

City of Minot

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

City Council Chambers, City Hall (10 3rd 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. MPO STEERING COMMITTEE APPOINTMENT
4. CITY MANAGER'S REPORT

Documents:

[06-05-2023 CITY MANAGER REPORT.PDF](#)
[2022 FDHU PROGRAM AND SERVICES NUMBERS.PDF](#)
[2023 -5 - MAY BOD AGENDA.PDF](#)
[2023-04 AIRPORT CITY COUNCIL PRESENTATION.PDF](#)
[MAY BOARD PACKET_CITY CONTRACT.PDF](#)

5. CITY ATTORNEY'S REPORT

Documents:

[2023-6.PDF](#)

6. PUBLIC HEARING

- 6.1. PUBLIC HEARING: RENAISSANCE ZONE CONDITIONAL APPROVAL: PROJECT M-103, BRADLEY SHIMFESSEL, 1924 3RD STREET NW
Presented by Jonathan Rosenthal

RECOMMENDED ACTION

It is recommended City Council grant conditional approval of Renaissance Zone Case M-103 by Bradley Shimfessel for a five-year property tax exemption including improvements. Advances to the State for their conditional approval.

Documents:

[CC MEMO M-103 CONDITIONAL APPROVAL.PDF](#)
[M-103 AS AMENDED.PDF](#)

7. CONSENT ITEMS

7.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the May 15, 2023 Regular City Council meeting and the minutes of the May 16th, 17th, 18th, and 24th Budget Tour meetings.

Documents:

[05152023 COUNCIL MEETING MINUTES.PDF](#)
[05162023 BUDGET TOURS.PDF](#)
[05172023 BUDGET TOURS.PDF](#)
[05182023 BUDGET TOURS.PDF](#)
[05242023 BUDGET TOURS.PDF](#)

7.2. ORDINANCES

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

- 1. Ordinance No 5853 - 2023 BA -Cemetery Survey**
- 2. Ordinance No 5854 - 2023 BA - Property Maintenance Custodial Floor Scrubber- CA Reserves**
- 3. Ordinance No 5855 - 2023 BA -Library Increase Consultant-Salaries**
- 4. Ordinance No 5856 - 2023 BA - 2023 Watermain Replacement**
- 5. Ordinance No 5859 - Zoning Map Amendment - Main Street North**

Documents:

[ORDINANCE NO 5853 - 2023 BA -CEMETERY SURVEY.PDF](#)
[ORDINANCE NO 5854 - 2023 BA - PROPERTY MAINTENANCE CUSTODIAL FLOOR SCRUBBER- CA RESERVES.PDF](#)
[ORDINANCE NO 5855 - 2023 BA -LIBRARY INCREASE CONSULTANT-SALARIES.PDF](#)
[ORDINANCE NO 5856 - 2023 BA - 2023 WATERMAIN REPLACEMENT.PDF](#)
[ORDINANCE NO 5859 - ZONING MAP AMENDMENT - MAIN STREET NORTH.PDF](#)

7.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the administrative approvals.

Documents:

[ADMIN APPROVALS 06052023.PDF](#)

7.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended City Council approve the payroll for the period of April 23, 2023 through May 20, 2023 in the amount of \$2,250,887.15 and the bills and transfers for May in the amount of \$5,037,326.64.

Documents:

[PAYROLL.PDF](#)
[CITY COUNCIL BILLS PAID- MAY 2023.PDF](#)
[MAY 2023 PCARDS.PDF](#)
[MAY ELECTRONIC TRANSFERS.PDF](#)

7.5. GAMING SITE AUTHORIZATIONS - RENEWALS

Presented by Mikayla McWilliams and Chief John Klug

RECOMMENDED ACTION

It is recommended City Council approve the following organizations to conduct games of chance during the license year of July 1, 2023 through June 30, 2024 at the following locations:

ND Association for the Disabled, Inc

- o **The Drop Zone (101 S Main St)**

American Foundation for Wildlife

- o **Landing Bar and Bottle Shop (2015 N Broadway)**

Magic City Lions Club

- o **Rockin Horse (2625 E Burdick Exwy)**
- o **Spicy Pie Minot (1100 N Broadway)**
- o **1685 (1912 Valley Bluffs Dr)**

Documents:

[MEMO- GAMING SITE AUTHORIZATIONS - RENEWAL.PDF](#)

7.6. MINOR SUBDIVISION PLAT - NORHEIM HEIGHTS 2ND ADDITION

Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create Norheim Heights 2nd Addition.

