

City of Minot

Regular City Council Meeting
Monday, April 1, 2024, 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

Finance Director, David Lakefield will be presenting a Financial Report.

Documents:

[04-01-2024 CITY MANAGER REPORT.PDF](#)

[2024 -3 - MARCH BOD AGENDA- VISIT MINOT.PDF](#)

[MINOT COMMISSION ON AGING BOARD OF DIRECTORS MINUTES 02-16-2024.PDF](#)

5. CITY ATTORNEY'S REPORT

Documents:

[2024-4.PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the March 18, 2024, Special City Council meeting and the March 18, 2024, Regular City Council meeting.

Documents:

[03182024 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)

[03182024 COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

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

- 1. Ordinance No 5950 - Ordinance CM updates and ACM**
- 2. Ordinance No 5951 - 2024 BA - Riverside Park Raw Water Line**

Documents:

[ORDINANCE NO 5950 - ORDINANCE_CM UPDATES AND ACM.PDF](#)
[ORDINANCE NO 5951 - 2024 BA - RIVERSIDE PARK RAW WATER LINE.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council ratify the following Administrative Approvals.

Documents:

[ADMIN APPROVALS 04012024.PDF](#)

6.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended City Council approve the payroll for the period of February 11, 2024, through March 23, 2024, in the amount of \$3,917,251.86 and the bills and transfers for March in the amount of \$5,450,262.70.

Documents:

[CITY CLERK REPORT \(3\).PDF](#)
[MARCH CITY COUNCIL BILLS PAID.PDF](#)
[MARCH PURCHASE CARD TRANSACTIONS.PDF](#)
[MARCH TRANSFERS AND ELECTRONIC PAYMENTS.PDF](#)

6.5. ALCOHOLIC BEVERAGE LICENSE - BRAKE TIME

It is recommended City Council approve the Retail Beer license for Brake Time (810 N Broadway).

Documents:

[MEMO - ALCOHOLIC BEVERAGE LICENSE - BRAKE TIME.PDF](#)

6.6. ALCOHOLIC BEVERAGE LICENSE - MINOT HOT TOTS

It is recommended City Council approve the Supper Club license for the period of April 1, 2024 through December 31, 2024 for Minot Hot Tots.

Documents:

[MEMO - ALCOHOLIC BEVERAGE LICENSE.PDF](#)

6.7. MI-5 STREETLIGHT REPLACEMENT PROCUREMENT AWARD OF BID (4839)

Presented by Stephen Joersz, Traffic Engineer

RECOMMENDED ACTION

It is recommended City Council approve the bid from Main Electric

Construction Inc. in the amount of \$76,307.00 for an MI-5A Streetlight Replacements.

Documents:

[4839 - AWARD OF BID.PDF](#)

6.8. 2023 PAVEMENT MARKINGS FINAL PAYMENT (4718)

Presented by Stephen, Joersz

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$ 234,796.18 to be paid to West River Striping Company.

Documents:

[4718 - 2023 PAVEMENT MARKINGS FINAL PAYMENT MEMO.PDF](#)

[4718 - CO 1 CO 2 PAY APP 1 - SIGNED.PDF](#)

6.9. RENEWAL OF BUS ADVERTISING CONTRACT WITH JL BEERS

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council renew an advertising agreement with ZZ Food Group, LLC, DBA JL Beers to advertise on the sides of one transit bus and authorize the Mayor to sign the agreement.

Documents:

[MTC JL BEERS ADVERTISING FOR 2024.PDF](#)

[2024 FINAL ADVERTISING AGREEMENT WITH JL BEERS.PDF](#)

6.10. NAWS FINANCE CONTRACT

Presented by Jason Sorenson

RECOMMEDED ACTION

It is recommended City Council approve the NAWS Finance Contract and authorize the Mayor to sign the contract.

Documents:

[MEMO - NAWS FINANCING CONTRACT.PDF](#)

[NORTHWEST AREA WATER SUPPLY PROJECT FINANCING CONTRACT](#)

[DRAFT TO MINOT-REV 5-CLEAN.PDF](#)

6.11. APPROVAL OF FLOOD SPECIFIC EMERGENCY ACTION PLAN (3135.1)

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the updated Emergency Action Plan.

