

PUBLIC WORKS AND SAFETY COMMITTEE

Wednesday, February 1, 2017 – 4:15 p.m.

City Council Chambers

A g e n d a

1. [Police Patrol Vehicles on State Bid \(PD0124\)](#)
2. [Request for Permanent Encroachment within City Right-of-Way Speaker System on Main St Downtown](#)
3. [16th St and 31st Ave SW Intersection Improvements- Reject Bids \(4125\)](#)
4. [Ergonomic Initiative Grant from WSI](#)
5. [3rd Ave SE Parking](#)
6. [Award of Bid- Street Department – Utility Tractor and Mower \(4239 & STR041\)](#)
7. [Purchase of Steril-Koni Wireless Mobile Lift and Accessories \(SHP007\)](#)
8. [Amend the 2017 Annual Budget- Tractor with Mower \(STR041\) & Mobile Column Lifts and Stands \(SHP007\)](#)
9. [Bus Advertising Contract with ZZ Food Group, LLC dba J.L. Beers](#)
10. [Approval of the Title VI Plan for Minot City Transit](#)
27. [Ward County, North Dakota All – Hazards Emergency Operations Plan](#)
28. [Ordinances on Second Reading](#)
29. [Update- Automated Trash Collection and Recycling](#)
30. [Discussion- Snow Removal](#)

PUBLIC WORKS AND SAFETY COMMITTEE

February 1, 2017

Page 1

MEMO TO: Public Works and Safety Committee
FROM: City Clerk's Office
RE: Agenda for Wednesday, February 1, 2017 4:15 p.m.

1. Police Patrol Vehicles on State Bid (PD0124)

The Police Department respectfully requests City Council approval and City Manager ratification for the purchase of police patrol vehicles on State Bid contract as authorized by City Ordinance Sec. 2-134 (d). The State Bid contract for 2017 was awarded to Nelson Auto Center in Fergus Falls, MN which is where the 2015 and 2016 authorized vehicles were purchased. The State's vehicle specifications for the patrol vehicles are essentially the same as the Police Department's.

Fiscal Impact: The Police Department has been authorized to purchase four all-wheel drive police patrol vehicles in the 2017 capital purchases budget and is requesting authorization to purchase them on state contract pricing. The [quote](#) is attached for review. The vehicles are budgeted in 429-7300-421.07-93 for \$112,000 and the state contract is for \$111,799.28 for four vehicles.

It is recommended the Committee and Council approve the purchase of police patrol vehicles on State bid contract from Nelson Auto Center.

2. Request for Permanent Encroachment within City Right-of-Way Speaker System on Main St Downtown

A request has been received from the Downtown Business and Professional Association (DBPA) to install a speaker system on city owned light poles located in public right of way on Main St downtown. Also, to retain an audio control cabinet located on public right of way on 1st Ave SW approximately 60 feet west of Main St.

In the past, a speaker system was installed on the old street lighting system with the ability to play music downtown. The DBPA requested a speaker system be reinstalled as part of the project. The downtown infrastructure improvements installed conduit, speaker wire, and speaker terminal hubs on the light poles on Main St from Central Ave to Burdick Expressway. The DBPA will install their own speakers which are generally described in the agreement. The existing audio control cabinet was removed and reinstalled.

As part of the agreement, the DBPA must maintain a license to play the music on city infrastructure and for any events they host. They must also indemnify the city for any issues or claims that arise for having this equipment in city right of way.

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 in the agreement.
2. The Owner signing the permit agrees the costs of maintenance and replacement be the owner's 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.
5. The property owner pays a \$100 processing fee.

It is recommended the Committee and Council approve the [encroachment agreement](#) for the speaker system and audio control cabinet.

3. 16th St and 31st Ave SW Intersection Improvements- Reject Bids (4125)

PUBLIC WORKS AND SAFETY COMMITTEE

February 1, 2017

Page 2

Previously, Council authorized the design and bidding of an intersection improvement project at 16th St/31st Avenue SW to add capacity and remove the sight obstructions to allow the intersection to operate more efficiently. Screening work for the neighborhood is also included in the design.