Documents:

[CC MEMO - NORHEIM HEIGHTS 2ND ADDITION - MINOR PLAT.PDF](#)
[ATTACHMENT A - NORHEIM HEIGHTS 2ND ADDITION.PDF](#)

7.7. HOUSING NEEDS AND MARKET ANALYSIS CONSULTANT SELECTION

Presented by Brian Billingsley

RECOMMENDED ACTION

1. **It is recommended City Council select Stantec Consulting Services, Inc. as the lead consultant for the project; and**
2. **Authorize the Mayor and Finance Director to sign the agreement.**

Documents:

[CITY COUNCIL MEMO - HOUSING STUDY CONSULTANT SELECTION.PDF](#)
[PROFESSIONAL SERVICES AGREEMENT \(STN 05-31-2023\) WITH ATTACHMENTS.PDF](#)

7.8. MINOT AIR FORCE BASE MUTUAL AID AGREEMENT

Presented by Chief Kelli Kronschabel

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the Minot Air Force Base Fire Department Mutual Aid Agreement with the Minot Fire Department.

Documents:

[MAFB MOU MEMO.PDF](#)
[MAA MINOT CITY.PDF](#)

7.9. MEMORIAL TABLE PURCHASE FOR STATION 5

Presented by Chief Kelli Kronschabel

RECOMMENDED ACTION

It is recommended City Council approve to spend the donated memorial funds from retired Firefighter Dick Hendershot's family to purchase a custom dining room table built locally.

Documents:

[MEMORIAL TABLE MEMO.PDF](#)
[FIRESTATION 5.PDF](#)
[39. 2023 BA - FIRE MEMORIAL TABLE DONATION.PDF](#)

7.10. 2023 SIGNAL CABINET IMPROVEMENT AWARD OF BID (4774)

Presented by Stephen Joersz, Traffic Engineer

RECOMMENDED ACTION

1. **It is recommended City Council to award the bid for the construction portion of the 2023 Signal Cabinet Improvement to the low bidder, Main**

- Electric Construction Inc., in the amount of \$368,140.00; and**
2. Authorize the Mayor to sign the agreement.

Documents:

[4774 - 2023 SIGNAL CABINET IMPROVEMENT AWARD OF BID MEMO.PDF](#)
[A. 2023 SIGNAL CABINET IMPROVEMENT COVER SHEET.PDF](#)

- 7.11. US 2 AND 42ND ST SE CHIP SEAL BID CONCURRENCE (4724)
Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council concur with the bid submitted by Asphalt Surface Technologies Corporation to the NDDOT.

Documents:

[US 2 AND 42ND ST SE CHIP SEAL BID CONCURRENCE MEMO.PDF](#)
[REQUEST FOR CONCURRENCE OF AWARD_23622_NDDOT_CITY OF MINOT.PDF](#)

- 7.12. US 83 BYPASS CHIP SEAL BID CONCURRENCE (4725)
Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council concur with the bid submitted by Asphalt Surface Technologies Corporation to the NDDOT.

Documents:

[US 83 BYPASS CHIP SEAL BID CONCURRENCE MEMO.PDF](#)
[REQUEST FOR CONCURRENCE OF AWARD_23622_NDDOT_CITY OF MINOT.PDF](#)

- 7.13. BURDICK EXPRESSWAY ADA UPGRADES FINAL PAYMENT (4396)
Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council approve the final payment to the NDDOT in the amount of \$2,239.90.

Documents:

[FINAL PAY REQUEST.PDF](#)
[4396 BURDICK EXPRESSWAY ADA UPGRADES FINAL PAYMENT MEMO.PDF](#)

- 7.14. BURDICK EXPRESSWAY MAJOR REHABILITATION FINAL PAYMENT (4394)

Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council approve the final payment to the NDDOT in the amount of \$9,018.11.

Documents:

[4394 BURDICK EXPRESSWAY MAJOR REHAB AND SIGNALS FINAL PAYMENT MEMO.PDF](#)
[FINAL PAY APPLICATION.PDF](#)

7.15. NDDOT BRIDGE INSPECTION AND LOAD RATING FINAL PAYMENT (4512)

Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council approve the final payment to the NDDOT in the amount of \$5,244.25.

Documents:

[NDDOT BRIDGE INSPECTION AND LOAD RATING FINAL PAYMENT MEMO.PDF](#)
[FINAL PAYMENT.PDF](#)

7.16. CITY HALL RETAINING WALL ENGINEERING CONTRACT AMENDMENT 5 (4398)

Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council approve contract amendment 5 and authorize the Mayor to sign the amendment.

Documents:

[KLJ CONTRACT AMENDMENT 5.PDF](#)
[CITY HALL RETAINING WALL ENGINEERING CONTRACT AMENDMENT 5 MEMO.PDF](#)

7.17. 16TH STREET AND 37TH AVENUE SW MILL & OVERLAY FINAL PAYMENT (4592)

Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council approve the final payment to the NDDOT in the amount of \$8,267.24.

