



Committee of the Whole  
Tuesday, January 2, 2018 - 4:15 PM  
City Council Chambers

**1. APPROVE THE 2018 POLLING LOCATION**

The June 2017 Municipal Election was conducted utilizing a central polling location at the Municipal Auditorium. Because of scheduling conflicts at the Auditorium, the polling location is proposed to be at the Armory.

**It is recommended the City Council approve the Municipal Armory as the polling location for 2018 elections.**

Documents:

[COW Jan22018.docx](#)

**2. 31ST AVE SE RECONSTRUCTION BROADWAY TO 13TH ST SE REQUEST FOR QUALIFICATIONS (4331)**

31st Ave SE from Broadway to 13th St has been slowly improved over the decades as development in southeast Minot has occurred. The roadway was constructed as a rural section roadway with a minimal pavement section and poor drainage. Over the past several years, the corridor has experienced a rapid deterioration of pavement condition as traffic volumes have increased. City staff recommended to council that the 31st Ave corridor be placed in the North Dakota Department of Transportation's (NDDOT) Urban Road Program (URP). The project was submitted in 2015 and is now in the program for a 2020 construction start.

**Recommend Council authorize the engineering department to solicit Requests for Qualifications for engineering services for the 31st Ave SE Reconstruction Project**

Documents:

[4331 - 31st Ave SE Reconstruction Request RFQ Memo.docx](#)  
[31st Ave SE Reconstruction-LOCATION.pdf](#)

**3. APPROVAL OF RENAISSANCE ZONE TAX ABATEMENT FOR 1 MAIN STREET NORTH**

The Renaissance Zone which covers most of the downtown district is a state offered housing and business development tool to promote new investment and growth through partial property tax abatement based on investment in capital improvements to buildings and property within the zone. The building located at #1 Main Street N was originally known as the First National Bank. Capital Financial Services, Inc. occupies the 2nd and 4th floors.

**Recommend the City Council approve an application for a Renaissance Zone Project filed by Corridor Investments, LLC for a five-year property tax exemption, including improvements and a five-year business investment income tax exemption on the property located at #1 Main St N (Original Minot Addition, Lot 15 Except North 8" & all of Lot 16, Block 20)**

Documents:

[RenaissanceZone1MainNMemo to CC 12-2017.pdf](#)  
[CityAssessormemmoon1stMain.pdf](#)

#### **4. APPROVAL OF SOURIS BASIN PLANNING COUNCIL SUB-RECIPIENT AGREEMENT**

As a public agency, the Souris Basin Planning Council qualifies under HUD rules to be engaged by the city through a negotiated sub-recipient agreement. There is a critical need as the City continues to aggressively move forward with multiple projects in 2018 such as connected to both single and multi-family housing, and economic development strategies to be able to have access to timely data that reflects trends as well as strengths and weaknesses to assure the City is strategically positioned to invest in activities which support the private sector. The sub-recipient agreement outlines the tasks to be carried out by the Planning Council for 2018.

**It is recommended the City Council approve a sub-recipient agreement with Souris Basin Planning Council in the amount of \$14,500 to provide support services for NDR project activities.**

Documents:

[CouncilMemoSourisBasin12-20-17.pdf](#)  
[Souris Basin sub-recipient agreement.pdf](#)

#### **5. CDM SMITH CONTRACT EXTENSION FOR CDBG-DR ALLOCATION #2 PROJECT DELIVERY SERVICES**

The current contract with CDM Smith for Allocation #2 expires December 31, 2017. It was originally entered as an agreement on May 6, 2013 and has been periodically extended. During the past several months the City has been focusing on completing projects and activities within Allocation #2 to be able to undertake grant closeouts and complete this one of the three Contracts with CDM Smith well in advance of the statutory deadline to spend all funds in this grant. Amendment No.8 extends the current agreement through June 30, 2018 with all terms and conditions remaining the same, and no new funds added to the agreement.

