

PUBLIC WORKS AND SAFETY COMMITTEE

March 1, 2017

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Members Present:

Jantzer, Kossan, Podrygula, Shomento, Straight, Schuler

Members Absent:

Berg

Others Present:

City Clerk, City Manager, City Attorney, HR Director, Airport Director, City Assessor, City Engineer, Traffic Engineer, Fire Chief, Police Chief, Public Works Director, Assistant Public Works Director, Public Information Officer, Auditorium/Recreation Director, Alderman Lehner, Alderman Sipma, Josh Wolsky, Jill Schramm

To the Honorable Mayor and All Aldermen:

Following are the recommendations of the **Public Works and Safety Committee** meeting called to order at 4:15 p.m. on March 1, 2017:

1. The City Council award the bid for Main Street Alley from 2nd Ave SW to 3rd Ave SW reconstruction to Minot Paving Co., Inc. in the amount of \$47,557.50; authorize the Mayor to sign the contract; and pass an ordinance on first reading amending the 2017 annual budget. (4223.2)

The above motion by Alderman Podrygula, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

2. The City Council approve the low bid from Bechthold Paving for the 2017 Street Patching Project in the amount of \$ 354.092.50 and authorize the Mayor to sign the contract. (4244)

The above motion by Alderman Podrygula, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

3. The City Council approve the low bid from Astech Corporation for the 2017 Street Seal District Project in the amount of \$692,310.52 and authorize the Mayor to sign the contract. (4246)

The above motion by Alderman Podrygula, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

4. The City Council approve the low bid from Bechtold Paving, Inc. for the 2017 Street Improvement District Project in the amount of \$971,994.25 and authorize the Mayor to sign the contract. (4247)

The above motion by Alderman Podrygula, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

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5. The City Council award Phase 3 of the Downtown Infrastructure Improvements Project to Wagner Construction in the amount of \$5,356,852.18, contingent on federal government agency approvals and authorize the Mayor to sign the necessary documents to award the contract. (3608, 3630, 4073)

The above motion by Alderman Podrygula, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

6. The City Council adopt a resolution to approve the plan and specifications for the NE Water Transmission project and authorize a call for bids. (4156)

The above motion by Alderman Podrygula, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

7. The City Council adopt a resolution to approve the plans and specifications for the 30th Ave Gravity Sewer project; authorize a call for bids; and adopt a resolution declaring official intent to reimburse all or a portion of the expenditure made for costs of the projects out of the proceeds of an obligation, as defined in the Regulations. (3490.5)

The above motion by Alderman Podrygula, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

8. The City Council place and pass the following ordinances on second reading:

- a. Ordinance No. 5153 – Rezone Highlander Estates Addition, Lot 13 from R4 to C1**
- b. Ordinance No. 5155 – Amend the 2016 Annual Budget- Council Approved Expenditures/Expenses**
- c. Ordinance No. 5156 – Amend the 2016 Annual Budget- Internet Crimes Against Children Grant (PD0126)**
- d. Ordinance No. 5157 – Amend the 2016 Annual Budget- National Disaster Resilience Competition**
- e. Ordinance No. 5158 – Amend the 2017 Annual Budget- City SAN Replacement (IT0012)**
- f. Ordinance No. 5159 – Amend the 2017 Annual Budget- GIS Software (ENG014) As Amended**

The above motion by Alderman Podrygula, seconded by Alderman Straight, and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

9. The City Council deny the request by Daniel & Kari Danielson of 1824 14th St SW for a permit for additional animals.

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The above motion by Alderman Podrygula, seconded by Alderman Shomento.

Kevin and Julie Nissen, of 1828 14th St SW, appeared in opposition to the request for an additional animal permit. Mr. Nissen read his letter to the committee, expressing their concerns and stated the neighbor currently has more dogs at his residence than what is listed on the application. He said, the animals had not been registered or vaccinated until animal control required them to do so when applying for this permit. He brought pictures showing one of the cats roaming the neighborhood and four dogs in the backyard, not three. He pointed out that their son leaves his four dogs at his neighbor's home on many occasions to be watched as well. Robert Crane, of 1815 Tammy Drive, also provided a letter of opposition to the Committee but was not able to attend the meeting. Mr. Crane, who lives across the street from the applicant was not contacted about the petition. Mrs. Nissen pointed out, they are not able to enjoy their backyard or their garden due to the smell and constant barking from the dogs.

The committee asked the Police Chief if he had any input on the matter. Chief Olson stated, the Animal Control Officer did not list any complaints regarding the permit. Alderman Schuler asked if the Danielson's wanted to respond, however they were not in attendance.

The City Attorney informed the committee, as required by the ordinance, a public hearing will be held in front of the City Council. Perhaps the Danielson's were only planning on attending the hearing. The committee's vote will be only be their recommendation to the full City Council.