Documents:

16TH ST AND 37TH AVE SW MILL AND OVERLAY FINAL PAYMENT
MEMO.PDF
FINAL PAY APPLICATION.PDF

- 7.18. ASSIGNMENT OF LEASE BOURGAULT INDUSTRIES INC. TO PERRY WEISBERG
FOR LOT 5, SOUTHSIDE HANGAR ADDITION, MINOT INTERNATIONAL AIRPORT
Presented by Maria Romanick, Airport Operations and Maintenance Manager

RECOMMENDED ACTION

- 1. It is recommended City Council approve the consent to assign lease to Perry Weisberg from Bourgault Industries; and**
- 2. Authorize the Mayor to sign consent to assign lease.**

Documents:

20230512 MEMO CONSENT TO ASSIGN LEASE BOURGAULT.PDF
LOT 5 BOURGAULT INDUSTRIES.PDF
LEASE TRANSFER REQUEST.PDF
CONSENT TO ASSIGN LEASE.PDF

- 7.19. LEASE RENEWAL LOT 30, SOUTH SIDE HANGAR ADDITION
Presented by Maria Romanick, Airport Operations and Maintenance Manager

RECOMMENDED ACTION

It is recommended City Council approve renewal option of lease terms for Lot 30, South Side Hangar Addition owned by Mark Sandstrom.

Documents:

MEMO SANDSTROM LEASE RENEWAL.PDF
REQUEST FOR RENEWAL.PDF
LOT 30 MARK SANDSTROM.PDF

- 7.20. CONSIDER BIDS AND AWARD CONTRACT FOR CONTINUOUS FRICTION
MEASURING EQUIPMENT (CFME)
Presented by Maria Romanick, Airport Operations and Maintenance Manager

RECOMMENDED ACTION

- 1. It is recommended City Council authorize City staff to accept lowest compliant bid from Halliday Technologies for the Continuous Friction Measuring Equipment (CFME) and associated attachments which opened on April 24, 2023; and**
- 2. Approval to apply for funding, accept if awarded, and have the Mayor, City Attorney and the Airport Director sign contracts, grants, and necessary documents.**

Documents:

[20230320 MEMO AIRPORT SRE CFME AWARD RECOMMENDATION.PDF](#)
[RECOMMENDATION OF AWARD LETTER.PDF](#)
[BID TAB CFME.PDF](#)

- 7.21. APPROVE THE CONTRACT WITH THE ND OFFICE OF STATE TAX COMMISSIONER FOR COLLECTION OF CITY SALES TAX

Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council approve the contract with the State Tax Commissioner for the collection of City sales tax for the period July 1, 2023- June 30, 2025 and authorize the Finance Director to sign the contract.

Documents:

[SALES TAX CONTRACT MEMO.PDF](#)
[OFFICE OF STATE TAX COMMISSIONER.PDF](#)

- 7.22. JOINT POWERS AGREEMENT WITH DAKOTA COLLEGE AT BOTTINEAU FOR FUNDING OF IMPROVEMENTS TO THE CTE

Presented by David Lakefield

RECOMMENDED ACTION

- 1. It is recommended City Council approve the JPA with Dakota College at Bottineau relating to the additional \$1,842,093 funding to be provided to the CTE project;**
- 2. Approve the corresponding budget amendment to appropriate the funds; and**
- 3. Authorize the Mayor to sign the agreements.**

Documents:

[CC MEMO FOR JPA WITH BOTTINEAU COLLEGE FOR HUB CITY FUNDING.PDF](#)
[JOINT POWERS AGREEMENT_CTE_HUB_CITY_FUNDING_FINAL.DOCX - SIGNED 5-25-2023.PDF](#)
[15. 2023 BA - JPA WITH DCB FOR CENTER FOR TECH ED.PDF](#)

- 7.23. APPROVE BUDGET AMENDMENT FOR MACA FUNDING REQUEST

Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment on first reading for the MACA Carnegie Center funding request of \$58,728 and approve the use of Sales Tax Improvements cash reserves.

Documents:

MACA FUNDING MEMO.PDF
38. 2023 BA - MACA FUNDING REQUEST FOR CARNEGIE CENTER.PDF
ACKERMAN ESTVOLD BUILDING EVALUATION REPORT.PDF
LIST OF PRIORITIES FROM MACA.PDF

- 7.24. APPROVE 2020 ROUND 2 STRUCTURE DEMOLITION FINAL PAYMENT
Presented by Chris Plank, NDR Program Manager

RECOMMENDED ACTION

It is recommended City Council approve the final payment to HSG Park Joint Ventures, LLC in the amount of \$15,015.60 for the 2020 Round 2 Structure Demolition project.

