

# City of Minot



Regular City Council Meeting

Monday, August 15, 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

Led by Paul Stroklund, a 30 year Active Duty and Combat Veteran.

3. MAYOR'S REPORT

3.1. MAYORAL APPOINTMENTS

**It is recommended the City Council confirm the following appointment:**

- 1. Rusten Roteliuk, PE to another term as the Engineer on the Building Appeals Board with a term to expire June 2027.**

4. CITY MANAGER REPORT

Documents:

[08152022 CITY MANAGER REPORT.PDF](#)  
[MINOT NORTH DAKOTA UPDATE \(NO NAMES\) \(002\) AUGUST 2022.PDF](#)  
[MINOT COMMISSION ON AGING JULY 17,2022.PDF](#)  
[JULY 2020-2022 FREE LANDFILL WATER BILL WEEK STATISTICS.PDF](#)  
[2022 SPRING HHW E-WASTE COLLECTION EVENT TOTALS.PDF](#)  
[AUGUST BOARD PACKET\\_CITY CONTRACT.PDF](#)  
[DVCC - IMPACT REPORT.PDF](#)

5. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[08 \(AUG\) RECOMMENDATIONS 2022.PDF](#)

5.1. PUBLIC HEARING: REZONE OF 1134 18TH ST. AND ADJOINING UNADDRESSED PROPERTY

Public hearing request on an application from Crystal Braach representing L & C Holdings, LLC, owner for a future land use map amendment from Commercial to Industrial and a zoning map amendment from "C2" General Commercial District to "M1" Light Industrial District for the purpose of expanding the trucking operation located on an adjoining property. The legal descriptions for the properties are Outlot 41 of Section 27, Township 155 North, Range 83 West and Block 1, Lafarge Second Addition to the City of Minot, North Dakota. One property is addressed at 1134 18<sup>th</sup>

St SW and one property is unaddressed, being located immediately south of 1134 18<sup>th</sup> St. SW.

**It is recommended City Council Approve the following in alignment with the Planning Commission recommendation:**

1. Resolution No. 3783 to amend the Future Land Use Map for the subject property from Commercial to Industrial.
2. An ordinance on the first reading for a zoning map amendment from "C2" General Commercial District to "M1" Light Industrial District.

Documents:

[081522 - LUM AMEND - OUTLOT 41 OF SECTION 27-155N-83W AND BLOCK 1, LAFARGE 2ND ADDITION - COMMERCIAL TO INDUSTRIAL.PDF](#)  
[081522 - ZONING MAP AMENDMENT -BLOCK 1, LAFARGE SECOND ADDITION AND OUTLOT 41 OF SECTION 27-155N-83W.PDF](#)

## 6. CONSENT ITEMS

### 6.1. CITY COUNCIL MINUTES

**It is recommended the City Council approve the minutes of the August 1, 2022 Regular City Council meeting.**

Documents:

[08012022 COUNCIL MEETING MINUTES.PDF](#)

### 6.2. ORDINANCES

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

1. **Ordinance No 5759 - Repealing Section 1-12 of Chapter 1 (Authorization to Remove Certain Public Records)**
2. **Ordinance No 5760 - 2022 BA - FY21 USDOJ Bulletproof Vest (PD0216)**
3. **Ordinance No 5761 - 2022 BA - CRISI Grant (2021380001)**
4. **Ordinance No 5762 - 2022 BA - Fire Engine Truck Repair**
5. **Ordinance No 5763 - Proposed Ordinance Jefferson Dr at 11th Ave SE**
6. **Ordinance No 5764 - Proposed Ordinance 39th St SE at 11th Ave SE**
7. **Ordinance No 5765 - Chapter 20-13 EVPS Ordinance**

Documents:

[ORDINANCE NO 5759 - REPEALING SECTION 1-12 OF CHAPTER 1 \(AUTHORIZATION TO REMOVE CERTAIN PUBLIC RECORDS\).PDF](#)  
[ORDINANCE NO 5760 - 2022 BA - FY21 USDOJ BULLETPROOF VEST \(PD0216\).PDF](#)  
[ORDINANCE NO 5761 - 2022 BA - CRISI GRANT \(2021380001\).PDF](#)  
[ORDINANCE NO 5762 - 2022 BA - FIRE ENGINE TRUCK REPAIR.PDF](#)  
[ORDINANCE NO 5763 - PROPOSED ORDINANCE JEFFERSON DR AT 11TH](#)

[AVE SE.PDF](#)  
[ORDINANCE NO 5764 - PROPOSED ORDINANCE 39TH ST SE AT 11TH AVE SE.PDF](#)  
[ORDINANCE NO 5765 - CHAPTER 20-13 EVPS ORDINANCE.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

