

City of Minot



Regular City Council meeting
Monday, March 7, 2022 at 5:30 PM

City Council Chambers, City Hall (515 2nd 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 REPORT

Documents:

[CITY MANAGER REPORT 03-07-2022.PDF](#)
[MINOT COMMISSION ON AGING DEC 17, 2021 MEETING NOTES.PDF](#)

5. CITY ATTORNEY REPORT

Documents:

[2022-02 CAO REPORT.PDF](#)

6. PUBLIC HEARING

- 6.1. PUBLIC HEARING FOR TAXI LICENSE DENIAL – MICHAEL PACE

Presented by John Klug, Chief of Police

On February 24, 2022, Michael Pace filed an application for a City of Minot Taxi Driver's License. A background check was conducted which revealed that Mr. Pace had a conviction for assault, domestic abuse, filed on August 5, 2018.

RECOMMENDED ACTION

It is recommended the City Council ratify the decision to deny a City of Minot Taxi Driver's License to Michael Pace based on his disqualifying criminal record.

Documents:

[COUNCIL MEMO - PACE DENIAL.PDF](#)
[MICHAEL PACE - DENIAL LETTER AND NOTICE OF HEARING.PDF](#)
[MICHAEL PACE - APPLICATION FOR TAXI DRIVER LICENSE.PDF](#)

6.2. PUBLIC HEARING: 2022 RENAISSANCE ZONE DEVELOPMENT PLAN REVISION

Presented by: Jonathan Rosenthal

The Minot Renaissance Zone has provisions for a property tax exemption. The State of North Dakota allows cities the flexibility to set its property tax provisions. As a condition of program modifications, changes to the attached development plan must be updated and adopted by the City of Minot and State of North Dakota.

RECOMMENDED ACTION

It is recommended the City Council approve a minor revision to the City of Minot Renaissance Zone Development Plan and authorize staff to submit the revised development plan to the North Dakota Department of Community Services for final approval.

Documents:

[MEMO TO CC - REVISED RZ DEVELOPMENT PLAN MARCH 2022.PDF](#)
[PAGE 16 EXCERPT 2022 REVISION REN ZONE PLAN.PDF](#)

7. CONSENT ITEMS

7.1. CITY COUNCIL MINUTES

It is recommended the City Council approve the minutes of the February 22, 2022 Regular City Council meeting and the February 18, 2022 State of the City Address.

Documents:

[02182022 STATE OF THE CITY MINUTES.PDF](#)
[02222022 COUNCIL MEETING MINUTES.PDF](#)

7.2. BILLS, TRANSFERS, AND PAYROLL

It is recommended the City Council approve payroll for the period of January 16, 2022 through February 12, 2022 in the amount of \$2,222,029.19 and bills and transfers for February in the amount of \$6,515,940.04.

Documents:

[PAYROLL.PDF](#)
[FEBRUARY BILLS.PDF](#)
[FEBRUARY P CARD TRANSACTIONS.PDF](#)
[ELECTRONIC TRANSFERS FEBRUARY.PDF](#)

7.3. ADMINISTRATIVE APPROVALS

It is recommended the City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 03072022.PDF](#)

7.4. ORDINANCES

The following ordinances should be considered for second reading:

1. Ordinance No. 5704 - Amending the 2022 Budget - Hess Fire Donation
2. Ordinance No. 5706 - Amending the 2021 Budget - Line Items Over Budget (Year-End)
3. Ordinance No. 5707 - Amending the 2022 Budget - Sanitation Roll-Off Truck
4. Ordinance No. 5708 - Amending the 2022 Budget - Edison Safe Routes to School
5. Ordinance No. 5709 - Amending the 2022 Budget - NW Fire Station 5
6. Ordinance No. 5710 - Amending the 2022 Budget - Runway Rehab Engineering
7. Ordinance No. 5711 - Amending the 2022 Budget - SRE Equipment Engineering
8. Ordinance No 5712 - Amending teh 2022 Budget - Vehicle Diagnostic Equipment

Documents:

[5704 - 2022 BA - HESS FIRE DONATION.PDF](#)
[5706 - 2021 BA - LINE ITEMS OVER BUDGET \(YEAR-END\).PDF](#)
[5707 - 2022 BA - SANITATION ROLL-OFF TRUCK \(4642\).PDF](#)
[5708- 2022 BA - EDISON SAFE ROUTES TO SCHOOL.PDF](#)
[5709 - 2022 BA - NW FIRE STATION 5.PDF](#)
[5710 - 2022 BA - RUNWAY 13-31 8-26 RUNWAY REHAB ENGINEERING.PDF](#)
[5711 - 2022 BA - SRE EQUIPMENT ENGINEERING.PDF](#)
[5712 - 2022 BA - VEHICLE DIAGNOSTIC EQUIPMENT \(4634\).PDF](#)

7.5. FINAL PAYMENT – BLU ON BROADWAY

Presented by Emily Berg

Blu on Broadway is a five-level mixed used building located at 1629 S Broadway with the main floor comprised of 10,000 square feet of commercial space and the upper four floors containing forty-two units of LMI housing. This project was awarded up to \$4,750,000 in NDR funding for construction to be used on the LMI housing portion of the building. A requirement of the developer agreement implements a twenty-year affordability period for all forty-two housing units guaranteed with a promissory note attached to the deed ensuring this property serves LMI residents for many years to come. An additional piece of this project is installation of playground equipment to serve as a public park open to all residents within the area, even though it is located on private property. This is yet another excellent example of the public and private partnerships on this project to improve infrastructure and recreation to the whole area surrounding this project.

RECOMMENDED ACTION

It is recommended the City Council approve final payment in the amount of \$348,149.02 to be paid to Blu on Broadway, LLC for the Blu on Broadway Project.

Documents:

[BLU ON BROADWAY FINAL PAYMENT.PDF](#)
[FYI ON NDR_MARCH 2022_FINAL.PDF](#)
[BLU 18 FINAL DRAW.PDF](#)

7.6. P# 3529.05b MREFPP PHASE WC-1B – TIERRECITA VALLEJO LEVEE SEGMENT
BID APPROVAL

Presented by Dan Jonasson

The Tierrecita Vallejo levee segment is part of the overall Mouse River Plan and serves as the western tie back of the levee system that will ultimately reduce the flood risk to northwest Minot. Phase 1a was approved previously and is under construction. This award is for the remaining phase – WC-1B.

RECOMMENDED ACTION

1. **It is recommended City Council approve the bid award to Wagner Const. in the amount of \$3,883,810.00 and recommend approval of award to the SRJB.**
2. **It is also recommended City Council approve the Reimbursement Resolution for this phase.**

Documents:

[P 3529.05B MREFPP PHASE WC-1B MEMO.PDF](#)
[P 3529.05B REIMBURSEMENT RESOLUTION.PDF](#)
[WC-1 BID TABULATION.PDF](#)

7.7. P# 3529.08 MREFPP PHASE SA-1 – SAWYER BRIDGE REPLACEMENT BID
APPROVAL

Presented by Dan Jonasson

Replacement of the Sawyer Bridge is part of the overall Mouse River Plan.

Replacement of the bridge will improve conveyance at the crossing. The project is part of the overall basin wide MREFPP.

RECOMMENDED ACTION

It is recommended City Council approve award to Swingen Const. in the amount of \$5,538,432.55 and recommend approval to the SRJB for bidding of the Sawyer replacement, Phase SA-1 of the MREFPP.

Documents:

[MEMO -BID AWARD APPROVAL 3529.08 SAWYER BRIDGE.PDF](#)
[MREFPP PH. SA-1 SAYWER-COUNTY ROAD 23 BRIDGE](#)
[REPLACEMENT_AWARD RECOMMENDATION_SIGNED.PDF](#)

7.8. P# 3529.3c MREFPP PHASE BU-1D – BURLINGTON LEVEE PROJECT

Presented by Dan Jonasson

Construction of flood risk reduction features for the City of Burlington, ND is part of the overall Mouse River Plan. Replacement of the Colton Avenue bridge was completed in May 2020 and construction of levees on the south end of the community began in 2020 was completed in 2021. Two other phases have been bid and are nearing completion in Burlington. This final phase is being brought forth for bid award approval.

RECOMMENDED ACTION

It is recommended City Council concur with the SJBR bid award of BU-1D to Bluestone Construction in the amount of \$6,433,492.22.

