



Regular City Council Meeting  
Monday, February 1, 2021 at 5:30 PM  
City Council Chambers, City Hall

This meeting will be conducted with social distancing modifications consistent with the recommendations of the CDC. Members of the public may attend but are encouraged to view the live airing of the City Council meeting on Channel 19 or streamed through the City's [YouTube](#) channel.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. COVID UPDATE

Documents:

[3675.1.PDF](#)  
[3670.1.PDF](#)

4. MAYOR'S REPORT
  - 4.1. PROCLAMATION: GIVING HEARTS DAY
5. CITY MANAGER REPORT

Documents:

[CITY MANAGER REPORT 2-1-2021.PDF](#)

6. CITY ATTORNEY REPORT

Documents:

[2021-01.PDF](#)

7. CONSENT ITEMS

- 7.1. CITY COUNCIL MINUTES

**It is recommended the City Council approve the minutes of the January 19, 2021 regular City Council meeting.**

Documents:

[210119.PDF](#)

- 7.2. BILLS, TRANSFERS AND PAYROLL

**It is recommended the City Council approve the bills and transfers for January in the amount of \$3,132,840.10 and payroll for the period of December 20, 2020 through January 16, 2021 in the amount of \$2,170,371.22**

Documents:

[BILLS JANUARY.PDF](#)  
[PAYROLL.PDF](#)

7.3. THE FOLLOWING ORDINANCES SHOULD BE CONSIDERED ON SECOND READING

1. **Ordinance No. 5562 - Amend the 2021 Annual Budget- DVCC Funding Grant**
2. **Ordinance No. 5563 - Amend the 2021 Annual Budget- Public Works Cooling Tower & Heat Exchanger**
3. **Ordinance No. 5564 - Amend the 2021 Annual Budget- Emergency Siren Battery Replacement Funds**
4. **Ordinance No. 5565 - Amend the 2021 Annual Budget- AssetWorks Purchasing & Receiving Change Order**
5. **Ordinance No. 5566 - Adoption of the 2018 ND Plumbing Code**
6. **Ordinance No. 5567 - Adoption of the 2020 National Electric Code**
7. **Ordinance No. 5568 - Amend the 2021 Annual Budget- Paving & Utility District 2021-1**

Documents:

[ORDINANCE NO. 5562.PDF](#)  
[ORDINANCE NO. 5563.PDF](#)  
[ORDINANCE NO. 5564.PDF](#)  
[ORDINANCE NO. 5565.PDF](#)  
[ORDINANCE NO. 5566.PDF](#)  
[ORDINANCE NO. 5567.PDF](#)  
[ORDINANCE NO. 5568.PDF](#)

7.4. 2020 PROPOSED ORDINANCE FOR LINE ITEMS OVER BUDGET

Department budgets must reflect the correct amounts for the 2020 CAFR, adjustments are necessary so no departments report amounts not appropriated.

**Recommend the Council to pass an ordinance to amend the 2020 annual budget to adjust department budgets for funds approved by the City Council for Various Grants, Donations and Interest Distribution. This budget amendment also allocates budgeted dollars to the new accounts that were created for the ERP system. These new accounts will provide additional detail in future reports.**

Documents:

[2020 MEMO - LINE ITEMS OVER BUDGET \(YEAR-END\).PDF](#)  
[78. 2020 BA - LINE ITEMS OVER BUDGET \(YEAR-END\).PDF](#)

7.5. COVID 19 RAPID TESTING EXPENSES FUNDING

On December 28th, 2020 the Fire Department became a COVID-19 BinaxNOW rapid testing site for the Minot Community. Most testing supplies are at no cost through the state cache however, there are approximately \$100 in expenses per week for supplies not available there. There is a significant overtime cost for personnel to administer the tests as reflected in the memo.

**Recommend the City Council pass the ordinance to amend the 2021 budget for the actual and expected 2021 expenses related to COVID-19 rapid BinaxNOW Screening.**

Documents:

[11. COVID RAPID TESTING FD0110.PDF](#)  
[11. 2021 BA - COVID RAPID TESTING FD0110.PDF](#)

7.6. TRENCH TRAINING PROP BUDGET AMENDMENT REQUEST

The mission of the Minot Fire Department is "Trained, Maintained and Ready." This project has been part of the master plan for further development of the fire department training grounds to provide the firefighters a safe way to train simulating a trench collapse. This prop will be used also for simulations of a building collapse.

**The Fire Chief would like to request a budget amendment from general fund reserves to be approved by council in order to go through the formal bid process to allow for a build of a trench prop in spring of 2021.**

Documents:

[TRENCH COUNCIL MEMO.PDF](#)  
[MINOT FIRE TRAINING TRENCH PROPOSAL 11.10.PDF](#)  
[TRENCH EXAMPLES.PDF](#)  
[10. 2021 BA - TRENCH RESCUE EQUIPMENT.PDF](#)

7.7. ASPHALT RECYCLER – AWARD OF BID (PROJECT NUMBER 4587)

Potholes are a constant street maintenance issue every spring. They typically develop as frost is coming out of the ground and when we have thawing temps during the day and freezing temps at night. Depending on the year, crews can spend many weeks patching potholes until the asphalt plants open and permanent repairs can be made.