Documents:

[MEMO - APPROVE FLOOD SPECIFIC EAP.PDF](#)

- 6.12. TRUCK MOUNTED JETTER/HYDRO-EXCAVATOR – AWARD OF BID (4838)
Presented by Jason Sorenson

RECOMMENDED ACTION

1. **It is recommended City Council award the bid to Jet-Line Sales and Service in the amount of \$557,267.00 for the truck mounted jetter/hydro-excavator for the Water/Sewer Department; and**
2. **Approve the budget amendment to allocate the funds for this purchase.**

Documents:

[MEMO - HYDROEXCAVATOR_JETTER - AWARD OF BID.PDF](#)
[18. 2024 BA - HYDRO-EXCAVATOR JETTER.PDF](#)

- 6.13. 2024 TRANSIT TRANSFER CENTER AWARD OF BID & BUDGET AMENDMENT (CITY PROJECT NO. 4741)
Presented by Jason Sorenson

RECOMMENDED ACTION

1. **It is recommended City Council award the bid for the 2024 Transit Transfer Center Construction Project to Rolac Contracting Inc. for the lowest bid of \$627,100.00;**
2. **Authorize the Mayor to sign contract documents on behalf of the City; and**
3. **Approve the proposed ordinance to increase the transit capital equipment account for unexpected increases in construction costs for this project and approve the use of Sales Tax Improvement Funds for the increase local match requirement.**

Documents:

[4741 - 2024 TRANSIT TRANSFER CENTER AWARD OF BID MEMO.PDF](#)
[19. 2024 BA - TRANSIT TRANSFER CENTER \(2023660001\).PDF](#)

6.14. US ARMY CORPS OF ENGINEERS - LETTER OF REQUEST FOR PLANNING ASSISTANCE

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council authorize sending a request for US Army Corps of Engineers Planning Assistance to States and Tribes (PAS) to investigate seasonal water quality issues with the dead loops in Minot.

Documents:

[MEMO - LETTER OF REQUEST FOR PAS PROGRAM.PDF](#)
[REQUEST LETTER - USACE PAS PROGRAM.PDF](#)

6.15. APPROVAL OF THE 2025 BUDGET SCHEDULE

Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council approve the 2025 budget schedule.

Documents:

[2025 BUDGET SCHEDULE.PDF](#)

6.16. CITY MANAGER CONTRACT AMENDMENT

Presented by Stefanie Stalheim and Lisa Jundt

RECOMMENDED ACTION

It is recommended City Council approve the First Amendment to the City Manager's Employment Contract.

Documents:

[MEMO_CM CONTRACT_FIRST AMENDMENT.PDF](#)
[FIRST AMENDMENT TO EMPLOYMENT CONTRACT_REDLINE.PDF](#)
[FIRST AMENDMENT TO EMPLOYMENT CONTRACT.PDF](#)
[HAROLD STEWART EMPLOYMENT CONTRACT_2023_2028.PDF](#)

6.17. NORTH DAKOTA AERONAUTICS COMMISSION STATE GRANT REQUEST

Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

- 1. It is recommended City Council direct staff to submit grant requests**

to NDAC; and

2. if grant(s) are awarded, authorize the Mayor to sign agreement(s).

Documents:

2024-04-01_COUNCIL MEMO_NDAC STATE GRANT REQUESTSV3.PDF
PAGE 2 - EXIT LANE IMPROVEMENTS.PDF
PAGE 2 - FRONT MOUNT MOWER.PDF
PAGE 2 - FUEL FARM REPAIRS.PDF
PAGE 2 - HANGAR DEMO_NEPA.PDF
PAGE 2 - OIL WATER SEPARATOR.PDF
PAGE 2 - TAXIWAY C-C3 REHAB.PDF
PAGE 2 - TERMINAL FIRE ALARM.PDF
PAGE 2 - WILDLIFE HAZARD REMOVAL PH3.PDF
PAGE 2 - ACQUIRE OPS VEHICLE.PDF
PAGE 2 - ELECTRICAL VAULT REHAB.PDF
PAGE 2 - CRACK SEALING AND REPAIR (AIRSIDE).PDF
PAGE 2 - CRACK SEALING AND REPAIR (LANDSIDE).PDF
PAGE 2 - RUNWAY PVMT REHAB PAINTING BIL 64.PDF

7. ACTION ITEMS

- 7.1. POTENTIAL SALE OF CITY LAND – NORTH MINOT ADDITION (4836)
Presented by Lance Meyer

