

City of Minot

Regular City Council Meeting
Monday, August 7, 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
4. CITY MANAGER'S REPORT

Documents:

[08-07-2023 CITY MANAGER REPORT.PDF](#)
[7-JULY 2023 MONTHLY.PDF](#)

5. CITY ATTORNEY'S REPORT

Documents:

[2023-8.PDF](#)

6. CONSENT ITEMS

- 6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the July 24, 2023, Regular City Council meeting.

Documents:

[07242023 COUNCIL MEETING MINUTES.PDF](#)

- 6.2. ORDINANCES

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

1. **Ordinance No 5869 - Zoning Map Amendment - South Main St**
2. **Ordinance No 5870 - Zoning Map Amendment - First District Health**
3. **Ordinance No 5871 - Zoning Map Amendment - Skyport 12th and 13th Addition**
4. **Ordinance No 5873 - Zoning Map Amendment - Prairie View Estates 5th Addition**

5. **Ordinance No 5874 - 2nd Ave SW School Speed Zone Removal**
6. **Ordinance No 5875 - 2023 BA - Children's Library Remodel Contingency (2021670002)**
7. **Ordinance No 5876 - 2023 BA - Intersection Revision at S Broadway and 40th Ave SW - GF Cash Reserves**

Documents:

[ORDINANCE NO 5869 - ZONING MAP AMENDMENT - SOUTH MAIN ST.PDF](#)
[ORDINANCE NO 5870 - ZONING MAP AMENDMENT - FIRST DISTRICT HEALTH.PDF](#)
[ORDINANCE NO 5871 - ZONING MAP AMENDMENT - SKYPORT 12TH AND 13TH ADDITION.PDF](#)
[ORDINANCE NO 5873 - ZONING MAP AMENDMENT - PRAIRIE VIEW ESTATES 5TH ADDITION.PDF](#)
[ORDINANCE NO 5874 - 2ND AVE SW SCHOOL SPEED ZONE REMOVAL.PDF](#)
[ORDINANCE NO 5875 - 2023 BA - CHILDRENS LIBRARY REMODEL CONTINGENCY \(2021670002\).PDF](#)
[ORDINANCE NO 5876 - 2023 BA - INTERSECTION REVISION AT S BROADWAY AND 40TH AVE SW - GF CASH RESERVES.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 08072023.PDF](#)

6.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended City Council approve the payroll for the period of June 18, 2023, through July 15, 2023, in the amount of \$2,401,977.03 and the bills and transfers for July in the amount of \$2,352,745.67.

Documents:

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

6.5. GAMING SITE AUTHORIZATION – ND CHAPTERS OF DELTA WATERFOWL, INC Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended City Council approve the following organization to conduct games of chance at the following location:

ND Chapters of Delta Waterfowl, Inc.

- o **Grand Hotel (Raffle Only – February 23, 2024)**

Documents:

[MEMO- GAMING SITE AUTHORIZATION.PDF](#)

- 6.6. MINOR SUBDIVISION PLAT: SKYPORT 12TH ADDITION
RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create Skyport 12th Addition.

Documents:

[CC MEMO - SKYPORT 12TH ADDITION.PDF](#)
[ATTACHMENT A - SKYPORT 12TH ADDITION.PDF](#)

- 6.7. MINOR SUBDIVISION PLAT: SKYPORT 13TH ADDITION
RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create Skyport 13th Addition.

Documents:

[CC MEMO - SKYPORT 13TH ADDITION.PDF](#)
[ATTACHMENT A - SKYPORT 13TH ADDITION.PDF](#)

- 6.8. MAJOR SUBDIVISION FINAL PLAT: PRAIRIE VIEW ESTATES 5TH ADDITION
RECOMMENDED ACTION

It is recommended City Council approve a major subdivision final plat as provided in Attachment A to create Prairie View Estates 5th Addition.

Documents:

[CC MEMO - PRAIRIE VIEW ESTATES 5TH ADDITION.PDF](#)
[ATTACHMENT A - PRAIRIE VIEW ESTATES 5TH ADDITION.PDF](#)

- 6.9. 2023 FAIRGROUNDS TRUNK 36-INCH SEWER REPAIR (4633.2)
Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the final payment for the 2023

Fairgrounds Trunk 36-Inch Sewer Repair to Strata Corporation in the amount of \$169,424.50.

