



Regular City Council Meeting
Tuesday, July 6, 2021 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. MAYOR'S REPORT
4. CITY MANAGER REPORT

Documents:

[CITY MANAGER REPORT 7-6-2021.PDF](#)

5. CITY ATTORNEY REPORT

Documents:

[2021-06.PDF](#)

6. MINOT AREA CHAMBER EDC REPORT

Documents:

[JUNE 2021_REPORT TO THE CITY.PDF](#)
[MINOT CHAMBER EDC 2022 BUDGET REQUEST.PDF](#)
[MINOTAREACHAMBEREDC_STRATEGICPLANOUTLINE_ATTACHMENT A_.PDF](#)
[2021 MINOT AREA CHAMBER EDC BOARD OF DIRECTORS_ATTACHMENT B_.PDF](#)

7. CONSENT ITEMS

- 7.1. MAYORAL APPOINTMENTS

It is recommended the following appointments be confirmed by City Council:

- **Electrical Board: Jesse Braun appointed with a term to expire June 2023**
- **Heating & Air Conditioning Board: Jesse Schroeder appointed with a term to expire June 2023**
- **Plumbing Board: Trent Livedalen appointed with a term to expire June 2023**

- 7.2. CITY COUNCIL MINUTES

It is recommended the City Council approve the minutes of the July 21, 2021 special City Council meeting and the July 21, 2021 regular City Council meeting.

Documents:

[210621.PDF](#)
[210621 SPECIAL.PDF](#)

- 7.3. BILLS, TRANSFERS AND PAYROLL

It is recommended the City Council approve payroll for the period of May 23, 2021 through June 19, 2021 in the amount of \$2,112,617.78 and bills and transfers for June in the amount of \$3,861,938.60.

Documents:

7.4. THE FOLLOWING ORDINANCES SHOULD BE CONSIDERED ON SECOND READING

1. **Ordinance No. 5606 - Rezone Ruth Addition, Lot 1 from AG & P to AG and Lot 2 from AG & P to P**
2. **Ordinance No. 5618 - Amend the 2021 Annual Budget- Airport Parking Equipment & Management Agreement**
3. **Ordinance No. 5619 - Amend the 2021 Annual Budget- SWIF Action F - Outfall Pipe Cleaning**
4. **Ordinance No. 5620 - Amend the 2021 Annual Budget- Radio Console for Communication with Minot Fire Dept.**
5. **Ordinance No. 5621 - Stop Signs for Prairie Green Neighborhood**
6. **Ordinance No. 5622 - Amend the 2021 Annual Budget- Property Tax Payment for Parking Ramps and Port Property**

Documents:

[ORDINANCE NO. 5606.PDF](#)
[ORDINANCE NO. 5618.PDF](#)
[ORDINANCE NO. 5619.PDF](#)
[ORDINANCE NO. 5620.PDF](#)
[ORDINANCE NO. 5621.PDF](#)
[ORDINANCE NO. 5622.PDF](#)

7.5. LOIS SUBSCRIPTION AGREEMENT BUDGET AMENDMENT

On April 5, 2021 the Council approved a new professional services agreement with MACEDC that included the following language: "If the City agrees to provide additional funding for a LOIS subscription as described in Section 1.c, MACEDC shall secure a subscription to the LOIS website and place at least 75% of the listings of available land and buildings into the system prior to the expiration of this Agreement."

At the May 24, 2021 meeting, the Council discussed the intent to fund the LOIS subscription.

Recommend approval of the attached budget amendment to appropriate funds to reimburse MACEDC for the LOIS subscription.

Documents:

[LOIS SUBSCRIPTION MEMO.PDF](#)
[46. 2021 BA - LOIS SUBSCRIPTION AGREEMENT.PDF](#)

7.6. NDDOT URBAN AGREEMENT (CRISI) GRANT BUDGET AMENDMENT

NDDOT and MADC applied for and were awarded a Federal CRISI grant to conduct an engineering study for rail expansion at the Minot Intermodal Facility. This study is to be funded by \$400,000 of federal funding and required a local match of \$400,000. The funding was approved in 2020 but was not encumbered at year end.

