

City of Minot

Regular City Council Meeting
Monday, July 10, 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. PROCLAMATION

Documents:

[MHS GIRLS SOCCER INDIVIDUAL PROCLAMATION 2023.PDF](#)
[MHS GIRLS SOCCER TEAM PROCLAMATION 2023.PDF](#)

4. CITY MANAGER'S REPORT

Documents:

[07-10-2023 CITY MANAGER REPORT.PDF](#)
[6-JUNE 2023 MONTHLY.PDF](#)

5. CITY ATTORNEY'S REPORT

Documents:

[2023-7.PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the June 19, 2023, Special City Council meeting and the June 19, 2023, Regular City Council meeting.

Documents:

[06192023 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)
[06192023 COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

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

1. **Ordinance No 5864 - 2023 BA - Paving District #2021-1 (4585)**
2. **Ordinance No 5865 - 2023 BA - Airport Exit Lane Upgrade**

Documents:

[ORDINANCE NO 5864 - 2023 BA - PAVING DISTRICT 2021-1 \(4585\).PDF](#)
[ORDINANCE NO 5865 - 2023 BA - AIRPORT EXIT LANE UPGRADE.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 07102023.PDF](#)

6.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended City Council approve the payroll for the period of May 21, 2023, through June 17, 2023, in the amount of \$2,336,830.84 and the bills and transfers for June in the amount of \$9,568,021.80.

Documents:

[JUNE PAYROLL.PDF](#)
[COPY OF CITY COUNCIL BILLS PAID- JUNE 2023.PDF](#)
[JUNE 2023 PCARDS.PDF](#)
[JUNE 2023 TRANSFERS.PDF](#)

6.5. MAYORAL APPOINTMENT

It is recommended City Council confirm the following reappointment for the Minot Public Library Board:

- **Mark Lyman with a term to expire June 2026.**

6.6. ALCOHOL ORDINANCE REVIEW AND REWRITE COMMITTEE APPOINTMENT

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

RECOMMENDED ACTION

It is recommended City Council confirm the following appointments for the Alcohol Ordinance Review and Rewrite Committee:

- **Mayor Tom Ross**
- **Alderman Paul Pitner**
- **Brett Tinnes**
- **Adam Hoffman**
- **Jon Hanson**

Documents:

[MEMO -ALCOHOL ORDINANCE COMMITTEE APPOINTMENTS.PDF](#)

6.7. CITY REPRESENTATION ON VARIOUS BOARD APPOINTMENTS

Presented by Harold Stewart

RECOMMENDED ACTION

It is recommended City Council approve the City Representatives to the following boards:

- **ND Water Users - Jason Sorenson**
- **ARBI - Jason Sorenson**
- **Souris River Joint Board - Jason Sorenson**
- **NAWS Authority - Jason Sorenson, David Lakefield, Mayor Tom Ross, and Bob Schemp**

Documents:

[CC MEMO FOR VARIOUS BOARD APPOINTMENTS.PDF](#)

6.8. ANIMAL PERFORMANCE PERMIT - MAGIC CITY BEVERAGE

Presented by John Klug, Chief of Police

RECOMMENDED ACTION

It is recommended City Council approve the Animal Performance Permit for the Anheuser-Busch Clydesdales private event located at 3025 East Burdick Expressway, Minot, ND, and the ND State Parade route located in Minot, ND; and authorize the Mayor to sign.

Documents:

[MEMO FOR CLYDESDALES ANIMAL PERFORMANCE PERMIT \(2023\).PDF](#)
[2023 ANIMAL PERFORMANCE PERMIT - MAGIC CITY BEVERAGE.PDF](#)

6.9. MINOR SUBDIVISION PLAT: EAST SIDE ESTATES 5TH ADDITION

Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create East Side Estates 5th Addition.

Documents:

[CC MEMO - EAST SIDE ESTATES 5TH ADDITION.PDF](#)

- 6.10. MARATHON GRANT ACCEPTANCE
Presented by Chief Kelli Kronschnabel

RECOMMENDED ACTION

It is recommended City Council allow the acceptance of \$5,140 from Marathon Community Investments Program for the CrewForce Incident upgrade project.

Documents:

[MARATHON DONATION MEMO.PDF](#)
[45. 2023 BA - FIRE MARATHON GRANT.PDF](#)
[MARATHON GRANT AGREEMENT.PDF](#)

- 6.11. STATE OF NORTH DAKOTA OFFICE LEASE AGREEMENT
Presented by Chief Kelli Kronschnabel

RECOMMENDED ACTION

It is recommended City Council approve the following lease agreement between the State of North Dakota and the City of Minot for use of office space for the North Dakota Fire Marshal's Office within the Minot Fire Department.

