

City of Minot

Regular City Council Meeting
Tuesday, September 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
4. CITY MANAGER'S REPORT

Documents:

[09-05-2023 CITY MANAGER REPORT.PDF](#)
[8-AUGUST 2023 MONTHLY.PDF](#)

5. CITY ATTORNEY'S REPORT

Documents:

[2023-9.PDF](#)

6. CONSENT ITEMS

- 6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the August 21, 2023, Regular City Council meeting.

Documents:

[08212023 COUNCIL MEETING MINUTES.PDF](#)

- 6.2. ORDINANCES

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

1. **Ordinance No 5881 - Zoning Map Amendment - West Hills 2nd Addition**
2. **Ordinance No 5882 - Zoning Map Amendment - Tollberg Shores 2nd Addition**

3. **Ordinance No 5883 - Text Amendment - Article 13- First Reading**
4. **Ordinance No 5884 - Increase Consultant Fees for Data Analysis for Public Safety**

Documents:

[ORDINANCE NO 5881 - ZONING MAP AMENDMENT - WEST HILLS 2ND ADDITION.PDF](#)
[ORDINANCE NO 5882 - ZONING MAP AMENDMENT - TOLLBERG SHORES 2ND ADDITION.PDF](#)
[ORDINANCE NO 5883 - TEXT AMENDMENT - ARTICLE 13- FIRST READING.PDF](#)
[ORDINANCE NO 5884 - INCREASE CONSULTANT FEES FOR DATA ANALYSIS FOR PUBLIC SAFETY.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 09052023.PDF](#)

6.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended City Council approve the payroll for the period of July 16, 2023 through August 12, 2023 in the amount of \$2,413,149.61 and the bills and transfers for August in the amount of \$13,793,977.29.

Documents:

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

6.5. MAYORAL APPOINTMENT

It is recommended City Council confirm the following Mayoral Appointment:

- o **Shelbi Lawson to the Childcare in Minot Committee as a provider representative to replace Kevin Cross.**

6.6. 2022 SIGNAL CABINET IMPROVEMENT – FINAL PAYMENT (4600.1)

Presented by Stephen Joersz, PE, PTOE

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$87,527.13 to be paid to Main Electric Construction, Inc.

Documents:

4600.1 - 2022 SIGNAL CABINET IMPROVEMENT FINAL PAYMENT
MEMO.PDF
4600.1 - FINAL PAYMENT - SIGNED.PDF

- 6.7. FINAL PAY APPLICATION - RUNWAY PAVEMENT MARKINGS (PROLINE)
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$16,111.02 to be paid to Proline West.

Documents:

2023-09-05 MEMO FINAL PAYMENT RUNWAY MARKINGS_PROLINE.PDF
MOT PAVEMENT MARKINGS_PAY APP 3_FINAL SIGNED.PDF

- 6.8. REQUEST TO DISBURSE FUNDS FOR THE AMERICAN RESCUE PLAN ACT (ARPA)
GRANT
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment for ARPA disbursement and authorize the Mayor and/or Airport Director to sign documentation.

Documents:

20230904 MEMO ARPA DISTRIBUTION.PDF
50. 2023 BA - ARPA GRANT AIRPORT.PDF

- 6.9. AIRPORT WAIVER AND RELEASE
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

It is recommended City Council approve the waiver and release for future use.

Documents:

20230905 - MEMO WAIVER AND RELEASE.PDF
MOT WAIVER AND RELEASE_SRS REDLINES_SS_8.31.23.PDF

- 6.10. FINAL PAY APPLICATION - RUNWAY 13/31 REHABILITATION (STRATA)
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$9,129.25 to be paid to Strata Corporation.

Documents:

- 6.11. REJECT BID FOR WAYFINDING PHASE 1 AND AUTHORIZE A CALL FOR NEW BIDS (4620)

Presented by Jonathan Rosenthal, AICP

RECOMMENDED ACTION

It is recommended City Council reject the bids for Wayfinding Phase 1 and authorize a call for new bids.

Documents:

[4620 WAYFINDING REBID MEMO.PDF](#)

- 6.12. DONATION ACCEPTANCE - HELMETS FOR HEROS

Presented by Chief Kelli Kronschnabel

RECOMMENDED ACTION

It is recommended City Council approve the BA accepting the donation as well as allowing the department to repurpose the decommissioned helmets for this program.

Documents:

[DONATION ACCEPTANCE - HELMETS FOR HEROS MEMO.PDF](#)
[51. 2023 BA - FIRE DEPARTMENT INCREASE EQUIPMENT EXPENDITURES.PDF](#)

- 6.13. PSAP TRANSITION AND IMPLEMENTATION CONSULTING CONTRACT AMENDMENT

Presented by Chief John Klug

RECOMMENDED ACTION

It is recommended City Council approve the amendment to the Phase 2/3 contract with SCG Consulting Services (SCGCS), approve the budget amendment on first reading and authorize the Mayor to sign a continued service agreement with SCGCS.