RECOMMENDED ACTION

1. **Approve the sale of the City owned land described as:**
 - a. **NORTH MINOT ADDITION EAST 33' OF NORTH 250' LOT 1 BLOCK 5**
 - b. **NORTH MINOT ADDITION LOT 1 LESS NORTH 250' BLOCK 5**
2. **Approve the terms of the Purchase Agreement;**
3. **Approve the Request for Bids;**
4. **Authorize the Mayor to sign the Purchase Agreement and any other documents to complete the bid/auction and transfer of this parcel of land to the highest bidder; and**
5. **Approve the associated access and utility easements and authorize the Mayor to sign.**

Documents:

NORTH MINOT ADDITION LAND SALE MEMO.PDF
NORTH MINOT PARCELS-8.5X11.PDF
1_BID FORM.PDF
2_REAL ESTATE PURCHASE AGREEMENT.PDF
3_REQUEST FOR SEALED BIDS_031324.PDF
ACCESS AND UTILITY EASEMENT.PDF
STORM SEWER EASEMENT.PDF

7.2. TRAFFIC CONTROL YIELD TO STOP CONVERSIONS

Presented by Stephen Joersz

RECOMMENDED ACTION

1. It is recommended City Council pass an ordinance on modifying the following approaches from Yield control to Stop control at the corresponding intersecting roadway:

APPROACHING STREET	AT ITS INTERSECTION WITH
○ 17th Street NW	5th Avenue NW
○ 17th Street NW	University Avenue
○ 18th Street NW	2nd Avenue NW
○ 18th Street NW	5th Avenue NW
○ 18th Street W	W Central Avenue
○ 19th Street W	W Central Avenue
○ 19th Street NW	5th Avenue NW
○ 19th Street NW	7th Avenue NW
○ 20th Street W	W Central Avenue
○ 21st Street W	W Central Avenue
○ 21st Street NW	5th Avenue NW
○ 21st Street NW	7th Avenue NW
○ 22nd Street W	W Central Avenue
○ 22nd Street NW	2nd Avenue NW
○ 22nd Street NW	5th Avenue NW
○ 22nd Street SW	5th Avenue SW
○ 23rd Street W	W Central Avenue
○ 23rd Street NW	2nd Avenue NW
○ 24th Street W	W Central Avenue
○ 24th Street NW	2nd Avenue NW
○ 25th Street W	W Central Avenue
○ 27th Street W	W Central Avenue
○ 2nd Avenue NW	25th Street NW
○ 5th Avenue NW	21st Street NW
○ Northwest Avenue	Harrison Drive
○ Northwest Avenue	19th Street NW
○ University Avenue	18th Street NW

Documents:

[MEMO_STOPS - MULTIPLE LOCATIONS.PDF](#)
[A. SIGHT TRIANGLE GRAPHICS.PDF](#)
[B. PROPOSED ORDINANCE - MULTIPLE LOCATIONS.PDF](#)

- 7.3. MINOT COMMITTEE ON CHILDCARE REPORT AND RECOMMENDATIONS
Presented by Alderman Scott Burlingame

RECOMMENDED ACTION

It is recommended City Council make recommendations on its priorities and assign City Staff and the childcare future action.

Documents:

[AGENDA FORMAT WITH ASPIRATIONS CHILDCARE HS.PDF](#)
[CHILDCARE WHITEPAGE.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

- 9.1. CONSIDER THE REPORT OF THE MAGIC FUND SCREENING COMMITTEE
Presented by David Lakefield, Finance Director

The annual compliance report for the MAGIC Fund Screening Committee is attached for the City Council's review.

Documents:

[ANNUAL COMPLIANCE REPORT 2023.PDF](#)

- 9.2. 2023 CITIZEN SATISFACTION SURVEY RESULTS REPORT AND PRESENTATION
Presented by Jason Morado, The ETC Institute and Harold Stewart, City Manager

Documents:

[COUNCIL MEMO 2023 CITIZEN SATISFACTION SURVEY REPORT AND PRESENTATION.PDF](#)
[2024 0401 SURVEY WITH NO VIDEO - READ-ONLY.PDF](#)
[2023 MINOT SURVEY_REPORT.PDF](#)
[2023 MINOT SURVEY_COMMENTS.PDF](#)

- 9.3. TIP411 INTRODUCTION
Presented by Chief John Klug

10. ADJOURNMENT