



Committee of the Whole
Tuesday, March 27, 2018 - 4:15 PM
City Council Chambers

1. BUSH FOUNDATION COMMUNITY INNOVATION GRANT (G&A016)

Over the last few years, a national crisis has begun to hit home in the Magic City: the opioid epidemic. It is impacting our families, friends, and community members. The City of Minot has been awarded a grant from the Bush Foundation for \$208,000 to be used towards fighting this epidemic. The agreement had previously been approved by City Council to be signed on March 5th 2018.

It is recommended the council pass the ordinance to amend the 2018 budget to increase revenue and expenditures in Admin & General due to receiving the Bush Foundation Community Innovation Grant to fight the opioid epidemic; and authorize the Mayor to sign the budget amendment.

Documents:

[2018 Memo - Bush Foundation Community Innovation Grant.pdf](#)
[2018 BA - Bush Foundation Community Innovation Grant.pdf](#)
[Bush Foundation Grant Agreement.PDF](#)

2. ENBRIDGE SAFE COMMUNITIES GRANT (FD0081)

The fire department applied for the Enbridge Safe Community Grant to purchase a training mannequin. This mannequin would be used in training to give the firefighter a more realistic understanding of weight and maneuvering.

We recommend the Committee and Council accept the award from Enbridge Safe Communities Grant of \$1,000; and authorize the Mayor to sign the budget amendment.

Documents:

[2018 Memo - Enbridge Safe Communities Grant FD0081.pdf](#)
[2018 BA - Fire Enbridge Safe Communities Grant.pdf](#)

3. 2018 STORM SEWER REHAB AWARD OF BID (CITY PROJECT NO. 4314)

Each year, funds are allocated in the storm sewer budget to repair or replace storm sewers around town. The improvements generally consist of repairing catch basins and replacing or extending pipes to improve storm water conveyance.

It is recommended the City Council award the bid for the 2018 Storm Sewer Rehab Project to Wesslen Construction for the lowest bid of \$258,107.98.

Documents:

4. PICKUPS AND SUV BID (PROJECT NUMBER 4321)

On March 21, 2018, the Public Works Department opened bids for pickups and an SUV for multiple departments.

- 1. Recommend council award the bid to Westlie Motor Company in the amount of \$28,398.08 for the Water/Sewer Department SUV, \$33,194.16 for the Street Department pickup, \$29,256.16 for the Landfill pickup, and \$30,327.32 for the Traffic pickup.**
- 2. Recommend the additional \$694.16 be funded with Street Department remaining capital funds due to bids coming in under budget.**

Documents:

[4327 - Memo to council - pickups and suv.pdf](#)

5. INDUSTRIAL WHEEL LOADER (PROJECT NUMBER 4326)

On March 15, 2018, the Public Works Department opened bids for an industrial wheel loader for the Street Department.

- 1. Recommend council award the industrial wheel loader bid to Butler Machinery in the amount of \$25,993.59 per year for a 5-year lease.**
- 2. Recommend approval of the attached budget amendment for the lease purchase option for the industrial wheel loader.**

Documents:

[4326 - Memo to council - Wheel Loader.pdf](#)

[2018 BA - Industrial Wheel Loader Lease from Fund 429 to GF Dept 40 \(4326\).pdf](#)

6. WIDE-AREA TURF MOWER (PROJECT NUMBER 4327)

On March 8, 2018, the Public Works Department opened bids for a new wide-area turf mower for the Street Department.

It is recommended the City Council award the bid to Gooseneck Implement in the amount of \$50,992.31 for the wide-area turf mower.

Documents:

[4327 - Memo to council - Turf Mower.pdf](#)

7. SKID STEER LOADER TRADE (PROJECT NUMBER 4271/STR045)

Over the past few years Public Works has bid multiple skid steers with a guaranteed annual trade amount. This program has helped the departments be more productive by having a new machine under warranty with minimal downtime for repairs. The trade deals work out to a rate of \$5-\$11 per hour which is less than typical rental rates for a similar piece of equipment.