Documents:

[MEMO - BIDAWARD - BU-1D - P3529.3C.PDF](#)
[BU-1D BID TAB.PDF](#)

7.9. P3529.1A PHASE 5A – FLOODWALL, LEVEE, STORMWATER PUMP STATION BID APPROVAL

Presented by Dan Jonasson

The project provides permanent flood protection to the flood of record from the East of the 3rd Street bridge, or the East end of MI-1 – East to tie into high ground East of 13th Street NE, along Railway Avenue.

RECOMMENDED ACTION

It is recommended the City Council approve the low bidder of Wagner Construction in the amount of \$54,149,125.18 and forward approval to SRJB for award.

Documents:

[MEMO APPROVE BIDS 3529.1A PHASE 5A.PDF](#)
[MI-5A BID TABULATION.PDF](#)
[MI-5A OVERALL PROJECT EXTENDS.PDF](#)

7.10. AIRPORT DRAINAGE & STORMWATER IMPROVEMENT PERMIT

Presented by Jennifer Eckman

In February 2018, the Airport's Wildlife Hazard Management Plan (WHMP) was revised and approved by the FAA. This revision included five (5) recommendations for Wildlife Hazard Mitigation. This project will include the modification and improvement of the existing drainage ditches, as well as the modification and improvement of airfield marshland area. As it relates to Storm Water Improvement, in April of 2013 a Storm Water Management Plan (SWMP) was completed for MOT. This SWMP identified general shortfalls and inadequacies to be resolved at the Airport in order to comply with City of Minot stormwater standards. Since 2018, the Airport has been under grant with the FAA to design these wildlife and storm water improvements. On December 7, 2020 the City Council approved a project change order to the original

project which included the following tasks: Task 1 (Change from CATEX to SHORT EA); Task 2 (Public Involvement); and Task 3 (Permitting). The short EA and public involvement have been completed.

RECOMMENDED ACTION

- 1. It is recommended the City Council approve the Department of the Army Permit NWO-2004-60610-BIS for work to be completed in accordance with the preliminary plans entitled Construction Drawings for Drainage and Stormwater Improvements at Minot International Airport, Minot, North Dakota, A.I.P. # 3-38-0037-054-2018; and**
- 2. Authorize the Mayor to sign the permit and any applicable documentation.**

Documents:

[20220307 MEMO DRAINAGE STORMWATER IMPROVEMENT PERMIT.PDF](#)
[DEPARTMENT OF THE ARMY PERMIT NUMBER NWO-2004-606010-BIS.PDF](#)

7.11. RUNWAY PAVEMENT REHABILITATION – APPROVE PLANS AND AUTHORIZE CALL FOR BID

Presented by Jennifer Eckman

The primary runway at MOT, Runway 13/31, is experiencing surface deterioration in isolated areas along the length of the runway pavement and SEH has determined delamination of some panels during an evaluation period. The crosswind runway at MOT, Runway 8/26, is also experiencing pavement deterioration.

RECOMMENDED ACTION

It is recommended City Council approve the Plans and Specifications and authorize a call for bids.

Documents:

[20220307 MEMO RWY PVMT REHAB_APPROVEPLANS.PDF](#)
[MOT 2022 RWY PVMNT REHAB_DRAFT.PDF](#)
[00 11 13 ADVERTISEMENT FOR BIDS_ONLINE BIDDING.PDF](#)

7.12. SNOW REMOVAL EQUIPMENT ACQUISITION – APPROVE ADS FOR BIDS

Presented by Jennifer Eckmann

This project will replace existing airport snow removal equipment that has reached the end of its useful life. Unit 313 is currently a 1986 Idaho Norland Snow Blower. The equipment is antiquated, and parts have become obsolete, making the machine unreliable and difficult and no longer cost effective to repair. Unit 311 is a 1977 Fiat

Allis Loader. This piece of equipment is also obsolete, with parts hard to obtain.

Per FAA standards, adequate snow removal equipment is required for snow and ice control at airports. For MOT, the clearance standard is one half hour to clear one inch of snow in all Priority 1 areas. Priority 1 areas include RW 13-31, Commercial Apron, ARFF station and Apron, and related Taxiways. New state-of-the-art equipment is needed to achieve the FAA mandated removal times.

RECOMMENDED ACTION

It is recommended City Council approve the specifications and authorize a call for bids.