Recommend approval of a budget amendment on first reading to appropriate funding that was previously approved for a Federal CRISI grant to conduct an engineering study for rail expansion at the Minot Intermodal Facility.

Documents:

[CRISI GRANT.PDF](#)
[47. 2021 BA - NDDOT URBAN AGREEMENT \(CRISI GRANT\).PDF](#)

7.7. BUDGET AMENDMENT TO INCREASE AIRPORT EXPENSES IN ORDER TO DISBURSE FUNDS FOR THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRSAA) GRANT

The City Council had approved the grant application and acceptance of the CRRSAA grant award at the February 16, 2021 City Council meeting. The budget amendment is to increase the professional services and federal

operating revenue in the amount of \$35,147 to fund concession relief.

1. **Recommend approval of the budget amendment for CRRSAA disbursement; and**
2. **Authorize the Mayor to sign the agreement**

Documents:

[MEMO BUDGET AMENDMENT FOR CRSSAA FUNDS.PDF](#)
[2021 BA - CRSSA GRANT.PDF](#)

7.8. ST. JOSEPH'S COMMUNITY FOUNDATION – GRANT REQUEST

The Fire Department would like to apply for a grant from the St. Joseph's Community Health Foundation . We are looking for funding to support purchasing equipment for CPR instruction of the community. This instruction would be part of the Cardiac Ready Community project and also fall under Community Risk Reduction.

The Fire Chief requests that council approves the fire department applying for the grant and allow the Mayor to sign the letter of endorsement.

Documents:

[ST. JOSEPHS GRANT REQUEST MEMO .PDF](#)
[FIRE DEPARTMENT FUNDING REQUEST.PDF](#)

7.9. P# 3529.05A MREFPP PHASE WC-1A – TIERRECITA VALLEJO LEVEE SEGMENT BID APPROVAL

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. The Souris River Joint Board has approved the bid award to Wagner Construction. For funding purposes, Council is recommended to approve the award. Approval of plans and specs and funding resolution was approved at the May 3, 2021 Council meeting.

Recommend Council approve the bid to Wagner Construction for the first phase of construction of the Tierrecita Vallejo levee segment.

Documents:

[MEMO- WC-1A - P3529.5 BID APPROVAL.PDF](#)

7.10. GAMING SITE AUTHORIZATION- COMPANIONS FOR CHILDREN

Site approval by the City Council is required as a precondition to obtain a state games of chance license. Each organization submits documentation annually in order to conduct games of chance at locations throughout the city of Minot. Companions for Children has submitted documentation and received approval from the Police Chief.

Recommend approval of the gaming site authorization for Companions for Children to conduct pull tab devices at Buffalo Wings and Rings through June 30, 2022.

Documents:

[MEMO- GAMING SITE AUTHORIZATION COMPANIONS FOR CHILDREN.PDF](#)

7.11. LANDFILL SCRAPER – LEASE ADDENDUM (PROJECT NUMBER 4575)

On December 1, 2020, Minot City Council awarded a lease to Butler Machinery for a new scraper for the Minot Landfill. CAT Financial has submitted an addendum and a modified Opinion of Counsel to the lease to resolve some issues with the lease documents that the Finance Department requested changes to.

Recommend council approve the addendum to the lease with Caterpillar Financial Services Corporation for the new landfill scraper lease that was awarded to Butler Machinery in December of 2020.

Documents:

[4575 - MEMO TO COUNCIL - LANDFILL SCRAPER - LEASE ADDENDUM.PDF](#)
[OPINION OF COUNSEL - MODIFIED.PDF](#)
[ADDENDUM TO TAX LEASE.PDF](#)

7.12. RATIFY THE AIRPORT'S EXCHANGE OF A 2019 TORO MOWER FOR A 2021 TORO MOWER AT NO COST TO THE CITY

In 2019 the Airport solicited quotes to purchase a new commercial-grade mower unit with broom attachment. City Council awarded the contract to MTI Distributors on September 16, 2019, for a 2019 Toro Groundsmaster with Rotary Broom Attachment in the amount of \$34,121. Since taking acquisition of the mower in 2019, the Airport has experienced repeated maintenance and performance issues with the unit, specifically overheating that renders the Power Take Off inoperable for lengthy periods of time. The Toro unit was sent to MTI service centers in Minneapolis on multiple occasions and on multiple occasions MTI service technicians came to the Airport in an effort to troubleshoot and resolve the issue.