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

Documents:

[ADMIN APPROVALS 08152022.PDF](#)

6.4. LOW HEAD DAM REMEDIATION – APPROVE PLANS AND SPECS (PROJECT #4618)

Presented by Dan Jonasson

**RECOMMENDED ACTION**

**It is recommended City Council approve plans and specs for low head dam remediation and authorize bid.**

Documents:

[4618 - MEMO TO COUNCIL APPROVE PLANS AND SPECS LOWHEAD DAM IMPROVEMENTS.PDF](#)  
[4618 LOW HEAD DAM EST.PDF](#)

6.5. SNOW REMOVAL EQUIPMENT ACQUISITION – REJECT ADS FOR BIDS

Presented by Jennifer K. Eckman, Airport Director

**RECOMMENDED ACTION**

- 1. It is recommended City Council authorize City staff to reject all bids from the SRE snowblower bid opening on April 5, 2022;**
- 2. Recommend City staff to shelve the project bid specs for future fiscal year funding;**
- 3. Recommend City staff to solicit or bid (if auctioned) used pieces of equipment to replace Unit 326 and/or Unit 313 using the insurance payouts; and**
- 4. Approve to have the Mayor, City Attorney and the Airport Director to sign contracts and necessary documents for the acquisition of used SRE alternatives.**

Documents:

[20220815 MEMO SRE ACQUISITION\\_REJECTION\\_BLOWER\\_BID.PDF](#)  
[BID TABULATION - 2022 SRE BLOWER.PDF](#)

6.6. CONTRACT FOR RUNWAY PAVEMENT MARKING – DESIGN, BIDDING, AND CONSTRUCTION ADMINISTRATION

Presented by Jennifer K. Eckman, Airport Director

#### **RECOMMENDED ACTION**

- 1. It is recommended City Council approve the runway pavement rehab bidding and construction administration to be conducted by Short Elliott Hendrickson Inc. (SEH) contingent upon funding approval; and**
- 2. Authorize the Mayor to sign the agreement once approved by City Attorney and Finance.**

Documents:

[2022-08-15 MEMO ENGINEERING DESIGN - SEH - RWY PAVEMENT MARKING.PDF](#)  
[FULLY EXECUTED SEH MASTER AGREEMENT FOR PROFESSIONAL SERVICES\\_SIGNED.PDF](#)  
[SEH PROPOSAL FOR RUNWAY PAVEMENT MARKING - BIDDING AND CONST ADMIN.PDF](#)

#### **6.7. REQUEST FOR PROPOSALS FOR FOOD, BEVERAGE, AND RETAIL CONCESSIONAIRE**

Presented by Jessica Long, Airport Business and Development Manager, and Jennifer Eckman

#### **RECOMMENDED ACTION**

**It is recommended City Council authorize the Airport Director to advertise and issue a Request for Proposals for Food, Beverage, and Retail (Concessionaire) once RFP is approved by City Attorney and Finance.**

Documents:

[20220815 REQUEST FOR PROPOSALS FOR FOOD, BEVERAGE, AND RETAIL CONCESSIONAIRE.PDF](#)  
[20220804 DRAFT CONCESSIONAIRE RFP.PDF](#)  
[FBRV CONCESSION AGREEMENT 080222.PDF](#)

#### **6.8. PROPOSAL ACCEPTANCE FOR REMOVAL OF THE EXISTING STRUCTURE AT 4TH ADDITION LOT 1**

Presented by Jessica Long and Jennifer Eckman

#### **RECOMMENDED ACTION**

- 1. It is recommended City Council approve accepted proposal for removal of structure; and**
- 2. Authorize Mayor and Finance Director to sign removal contract.**

Documents:

- 6.9. UPDATED LETTER OF AGREEMENT (LOA) FOR RUNWAY SAFETY AREAS (RSA)  
Presented By: Jennifer K. Eckman, Airport Director

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the updated Letter of Agreement (LOA) between the Minot International Airport, Minot FAA Contract Tower (MOT FCT), and Bismarck System Support Center (BIS-SSC)/Technical Operations (Tech Ops) to include language authorizing operational activity within runway safety areas (RSA) under certain conditions; and**
2. **Authorize the Mayor and Airport Director to sign any applicable documentation.**

Documents:

[2022-08-15 MEMO REVISED LOA - RUNWAY SAFETY AREA.PDF](#)  
[4.4.22 LOA RUNWAY SAFETY - FULLY EXECUTED.PDF](#)  
[MOT LOA RSA 8-4-22.PDF](#)