Documents:

[OFFICE LEASE AGREEMENT MEMO.PDF](#)
[23-00 NDID - 6-27-23 MINOT FIRE DEPT LEASE.PDF](#)

- 6.12. 2023 SANITARY SEWER REHAB – REJECT BIDS (4756)
Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council reject the bids and authorize the Utilities Department to rebid the project in the fall.

Documents:

[MEMO - BEACON_4TH - REJECT BIDS.PDF](#)

- 6.13. BROADWAY WATERMAIN UPSIZING - FINAL PAYMENT (4584)
Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the final payment for the North Broadway Water System Improvements Project to Kemper Construction in the amount of \$13,466.60.

Documents:

[4584 - 2023 NORTH BROADWAY WATER SYSTEM IMPROVEMENTS FINAL PAYMENT MEMO.PDF](#)
[PAY APP 6_FINAL_RECOMMENDED.PDF](#)

6.14. PURCHASE OF AUTO-TITRATOR FOR WATER TREATMENT PLANT

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve a budget amendment to allocate additional funding for the Water Plant to purchase an auto-titrator.

Documents:

[MEMO - WATER PLANT AUTOTITRATOR PURCHASE.PDF](#)
[42. 2023 BA - AUTO-TITRATOR PURCHASE.PDF](#)

6.15. WELL F SITE WORK AND PIPING - FINAL PAYMENT (4681)

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the final payment to Wagner Construction, Inc. in the amount of \$34,791.74.

Documents:

[4681 - WELL F SITE WORK - FINAL PAYMENT.PDF](#)
[WELL F_WAGNER_PAY APP 3 - FINAL.PDF](#)

6.16. CITY HALL REHABILITATION - BUDGET AMENDMENT (4466)

Presented by Lance Meyer, PE, City Engineer

RECOMMENDED ACTION

It is recommended City Council pass on 1st reading the attached budget amendment for incidentals costs relating to the City Hall relocation.

Documents:

[CITY HALL REHABILITATION BA MEMO.PDF](#)
[44. 2023 BA - CITY HALL REMODEL INCIDENTAL EXPENSES \(2016380001\).PDF](#)

6.17. 2023 WAYFINDING APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE A

CALL FOR BIDS (4620)

Presented by Stephen Joersz, PE, PTOE

RECOMMENDED ACTION

It is recommended City Council approve the plans and specifications for Wayfinding Phase 1 and authorize a call for bids.

Documents:

[4620 WAYFINDING APPROVE PLAN SPECS CALL FOR BIDS MEMO.PDF](#)
[R19042.01_MINOTWAYFINDINGSIGNAGE_PLANS.PDF](#)

6.18. APPROVE CHANGES TO THE CDBG-DR CITIZEN PARTICIPATION PLAN

Presented by Chris Plank, NDR Grant Manager

RECOMMENDED ACTION

It is recommended the Mayor and City Council approve the clerical changes to the Citizen Participation Plan.

Documents:

[CITY COUNCIL MEMO - CITIZEN PARTICIPATION PLAN.PDF](#)
[CITIZEN PARTICIPATION PLAN REVISED JUNE 2023.PDF](#)

6.19. AUTHORIZE ADVERTISEMENT FOR AUCTION/SALVAGE OF FLOOD BUYOUT PROPERTIES

Presented by Chris Plank, NDR Grant Manager

RECOMMENDED ACTION

It is recommended City Council authorize advertisement for the auction and/or salvage for properties located at 2719 12th Ave SW, 2723 12th Ave SW, 2816 14th Ave SW & 19 5th Ave NE.

Documents:

[CITY COUNCIL MEMO - AUCTION-SALVAGE MEMO 6-16-23.PDF](#)

6.20. APPROVE ANNUAL RENEWAL OF SALESFORCE SOFTWARE (\$25,557.44)

Presented by Chris Plank, NDR Grant Manager

RECOMMENDED ACTION

It is recommended City Council approve the annual renewal of Salesforce software with Carahsoft Technology Corp. in the amount of \$25,557.44.

Documents:

[CITY COUNCIL MEMO - SALESFORCE INVOICE 2023.PDF](#)
[CARAHSOFT - SALESFORCE.COM - 06.21.2023 - QUOTE 39576081.PDF](#)

- 6.21. FRONT MOUNT MOWER ACQUISITION AND AWARD TO MTI DISTRIBUTING
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

It is recommended City Council authorize City staff to accept the lowest compliant bid from MTI Distributing for a front-mount mower and associated attachments for which bids were opened June 29, 2023.