1. **Recommend the City Council ratify the Airport's exchange of their 2019 Toro Mower with Broom Attachment for a 2021 Toro Mower with Broom Attachment; and**
2. **Recommend the City Council approve the budget amendment to increase Airport Capital Equipment and Sale of Capital Assets for the trade of the mower; and**
3. **Authorize the Mayor to sign the Budget Amendment and any other applicable documents.**

Documents:

[MEMO AIRPORT MOWER EXCHANGE.FINAL.PDF](#)
[2019 INVOICE AND PROCUREMENT CHECKLIST FOR EXISTING AIRPORT MOWER AND BROOM ATTACHMENT.PDF](#)
[MTI PROPOSAL FOR EXCHANGE OF 2019 MOWER AND BROOM FOR 2021 MOWER AND BROOM.PDF](#)
[BUDGET AMENDMENT - INCREASE AIRPORT CAPITAL EQUIPMENT AND SALE OF CAPITAL ASSETS FOR TRADE OF MOWER.PDF](#)

7.13. LANDRUM AND BROWN, INC. (L&B) PROJECT EXTENSION, MISCELLANEOUS SERVICES, AND MINIMUM STANDARDS

During the February 3, 2020 City Council Meeting, Council members approved the Landrum & Brown, Inc. Task Order No. 3 (T.O. #3) - Updating Standard Contract Forms at the Minot International Airport. This task order listed an anticipated completion date of December 31, 2020; this project remained ongoing. Though this was an estimated completion date, it is the request of the Airport that City Council formally approve the extension of Task Order No. 3 to July 31, 2021.

L&B, the airport's business consultant, not only has industry knowledge and expertise in this matter but also has worked with the airport for a number of years. L&B's knowledge of the businesses at the airport will provide strong insight into the drafting of the document in an expedient manner. All contracts task orders with L&B are governed by the Master Services Agreement that was approved by City Council on April 15, 2019.

1. **Recommend Council approval of the project extension of the Landrum & Brown, Inc. Task Order No. 3 (T.O. #3) - Updating of Standard Contract Forms and Additional Tasks for the Minot International Airport (MOT); and**
2. **Recommend approval of the Landrum & Brown, Inc. Task Order No. 7 (T.O. #7) for Miscellaneous Consulting Services; and**
3. **Recommend approval of the Landrum & Brown, Inc. Task Order No. 8 (T.O. #8) to Update Minimum Standards; and**
4. **Authorize the Mayor to sign any applicable documentation.**

Documents:

[MEMO LANDRUM BROWN TASK ORDERS NO. 3_7_8.PDF](#)
[MOT TO 3 AMEND 1 STANDARD FORMS.PDF](#)
[MOT TASK ORDER 7 - MISCELLANEOUS.PDF](#)
[MOT TASK ORDER 8 - MIN STDS.PDF](#)

7.14. SBPC AMENDMENT TO GRANT FUNDING AGREEMENT

At the May 20, 2019 Council meeting, the City Council approved a request from Souris Basin Planning Council

for funding from the Magic Fund to establish a revolving loan fund. The agreement authorized funding of \$500,000 in 2019 and \$500,000 in 2020. Souris Basin Planning Council is requesting that the agreement be extended until December 31, 2022.

It is recommended the City Council approve the amendment to the Grant Funding Agreement between the City of Minot and Souris Basin Planning Council and authorize the Mayor to sign the agreement.

Documents:

[SBPC AMENDMENT MEMO.PDF](#)
[20210701 MAGIC FUND GRANT AMENDMENT_SIGNEDSBPC.PDF](#)
[GRANT FUNDING AGREEMENT.PDF](#)
[MAY 20, 2019 COUNCIL MINUTES.PDF](#)

7.15. RETIREMENT AND TRANSFER OF OWNERSHIP OF POLICE K-9 "LOIS"

Police officer and K-9 handler Erik Laudenschlager resigned his position with the Minot Police Department on June 22, 2021. Police K-9 Lois has been in service since March 2015 and was partnered with Officer Laudenschlager for her entire career. Lois has become socialized with her handler and plans were in place to retire Lois in 2022-23, making reassignment impractical. Therefore, retirement of Lois and transfer of ownership and liability to Erik Laudenschlager is the most practical decision for the City.

