

**FINANCE AND IMPROVEMENTS COMMITTEE**

Tuesday, March 28, 2017 – 4:15 p.m.

City Council Chambers

A g e n d a

1. [Final Payments](#)
2. [Authorization of City Treasurer to Countersign all Orders on the City Treasury](#)
3. [State Small Business Credit Initiative – U.S. Department of Treasury](#)
4. [Award of Bid- Landfill Compactor GPS Technology \(4262\)](#)
5. [Landfill Land Purchase \(LFLAND & 3458\)](#)
6. [Award of Bid- 2017 Pavement Markings \(4275\)](#)
7. [Award of Bid- Skid Steer Bids - Water and Sewer Department \(4186\)](#)
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## **FINANCE AND IMPROVEMENTS COMMITTEE**

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MEMO TO: Finance and Improvements Committee  
FROM: City Clerk's Office  
RE: Agenda for Tuesday, March 28, 2017 - 4:15 p.m.

### **1. Final Payments**

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

- a. [NDDOT](#) in the amount of \$29,931.67 for the 6<sup>th</sup> St Underpass Project (3236)

### **2. Authorization of City Treasurer to Countersign all Orders on the City Treasury**

During the interim period without a Finance Director, the City Treasurer was given the authority to countersign all orders on the city treasury and all purchase agreements. The new Finance Director, Mr. David Lakefield, will begin employment with the City on April 3, 2017. As such, these temporary duties assigned to the City Treasurer will terminate on April 3, 2017 per City ordinance:

Article III – City Officers – Division 3. City Auditor – Sec. 2-60. (g) specifically states: “To draw and countersign all orders on the city treasury in pursuance of any order or resolution of the city council, and to keep a fully accurate account thereof in books provided for that purpose.”

It is recommended the Committee and Council approve the termination of the City Treasurer to countersign all orders on the City Treasury and all purchase orders and authorize the new Finance Director to assume these duties effective April 3, 2017.

### **3. State Small Business Credit Initiative – U.S. Department of Treasury**

The City participates in the State Small Business Credit Initiative (SSBCI) administrated by the Lewis and Clark Regional Development Center by having the Finance Director serve on the loan committee.

The obligations require the Finance Director to participate in conference calls, on an as needed basis, to review loan applications and approve or disapprove the loan request. The Comptroller was approved at the February 6, 2017 City Council meeting to fill in until a new Finance Director was hired.

The Executive Director of the Minot Area Development Corporation also serves in this capacity.

To replace the Comptroller in this position with the new Finance Director requires City Council action. With the new Finance Director starting April 3, 2017, this temporary duty will revert back to the Finance Director.

It is recommended the Committee and Council appoint the new Finance Director to the loan committee for the State Small Business Credit Initiative administered by the Lewis and Clark Regional Development Center.

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### 4. Award of Bid- Landfill Compactor GPS Technology (4262)

The City of Minot recently requested proposals for qualified vendors to provide and install a GPS management system for landfill grade and compaction for the City landfill. The project will consist of outfitting the existing compactor with a user interface and GPS equipment. This equipment along with a back office software package assists landfill staff with maintaining finished grade elevations in the MSW landfill and ensuring maximum compaction is achieved in all areas. This system enables the operator, through an in-cab touch screen, the ability to see exactly how much trash can be pushed into an area to prevent overfilling of areas and also know the compaction density of the working space.

Four vendors submitted proposals for this project. The RFP was written with very detailed requirements for service, equipment and training and each vendor was rated against those requirements. The four proposals were ranked as follows:

Company	Total Score (200)	Equipment Cost	Annual Costs
GeoLogic	192	\$55,603	\$3,780
RDO	187	\$48,662	\$5,895
Butler	174	\$44,900	\$7,564
GeoShack	124	\$51,965	\$9,100

After careful consideration, the proposal submitted by GeoLogic was selected to provide the products and services outlined in the RFP. You will notice GeoLogic did not submit the lowest cost proposal, but their annual subscription and licensing costs are over two thousand dollars per year lower than the rest of the proposers. The cost of operation becomes equal after just over three years.

**Fiscal Impact:** Funds for this purchase were budgeted in Landfill capital purchases in the amount of \$60,000.

It is recommended the Committee and Council approve the purchase of the landfill GPS technology system from Geologic in the amount of \$55,603.