- 6.10. MDU EASEMENT ON CITY PROPERTY  
Presented by Lance Meyer, City Engineer

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the proposed right of way easement for MDU; and**
2. **Authorize the Mayor to sign the necessary documents.**

Documents:

[MEMO\\_MDU\\_EASEMENTS.PDF](#)  
[MDU EASEMENT.PDF](#)  
[508 5TH AVE SERVICE REQUEST.PDF](#)

- 6.11. XCEL ENERGY ELECTRIC EASEMENT ON CITY PROPERTY  
Presented by Lance Meyer, City Engineer

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the electric easement with Xcel Energy; and**
2. **Authorize the Mayor to sign the necessary documents.**

Documents:

[XCEL ENERGY ELECTRIC EASEMENT MEMO.PDF](#)  
[XCEL ELECTRIC EASEMENT.PDF](#)

6.12. INTERSECTION TRAFFIC CONTROL REVIEW FOR DOWNTOWN MINOT

Presented by Lance Meyer and Stephen Joersz

**RECOMMENDED ACTION**

**It is recommended City Council pass an ordinance to convert the following intersections from two-way stop control to all-way stop control:**

- 1. Main Street S and 1st Avenue S**
- 2. Main Street S and 3rd Avenue S**
- 3. 1st Street SE and 2nd Avenue SE**

Documents:

[COUNCIL MEMO -DOWNTOWN INTERSECTION TRAFFIC CONTROL.PDF](#)  
[STOP SIGN ORDINANCE - DOWNTOWN MINOT.PDF](#)  
[DOWNTOWNMINOTTTCR\\_20220810.PDF](#)

6.13. PUBLIC WORKS COOLING TOWER REPAIR BUDGET AMENDMENT

Presented by Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council approve the attached budget amendment on 1st reading.**

Documents:

[PUBLIC WORKS COOLING TOWER REPAIR BUDGET AMENDMENT MEMO.PDF](#)  
[53. 2022 BA - HVAC REPAIR.PDF](#)

6.14. GALLAGHER ACTUARIAL CONSULTING AGREEMENT

Presented by David Lakefield

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the contract with Gallagher Benefit Services Inc, for their actuarial services for the calendar year 2022; and**
- 2. Authorize the Mayor to sign the contract.**

Documents:

[MEMO.PDF](#)  
[CITY OF MINOT - ACTUARIAL 2022 CONSULTING AGREEMENT \(UPDATED 2-15-2022\).PDF](#)

- 6.15. RETAILCOACH CONTRACT EXTENSION  
Presented by Jonathan Rosenthal

**RECOMMENDED ACTION**

**It is recommended City Council approve the signing of a contract extension with The RetailCoach in the amount of \$30,000.00 (\$27,500 plus up to \$2,500 for expenses).**

Documents:

[CC MEMO RETAIL COACH CONTRACT EXTENSION 2022.PDF](#)  
[RETAIL COACH YEAR2RENEWAL.PDF](#)

- 6.16. ST. JOSEPH'S COMMUNITY FOUNDATION GRANT REQUEST  
Presented by John Klug, Chief of Police

**RECOMMENDED ACTION**

- 1. It is recommend City Council approve the Police Department's request to apply for the St. Joseph's Community Foundation Grant; and,**
- 2. Authorize the Mayor to sign the letter of endorsement for the grant application.**

Documents:

[ST JOSEPHS COMMUNITY FOUNDATION GRANT REQUEST.PDF](#)  
[SJCHF GRANT APPLICATION \(2022-2023\).PDF](#)  
[SJCHF ENDORSEMENT LETTER.PDF](#)

7. ACTION ITEMS

- 7.1. CITY HALL REHABILITATION FURNITURE AWARD OF BID (4466)  
Presented by Lance Meyer

**RECOMMENDED ACTION**

- 1. It is recommended the City Council award bid packages 1, 2, 5, and 7 to InterOffice;**
- 2. Award bid packages 3, 6, and alternate 1 to Christianson's Business Furniture;**
- 3. Award bid package 4 to Clute Office Equipment; and**
- 4. Waive the failure to acknowledge addendum 4 by Christianson's Business Furniture and consider it an irregularity.**

Documents:

CITY HALL REHABILITATION FURNITURE AWARD OF BID MEMO.PDF  
MINOT CITY HALL - VENDOR RECOMMENDATION LETTER.PDF  
BID TAB (REVISED).PDF  
CITY OF MINOT ADDENDUM LETTER-CBF.PDF  
MINOT CITY HALL - HUD ESTIMATE.PDF