Alderman Straight stated, he appreciated that the permit application was submitted, however there is a fine line not only do tax payers have the right to own animals but other tax payers have right to quiet and to be able to enjoy their homes.

Whereupon a vote was taken on the above motion by Alderman Podrygula, seconded by Alderman Shomento and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

10. The City Council award the bid for Main Street Alley from Central Ave W to 1st Ave SW reconstruction to Minot Paving Company, Inc. in the amount of \$51,747.50 and authorize the Mayor to sign the contract. It is also recommended to pass an ordinance on first reading amending the 2017 annual budget for Main Street Alley Reconstruction projects. (4223.1)

The above motion by Alderman Jantzer, seconded by Alderman Shomento.

Upon questioning from Alderman Straight, The City Engineer stated the Main Street alley reconstruction project will help with the drainage around the parking garages. When completed the alleys will be regraded to match the elevation of the parking garages.

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Whereupon a vote was taken on the above motion by Alderman Jantzer, seconded by Alderman Shomento and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

11. The City Council approve the low bid from JMAC Resources for the 2017 Sidewalk, Curb and Gutter Replacement Project in the amount of 173,119.25 and authorize the Mayor to sign the contract. (4245)

The above motion by Alderman Kossan, seconded by Alderman Shomento.

Upon questioning by Alderman Shomento, the City Engineer explained why the engineers estimate was \$212,939 when the City will only spend up to the budgeted amount of \$120,000. Mr. Meyer first indicated that it is required before the start of the project that bids must be done to have a set cost for assessment needs. When a need for repair is identified as a safety issue, the City Engineer’s office notifies the property owner of the needed repair work and give the property owner the option of repairing it themselves or hire the city contractor to repair the sidewalk. If the city is to do the repairs the cost will be assessed to the property owner at the contractor’s price. The \$120,000 is for work the city needs to do but because the special assessments will be refunded to the city they do not factor in this budget.

Alderman Schuler asked the City Engineer if all new projects include more easily accessible handicap ramps for the sidewalks. He replied by saying, there is special funding that helps and each new project is being upgraded to install the ramps.

Whereupon a vote was taken on the above motion by Alderman Kossan, seconded by Alderman Shomento and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

12. The City Council select JLG/KLJ as the City’s consultant for the Trinity Hospital Plan Review and Field Inspection Services, authorize the City Engineer to negotiate a scope and fee, and authorize the Mayor to sign the contract. (4248)

The above motion by Alderman Kossan, seconded by Alderman Straight.

Upon questioning by the Committee, the City Engineer said the inspection services consultant is necessary due to the size of the project. The City would need to increase the number of staff members in order to handle this project as well as all of the other projects overseen by the Engineering and Inspections Departments. Alderman Shomento asked how the inspection consultant will be paid for, to which Mr. Meyer responded by saying, the cost will be covered by the permit fees and what is not covered will be charged to Trinity. The cost is yet to be determined as it will depend on the scope of the work and the number of crew members required to build. Once this is determined through the permit application the charge of the fees will be calculated.

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The City Attorney pointed out, this motion is to approve the selection of an inspection consultant, but the agreement with Trinity about the cost is currently being discussed and will be brought to the committee at a later date for approval.

Upon questioning by Alderman Jantzer, the City Engineer reviewed the chain of operations process between the City and the firm that is hired to do the inspections. Any questioning on the codes or change orders must be presented to the City Engineer’s office and the city staff will go to the site and make any calls that need to be done or changed. Reports will be relayed on weekly basis.

Whereupon a vote was taken on the above motion by Alderman Kossan, seconded by Alderman Straight and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

13. The City Council authorize the Fire Chief to enter into negotiations for the services of EAPC as architects/engineers for the Fire Station 3 Remodel Project and further authorize the Mayor to sign all necessary documents.

The above motion by Alderman Jantzer, seconded by Alderman Straight.

At the request of the Committee, the Fire Chief explained the request and the need for the remodel. She said, the Request for Qualifications (RFQ) was advertised to select an architectural engineering firm to assist in the remodel of the Station 3 living quarters. The plan is to remodel the living quarters and leave the existing bay areas. Working with the Airport, they have reviewed qualification packets from five different firms and narrowed it down to EAPC. The company has an extensive history doing projects in North Dakota specifically on career fire stations and have teamed up with Ulteig, a company engineering firm the airport has contracted with. They will be guiding the project to maximize to the City’s ability to get the FAA funding.

Upon questioning by Alderman Shomento, the Fire Chief explained, Station No. 3 is unique as it is a dual station which responds to calls for the City and the Airport. By using Ulteig, the City hopes to maximize the ability to receive FAA funding by clearly identifying in an articulation agreement which side is responsible for which costs. The funding is 45% FAA, 5% Airport and 50% from the City.