**It is recommended the Committee and Council approve a contract extension through June 30, 2018 with CDM Smith for project delivery services for CDBG-DR Allocation #2 with all terms and conditions remaining the same including no additional allocation of funds to existing cap.**

Documents:

[Council Memo CDM Smith Allocation 2.pdf](#)  
[Minot CDM Smith CDBG Contract 2 Amendment 8-120517.pdf](#)

#### **6. PERIMETER ROAD: FINAL PAYMENT (AIR049)**

This project was approved by City Council in December 2016 and advertised in June 2017. \$370,000.00 was budgeted in 2017 for this project; the City share was \$18,500.00.

- 1. Recommend approval of Pay Estimate #2 – Final to Wagner Construction for work completed on the Perimeter Road Reconstruction project; and**
- 2. Authorize Rick Feltner, Airport Director, to sign applicable Final Payment documentation**

Documents:

**7. LETTER OF AGREEMENT: MAGIC CITY TOWER, MOT, AVFLIGHT**

The Airport, The FAA (through Magic City Tower), and AvFlight wish to alter the way vehicle and equipment traffic is controlled in the area of the FedEx ramp at Taxiways Delta and Echo. The FAA requires that local government give the Airport Director specific authorization to approve and execute this type of LOA. All parties are in agreement with this change.

- 1. Recommend approval of the letter of agreement between Magic City Tower, Minot International Airport, and AvFlight regarding Control of Vehicles and Equipment in Movement and Non-Movement Safety Areas; and**
- 2. Authorize the Airport Director to sign the agreements**

Documents:

[MEMO Letter of Agreement Magic City Tower Airport Avflight.pdf](#)  
[MOT LOA Updated Control Of Vehicles and Equipment in Movement Safety Ar...pdf](#)  
[TW Delta\\_Echo Non\\_Movement LOA Figure.pdf](#)

**8. ASSIGNMENT OF LEASE FROM BESSETTE AVIATION TO EXECUTIVE AIR TAXI**

Bessette Aviation wishes to sell their aircraft hangar to Executive Air Taxi. As part of that transaction, they wish to assign their ground lease with the airport to the new owner as well. Executive Air Taxi would assume the lease with no changes to the current terms.

- 1. Recommend approval of the reassignment of the lease to Executive Air Taxi; and**
- 2. Authorize the Mayor to sign the agreement**

Documents:

[MEMO Bessette and Executive Air.pdf](#)  
[Bessette Aviation Lease.pdf](#)

**9. DELTA AND UNITED OPERATING AGREEMENTS**

Operating Agreements are put in place between the Airport and the Airlines in order to memorialize the legal relationship among the parties. They address issues such as rents, fees, obligations, indemnification, security, insurance, etc. A similar signatory agreement was executed with Allegiant Air in February 2017. United and Delta are now able to sign their respective agreements.

- 1. Recommend approval of the operating agreement between Delta Air Lines and City of Minot; and**
- 2. Recommend approval of the operating agreement between United Airlines and City of Minot; and**
- 3. Authorize the Mayor to sign the agreements**

Documents:

[MEMO Delta and United Agreements.pdf](#)  
[MOT Non-Signatory Use and Operating Agreement - Delta Air Lines.pdf](#)  
[MOT Non-Signatory Use and Operating Agreement - United Airlines.pdf](#)

**10. AIRPORT RAMP PARKING FEES**

Resolution No. 3575 was passed and adopted on September 21, 2017. This resolution set the airport ramp parking rate at \$5.00 per day per aircraft. It is now recommended that

a maximum fee of \$60.00 per month be instituted for aircraft weighing less than 12,500 pounds and a fee of \$15.00 per day per aircraft weighing 12,500 pounds or more.

**Recommend the City Council approve the Resolution to adjust the 2018 Rates, Fees, and Charges Pertaining the Minot International Airport Ramp Parking Fees.**

Documents:

[MEMO Ramp Parking Rates.pdf](#)  
[2018 Resolution Airport Rates Fees and Charges - Revised \(2\).pdf](#)

**11. HIGHWAY SAFETY IMPROVEMENT PROGRAM GRANT APPLICATION INTERSECTION IMPROVEMENTS AT EVERGREEN AVENUE / HIGHWAY 2/52 (4329)**

The NDDOT has requested applications for 2019 – 2022 Highway Safety Improvement Program (HSIP) grants. HSIP is a core federal-aid highway program with the purpose to achieve a significant reduction in fatalities and serious injuries on all public roads. The proposed project will restrict left-turn and crossover traffic from Evergreen Ave onto Hwy 2/52. This particular intersection has a history of severe crashes and currently ranks high among the NDDOT's urban high crash locations.

