

# City of Minot



Regular City Council Meeting

Monday, August 1, 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:

[080122 CITY MANAGER REPORT.PDF](#)  
[2022 -7 - JULY BOD AGENDA.PDF](#)  
[JULY BOARD PACKET\\_CITY CONTRACT.PDF](#)

5. CITY ATTORNEY REPORT

Documents:

[2022-07.PDF](#)

6. CONSENT ITEMS

- 6.1. CITY COUNCIL MINUTES

**It is recommended the City Council approve the minutes of the July 18, 2022 Regular City Council meeting and the July 21, 2022 Special City Council meeting.**

Documents:

[07182022 COUNCIL MEETING MINUTES.PDF](#)  
[07212022 SPECIAL CITY COUNCIL MINUTES.PDF](#)

- 6.2. ORDINANCES

**The following ordinances should be considered for second reading:**

1. **Ordinance No 5756 - Zoning Map Amendment - Lots 7 8 Block 2 Keyes Amended Plat**
2. **Ordinance No 5757 - Zoning Map Amendment - Southwest Knolls Addition Sublots B C of Lot 1**

**3. Ordinance No 5758 - 2022 BA - FY21 Fire SHSG (2022300003) ADTL**

Documents:

[ORDINANCE NO 5756 - ZONING MAP AMENDMENT - LOTS 7 8 BLOCK 2  
KEYES AMENDED PLAT.PDF](#)  
[ORDINANCE NO 5757 - ZONING MAP AMENDMENT - SOUTHWEST  
KNOLLS ADDITION SUBLOTS B C OF LOT 1.PDF](#)  
[ORDINANCE NO 5758 - 2022 BA - FY21 FIRE SHSG \(2022300003\)  
ADTL.PDF](#)

**6.3. ADMINISTRATIVE APPROVALS**

**It is recommended the City Council approve the Administrative Approvals.**

Documents:

[ADMIN APPROVALS 08012022.PDF](#)

**6.4. BILLS, TRANSFERS, AND PAYROLL**

**It is recommended the City Council approve payroll for the period of June 19, 2022 through July 16, 2022 in the amount of \$2,202,586.39 and bills and transfers for July in the amount of \$8,135,761.33.**

Documents:

[PAYROLL.PDF](#)  
[JULY 2022 P CARDS.PDF](#)  
[JULY 2022 ELECTRONIC PAYMENTS.PDF](#)  
[CITY COUNCIL BILLS PAID JULY 2022.PDF](#)

**6.5. MINOR SUBDIVISION PLAT: KEYES 3RD ADDITION**

Presented by John Van Dyke

**RECOMMENDED ACTION:**

**It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create Keyes 3rd Addition.**

Documents:

[CC MEMO - KEYES 3RD ADDITION.PDF](#)  
[ATTACHMENT A - KEYES 3RD ADDITION - MINOR PLAT.PDF](#)

**6.6. VACATION OF A PORTION OF 22ND ST NW AND 23RD AVE NW RIGHT-OF-WAY**

Presented by John Van Dyke

**RECOMMENDED ACTION**

**It is recommended that the City Council approve Resolution 3781 as shown in Attachment A.**

Documents:

[CC MEMO - VACATION OF A PORTION OF 22ND ST AND 23RD AVE  
NW.PDF](#)  
[RESOLUTION NO. 3781.PDF](#)

6.7. SOUTHWEST KNOLLS ADDITION DEVELOPMENT AGREEMENT

Presented by John Van Dyke

**RECOMMENDED ACTION**

**It is recommended that the City Council approve the development agreement as shown in Attachment A.**

Documents:

[CC MEMO - SOUTHWEST KNOLLS DEVELOPMENT AGREEMENT.PDF](#)  
[SOUTHWEST KNOLLS DEVELOPMENT AGREEMENT - FINAL.PDF](#)

6.8. LIBRARY EXTERIOR FINAL PAYMENT

Presented by Janet Anderson

**RECOMMENDED ACTION**

**It is recommended City Council approve the final payment request to Rolac Contracting in the amount of \$55,031.00.**

Documents:

[LIBRARY EXTERIOR-FINAL PAYMENT MEMO.PDF](#)  
[LIBRARY EXTERIOR-FINAL PAYMENT.PDF](#)

6.9. 2021 STREET IMPROVEMENT - FINAL PAYMENT (4550)

Presented by Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council approve the final payment of \$69,145.95 to be paid to Minot Paving Company.**

Documents:

[2021 STREET IMPROVEMENT - FINAL PAYMENT \(4550\).PDF](#)  
[4550 - APP FOR PAYMENT - 7-FINAL - SIGNED.PDF](#)

6.10. BEL AIR AND WASHINGTON ELEMENTARY SAFE ROUTES TO SCHOOL  
CONSULTANT SELECTION (4577)

Presented by Lance Meyer

**RECOMMENDED ACTION**

- 1. It is recommended City Council select Apex Engineering Group to provide consulting services to the City;**

2. **Authorize the city engineer to negotiate a scope and fee; and**
3. **Authorize the mayor to sign the contract.**

Documents:

[4577 - BEL AIR AND WASHINGTON SAFE ROUTES TO SCHOOL CONSULTANT SELECTION.PDF](#)

- 6.11. 2022 SIDEWALK, CURB & GUTTER - ASSESSMENT (4626)  
Presented by Lance Meyer

**RECOMMENDED ACTION**

1. **It is recommended City Council order the construction, rebuilding, or repairing of sidewalks to be performed by the City's contracted Contractor; and**
2. **Assess the construction cost and administration fees for this sidewalk work against the benefiting properties, as shown in Table 1.**

Documents:

[4626 - 2022 SIDEWALK, CURB AND GUTTER ASSESSMENT MEMO.PDF](#)  
[TABLE 1 - SIDEWALK LIST.PDF](#)

- 6.12. CITYWORKS AND TYLER CASHIERING INTEGRATION (4423)  
Presented by Lance Meyer

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the quote from Tyler Technologies for \$10,980 for the Cashiering API;**
2. **Approve the quote from Tyler Technologies for \$4,000 for SnapLogic software; and**
3. **Approve the attached contract change order 3 from Timmons Group.**

Documents:

[4423 - CITYWORKS TYLER CASHIERING INTEGRATION MEMO.PDF](#)  
[MINOT CASHIERING API.PDF](#)  
[CHANGE ORDER 3.PDF](#)

- 6.13. ENGINEERING STUDY AT THE INTERSECTION OF JEFFERSON DRIVE AND 11TH AVENUE SE  
Presented by Stephen Joersz and Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council pass an ordinance on modifying the Jefferson**

**Drive approach from Yield control to Stop control at the intersection with 11th Avenue SE.**

Documents:

[MEMO STOPS - JEFFERSON DR AT 11TH AVE SE.PDF](#)  
[JEFFERSON DR AT 11TH AVE SE.PDF](#)  
[PROPOSED ORDINANCE JEFFERSON DR AT 11TH AVE SE.PDF](#)

6.14. ENGINEERING STUDY AT THE INTERSECTION OF 39TH STREET SE AND 11TH AVENUE SE

Presented by Stephen Joersz and Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council pass an ordinance on modifying the 39th Street SE approaches from Yield control to Stop control at the intersection with 11th Avenue SE.**

Documents:

[MEMO\\_STOPS - 39TH ST SE AT 11TH AVE SE.PDF](#)  
[39TH ST SE AT 11TH ST SE.PDF](#)  
[PROPOSED ORDINANCE 39TH ST SE AT 11TH AVE SE.PDF](#)

6.15. EMERGENCY VEHICLE PREEMPTION SYSTEM

Presented by Stephen Joersz and Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council adopt ordinance 20-13 regarding the City's Emergency Vehicle Preemption System.**

Documents:

[EMERGENCY VEHICLE PREEMPTION SYSTEM COUNCIL MEMO 08.01.22.PDF](#)  
[20-13 EVPS ORDINANCE 08.01.2022.PDF](#)