Whereupon a vote was taken on the above motion by Alderman Jantzer, seconded by Alderman Straight and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

14. The City Council authorize the Public Works Director to advertise for bids for one automatic ticket vending machine to install at Minot City Auditorium. (4269)

Alderman Jantzer moved to approve the purchase of the automatic ticket vending machine to install at the Minot City Auditorium. Motion seconded by Alderman Straight.

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The Public Works Director clarified, he is requesting approval to advertise for bids for the automatic ticket vending machine, but is not purchasing it yet.

Alderman Jantzer amended his motion. Alderman Straight amended his second.

Upon questioning by Alderman Shomento, the Public Works Director stated, tickets are currently sold at Utility Billing, MarketPlace Foods, CashWise Foods and at the Public Works building. This would make it more convenient for the riders and will be located in the entryway of the Auditorium.

Whereupon a vote was taken on the above motion by Alderman Jantzer, seconded by Alderman Straight and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

15. The City Council approve the purchase of a handicapped accessible van from the North Dakota State Bid in the total amount of \$39,195; authorize the Public Works Director to sell current van using a sealed bid process; and authorize the Mayor to sign any documents on the City’s behalf. (4270)

The above motion by Alderman Shomento, seconded by Alderman Jantzer.

The Public Works Director said, they are requesting to purchase the van using the state bid because Harlow’s is the only vendor in the state that provides these vans and therefore is the lowest bid. The van being replaced will be placed on auction to be sold.

Whereupon a vote was taken on the above motion by Alderman Shomento, seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

16. The City Council adopt a resolution to approve the plans and specifications for the NAWS – Sundre Line Relocation and authorize a call for bids. (4195)

The above motion by Alderman Jantzer, seconded by Alderman Straight.

Upon questioning by Alderman Shomento, The Public Works Director explained the comment “the State Water Commission has committed to allowing 65% of the Sundre Relocation project cost as credit toward cost share of future NAWS projects.” He said, all of the NAWS projects have a cost share of 65% from the State Water Commission and 35% from the City. The State Water Commission agreed to pay the 65% of the cost for this project but they do not have the funding available right now, so the amount will be credited toward a future project when money is available. Alderman Shomento asked if the City has \$12.9 million available to which the Public Works Director responded by saying, there is \$34 million currently in the NAWS account.

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Whereupon a vote was taken on the above motion by Alderman Jantzer, seconded by Alderman Straight and carried by the following roll call vote: ayes: Schuler, Kossan, Jantzer, Podrygula, Shomento, Straight. nays: none.

17. Snow Management

The Public Works Director explained, he sent the City of Minot snow plan to several other cities including Bismarck, Fargo, Grand Forks, Sioux Falls, SD and Missoula, MT. He stated, Missoula staff contacted him and said they downloaded the Minot snow plan and intend to implement it in their city. He also said, he heard back from Bismarck and is compiling the comments as well as the findings of the internal review from staff and will submit it to the committee for discussion during the next meeting.

The street crews are continuing to remove snow in residential areas to widen the roads and clear the storm drains for snow melt. They are also maintaining their usual work of sanding and salting in the event of snowfall. They are still running two shifts, one at night and one during the day, running 8 hour shifts. The new Street Superintendent, Kevin Braaten, has been with the City for 22 years and is doing a great job jumping in and taking over the duties. As for the accumulating snow piles by the ball parks, they are monitoring snow melt to make sure the parking lot will be opened by the time the fields are needed. If necessary, the snow will be spread out to help it melt quicker.

18. Update on Broadway Bridge Replacement

On February 28, 2017 the City Engineer's office met with the DOT and Broadway Bridge contractor Lunda Construction out of Black River Falls, Wisconsin who has experience with large bridges similar to the Broadway Bridge. They presented the schedule and stated, construction will start on March 20th. Starting that day or possibly the day before, Broadway will go down to head to head traffic on the southbound or west side of Broadway Bridge. The transition will start at the signal at 5th Ave and Broadway by First Lutheran Church and transition back to five lane traffic at 2nd Ave. Construction on the northbound or east side of bridge will last all construction season. Central Ave will be closed to through traffic and a detour route will be directed to 2nd Ave to get downtown. He encouraged the public to find alternative routes until the bridge is complete in order to cut down traffic congestion. The northbound lane or east side is slated to open with two new lanes November 1, 2017. Central Ave will be a right in or right out movement only because intersection is being raised 2 1/2 feet and will have to close through the winter of 2017 and 2018 until the southbound side is complete. Work is expected to be completed at the end of 2018.

Alderman Schuler asked about the traffic plan, to ensure the public made aware of the changes as soon as possible and to adequately prepare. Mr. Meyer stated, they have a couple of portable reader boards to place along Broadway so traffic can disburse sooner to go around the construction. Alderman Schuler would like to see the marquees up at least 7-10 days before construction starts so the community is ready. The City will submit the request to the DOT.

There being no further business, the Public Works and Safety Committee meeting was adjourned at 5:03 pm.

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Respectfully Submitted,
Kelly Matalka,
City Clerk