Documents:

[4633.2 - FINAL PAYMENT.PDF](#)
[2023 FAIRGROUNDS TRUNK 36 INCH SANITARY SEWER REPAIR.PDF](#)

- 6.10. TRANSIT TRANSFER CENTER RFQ AWARD
Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council approve EAPC Architects Engineers for architectural and engineering services for the construction of the transit transfer center at the Renaissance Parking Structure; and**
- 2. Authorize the Public Works Director to negotiate a contract with EAPC for the transit transfer center project and authorize the Mayor to sign the contract.**

Documents:

[2023 MTC TRANSIT TRANSFER CENTER AE SERVICES.PDF](#)

- 6.11. PURCHASE OF SMALL ARTICULATING LOADER FOR STREET DEPT.
Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council award the bid to Swanston Equipment for the purchase of a new small articulating loader in the amount of \$27,338.72.

Documents:

[4637.1 - MEMO TO COUNCIL - SMALL LOADER - AWARD.PDF](#)

- 6.12. CONTRACT FOR TERMINAL ROADWAY PLANNING STUDY (PROJECT NUMBER 2023500007)
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

- 1. It is recommended City Council approve, contingent upon funding, the Terminal Roadway Planning Study proposal to be**

- conducted by Short Elliott Hendrickson Inc. (SEH); and
2. **Contingent upon funding, approve the requested budget amendment; and**
 3. **Authorize the Mayor to sign the agreement contingent on federal funding.**

Documents:

[20230807 MEMO TERMINAL ROADWAY PLANNING STUDY.PDF](#)
[MOT-ROADWAY STUDY-SCOPE_FEES-2023-07-14.PDF](#)
[SEH PROPOSAL_ROADWAY STUDY 2023-07-14.PDF](#)
[2023 BA - TERMINAL ROADWAY STUDY.PDF](#)

- 6.13. CONTRACT FOR TAXIWAY B2 AND T-HANGAR TAXILANE CONSTRUCTION ADMINISTRATION (PROJECT NUMBER 2023500001)
Presented by Jennifer K., Eckman, Airport Director

RECOMMENDED ACTION

1. **It is recommended City Council authorize City staff to award, contingent upon funding, bid to Bluestone Construction;**
2. **Approve the Supplemental Letter Agreement proposal for Taxiway B2 and T-Hangar Taxilane Reconstruction, contingent upon funding, to be conducted by Short Elliott Hendrickson Inc. (SEH); and**
3. **Provide approval to apply for the funding, accept if awarded, and have the Mayor, City Attorney and the Airport Director to sign the contracts and necessary documents once approved by City Attorney and Finance.**

Documents:

[20230807 MEMO TXY B2 AND TAXILANE RECONSTRUCTION.PDF](#)
[SEH PROPOSAL_CONST ADMIN FOR TW B2 AND TL.PDF](#)
[TXY B2 AND TAXILANE BID TAB.PDF](#)

- 6.14. PURCHASE OF WETLAND CREDITS THROUGH AIRPORT IMPROVEMENT PROGRAM (AIP) (Project Number 2022500006)
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

1. **It is recommended City Council approve the Grant Administration Contract to be conducted by Short Elliott Hendrickson Inc. (SEH);**
2. **Approve the Invoice #GPRO-DEFINV-2024-501 for the purchase of wetland credits from Ducks Unlimited;**
3. **Approve the Invoice #GPRO-DEFINV-2024-502 for the purchase of**

wetland credits from Ducks Unlimited; and

4. **Authorize the Mayor to sign the agreements contingent on federal funding.**

Documents:

[20230807 MEMO AIP WETLAND CREDIT PURCHASE.PDF](#)
[DUCKS UNLIMITED - ND-552-1 MINOT INTERNATIONAL AIRPORT 2024-501.PDF](#)
[DUCKS UNLIMITED ND-552-1 MINOT INTERNATIONAL AIRPORT 2024-502.PDF](#)
[1_SEH PROPOSAL_WILDLIFE HAZARD MITIGATION PROJECT - GRANT MANAGEMENT.PDF](#)

- 6.15. FY2024 JAG GRANT APPLICATION - WARD COUNTY NARCOTICS TASK FORCE
Presented by David Lakefield, Finance Director

RECOMMENDED ACTION:

It is recommended City Council approve the FY2024 JAG grant application for Ward County Narcotics Task Force and ratify the Mayor's signature on the grant application; and if awarded, the City Council accept the grant award and authorize the Mayor & Finance Director to sign the grant agreement.