Documents:

CITY COUNCIL MEMO HSG PARK JOINT PAYOFF.PDF
2020 ROUND 2 DEMO - HSG PARK JOINT VENTURE, LLC.PDF

- 7.25. APPROVAL OF JOB DESCRIPTION AND RECLASSIFICATION OF CITY COMMUNICATION AND ENGAGEMENT MANAGER
Presented by Lisa Jundt

RECOMMENDED ACTION

It is recommended City Council approve the job description and grade reclassification for the Communications and Engagement Manager.

Documents:

MEMO APPROVING JOB DESCRIPTION AND RECLASSIFICATION OF COMMUNICATIONS AND ENGAGEMENT MANAGER.PDF
COMMUNICATION AND ENGAGEMENT MANAGER.PDF

- 7.26. RECYCLING TRANSPORT SERVICES – CONTRACT AWARD (4199.2)
Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council award the contract for recycling transport services to 1 Call Septic Services, Inc. for a two-year period; and**
- 2. Authorize the Mayor to sign the contract.**

Documents:

MEMO - TRANSPORT SERVICES - AWARD OF CONTRACT.PDF
RECYCLING TRANSPORTATION CONTRACT.PDF

8. ACTION ITEMS

8.1. ORDINANCE NO 5840 - HUMAN RELATIONS COMMITTEE

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

1. Ordinance No 5840 - Human Relations Committee

Documents:

[ORDINANCE NO 5840 - HUMAN RELATIONS COMMITTEE.PDF](#)

8.2. 2022 PAVEMENT MANAGEMENT PLAN FINAL REPORT (4680)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council receive and file the 2022 Pavement Management Plan final report.

Documents:

[2022 PAVEMENT MANAGEMENT PLAN FINAL REPORT MEMO.PDF](#)
[CITY OF MINOT ND COUNCIL PRESENTATION_REV2B.PDF](#)
[MINOT ND PAVEMENT MANAGEMENT REPORT IMS 2023 FINAL.PDF](#)

8.3. CONSIDER RFPS FOR LEASE OR SALE OF CITY-OWNED RENAISSANCE AND CENTRAL PARKING RAMPS

Presented by Jonathan Rosenthal

RECOMMENDED ACTION

Staff seeks guidance from the City Council to consider advertising Request For Proposals (RFPs) for enhanced development of parking ramps property and associated air rights located at 205 1st Street SW and 5 1st Street SW known as Renaissance/City Hall and Central Garages. Renaissance ramp may present use issues the Central ramp does not.

Documents:

[CCMEMO ON PARKING RAMPS JUNE2023 .PDF](#)
[BROCHURE.PDF](#)
[RFP - DOWNTOWN PARK RAMPS_JUNE 23DRAFT.PDF](#)

8.4. ALCOHOL ORDINANCE REWRITE

Presented by Stefani Stalheim, Chief John Klug, and Mikayla McWilliams

RECOMMENDED ACTION

1. **It is recommended City Council retain Swanson & Warcup, Ltd. to assist the City with a comprehensive review and rewrite of its alcohol ordinances;**
2. **Authorize City staff to negotiate a contract; and**
3. **Authorize the Mayor to sign the contract.**

Documents:

[ALCOHOL ORDINANCE REWRITE MEMO_5.5.23.PDF](#)

8.5. CONTRACT NEGOTIATIONS FOR CITY MANAGER

The City Council may discuss or provide City staff with negotiating instructions regarding the City Manager's contract.

8.5.i. EXECUTIVE SESSION: CITY MANAGER CONTRACT NEGOTIATION

The topic of discussion will be the City Manager's Contract. The City Council may hold an executive session to discuss negotiating strategy or provide negotiating instructions regarding the City Manager's Contract if an open meeting would have an adverse fiscal effect on the bargaining strategy and litigating position of the City. See N.D.C.C. 44-04-19.1(9), and N.D.C.C. 44-04-19.2.

9. PERSONAL APPEARANCES

10. MISCELLANEOUS AND DISCUSSION ITEMS

10.1. MYMINOT APP & GIS UPDATE

Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

There is no recommended action for this item. This is an informational presentation regarding the myMinot App ([HTTPS://WWW.MINOTND.GOV/738/REPORT-A-CONCERN](https://www.minotnd.gov/738/report-a-concern)) and the Minot GeoHub ([HTTPS://GEOHUB-MINOTND.HUB.ARCGIS.COM/](https://geohub-minotnd.hub.arcgis.com/)).

Documents:

[MYMINOT AND GIS PRESENTATION MEMO.PDF](#)

11. ADJOURNMENT