**Recommend approval of cost participation with the North Dakota Department of Transportation (NDDOT) for intersection improvements at Evergreen Ave / Highway 2/52, contingent upon project selection from the NDDOT.**

Documents:

[Memo - HSIP Application.pdf](#)

**12. TRANSPORTATION ALTERNATIVES GRANT APPLICATION WASHINGTON ELEMENTARY SAFE ROUTES TO SCHOOL (4330)**

The NDDOT has requested applications for Transportation Alternatives (TA) grants for federal fiscal year 2019. The maximum award for an urban project is \$290,000. In 2010, a comprehensive study was conducted to inventory existing safe routes to school for elementary students and to identify and prioritize infrastructure improvements necessary to expand Minot's safe route to school networks. The Washington Elementary project falls in line with necessary improvements as prioritized in the comprehensive study.

**It is recommended the City Council approve the cost participation with the North Dakota Department of Transportation (NDDOT) for the Washington Elementary Safe Routes to School project, contingent upon project selection from the NDDOT.**

Documents:

[Memo - TAP Grant Application.docx](#)  
[2019 TAP Application - Washongton Application.pdf](#)

**13. TECHNICAL REVIEW COMMITTEE SITES' RECOMMENDATION FOR DOWNTOWN GATHERING PLACE**

**It is recommended the City Council make final determination on site choice to authorize staff to commence due diligence work on Downtown Gathering Place with recommended action that Technical Review Committee's selection of Site #2 located at the NW corner of 1st Street SE and 1st Avenue (Block 11) as preferred site be affirmed as well as Site #1 located at the NW corner of 3rd Avenue SW and Broadway (Block 20) as first back up site and Site #3 located at the NW intersection of 3rd St. SE and the Canadian Pacific Rail line (Block 13) as second back up in event that due diligence discovers that Site #2 is not feasible based on HUD rules and requirements. Note: The City Council does have the**

**choice of accepting the Technical Review Committee recommendations or it can make its own decision taking into account the criteria established for site selection.**

Documents:

[CouncilmemoGatheringPlacesiteselection12-21-17.pdf](#)  
[Copy of Voting Tracker.pdf](#)  
[NDRCPPhase2ApplicationGatheringPlace.pdf](#)  
[NDRDRGRActionPlanGatheringPlace.pdf](#)  
[Downtown Gathering Place Slides for Public Meeting .pdf](#)  
[Notes Technical Review Committee\\_sjw.pdf](#)

**14. AUTHORIZATION TO AUCTION 338 WALDERS STREET**

The City Council approved purchase of 338 Walders Street for \$245,000 at its November 2, 2015 meeting and, on second reading at its December 7, 2015 meeting approved amending the 2015 annual budget to increase the highway debt service expenditures for the \$245,000 for the City's flood control project NDRC application. In the past few months, we have been reviewing acquisitions based on current fund availability and known needs, and as result of this assessment, it has become evident that there is no funding stream or current known use for 338 Walders Street which warrants City continuing to retain it.

**It is recommended the City Council grant authorization to auction the house at 338 Walders Street for relocation.**

Documents:

[CouncilMemo338WaldersStreetb.pdf](#)  
[Councilfundingfor338Walder12-7-15.pdf](#)  
[Councilapprovalof338Walder11-2-15.pdf](#)  
[memo 338 walders street 10.15.15.pdf](#)

**15. INFORMATIONAL- DISCUSSION ON GARBAGE STANDARDIZATION**

Jason Sorenson, Assistant Director of Public Works, will present information on standardizing garbage collection.

**16. AIRPORT ACTIVITIES, REPORTS, AND PROJECT UPDATES**

The Airport Director submitted a report and will be available for any questions.

Documents:

[Airport Presentation 010218.pdf](#)