

# City of Minot

Regular City Council Meeting  
Monday, April 15, 2019 at 5:30 PM  
City Council Chambers - City Hall

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. PERSONAL APPEARANCES
4. CONSENT ITEMS
- 4.1. APPROVAL OF THE MINUTES

**Approval of the minutes of the April 1, 2019 regular City Council minutes**

Documents:

[190401.PDF](#)

4.2. THE FOLLOWING ORDINANCES SHOULD BE CONSIDERED ON SECOND READING

1. **Ordinance No. 5367 - Amend the 2019 Annual Budget- Autoscope Video Camera (TFC018)**
2. **Ordinance No. 5368 - Amend the 2019 Annual Budget- Battery Backup (TFC019)**
3. **Ordinance No. 5369 - Amend the 2019 Annual Budget- Police Patrol Vehicles**
4. **Ordinance No. 5370 - Amend the 2019 Annual Budget- Broadway Corridor Study**
5. **Ordinance No. 5371 - No Parking Along 1st Street SW Near Trinity CancerCare**
6. **Ordinance No. 5372 - Amend the CMCO- Chapter 5 Alcoholic Beverages Process**

Documents:

[ORDINANCE NO. 5367.PDF](#)  
[ORDINANCE NO. 5368.PDF](#)  
[ORDINANCE NO. 5369.PDF](#)  
[ORDINANCE NO. 5370.PDF](#)  
[ORDINANCE NO. 5371.PDF](#)  
[ORDINANCE NO. 5372.PDF](#)

4.3. LANDFILL CELL 6 – FINAL PAYMENT (PROJECT NUMBER 4241)

In December of 2016, CPS was selected to design and construct a new MSW cell at the Minot Landfill. The project was bid and awarded to the low bidder, Farden Construction, Inc., in May of 2017 with final completion taking place in June of 2018. Farden Construction has now completed all remaining items and requirements for the project.

**Recommend approval of the final payment amount of \$59,750.31 to be paid to Farden Construction, Inc.**

Documents:

[4241 - CELL 6 - FINAL PAYMENT.PDF](#)  
[4241 FARDEN PAY APP 6 - FINAL.PDF](#)

4.4. 2019 STORM SEWER REHAB AWARD OF BID (CITY PROJECT NO. 4390)

Each year, funds are allocated in the storm sewer budget to repair or replace storm sewers around town. The improvements generally consist of repairing catch basins and replacing or extending pipes to improve storm water conveyance.

On Tuesday, March 19, 2019 at 11:00 a.m., bids were opened for the 2019 Storm Sewer Rehab Project.

**<!--[endif]-->Recommend Council award the bid for the 2019 Storm Sewer Rehab Project to Unlimited Excavating for the lowest bid of \$362,044.97.**

Documents:

[4390 - 2019 STORM SEWER REHAB - AWARD OF BID MEMO.PDF](#)  
[4390 2019 STORM SEWER REHABILITATION COVER SHEET.PDF](#)

4.5. SECURITY CAMERA SYSTEM AWARD OF BID (CITY PROJECT NO. 4408)

There have been multiple incidents around the public works facility where vandalism or theft were not detected with the existing security system due to having an antiquated system with low quality video. These repair or replacement costs end up coming out of already tight maintenance budgets.

On Tuesday, April 2, 2019 bids were opened for a security camera system at the Public Works facility.

**Recommend Council award the bid for a security camera system at the Public Works facility to Gefroh Electric in the amount of \$28,990.00.**

Documents:

[4408 - SECURITY CAMERAS - AWARD OF BID MEMO.PDF](#)

4.6. APPROVE 2019 ROUND 1 STRUCTURE DEMOLITION AWARD

In past years, the city has issued one annual structural demolition award based on projected property acquisitions and resulting structural demolitions for flood control projects. In an effort to improve cost control and overall management of the demolition/site restoration process, for 2019 we are going to undertake several rounds of demolition RFPs based definitive need versus projected needed. At the end of the year, there will be an assessment of cost between an annual requirements contract and several rounds of contracts during the year.

**It is recommended the City Council award the contract to Dig It Up Backhoe Services, Inc. for 2019 Round 1 demolition/site restoration contract in the amount of \$131,102.50.**

Documents:

[2019ROUND1DEMOLITIONCONTRACTCOUNCILMEMOAB.DOCX](#)  
[RECOMMENDATION TO AWARD LETTER 2019 ROUND 1 STRUCTURE](#)

[DEMOLITION.PDF](#)

4.7. RETAIL BEER & WINE LICENSE – CASEY’S COOKIES, INC. DBA COOKIES FOR YOU

The City received a request from Casey’s Cookies, Inc. dba Cookies For You, for a Retail Beer & Wine License operating at 117 South Main Street. All documentation has been approved by the Police Chief, Building Official and Fire Marshal.