It is recommended the City Council approve a budget amendment to the 2018 Street Department budget for the purchase of a new skid steer loader.

Documents:

[4271 - Memo to council - track skidsteer trade.pdf](#)

[2018 BA- Skid Steer Loader 4271.pdf](#)

8. PERMIT FEES FOR ENCROACHMENT AGREEMENTS ASSOCIATED WITH OUTDOOR DINING AREAS

On February 6, 2017, the City Council approved Ordinance No. 5151, amending Chapter 28, Streets, Sidewalks and Grounds, by adding a section 28-3.1, Outdoor Dining Areas; Permits; Applications; Encroachment Agreements. This ordinance established the application requirements for authorization of outdoor dining areas that encroach more than forty-two inches (42") into the public sidewalk along downtown streets.

1. **Recommend approval of a permit fee of thirty-five dollars (\$35.00) for an Encroachment Agreement required as part of the application for an outdoor seating area in the Central Business District; and**
2. **Recommend adoption of the Permit Fee Resolution to require said fee for all such applications; and**
3. **Authorize the Mayor to sign the agreements.**

Documents:

[CC Memo- outdoor seating.pdf](#)
[Resolution- Outdoor Seating Fee.pdf](#)

9. ASSIGNMENT OF LEASE, T-HANGAR NO. 2

There is one (1) vacancy out of sixteen (16) t-hangars owned by the Airport. Protocol established a policy of a waiting list for vacancies. Scott Keller is the next interested party on the waiting list.

Mr. Scott Keller has indicated interest in renting a t-hangar for a monthly rent of \$75.00 per month, and will abide by the lease terms and obligations. The lease term is month-to-month, which may be terminated by the City or the Tenant with a 30-day written notice.

1. **Recommend approval of the Airport Lease, T-Hangar between the City of Minot and Scott Keller for T-Hangar No. 2 for \$75.00 per month; and**
2. **Authorize the Mayor to sign the agreement**

Documents:

[MEMO T-Hangar 2.pdf](#)
[No. 2 Scott Keller.pdf](#)

10. PROPERTY TAX ABATEMENT REQUEST FOR 2017 BY MICHAEL SCHIELE

Michael Schiele has filed a property tax abatement for the 2017 tax year for his home located at 3200 15th St SE. He is asking the 2017 assessment be reduced from \$279,000 to \$238,762. The home was built in 2008 and is a split foyer style with 1,293 square feet above ground plus a finished daylight basement. The owner did not allow an appraiser from our office to review the property inside as required by NDCC 57-23-05.1. Mr. Schiele did not include any evidence or support for his request with the application.

Based on the information we currently have for the property on file and based on other similar homes in the area, we believe the request is without merit and we recommend the City Council deny the request.

Documents:

[Michael Schiele Abatement Agenda item for Council.docx](#)
[schiele attachments.pdf](#)

11. WELLS FARGO DIRECT PURCHASE PROGRAM

The Wells Fargo Direct Purchase Program would replace the existing employee credit

cards with purchase cards issued to authorized employees. These cards would reduce/eliminate the need for multiple charge accounts at various vendors. This program would improve efficiency, reduce costs and produce revenue to the city. Attached is the preliminary pricing provided. Updated pricing is expected the week of March 19th.

It is recommended the City Council approve implementation of the Wells Fargo direct purchase program.

Documents:

[COW March262018.pdf](#)

[Value Proposition.pdf](#)

[Copy of City of Minot Payment Manager Pricing \(6\).pdf](#)

[CityofMinot_Proposal_20170911.pdf](#)

[Copy of 031518 - City of Minot Payment Manager Pricing.xlsx \(002\).xlsx](#)

12. AIRPORT ACTIVITIES, REPORTS, AND PROJECT UPDATES

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

Documents:

[Airport Committee Presentation 032718.pdf](#)