

City of Minot

Regular City Council Meeting
Monday, April 3, 2023, at 5:30 PM

City Council Chambers, City Hall (515 2nd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. MAYOR'S REPORT

3.1. PROCLAMATION

Documents:

[MHS CHEER TEAM PROCLAMATION 2023 NEW.PDF](#)

3.2. PROCLAMATION

Documents:

[MILITARY CHILD MONTH PROCLAMATION.PDF](#)

4. CITY MANAGER'S REPORT

Documents:

[04-03-2023 CITY MANAGER REPORT.PDF](#)

5. CITY ATTORNEY REPORT

Documents:

[2023-4.PDF](#)
[MYS-SCHEDULE-23 \(1\).PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the March 20, 2023 Regular City Council meeting.

Documents:

[03202023 COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

It is recommended City Council approve the following ordinances on second reading:

- 1. Ordinance No 5827 - Zoning Map Amendment - Highlands at North Hill 7th Addition**
- 2. Ordinance No 5828 - Zoning Map Amendment - Norton's Addition**
- 3. Ordinance No 5829 - Zoning Map Amendment - Norheim Heights**
- 4. Ordinance No 5830 - 2023 BA - Bel Air SRTS Permanent Easement**
- 5. Ordinance No 5831 - 2023 BA - FY22 CYBER SECURITY GRANT (2023190001)**
- 6. Ordinance No 5832 - 2023 BA - Library-Inventory Scanner**
- 7. Ordinance No 5833 - 2023 BA - SBPC Business Accelerator Fund**

Documents:

[ORDINANCE NO 5827 - ZONING MAP AMENDMENT - HIGHLANDS AT NORTH HILL 7TH ADDITION.PDF](#)
[ORDINANCE NO 5828 - ZONING MAP AMENDMENT - NORTONS ADDITION.PDF](#)
[ORDINANCE NO 5829 - ZONING MAP AMENDMENT - NORHEIM HEIGHTS.PDF](#)
[ORDINANCE NO 5830 - 2023 BA - BEL AIR SRTS PERMANENT EASEMENT.PDF](#)
[ORDINANCE NO 5831 - 2023 BA - FY22 CYBER SECURITY GRANT \(2023190001\).PDF](#)
[ORDINANCE NO 5832 - 2023 BA - LIBRARY-INVENTORY SCANNER.PDF](#)
[ORDINANCE NO 5833 - 2023 BA - SBPC BUSINESS ACCELERATOR FUND.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the administrative approvals.

Documents:

[ADMIN APPROVALS 04032023.PDF](#)

6.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended City Council approve the payroll for period of February 12, 2023 through March 25,2023 in the amount of \$3,374,737.00 and the bills and transfers for March in the amount of \$9,759,892.66.

Documents:

[MARCH 2023 CHECKS.PDF](#)
[MARCH 2023 P CARDS.PDF](#)
[MARCH 2023 TRANSFERS.PDF](#)
[PAYROLL.PDF](#)

6.5. MEMORANDUM OF UNDERSTANDING FOR THE SKILLBRIDGE PROGRAM

Presented by Mikayla McWilliams, City Clerk

RECOMMENDED ACTION

It is recommended City Council approve the Memorandum of Understanding for the Skillbridge Program and authorize the City Clerk to sign.

Documents:

[MEMORANDUM OF UNDERSTANDING - SKILLBRIDGE MEMO.PDF](#)
[SKILLBRIDGE MOU.PDF](#)

6.6. 16TH STREET SW RECONSTRUCTION ENGINEERING SELECTION (4780)

Presented by Lance Meyer

RECOMMENDED ACTION

- 1. It is recommended City Council select Apex Engineering Group as the most qualified firm;**
- 2. Authorize the City Engineer to negotiate a scope and fee; and**
- 3. Authorize the Mayor to sign the contract.**

Documents:

[16TH ST SW RECONSTRUCTION ENGINEERING SELECTION MEMO.PDF](#)

6.7. STREET DEPT TRUCK - AWARD OF BID AMENDMENT (4636)

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council amend the bid from Westlie Truck Center in the amount of \$2,061.00 for a total bid award of \$176,438.00 for the Street Department tandem axle truck and associated equipment.

Documents:

[MEMO - AWARD OF BID AMENDMENT - TANDEM TRUCKS.PDF](#)

6.8. APPROVE MEMORANDUM OF AGREEMENT REGARDING FINANCING OF SIREN UPGRADES

Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council approve the proposed Memorandum of Agreement between Ward County and electing cities in Ward County to

finance upgrades to their outdoor warning sirens.