Documents:

[20220307 MEMO SRE ACQUISITION_APPROVE AD FOR BID.PDF](#)
[AD FOR BID - SRE LOADER.PDF](#)
[MOT SRE JUSTIFICATION REPORT.PDF](#)
[AD FOR BID - SRE BLOWER.PDF](#)

8. ACTION ITEMS

- 8.1. 16TH STREET WEST ROAD DIET WITH BICYCLE LANES (4624)
Presented by Lancey Meyer and Stephen Joersz

The Engineering Department completed a 16th Street W Corridor Study that analyzed traffic operations and safety for a 16th Street W study area that stretched from 4th Avenue NW to Burdick Expressway W. Two alternatives were examined in-depth, first being existing conditions and second being that of a road diet (i.e. three-lane roadway). The proposed project is to implement a road diet on 16th Street W in two phases. The first is between 4th Avenue NW and 2nd Avenue SW and would be incorporated in the City of Minot's 2022 Street Seal project. The second phase would be between 2nd Avenue SW and Burdick Expressway W and be included in the 2025 NDDOT Urban Roads project.

RECOMMENDED ACTION

1. **It is recommended the City Council approve to convert 16th Street W from 4th Avenue NW to 2nd Avenue SW from a four/five-lane roadway to a three-lane roadway with bicycle lanes as part of the 2022 City of Minot Street Seal maintenance project; and**
2. **Approve to convert 16th Street W from 2nd Avenue SW to Burdick Expressway W from a four/five-lane roadway to a three-lane roadway with bicycle lanes as part of the 2025 North Dakota Department of Transportation Urban Roads project.**

Documents:

8.2. 2022 NUISANCE ABATEMENT - AWARD & BA (4671)
Presented by Emily Huettl

This is the annual project to address nuisances on private property throughout the City. This project removes any nuisances located on private property, following the procedure as outlined in municipal code. Work orders for individual properties are given to the contractor to abate as necessary and as funds are available.

RECOMMENDED ACTION

- 1. It is recommended the City Council award the bid for the 2022 Nuisance Abatement Rebid Project to the low bidder, Hanson's Excavating, Inc., in the amount of \$66,550.00;**
- 2. Approve the budget amendment ordinance; and**
- 3. Authorize the Mayor to sign the Agreement.**

Documents:

[4671 - 2022 NUISANCE ABATEMENT AWARD OF BID MEMO.PDF](#)
[23. 2022 BA - NUISANCE ABATEMENT CASH RESERVES.PDF](#)

8.3. 2022 SIGNAL CABINET REPLACEMENT - AWARD & BA (4600.1)
Presented by Lance Meyer and Stephen Joersz

Many of the City's traffic signal cabinets are outdated and replacement parts are sparse or non-existent. This is an ongoing project to replace them. By upgrading the cabinets with new technology, staff can link the signals along a corridor (such as Broadway) and time them.

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid for the construction portion of the 2022 Signal Cabinet Improvement Project to the low bidder, Main Electric Construction Inc. in the amount of \$322,543.00;**
- 2. Approve the budget amendment ordinance; and**
- 3. Authorize the Mayor to sign the Agreement.**

Documents:

[4600.1 - 2022 SIGNAL CABINET IMPROVEMENT AWARD OF BID MEMO.PDF](#)

8.4. AMEND THE 2022 POLICE DEPARTMENT BUDGET FOR PURCHASE OF NEW K9, TRAINING, AND EQUIPMENT

Presented by John Klug, Chief of Police

The Police Department has been collecting donations to pay for the expenses related to purchasing a new narcotics and patrol canine. This will replace the last canine who was retired from the department in 2021. The donation process will require occasional budget amendments to appropriate the funds into the police department budget for expenditure.

RECOMMENDED ACTION

It is recommended the City Council approve the proposed ordinance to amend the 2022 Police Department annual budget.

Documents:

8.5. APPROVE PLANS AND SPECS – WELL F SUNDRE AQUIFER (PROJECT NUMBER 4681)

Presented by Jason Sorenson

The construction of Well F was approved at a previous council meeting. The new well is being constructed to increase raw water capacity to help ensure water is available during the hot summer months when demand is high. Design for the new well is well underway and will be ready to be advertised for bidding soon. Plans and specifications are available in the Public Works office for review.

RECOMMENDED ACTION

- 1. It is recommended City Council approve the plans and specifications and authorize a call for bids; and**
- 2. Approve attached budget amendment to allocate funds for procurement and construction.**

Documents:

9. PERSONAL APPEARANCES

10. MISCELLANEOUS AND DISCUSSION ITEMS

11. ADJOURNMENT