- 7.2. PAVING DISTRICT 499 - FINAL PAYMENT & BA (4591)  
Presented by: Lance Meyer, City Engineer

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the final payment to Strata Corporation in the amount of \$292,959.71; and**
2. **Approve the attached Budget Amendment in the amount of \$33,801.00.**

Documents:

4591\_MEMO\_FINALPAYMENTBA.PDF  
20220810-FAMRECDUP-PAVDIST499-PAYAPP09-FINAL-SIGNED.PDF  
54. 2022 BA - PAVING DISTRICT 499 (4591).PDF

- 7.3. APPROVAL OF BIL FUNDING APPLICATION AND AWARD OF BID FOR RUNWAY PAVEMENT MARKING PROJECT  
Presented by Jennifer K. Eckman, Airport Director

**RECOMMENDED ACTION**

1. **It is recommended City Council award the bid for the runway pavement marking project to the lowest bidder, Proline West, contingent upon funding approval;**
2. **Approve Airport staff to apply for BIL funding, accept if awarded, and have the Mayor, City Attorney and the Airport Director sign the contracts and necessary documents once approved by City Attorney and Finance; and**
3. **Approve the recommended budget amendment on first reading.**

Documents:

2022-08\_15\_MEMO ACCEPT PVMT MKG BID\_SEH.PDF  
BID TAB - PAVEMENT MARKING.PDF  
55. 2022 BA - RUNWAY PAVEMENT MARKINGS (2022500001).PDF

- 7.4. APPLY FOR PLACEMAKING GRANT  
Presented by Jonathan Rosenthal

**RECOMMENDED ACTION**

**It is recommended City Council approve submission of a Placemaking grant application to the State of North Dakota Department of Commerce in an**



**amount of \$60,000.00.**

Documents:

[CC MEMO PLACEMAKING GRANT APPLICATION.PDF](#)  
[MINOT PLACEMAKING GRANT APPLICATION.PDF](#)  
[CITY OF MINOT PLACEMAKING GRANT APPLICATION .PDF](#)  
[PUBLIC SPACE GRANT APPLICATION FORM.PDF](#)  
[LETTER OF SUPPORT\\_PLACEMAKING GRANT.PDF](#)  
[MSI PROCLAMATION.PDF](#)  
[IEDC DOWNTOWN SUMMARY.PDF](#)  
[DOWNTOWNSTRATEGICPLAN 2021-08-18.PDF](#)

7.5. RECYCLING PROGRAM STRUCTURE

Presented by Jason Sorenson

**RECOMMENDED ACTION**

**It is recommended City Council adopt the following options for implementation of the curbside recycling program:**

- **One time opt-out option.**
- **Bi-weekly recycling collection.**
- **95-gallon cart provided to all participants.**
- **Program will exclude glass.**

Documents:

[MEMO - RECYCLING PROGRAM STRUCTURE.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. COUNCIL PRESIDENT'S LETTER OF RECOMMENDATION ON 2023 BUDGET

Documents:

[PRESIDENTS LETTER.PDF](#)

9.2. CITY OF MINOT ELECTRICAL INSPECTION PROGRAM

Presented by Brian Billingsley

**RECOMMENDED ACTION**

**Staff recommends the City Council retain the Electrical Inspection program for the FY 2023 budget year.**

Documents:

[CC MEMO - ELECTRICAL INSPECTION PROGRAM.PDF](#)  
[2021 INSPECTIONS DEPARTMENT CUSTOMER SATISFACTION SURVEY.PDF](#)  
[INSPECTIONS DEPARTMENT CUSTOMER SATISFACTION SURVEY SCORES.PDF](#)

### 9.3. EMPLOYEE HEALTHCARE AND BENEFITS

Documents:

[BENEFITS PORTION - EMPLOYEE MANUAL 2022.PDF](#)

### 9.4. CITY ATTORNEY POSITION

Presented by Kelly Hendershot

#### **RECOMMENDED ACTION**

- 1. It is recommended City Council determine how to proceed to recruit and fill the City Attorney position and direct staff accordingly;**
- 2. Determine whether to authorize the City Manager and HR Director to pursue a part time arrangement (part time employee or contract) for City legal services with the current City Attorney; and**
- 3. Determine whether to authorize the City Manager to retain outside counsel for assistance on legal matters during the interim period (with ratification by the City Council at the following City Council meeting).**

Documents:

[RECRUITMENT AND HIRING OF CITY ATTORNEY\\_MEMO.PDF](#)  
[CITY ATTORNEY 2022.PDF](#)

### 10. LIAISON REPORTS

### 11. ADJOURNMENT