Documents:

[MEMO FOR THE PSAP CONSULTANT.PDF](#)
[53. 2023 BA - CITY HALL REMODEL PSAP SCG CONSULT EXPENSES \(2016380001\).PDF](#)
[AMENDMENT PSAP CONSULTANT PHASE 2 AND 3.PDF](#)
[PSAP CONSULTANT PHASE 2.3 ORIGINAL SIGNED.PDF](#)

- 6.14. BUDGET AMENDMENT TO REPLACE TOTALED PATROL VEHICLE

Presented by Chief John Klug

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment on first reading and authorize the Police Department to purchase a patrol SUV through Nelson Auto.

Documents:

[MEMO.PATROL VEHICLE REPLACEMENT 09.05.23.PDF](#)
[52. 2023 BA - REPLACEMENT PD VEHICLE.PDF](#)
[MINOT PD SSP7-7 K8A 99B GAS 23MY OOS QUOTE.PDF](#)

- 6.15. 2023 CDBG-NDR STRUCTURE DEMOLITION/SITE RESTORATION CONTRACT AWARD – PROJECT NO. - 3755.21

Presented by Chris Plank, NDR Program Administrator

RECOMMENDED ACTION

It is recommended City Council approve the contract with Dig It Up Backhoe Service, Inc. for structure demolition/site restoration in the amount of \$261,750.00 and authorize the Mayor to sign the contract.

Documents:

[CITY COUNCIL MEMO - 2023 STRUCTURE DEMOLITION AWARD DIG IT UP 9-5-23.PDF](#)
[2023 CDBG DEMOLITION CONTRACT.PDF](#)

- 6.16. APPROVE THE SECOND AMENDMENT TO THE SUBRECIPIENT AGREEMENT BETWEEN CITY OF MINOT AND THE MINOT HOUSING AUTHORITY

Presented by Chris Plank, NDR Program Administrator

RECOMMENDED ACTION

It is recommended City Council approve the Second Amendment to the Subrecipient Agreement between the City of Minot and the Minot Housing Authority extending the period of performance to November 30, 2023 except for those activities required for closeout.

Documents:

[CITY COUNCIL MEMO - MHA 2ND AMENDMENT \(002\).PDF](#)
[MINOT HOUSING AUTHORITY 2ND AMENDMENT 11-30-23.PDF](#)

7. ACTION ITEMS

- 7.1. STREET LIGHTING DIST 65 - DAKOTA HOMES ADDITION - CREATE DISTRICT (4808)

Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council:

- 1. Create Street Lighting District 65;**
- 2. Direct preparation of the Engineer's Report;**
- 3. Approve the Engineer's Report;**
- 4. Direct preparation of plans and specifications;**
- 5. Authorize staff to negotiate a task order with Prairie Engineering and authorize the Mayor to sign the task order;**
- 6. Approve the resolution of necessity and call for a public hearing;**
- 7. Approve plans and specifications and authorize a call for bids; and**
- 8. Approve the reimbursement resolution.**

Documents:

[STREET LIGHTING DISTRICT 65 CREATE DISTRICT MEMO.PDF](#)
[STREET LIGHTING DISTRICT 65 ENGINEERS REPORT.PDF](#)
[3817_CREATE DISTRICT SL 65.PDF](#)
[3818_PREPARE ENG REPORT SL 65.PDF](#)
[3819_APPROVE ENG REPORT SL 65.PDF](#)
[3820_DIRECT PLANS AND SPECS SL 65.PDF](#)
[3821_RESOLUTION OF NECESSITY SL 65.PDF](#)
[3822_APPROVE PLANS SL 65.PDF](#)
[3823_REIMBURSEMENT RESOLUTION SL 65.PDF](#)

7.2. CITY OF MINOT ENTITLEMENT STATUS

Presented by Chris Plank, NDR Grant Administrator

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign a written confirmation to the U.S. Dept. of Housing and Urban Development's Region VIII Office of Community Planning and Development (HUD) of the City's intent to accept or defer its entitlement status by September 15, 2023.

Documents:

[CITY COUNCIL MEMO- HUD ENTITLEMENT AWARD.PDF](#)
[MINOT POTENTIAL NEW ENTITLEMENT NOTIFICATION FY2024.PDF](#)
[CITY OF MINOT HUD RESPONSE ENTITLEMENT.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. COUNCIL PRESIDENT'S LETTER OF RECOMMENDATION ON 2024 BUDGET

Documents:

[PRESIDENTS LETTER -2024 BUDGET FINAL.PDF](#)

9.2. CITIZEN CONNECT PRESENTATION

Presented by Chief John Klug

10. ADJOURNMENT