52 from 55th St NE west to Burdick Expressway E.

It is recommended the Committee and Council concur with these proposed changes and authorize the City Engineer to send a [concurrence letter](#) to the US Air Force.

7. Sales of Handicapped Accessible Vans (4204)

The Public Works Department is requesting authorization to proceed with the sale of two handicap accessible vans. These vans are 2010 Dodge Caravans that are beyond their life expectancy. They have been replaced with two 2016 Dodge Caravans. The Public Works Director requests authorization to advertise these vans for sale to the public. Once Council has approved the sale, the department will advertise the vans and bring the recommendation to Council at the next meeting.

It is recommended the Committee and Council authorize the Public Works Director to advertise the sale of two handicapped accessible vans.

8. Award of Bid- Paving District 495 (4082)

Paving District 495 will construct an urban section roadway along 21st Avenue SE from 2nd Street SE westward to Main Street, then along Main Street to the 20th Avenue SE Frontage Road.

Fiscal Impact: The engineer's estimate for construction is \$507,016.42. The cost of the improvements will be special assessed to the benefitting properties.

Bids for this project will be opened June 1st which is past the memo deadline. A bid recommendation will be placed on the desk of the Public Works and Safety Committee.

9. Award of Bid Sertoma Complex Parking Lot (4142)

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The existing paved parking lot and pathways throughout the Sertoma Complex have come to the end of their service life. Staff has developed plans to overlay and/or replace the pavement structure throughout the complex.

Fiscal Impact: This project will be funded with \$1 million of Community Facilities Funding and \$500,000 from Recreation Department maintenance funds budgeted in 2016. The engineer's estimate is currently at \$908,271.

Bids for this project will be opened on June 1st which is past the memo deadline. A bid recommendation will be placed on the desk of the Public Works and Safety Committee.

10. 16th St and 31st Ave SW Intersection Modification – Buffering Decision and Engineering Amendment 1 (4125)
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Staff has been working through the design of the 16th St and 31st Ave SW Intersection modification project with Moore Engineering and the neighborhood of properties on Meadowlark Drive west of 16th St SW.

As a project update, a determination has been made by the Federal Highway Administration (FHWA) and NDDOT that the existing noise wall at the intersection of 16th St/31st Ave SW has no direct benefit to abating noise. Thus, the wall does not have to be reconstructed or relocated and the City does not have to repay any federal funds for the wall's removal. The project will remove this wall and not re-install it.

Also, at the request of the neighborhood and the Ward 6 Aldermen, staff has been requested to develop buffering options along the south property lines of the residential lots from 16th St to one lot west of the Meadowlark Access road. When the commercial property to the south was constructed, the City's buffering requirements were not as stringent as they are now. Staff and aldermen have fielded many complaints from the neighborhood related to the commercial development mainly centered on light, noise, garbage, and traffic.

Staff and the Aldermen have met with the neighborhood twice to develop a general consensus for solutions to the issues. The general consensus is to construct a boulevard on the north side of 31st Ave, install a 6' high vinyl fence, and provide the necessary drainage improvements along the grading limits. While the improvements will not totally eliminate all issues stated above, the improvements will help to solve most concerns.

The neighborhood is requesting that the City install these improvements at the City's cost and in return the maintenance of the fence improvements would be turned over to each property owner by agreement. To staff's knowledge, an arrangement like this has not been done in the past and could potentially set a precedent.

Staff is seeking input and direction from the Council on what improvements, if any, would be constructed with the City project.

Staff recommends at a minimum, a boulevard and drainage improvements be constructed along 31st Ave in lieu of the existing ditch which is too steep to properly maintain.

If Council directs staff to move forward with designing and installing the neighborhood requested improvements, an engineering amendment with Moore Engineering in the amount of \$9,098 for preliminary engineering would be needed. If only a boulevard and drainage improvements are authorized, the amendment would be reduced to \$7,600.

A cost estimate for the buffering has not been completely developed due to the design requirements needed, but a high level cost estimate would be in the \$80,000 to \$110,000 range for all the necessary work. There is a significant amount of grading and storm sewer improvements that have to be done, which is where most of the cost is anticipated. The fence improvements would be in the \$30,000 to \$35,000 range.

Fiscal Impact: This is an expense that will have to be paid for by the tax payers.

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If directed to move forward with the design and construction of the requested improvements, the following would be staff's recommendations:

1. Authorize a contract amendment with Moore Engineering for preliminary engineering in the amount of \$9,098 and authorize the Mayor to sign the amendment.
2. Authorize staff to complete the necessary easements and agreements with the property owners.

11. Amendment to Code of Ordinances to Add Section 7-16 – Feral Cats

At the April 2016 Public Works and Safety Committee meeting, Randy McDonald from the Souris Valley Animal Shelter presented information on a Trap-Neuter-Return (“TNR”) program he wants to implement relating to feral cats in the City of Minot. The Committee moved that the City Attorney’s Office work with Mr. McDonald to develop an [ordinance](#) that would grant exceptions to enforcement of animal control ordinances against individuals involved in a TNR program in the City of Minot.

The City Attorney’s Office received input from multiple nationwide animal organizations with regard to potential ordinances. The proposed ordinance is based, in part, off of a model TNR ordinance received from the Humane Society of the United States.

The City Attorney’s Office does not anticipate any significant administrative costs or expenses in the passage of section 7-16 and is hereby recommending that the City Council pass the proposed Ordinance, if it wishes to allow exceptions for feral cat TNR programs in the City of Minot.

12. North Hill Elevated Tank Approve Plans and Specs Call for Bids (3561)

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 will be to build a new larger elevated tank on the same site as the existing tank and demo the old tank.

Fiscal Impact: Houston Engineering has completed the plans and specifications and the project is nearly ready for bid. The engineer’s estimate for construction is just over \$3.5 million. The project will be paid for with a combination of State Water Commission funding and water and sewer utility bonds.

It is recommended the Committee and Council approve plans and specifications and authorize a call for bids. It is also recommended the council adopt a [resolution](#) approving the use of water and sewer utility bonds for the amount in excess of State Water Commission funding.

13. Award of Bid- 2016 Nuisance Abatement (4198)

Nuisance Abatement is the yearly project to address nuisances throughout the City. A list of properties will be given to the contractor to abate as necessary and as funds are available. Interim funding for this project will come from property tax as budgeted in 2016 demolition fund. Eventually, the cost to abate each property will be special assessed against each property.

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On Tuesday, May 24, 2016, bids were opened for the 2016 Nuisance Abatement project and the tabulation is as follows:

Contractor	Total Bid
Dig It Up Backhoe	\$42,958
D.L. Barkie Construction	\$39,720

The Engineer's Estimate is \$38,238. The lowest bid of \$39,720, submitted by D.L. Barkie Construction was approximately 3.7% above the Engineer's Estimate.

It is recommended the Committee and Council award the bid for 2016 Nuisance Abatement to D.L. Barkie Construction in the amount of \$39,720 and authorize the Mayor to sign the contract.

14. Ordinances on Second Reading

- a. [Ordinance No. 5074](#) – Rezone Lundeen's Addition, Lot 1
- b. [Ordinance No. 5075](#) – Rezone Meadowbrook Estates 9th Addition, Lots 1-3
- c. [Ordinance No. 5076](#) – Rezone Trestle Ridge 4th Addition, Lots 2-4
- d. [Ordinance No. 5077](#) – Amend the 2016 Annual Budget- Civic Plus City Website Upgrade
- e. [Ordinance No. 5082](#) – Rezone Lundeen's Addition, Lot 3