### 5. Landfill Land Purchase (LFLAND & 3458)

In 2015, the City of Minot worked with CPS Engineering to draft a landfill master plan. Through that planning effort it became apparent that at current disposal rates the landfill had approximately 10 years of capacity left. For the past couple years, staff has looked into the feasibility of expansion within the current boundaries and have been in negotiations with neighboring landowners. The staggering cost estimates of expansion into old landfill areas made land purchase negotiations a more viable approach.

Staff most recently discussed a land purchase with the family which owns quarters of land adjacent to the east and south of our existing operations. An agreement has been made with the owner to purchase both quarters (317.48 acres) of land for \$4,000,000. This purchase would be made contingent upon approval from the ND Department of Health on a pre-application process which is required for any permit modifications and subject to a suitability study and soil borings. Some agreed to terms of the purchase

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include: no transfer of mineral rights, prorated payment of taxes, and the owner doesn't want surplus land sold off for development.

This land purchase would be a 100+ year solution to landfill capacity issues. Staff feels the price is fair when compared to the alternatives of creating additional capacity within our current footprint or trying to start a new operation at an alternate location. Additional land is the only alternative that is truly feasible and gives the City the freedom to expand operations with minimal complications.

**Fiscal Impact:** Funding for this was budgeted in the 2017 landfill budget to include CDBG-DR \$67.5M Grant, ND State Land Trust Grant, bonding, and cash reserves.

It is recommended the Committee and Council approve the purchase of land for \$4,000,000 to expand the Landfill and authorize the Public Works Director to sign any documents at closing.

### 6. Award of Bid- 2017 Pavement Markings (4275)

On March 14, 2017 bids were opened for the 2017 Pavement Markings Project. The scope involves citywide placement of approximately 505,000 linear feet of long line striping, stop bars, crosswalks and 1000 square feet of pavement marking message arrows.

A tabulation of the only bid received is shown below:

<b>Bidder</b>	<b>Total Price</b>
West River Striping Co.	\$129,895.00

The Engineer's estimated cost for this project was \$149,495. The only bid of \$129,895 was submitted by West River Striping Co. and is approximately 13% under the Engineer's Estimate.

**Fiscal Impact:** The funds for this project are budgeted in the 2017 Traffic Division's Budget.

It is recommended the Committee and City Council award the bid for 2017 Pavement Markings to West River Striping Co. in the amount of \$129,895.

### 7. Award of Bid- Skid Steer Bids - Water and Sewer Department (4186)

On Wednesday, February 10, 2016 bids were opened for a skid steer for the Water and Sewer Department.

Three bids were received and they are as follows:

<b>Bidder Name</b>	<b>Make/Model</b>	<b>Base Bid</b>	<b>Trade-In</b>	<b>Bid Price</b>
Butler Machinery	Cat 262D	\$51,513	\$31,500	\$20,013
Swanston Equipment	Bobcat S650	\$39,557	\$33,000	\$6,557
Titan Machinery	Case SV280	\$56,400	\$35,000	\$21,400

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**Fiscal Impact:** Funds for this are budgeted in the Water Distribution and Sewage Collection Capital Purchases account 140-0000-165.03-90.

It is recommended the Committee and Council award the bid to Swanston Equipment for the Bobcat S650 in the amount of \$6,557 plus the trade-in of a 2015 New Holland L225.

### 8. Award of Bid - Structure Demolition and Site Restoration Round 4 (3755.4)

On March 13, 2017, bids were opened for [structure demolition and site restoration](#). There were five bidders as follows:

Contractor	Bid
Berger Enterprises, LLC.	\$1,225,435.00
Dig It Up Backhoe Service, Inc.	\$1,244,567.50
AE2S Construction	\$1,287,511.37
Excavating Inc.	\$1,630,311.00
Strata Corporation	\$2,105,785.00

All bids were reviewed and the required documentation and attachments were provided.

**Fiscal Impact:** The demolitions include properties purchased for the flood control project and blighted properties. The properties purchased for the flood control project will be funded with CDBG-DR and State Water Commission funds. The blighted properties will be funded with North Dakota Housing Finance Grant funds.

It is recommended the Committee and Council award the bid to Berger Enterprises, LLC. for the City of Minot Structure Demolition and Site Restoration Round 4 – Project No. 3755.4 and further authorize the Mayor to sign the necessary documentation.

### 9. Auditorium Upper Arena Seating

Bids were opened on Tuesday, March 21 at 11 am to remove and replace the Upper Arena Seating in the Minot Auditorium. There was only one bid received from School Products and Equipment in the amount of \$417,981.50.