1. **Recommend approval of the retirement of police K-9 Lois; and**
2. **Recommend approval of the Sale and Transfer of Ownership of police K-9 Lois; and**
3. **Authorize the Mayor to sign the agreement.**

Documents:

[RETIREMENT AND SALE OF K9 LOIS.PDF](#)
[LOIS TRANSFER.PDF](#)

8. ACTION ITEMS

8.1. FERGUSON BOOKS & MORE- SUCCESS DEPOT RENTAL

Ferguson Books & More has been holding a weekend pop-up sale at the Success Depot for the past three years. The property was purchased by the City of Minot as the location for the new City Hall. Mr. Ferguson submitted a request that the City Council consider allowing him to rent the space to conduct the pop-up sale July 16-17, 2021.

It is recommended the City Council consider the request from Dane Ferguson of Ferguson Books & More, to conduct a pop-up sale at the Success Depot July 16-17, 2021.

Documents:

[MEMO- FERGUSON BOOKS AND MORE.PDF](#)

8.2. DOWNTOWN FAÇADE IMPROVEMENT FORGIVABLE LOAN PROGRAM

A number of city plans and economic development studies have concluded that the city needs to create incentives to improve downtown buildings and specifically recommended establishing a façade improvement program. A façade improvement program will address long-term market failures that have led to vacancies and underutilization of properties that are located in the Central Business District.

Staff recommends the approval of a resolution adopting a Façade Improvement Program in the form of a forgivable loan program and adopting design standards for the program.

Documents:

[FACADE IMPROVEMENT MEMO FOR CITY COUNCIL, JULY 2021.PDF](#)
[RESOLUTION BY CC FOR FACADE PROGRAM_BB_KH.PDF](#)
[FACADE IMPROVEMENT PROGRAM GUIDELINES_FINAL PROPOSED.PDF](#)
[FACADE IMPROVEMENT PROGRAM DESIGN STANDARDS_FINAL.PDF](#)

8.3. RECYCLING TRANSFER STATION AND NEW LANDFILL ENTRANCE APPROVE PLANS AND SPECS
(PROJECT NUMBER 4580)

The implementation of a curbside recycling program within the City of Minot has been an ongoing discussion over the past year. There appears to be general agreement with regards to the program details and costs, but prior to a program starting the City needs a facility to transfer recycling materials to ship out for processing. This project would construct the transfer facility along with a new entrance to the landfill in the southwest corner of the quarter section south of our current landfill.

Recommend council approve the plans and specifications for the Recycling Transfer Facility and New Landfill Entrance and authorize a call for bids.

Documents:

[4580 - LANDFILL TRANSFER STATION AND NEW ENTRANCE - APPROVE PLANS AND SPECS.PDF](#)
[20308_MINOTTRANSFERSTATION_BUILDING_SITEIMPROVEMENTS_PRELIMCDS_CIVILSITEWORK.PDF](#)
[MINOTTRANSFERSTATION_65CDS_BUILDING.PDF](#)

8.4. NEW LANDFILL INVESTIGATION (PROJECT NUMBER 4545)

In September of 2017, the City of Minot purchased two quarters of land to expand the landfill. Rezoning this land to Public for future landfill use came against significant public opposition. After over a year of public meetings, focus group discussions, site suitability analysis and relocation cost analysis a smaller expansion was eventually rezoned and approved for expansion. It was the desire of City Council at that time to begin finding a site for a new landfill.

Recommend council authorize the Mayor to sign the task order for the New Landfill Investigation with CPS, Ltd.

Documents:

[4545 - MEMO TO COUNCIL - LANDFILL RELOCATION - 2021.PDF](#)
[48. 2021 BA - LANDFILL INVESTIGATION CPS AGREEMENT.PDF](#)
[MINOTLANDFILLCOW181030.PDF](#)

9. PERSONAL APPEARANCES

10. MISCELLANEOUS AND DISCUSSION ITEMS

11. ADJOURNMENT