6.16. FY2023 WCNTF JAG & LOTTERY GRANT APPLICATION

Presented by John Klug, Chief of Police

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the application by the Minot Police Department and Ward County Narcotics Task Force;**
- 2. Authorize the Mayor to sign the application; and**
- 3. Authorize acceptance if awarded the 2023 JAG and Lottery Grant from the ND Bureau of Criminal Investigations.**

Documents:

[WCNTF - FY2023 JAG MEMO.PDF](#)  
[WCNTF 2023 JAG AND LOTTERY GRANT APPLICATION.PDF](#)

6.17. AMMEND POLICE DEPARTMENT BUDGET: USDOJ – OJP FY2021 BULLETPROOF VEST PARTNERSHIP GRANT

Presented by Chief John Klug

**RECOMMENDED ACTION**

**It is recommended City Council approve the proposed ordinance for the FY2021 US Department of Justice – Office of Justice Programs, Bulletproof Vest Partnership Grant on first reading.**

Documents:

[BA MEMO - USDOJ-OJP FY2021 BVP GRANT.PDF](#)  
[51. 2022BA - FY21 USDOJ BULLETPROOF VEST \(PD0216\).PDF](#)

6.18. JOB DESCRIPTION FOR SOLID WASTE/RECYCLING COORDINATOR

Presented by Lisa Jundt

**RECOMMENDED ACTION**

**It is recommended City Council approve the job description for the Solid Waste/Recycling Coordinator.**

Documents:

[MEMO APPROVING JOB DESCRIPTION FOR SOLID WASTE RECYCLING COORDINATOR.PDF](#)  
[SOLID WASTE-RECYCLING COORDINATOR 2022.PDF](#)

6.19. MINOT INTERMODAL FACILITY ENGINEERING AMENDMENT (4546)

Presented by Lance Meyer

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the amendment with Ackerman-Estvold;**
- 2. Authorize the mayor to sign the amendment; and**
- 3. Approve the attached budget amendment on 1st reading.**

Documents:

[4546 - MINOT INTERMODAL FACILITY ENGINEERING AMENDMENT MEMO.PDF](#)  
[AMENDMENT 1.PDF](#)  
[50. 2022 BA - CRISI GRANT \(2021380001\).PDF](#)  
[2022-07-19\\_MINOT\\_CONTRACTAMENDMENTJUSTIFICATION.PDF](#)

6.20. AMENDMENT TO ADOPT-A-LOT JOINT POWERS AGREEMENT

Presented by Dan Jonasson

**RECOMMENDED ACTION**

**It is recommended City Council approve the amendment to the May 17, 2021 Joint Powers Agreement with Minot Park District to add additional City property.**

Documents:

[MEMO APPROVE UPDATED PARK AGREEMENT FOR USE OF ROUNDABOUT KH.PDF](#)  
[AMENDMENT TO ADD ROUNDABOUT\\_2022.07.28.PDF](#)  
[MINOT PARK DISTRICT AMENDED JPA ADOPT-A-LOT.PDF](#)

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

Presented by Chief Kelli Kronschnabel

**RECOMMENDED ACTION**

**It is recommended City Council approve the Mayor to sign the letter of endorsement to allow for the Minot Fire Department to apply for the St. Joseph's Community Health Foundation grant.**

Documents:

[ST JOSEPHS MEMO.PDF](#)  
[MAYOR ROSS LETTER FOR FIRE DEPARTMENT.PDF](#)

7. ACTION ITEMS

7.1. MUNICIPAL COURT RECOMMENDATION

Presented by John Klug, Chief of Police

**RECOMMENDED ACTION**

**It is recommended City Council decline the current offer by Ward County Commission to allow Municipal Court to occupy and operate out of Room 105 at the Ward County Courthouse and maintain the current operation within the Minot Municipal Auditorium.**

Documents:

[MEMO - MUNICIPAL COURT RECOMMENDATION.PDF](#)  
[RECOMMENDATION - MUNICIPAL COURT \(7.27.22\).PDF](#)