Documents:

[SIREN LOAN MOA.PDF](#)
[LETTER TO CITIES - SIRENS.PDF](#)
[SIREN MOA - DRAFT.PDF](#)

- 6.9. PROJECT BEE SUBRECIPIENT AGREEMENT FOR BROADWAY CIRCLE (CDBG20)
Presented by Harold Stewart, City Manager

RECOMMENDED ACTION

- 1. It is recommended City Council approve the sub-recipient agreement with Project Bee in the amount of \$1,783,960 to construct 17 units of affordable LMI housing units; and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[PROJECT BEE 1ST ALLOCATION SUBRECIPIENT AGREEMENT MEMO.PDF](#)
[PROJECT BEE LMI HOUSING SUBRECIPIENT AGREEMENT ALL 1 \(1\).PDF](#)

- 6.10. FRONT MOUNT MOWER ACQUISITION ADVERTISEMENT FOR BIDS
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

It is recommended City Council approve the specifications and authorize a call for bids.

Documents:

[MEMO AIRPORT MOWER SPECIFICATIONS.PDF](#)
[SPECIFICATIONS - FRONT MOUNT MOWER.PDF](#)

- 6.11. RECOMMENDATION OF DESIGN & CONSTRUCTION ENGINEERING SERVICES - LIBRARY PARKING LOT
Presented by Janet Anderson, Library Director

RECOMMENDED ACTION

- 1. It is recommended City Council approve the selection of Ackerman-Estvold as the design and construction engineering firm for Minot Public Library's parking lot improvements;**
- 2. Authorize City Staff to negotiate the scope and fee of the contract; and**
- 3. Authorize the Mayor to sign necessary contracts.**

Documents:

[MPL PARKING LOT IMPROVEMENTS MEMO.PDF](#)
[RFQ MPL PARKING LOT LEGAL AD.PDF](#)
[RFQ MINOT PUBLIC LIBRARY PARKING LOT IMPROVEMENT.PDF](#)
[MPL PARKING LOT SCORE SHEETS_2023.PDF](#)

- 6.12. TYLER TECHNOLOGIES CONTRACT AMENDMENT FOR POLICE DEPARTMENT
Presented by John Klug, Chief of Police

RECOMMENDED ACTION

- 1. It is recommended City Council approve the amendment to the agreement with Tyler Technologies; and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[TYLER TECHNOLOGIES AMENDMENT FOR PUBLIC SAFETY ANALYTICS.PDF](#)
[MINOT-WARD, ND ANALYTICS AMENDMENT 032923.PDF](#)

7. ACTION ITEMS

- 7.1. STORM SEWER DISTRICT 124 ENGINEERING SELECTION (4707)
Presented by Lance Meyer

RECOMMENDED ACTION

- 1. It is recommended City Council select Ackerman Estvold as the most qualified firm;**
- 2. Authorize the City Engineer to negotiate a scope and fee;**
- 3. Authorize the Mayor to sign the contract; and**
- 4. Approve the budget amendment on 1st reading.**

Documents:

[STORM SEWER DISTRICT 124 ENGINEERING SELECTION MEMO.PDF](#)
[25. 2023 BA - POLARIS PARK SSD 124.PDF](#)

- 7.2. TRAFFIC SIGNAL DISTRICT 2022-1 AWARD OF BID (4727)
Presented by Lance Meyer

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid to Main Electric in the amount of \$530,165.00;**
- 2. Authorize the Mayor to sign the contract;**
- 3. Pass the attached budget ordinance on 1st reading; and**

4. Pass the attached reimbursement resolution.

Documents:

[TRAFFIC SIGNAL DISTRICT 2022-1 AWARD OF BID.PDF](#)
[AE BID RECOMMENDATION.PDF](#)
[26. 2023 BA - TRAFFIC SIGNAL DISTRICT 2022-1.PDF](#)
[REIMBURSEMENT RESOLUTION TRAFFIC SIGNAL DIST 2022-1.PDF](#)

7.3. RECYCLING RFP – PROCESSOR SELECTION (4199.1)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council award the contract for processing recyclable materials to Dem-Con Companies for a 3-year period;**
- 2. Authorize the mayor to sign the contract; and**
- 3. Approve the budget amendment to allocate funds for recyclable materials processing.**

Documents:

[MEMO - RECYCLING PROCESSOR - AWARD OF CONTRACT.PDF](#)
[RECYCLING CONTRACT - CITY OF MINOT 2023-2026.PDF](#)
[24. 2023 BA - RECYCLING PROCESSOR SELECTION.PDF](#)

7.4. APPROVAL OF 2024 BUDGET SCHEDULE

Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council approve the 2024 budget schedule.

Documents:

[2024 BUDGET SCHEDULE MEMO.PDF](#)
[BUDGET SCHEDULE 2024.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

10. ADJOURNMENT