**Fiscal Impact:** The new seats will replace the original wooden seating along with the upper metal seating, which was installed sometime in the 1970's. The Minot Recreation/Auditorium has \$500,000 in the 2017 budget for this project. The money will come from the Sales Tax Improvements Fund.

It is recommended the Committee and Council award the bid to School Products and Equipment for the Upper Arena Seating in the Minot Auditorium in the amount of \$417,981.50.

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### 10. Amend the 2016 Annual Budget- MREFPP

It is recommended the Committee and Council pass an [ordinance](#) on first reading amending the 2016 annual budget to increase account 430-9500-419.07-93 by \$135,000 for sales tax flood control funds previously approved by City Council for the Mouse River Enhanced Flood Protection Plan.

### 11. Award of Bid- 2017 Nuisance Abatement (4274)

This 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.

**Fiscal Impact:** Interim funding for this project will come from property tax allocated by the Council. Eventually, the cost to abate each property will be special assessed against each property.

On Tuesday, March 14, 2017 at 11:00 am, bids were opened for the 2017 Nuisance Abatement Project. Below are the bid tabulations that show the bid comparisons as they relate to the Engineer's estimate of \$21,715. The apparent lowest bid of \$21,920 was submitted by Dig It Up Backhoe Service, Inc. The bid was approximately 1.0% above the Engineer's Estimate.

<b>Contractor</b>	<b>Total Bid</b>
DL Barkie	\$29,520
Dig It Up Backhoe	\$21,920
Hanson's Excavating	\$27,245

It is recommended the Committee and City Council approve the apparent low bid from Dig It Up Backhoe Service, Inc. for 2017 nuisance abatement in the amount of \$21,920 and authorize the Mayor to sign the contract.

### 12. Ordinances on Second Reading

The following ordinances need to be considered on second reading:

- a. [Ordinance No. 5172](#) - Rezone Jacks 3rd Addition, the South 323.95' of Lot 6 and All of Lot 8 from AG District to C2 District
- b. [Ordinance No. 5180](#) - Amending the 2017 Annual Budget- Main Street Alley Reconstruction
- c. [Ordinance No. 5181](#) - Amend CMCO - Licensee to Close at Certain Times
- d. [Ordinance No. 5182](#) - Amend CMCO - Relating To Declaration of Nuisances Generally

### 13. Storm Sewer District 122 Revised Engineers Report (4197)

Attached is the revised [engineer's report](#) for Storm Sewer District 122. The purpose of this district is to reduce the street and property flooding that occurs on 18th Ave SW during minor rain storms. This district was prioritized by the Council's storm sewer ad hoc committee and programmed into the City's capital improvements plan.

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Two alternatives have been developed for this project based on citizen input. Alternative 1 installs storm sewer on 18th Ave SW from Broadway to 9th St and north on 6th St and 4th St to 17th Ave. Alternative 2 installs storm sewer on 18th Ave SW from Broadway to 6th St only. Both alternatives reduce the street flooding for smaller more frequent storm events. However, alternative 2 does not provide much benefit for larger less frequent storm events. Alternative 2 is approximately half the cost of alternative 1 and it is also the preferred alternative from the property owners in attendance at the second public meeting for this project. The Finance Director has asked this project be bonded over 10 years.

**Fiscal Impact:** The project will also replace watermain in the project limits using watermain replacement funds estimated at \$230,560. 18th Ave SW will also receive an asphalt overlay which will be paid for with street improvement funds estimated at \$229,570. Under Alternative 1, the estimated assessment district cost is \$2,944,220.48 with half being paid by storm sewer development funding and the other half special assessed. Under Alternative 2, the estimated assessment district cost is \$1,589,679.42 with half being paid by storm sewer development funding and the other half special assessed.

The total project cost of all improvements is \$3,404,350.48 in Alternative 1 and \$2,049,809.42 for Alternative 2.

If the council wishes to proceed with this district, it is recommended the following resolutions be created:

1. Create Storm Sewer District 122
2. Direct Preparation of the Engineer's Report.
3. Approve the Engineer's Report with the selection of Alternative 2 for storm sewer.
4. Waive the resolution of necessity for Storm Sewer District 122 since the improvements constitute an improvement covered in NDCC 40-22-01.1.
5. Direct the preparation of plans and specifications.
6. Approve Plans and Specifications
7. Authorize a Call for Bids
8. Set the bond term for 10 years per the finance director's recommendation.