Documents:

[2024 JAG GRANT APPLICATION WCNTF.PDF](#)
[2024 JAG GRANT APPLICATION WCNTF \(SIGNED\).PDF](#)

- 6.16. FY2024 JAG GRANT APPLICATION FOR THE DOMESTIC VIOLENCE CRISIS CENTER PASS-THROUGH GRANT
Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council approve the FY2024 JAG grant application for the Domestic Violence Crisis Center pass-through and approve the Mayor to sign the application.

Documents:

[2024 JAG GRANT APPLICATION DVCC.PDF](#)
[2024 JAG GRANT APPLICATION.PDF](#)

- 6.17. CONTRACT FOR PSAP CALL LOGGER RECORDER EQUIPMENT
Presented by Chief John Klug

RECOMMENDED ACTION

1. **It is recommended City Council award Goserco's response to the request for qualifications for the design, implementation, and overall project management of the PSAP Call Logger System for a projected cost of \$188,389.70; and**
2. **Authorize the Mayor to sign the contract and designate the PSAP Manager as the city representative for the length of the contract.**

Documents:

MEMO.CALL LOGGER RFQ AWARD 08.07.23.PDF
APPENDIX A_ MINOTND_LOGGINGRECORDRFQ_DEC2022.PDF
APPENDIX B_ ADDENDUM TO RFQ.PDF
APPENDIX C_GOSERCO INC. RESPONSE TO RFQ.PDF
APPENDIX D_GOSERCO QUOTE.PDF
APPENDIX E_GOSERCO_5YREXTENDEDSUPPORTAGREEMENT.PDF
MEMO.CALL LOGGER RFQ AWARD.ORIGINAL.03.20.23.PDF
MINOT LOGGING RECORDER CONTRACT DRAFT 2.PDF

- 6.18. AMEND THE 2023 ANNUAL BUDGET TO INCREASE POLICE DEPARTMENT CANINE SUPPLIES AND CAPITAL EQUIPMENT EXPENDITURES FOR THE PURCHASE OF A CANINE

Presented by John Klug, Chief of Police

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment authorizing the purchase of a police canine, training, and equipment.

Documents:

MEMO FOR BA _ K9 DONATIONS (IKE).PDF
47. 2023 BA - PURCHASE OF PD K-9.PDF

- 6.19. MIDCO FRANCHISE AGREEMENT RENEWAL

Presented by Stefani Stalheim and Lance Meyer

RECOMMENDED ACTION

It is recommended City Council approve the attached Franchise Agreement with Midcontinent Communications on first reading.

Documents:

MIDCO FRANCHISE AGREEMENT ORDINANCE_V.1 (005).PDF
621 ORDER.PDF
COUNCIL MEMO_FRANCHISE RENEWAL_FIRST READING.PDF

7. ACTION ITEMS

- 7.1. MPO POLICY BOARD ALTERNATE MEMBER
Presented by Harold Stewart and Lance Meyer

RECOMMENDED ACTION

It is recommended City Council appoint an alternate member to the MPO Policy Board.

Documents:

[MPO ALTERNATE MEMO.PDF](#)

- 7.2. 2024 PRELIMINARY BUDGET AND PAY PLAN
Presented by Harold Stewart, David Lakefield, and Lisa Jundt

RECOMMENDED ACTION

It is recommended City Council adopt the 2024 Preliminary Budget for the City of Minot.

Documents:

[2024 PROPOSED BUDGET \(1\).PDF](#)
[2024 CITY OF MINOT ANNUAL PAY PLAN- PROPOSED.PDF](#)
[2024 PROPOSED BUDGET POWERPOINT FINAL.PDF](#)

8. PERSONAL APPEARANCES
9. MISCELLANEOUS AND DISCUSSION ITEMS
10. ADJOURNMENT