On January 10, 2017 the City opened bids for the project with 10 bidders submitting. Bechtold Paving Inc. of Minot submitted the lowest bid in the amount of \$412,666.15 which is 5% below the engineer's estimate of \$435,435.96.

Currently, city staff is reviewing proposed projects and making recommendations to Council regarding projects that can be delayed to help with budget concerns. This project can potentially be delayed a year if Council chooses to do so. Delaying the project would cause the following effects:

- The intersection would continue to function with restricted movements due to sight distances
- The intersection capacity will still be inadequate at times especially the eastbound to northbound left turn capacity
- The neighborhood screening requested from residents on Meadowlark would also be delayed until the project is completed
- An increase in consulting engineering fees would be needed to rebid the project and adjust for any new conditions since the project was initially designed.

Staff feels these effects are manageable for another year, and thus it is staff's recommendation the Committee and Council reject all bids for the 16th St and 31st Ave SW Intersection Improvements and rebid this project in 2018.

4. Ergonomic Initiative Grant from WSI

The Minot Police Department is requesting authorization to apply for and if awarded, accept the Ergonomic Initiative Grant from North Dakota Workforce Safety & Insurance Agency. The grant would pay 75% of the cost of load bearing external vest carriers for police officers. The use of these vests are a trend in law enforcement to help create more ergonomic weight distribution of equipment normally worn on belts around the officer's waistline. This redistribution results in reduced lower back pain and injury. The vests also allow for greater ventilation than traditional body armor during warmer weather or times of increased physical activity.

Fiscal Impact: Reimbursement funds provided in this grant require a 75/25 local match. The total cost of the proposal is estimated to be \$40,000. The split would be \$30,000/\$10,000. The match will come from a \$10,000 donation given to the Minot Police Department on December 30, 2016 which was encumbered into the 2017 Patrol-Operations Supplies account. The donor did not specify what the donation was to be used for other than to support the police department's officers.

It is recommended the Committee and Council authorize the Police Department to apply for and if awarded, accept the Ergonomic Initiative Grant from North Dakota Workforce Safety & Insurance Agency to purchase external vest carriers for police officers.

5. 3rd Ave SE Parking

Ward County has approached the City of Minot requesting revisions to existing on street parking in front of the new County Administration Building located at 309 3rd Street SE. This request stems from the high amount of community members visiting County offices.

PUBLIC WORKS AND SAFETY COMMITTEE

February 1, 2017

Page 3

The recommended revision will produce a total of: (1) 30-minute loading and unloading zone, (4) accessible stalls and (13) 30-minute stalls. The proposed location will be on the east side of 3rd St SE, beginning at Burdick Expressway ending 384' to the north.

Please find attached a proposed [ordinance](#) for Committee and Council consideration.

It is recommended the Committee and Council pass an ordinance adopting the proposed parking revisions to accommodate the needs of the general public at the County Administration Building.

6. Award of Bid- Street Department – Utility Tractor and Mower (4239 & STR041)

On Tuesday, October 25, 2016 bids were received for a utility tractor with a pull-type mower for the Street Department.

Five bids were received and they are as follows:

Company	Equipment	Total Bid
Gooseneck Implement	JD 5085E/CX15	\$77,541.06
Northern Plain Equipment	Case IH 110C/Landpride RC 5610	\$62,498.00
Acme Tools	Kubota M5-091/Woods BW126XHD	\$61,785.00
Acme Tools	Kubota M5-091/Woods BW1260	\$62,677.00
Butler Machinery	MF4709/Schulte FX1200	\$71,336.00

Fiscal Impact: Award of this equipment was held until 2016 year-end budget was reviewed for sufficiency of funds. Funds for this purchase are available in the 2016 Capital Purchases account in the amount of \$65,000.

It is recommended the Committee and Council award the bid for a utility tractor and mower to Acme Tools for a Kubota M5-091/Woods BW126XHD in the amount of \$61,785.

7. Purchase of Steril-Koni Wireless Mobile Lift and Accessories (SHP007)

Vehicle Maintenance is requesting permission to purchase a set of four Steril-Koni Wireless Mobile Lifts and eight jack stands at a total cost of \$45,118.80. This purchase will be made off of state bid contract #395. This lift and associated equipment will be used to provide the capability of lifting of vehicles for needed repairs in the Vehicle Maintenance Shop addition.