7.2. 2025 NDDOT TRANSPORTATION ALTERNATIVES - WASHINGTON ELEMENTARY SAFE ROUTES TO SCHOOL (4820)

Presented by Stephen Joersz and Lance Meyer

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the cost participation with the North Dakota Department of Transportation (NDDOT) for the Washington Elementary Safe Routes to School project, contingent upon project selection from the NDDOT.**

Documents:

[4720 - MEMO 2025 SRTS APPLICATION - WASHINGTON.PDF](#)  
[2025 WASHINGTON SRTS TAP APPLICATION W ATTACHMENTS.PDF](#)

- 7.3. 2024 NDDOT TRANSPORTATION ALTERNATIVES - EDISON ELEMENTARY SAFE ROUTES TO SCHOOL (4667)

Presented by Stephen Joersz and Lance Meyer

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the cost participation with the North Dakota Department of Transportation (NDDOT) for the Edison Elementary Safe Routes to School project, contingent upon project selection from the NDDOT.**

Documents:

[4667 - MEMO 2024 SRTS APPLICATION - EDISON.PDF](#)  
[2024 EDISON SRTS TAP APPLICATION W ATTACHMENTS.PDF](#)

- 7.4. RESOLUTION AGREEMENT AND PARTIAL RELEASE OF LIEN

Presented by Kelly Hendershot

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the attached Resolution Agreement; and**
- 2. Authorize the Mayor to sign the Agreement and any related documents.**

Documents:

[RESOLUTION AGREEMENT CC MEMO.PDF](#)  
[CITY OF MINOT - RELEASE OF JUDGMENT LIEN EXHIBIT A.PDF](#)  
[RESOLUTION AGREEMENT\\_CYPRESS\\_CITY OF MINOT\\_EXECUTED BY SLARSON.PDF](#)

- 7.5. ORDINANCE REPEALING SECTION 1-12 (AUTHORIZATION TO REMOVE CERTAIN PUBLIC RECORDS) OF CHAPTER 1 (GENERAL PROVISIONS)

Presented by Lisa Jundt

**RECOMMENDED ACTION**

**It is recommended City Council repeal Section 1-12 (Authorization to Remove Certain Public Records) of Chapter 1 (General Provisions) of the City of Minot Code of Ordinances.**



Documents:

[MEMO FOR REPEALING SECTION 1-12\(AUTHORIZATION TO REMOVE CERTAIN PUBLIC RECORDS\) OF CHAPTER 1 \(GENERAL PROVISIONS\).PDF](#)  
[CURRENT ORDINANCE.PDF](#)  
[ORDINANCE TO REPEAL.PDF](#)

7.6. FIRE ENGINE MOTOR REPLACEMENT (BA)

Presented by Chief Kelli Kronschnabel

**RECOMMENDED ACTION**

**It is recommended City Council allow the fire control budget to be amended to cover expenses through general fund reserves for the replacement of the motor on Fire Engine 3.**

Documents:

[ENGINE REPAIR MEMO.PDF](#)  
[52. 2022 BA - FIRE ENGINE TRUCK REPAIR.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. 2023 PRELIMINARY BUDGET AND PAY PLAN

Presented by Harold Stewart, David Lakefield, and Lisa Jundt

**RECOMMENDED ACTION**

**It is recommended City Council adopt the 2022 Preliminary Budget for the City of Minot.**

Documents:

[CM BUDGET PRESENTATION.PDF](#)  
[2023 PROPOSED ANNUAL BUDGET \(002\).PDF](#)  
[2023 PROPOSED ANNUAL PAY PLAN.PDF](#)

9.2. CENTRAL POWER ELECTRIC COOPERATIVE, INC E-MAIL CORRESPONDENCE DISCUSSION

Documents:

[CENTRAL POWER E-MAIL CORRESPONDENCE.PDF](#)  
[MINOT MALLARD SUBSTATION SUBDIVISION.PDF](#)

10. ADJOURNMENT