Documents:

[20231007-MEMO AIRPORT FRONT MOUNT MOWER AWARD.PDF](#)
[MTI MOWER BID.PDF](#)

- 6.22. APPROVE MODIFICATION OF THE RATE STRUCTURE FOR THE DOWNTOWN PARKING RAMPS TO ALLOW THE FIRST TWO HOURS AT NO COST
Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council approve the resolution updating the rate structure at the Central and Renaissance Parking Ramps to provide the first two hours of parking at no cost to be the same as the on-street parking.

Documents:

[PARKING RAMP RATES MEMO.PDF](#)
[PARKING RATES 2023.PDF](#)

- 6.23. MINOT AIR FORCE BASE WATER RATE CONTRACT AMENDMENT
Presented by David Lakefield

RECOMMENDED ACTION

It is recommended City Council approve and authorize the Finance Director to sign the Minot Air Force Base (MAFB) water rate contract amendment. The amendment is pertaining to the Federal Acquisition Regulation (FAR) 52.204-27, the prohibition on ByteDance covered applications.

Documents:

[MAFB CONTRACT AMENDMENT.PDF](#)
[F3260470D0089P00037.PDF](#)
[FAR CLAUSE 52 204 27.PDF](#)

- 6.24. MOU WITH MINOT PUBLIC SCHOOLS FOR SCHOOL RESOURCE OFFICERS
Submitted by John Klug, Chief of Police

RECOMMENDED ACTION

It is recommended City Council approve the MOU with Minot Public Schools; and authorize the Chief of Police to sign the MOU.

Documents:

[MEMO _ MOU _ MPS-MPD _ 2023-24.PDF](#)
[2023-2024 _ SRO MOU _ MPS-MPD.PDF](#)

7. ACTION ITEMS

7.1. HUMAN RELATIONS COMMITTEE APPOINTMENT

RECOMMENDED ACTION

It is recommended City Council confirm the following appointments for the Human Relations Committee:

- **Alderwoman Lisa Olson Co-Chair with term to expire July 2024.**
- **Alderwoman Carrie Evans Co-Chair with term to expire July 2024.**
- **Travis Zabloutney with term to expire July 2025.**
- **Denise Dykeman with term to expire July 2024.**
- **Miranda Schuler with term to expire July 2026.**
- **Janet Mathistad with term to expire July 2025.**
- **Mike Blessum with term to expire July 2025.**
- **Lianne Zeltinger with a term to expire July 2026.**
- **Christine Staley with a term to expire July 2026.**

Documents:

[MEMO - HUMAN RELATIONS COMMITTEE APPOINTMENTS.PDF](#)
[COMMUNICATION ON APPLICANT PROCESS.PDF](#)

7.2. COMMUNITY CONTRIBUTION REQUESTS FOR THE 2024 ANNUAL BUDGET

Presented by Harold Stewart, City Manager

RECOMMENDED ACTION

It is recommended City Council direct staff on the level of funding for the community contribution requests for the 2024 annual budget.

Documents:

[2024 COMMUNITY CONTRIBUTION APPLICATIONS MEMO.PDF](#)

7.3. RECRUITMENT SERVICES FOR ASSISTANT CITY MANAGER POSITION

Presented by Lisa Jundt

RECOMMENDED ACTION

It is recommended City Council approve using the recruitment services of GovHR USA for the Assistant City Manager position; and further, authorize the Mayor to sign the contract on the City's behalf.

Documents:

[MEMO APPROVING RECRUITMENT SERVICES FOR ASSISTANT CITY MANAGER.PDF](#)
[MINOT ND - ACM RECRUITMENT PROPOSAL 6-20-23 GOVHR.PDF](#)
[MINOT ND - ACM.6-21-23_COLUMBIA LTD.PDF](#)
[GMP PROPOSAL - MINOT ASSISTANT CITY MANAGER.PDF](#)

7.4. MPO POLICY BOARD CREATION

Presented by Harold Stewart, City Manager

RECOMMENDED ACTION

It is recommended City Council approve the Minot Area Metropolitan Planning Organization (MPO) Policy Board Creation, Representative Distribution, and City of Minot Delegates.

Documents:

[CC MEMO FOR MPO POLICY BOARD CREATION.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. RECYCLING UPDATE

Presented by Jason Sorenson

Documents:

[RECYCLING PRESENTATION.PDF](#)

9.2. BUDGET PRESENTATION

Presented by David Lakefield

Documents:

[2024 BUDGET REVENUE UPDATE \(002\) \[READ-ONLY\].PDF](#)

10. ADJOURNMENT