Fiscal Impact: The funds were budgeted under account 429-7300-419.07-93 for \$55,000.

It is recommended the Committee and Council authorize the purchase of Steril-Koni wireless mobile lifts and accessories in the amount of \$45,118.80 for the vehicle maintenance shop.

8. Amend the 2017 Annual Budget- Tractor with Mower (STR041) & Mobile Column Lifts and Stands (SHP007)

It is recommended the Committee and Council pass an [ordinance](#) amending the 2017 annual budget to increase the Capital Equipment Purchase expenditures for the purchase of a new utility tractor with mower and mobile column lifts & stand. Due to spending restrictions, these items were not purchased in 2016 as budgeted. The purchases will be funded with cash reserves.

PUBLIC WORKS AND SAFETY COMMITTEE

February 1, 2017

Page 4

9. Bus Advertising Contract with ZZ Food Group, LLC dba J.L. Beers

The Public Works Department is requesting permission to renew an advertising agreement with ZZ Food Group, LLC, dba J.L. Beers to advertise on the sides of one transit bus. The contract will be for the period of April 1, 2017 through March 31, 2018. The income to the City from the advertising will be \$6,000 for the contract period.

It is recommended the Committee and Council approve the advertising agreement with ZZ Food Group, LLC dba J.L. Beers and authorize the Public Works Director to sign any necessary documentation.

10. Approval of the Title VI Plan for Minot City Transit

The City of Minot must comply with Title VI, which prohibits discrimination based on race, color or national origin for all programs and activities receiving federal financial assistance. To comply with regulations of this legislation, the City has an approved Title VI Plan; however, this plan is not specific to the Minot City Transit system. The Federal Transit Administration (FTA) recently changed guidelines to now require a separate Title VI Plan, with language specifically relating to public transit systems. The Transit Superintendent has provided a revised [Title VI Plan](#) with the necessary changes for FTA compliance. A copy of the plan is attached.

It is recommended the Committee and Council approve the Minot City Transit Title VI Plan; and further, authorize the Mayor to sign the approved plan.

11. Ward County, North Dakota All – Hazards Emergency Operations Plan

Ward County prepares the Emergency Operation Plan for the cities in Ward County. The purpose of the plan is to define the responsibilities of departments of local government and appropriate private entities, ensure a coordinated effort using the Incident Command System (ICS) by local, state, and federal government; as well as private response forces, to save lives, protect property, and the environment in the event of an emergency and/or disaster. Also, to facilitate short-term and long-term recovery activities.

The plan is updated on a regular basis and is approved by the Local Emergency Planning Committee. In addition, the plan must be adopted by each entity covered in the plan.

Therefore, the plan is presented to the Committee and Council for consideration and adoption.

It is recommended the Committee and Council adopt and pass by Resolution the Ward County, North Dakota [All – Hazards Emergency Operations Plan](#).

12. Ordinances on Second Reading

The following ordinances need to be considered on second reading:

- a. [Ordinance No. 5139](#) – Amend the 2017 Annual Budget- Library New Server Fiber Line
- b. [Ordinance No. 5140](#) – Amend the 2016 Annual Budget- Fire Insurance
- c. [Ordinance No. 5141](#) – Amend the 2016 Annual Budget- Memory Fireworks Donation
- d. [Ordinance No. 5142](#) – Amend the 2016 Annual Budget- Library Memorial Donation
- e. [Ordinance No. 5143](#) – Amend the 2016 Annual Budget- Engineering Conference Room
- f. [Ordinance No. 5144](#) – Amend CMCO- Section 12 ½ Eminent Domain
- g. [Ordinance No. 5145](#) – Amend the 2016 Annual Budget- Armory Floor Replacement

PUBLIC WORKS AND SAFETY COMMITTEE

February 1, 2017

Page 5

13. Update- Automated Trash Collection and Recycling

The Assistant Public Works Director will give a brief update on the progress of implementing automated trash collection and recycling.

14. Discussion- Snow Removal

The committee will explore enhancements and modifications to the existing snow removal plan.