**It is recommended the City Council approve the request from Casey’s Cookies, Inc. dba Cookies For You, for a Retail Beer & Wine License operating at 117 South Main Street.**

Documents:

[MEMO- COOKIES FOR YOU.PDF](#)

4.8. STRUCTURAL EVALUATION OF BURN BUILDING

The City of Minot Fire Department has a burn structure and tower located at 1725 West Bypass that is used for training of fire department personnel. According to the manufacturer and to stay compliant in NFPA 1403 the standard for Live Fire Training Evolutions, we are required to have the structure evaluated by a licensed professional engineer every five years. This is to ensure that the structure is safe for use as designed and identify any areas that may be disintegrating due to exposure to heat.

- 1. Recommend acceptance of the proposal submitted by EAPC.**
- 2. Recommend the City Council pass an ordinance amending the 2019 annual budget to increase the Fire Department professional service contracts expenditures and decrease the Fire Department education and training expenditures for a structural evaluation of the Fire training tower.**

Documents:

- [4-9-19 RFP TOWER EVALUATION.PDF](#)
- [RFP EAPC PROPOSAL.PDF](#)
- [PROCUREMENT CHECKLIST.PDF](#)
- [RFP TOWER.PDF](#)
- [2019 BA - FIRE TRAINING TOWER STRUCTURAL EVALUATION.PDF](#)

4.9. AUDITORIUM AND RECREATION BUDGET AMENDMENT

This is an authorization to move unexpended budgeted items in the Auditorium and Recreation budgets into account 03-22, Contracts. This will allow the City to reimburse the Park District for the operation of Auditorium and Recreation for the remainder of 2019.

**It is recommended the City Council pass an ordinance to amend the 2019 annual budget to transfer remaining unspent funds in Auditorium and Recreation to account 03-22 Contracts.**

Documents:

- [APRIL 15 PARK DIST.PDF](#)
- [2019 BA - RECREATION EXPENDITURES TO 03-22.PDF](#)

4.10. AMENDMENT FOR CONSTRUCTION ENGINEERING P3135.2D SWIF REPAIR OF DEFICIENT CULVERTS

The SWIF “D” project originally consisted of numerous areas of repair to gatewells and erosion along the existing flood control project. When the contract was bid in June of 2018, there was inadequate funds available from the State to complete the entire

project, so portions of the work were removed by change order, until funding would become available. The state has now made funds available to complete all of the work under SWIF "D". This amendment will cover the engineering and testing required to oversee this latest portion that is being added back into the contract, Area 9.

**Recommend approval of the construction engineering contract amendment with Houston Engineering for SWIF D – area 9 and authorize the Mayor to sign the agreement on behalf of the City.**

Documents:

[MEMO APPROVE ENGINEERING 3135.2D AMMENDMENT.DOCX](#)  
[EXHIBIT K AMENDMENT 5 TO TASK ORDER 5.PDF](#)

4.11. BUDGET AMMENDMENT APPROVAL P3135.2D SWIF ACTION D CULVERT DEFICIENCY REPAIR

Due to lack of funding, a portion of the project was change ordered out of the Park contract, until additional funds were available as a cost share from the SWC. The SWC has stated that there are additional funds available that they will allocate to complete the area previously removed by change order.

**It is recommended the City Council pass an ordinance amending the 2019 annual budget to add area 9 of the SWIF D project back into the contract since cost share has been secured from the State for the work.**

Documents:

[MEMO APPROVE BUDGET AMENDMENT 3135.2D LEVEE SWIF IMP.PDF](#)  
[LOCATION MAP.PDF](#)  
[AREA 9 SWIF D.PDF](#)  
[21.. 2019 BA - 3135.2 AMENDMENT TO USE RESERVE FOR FUND 265.PDF](#)

5. ACTION ITEMS

5.1. PROFESSIONAL SERVICES AGREEMENT WITH LANDRUM & BROWN AVIATION FOR AIR SERVICE DEVELOPMENT CONSULTING

Landrum & Brown (formerly Trillion Aviation) is a skilled consulting firm with many years' experience in the aviation industry. Their previous work with the Minot International Airport affords them invaluable information about its operations and history.

With this agreement, Landrum & Brown will provide continued assistance with/by:

- Develop airline presentations as part of air service meetings with airlines at carrier headquarters or air service conferences.
- Ongoing analytical support.
- Representation at conferences and meetings.
- Monthly update of load factors, future capacity changes, etc.
- Operational performance review.
- Ongoing communication & dialogue with airlines and the broader aviation community.
- Traffic/Operation forecast.
- Advisory services as needed.

- 1. Recommend approval of the Master Services Agreement with Landrum & Brown for Air Service Development Consulting; and**
- 2. Authorize the Mayor to sign any applicable documentation.**

Documents:

[MEMO - LANDRUM BROWN.PDF](#)  
[MOT\\_LANDRUM BROWN MSA AND SOW ASD\\_2019\\_SIGNED.PDF](#)

6. DEPARTMENT REPORTS: AIRPORT DIRECTOR

7. LIAISON REPORTS

8. MISCELLANEOUS AND DISCUSSION ITEMS

8.1. INFORMATIONAL UPDATE ON THE FLOOD PROTECTION PROJECTS

Informational update on the long term flood protection and potential travel impacts in  
Minot this construction season.

Documents:

[MEMO P3529 INFORMATIONAL UPDATE.PDF](#)

9. ADJOURNMENT