On January 26, 2021, bids were opened for an asphalt recycler for the Street Department. A single bid was received from Normont Equipment in the amount of \$87,360.

**Recommend council approve the bid from Normont Equipment Co. in the amount of \$87,360 for the asphalt recycler.**

Documents:

[MEMO - AWARD OF BID - ASPHALT RECYCLER.PDF](#)

7.8. NDDEQ VW GRANT APPROVAL- PUBLIC WORKS

The Public Works department applied for grant funding through the ND Department of Environmental Quality (NDDEQ) in October of 2020 for replacement funds for two tandem axles trucks. We were notified that we will be awarded \$57,500 per truck to fund 50% cost of replacement of the two trucks (est. cost of each truck is \$115,000.00).

**It is recommended the City Council approve the contract with the State of ND for grant funds for replacement of two Public Works dump trucks and authorize the Mayor to sign the contract agreement for the project.**

Documents:

[NDDEQ-VWGRANT AWARD CONTRACT - PUBLIC WORKS TRUCKS P4573.PDF](#)  
[CITY OF MINOT VW EMISSION PROGRAM APPLICATION.PDF](#)  
[P4573 VW GRANT AWARD LETTER.PDF](#)  
[G19.102 CITY OF MINOT FINAL P4573 CONTRACT.PDF](#)

#### 7.9. ELECTRONIC VISUAL INFORMATION DISPLAY SYSTEM SUPPORT AGREEMENT

The Airport currently uses Infax Incorporated for its Electronic Visual Information Display (EVID) system. The EVID system includes management of flight, baggage, and gate information, along with digital advertising, visual paging, emergency messaging, and more. Due to the level of technical expertise involved with the program, ongoing support is required for troubleshooting, maintenance, and software updates. The annual support agreement will provide graphic revisions and updates, remote technical support, and necessary software updates.

1. **Recommend approval of the annual support agreement with Infax Incorporated for the Airport's electronic visual information display (EVID) system; and**
2. **Authorize the Airport Director to sign the agreement.**

Documents:

[MEMO INFAX SUPPORT AGREEMENT 2021 \(2\).PDF](#)  
[2021 BA - AIRPORT TERMINAL EVID SYSTEM SUPPORT AGREEMENT.PDF](#)  
[2021 INFAX SYSTEM SUPPORT AGREEMENT.PDF](#)

#### 8. ACTION ITEMS

##### 8.1. STACKING SPACE APPROVAL – TIDAL WAVE AUTO SPA

Section 11-3 j) 1) of the Zoning Supplement to the City of Minot Code of Ordinances (Zoning Code) requires stacking spaces for car washes, or those spaces reserved for vehicles waiting in line to be served via a drive-through facility, to be approved by City Council.

**Recommend approval of approximately 25 stacking spaces as illustrated on the site plan provided in Attachment A.**

Documents:

[MEMO FORMAT FOR CC.PDF](#)  
[ATTACHMENT A.PDF](#)

##### 8.2. CHILDREN'S MUSEUM OF MINOT, INC SUB-RECIPIENT AGREEMENT

**Recommend approval of the Sub-recipient agreement between the City of Minot and Children's Museum of Minot, Inc. for the DCIP grant.**

Documents:

[MEMO MCDC JAN 4 2021.DOCX](#)  
[SUBRECIPIENT MCDC\\_CITY DRAFT CLEAN 2\\_KHDL.DOCX](#)  
[NOTICE OF AWARD.PDF](#)

##### 8.3. APPROVE LUTHERAN SOCIAL SERVICES HOUSING SETTLEMENT

The City of Minot entered into two sub-recipient agreements with Lutheran Social Services housing with one to construct and operate a 6 unit Family Homeless Shelter and the other to construct 17 units of LMI rental apartments with both projects located on the same site with the physical address of 1901 South Broadway, Minot, ND. On January 15, 2021, Lutheran Social Services North Dakota which includes its subsidiary, Lutheran Social Services Housing (LSSH), announced it was ceasing all operations effective immediately. This decision included stopping all work on the Broadway Circle Project. Pursuant to the sub-recipient agreements as well as HUD rules, it is the City's obligation as the CDBG-NDR Grantee to either take possession

of all assets which have benefited from CDBG-NDR funds and/or procure repayment from the sub-recipient of all CDBG-NDR funds which have been paid for Broadway Circle.

**It is recommended the City Council approve Settlement Agreement with Lutheran Social Services Housing to close out Broadway Circle Project which will include conveying property at 1901 South Broadway to the City.**

Documents:

[CITYCOUNCILMEMOLSSHSETTLEMENT.DOCX](#)  
[AGREEMENTLSSMULTIFAMILYHOUSING20190606.PDF](#)  
[AGREEMENTLSSFAMILYSHELTER20190606.PDF](#)

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