

City of Minot

Regular City Council Meeting
Monday, September 16, 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. CONSENT ITEMS

3.1. APPROVAL OF THE MINUTES

It is recommended the City Council approve the minutes of the September 3, 2019 regular City Council meeting.

Documents:

[190903.PDF](#)

3.2. THE FOLLOWING ORDINANCES SHOULD BE CONSIDERED ON SECOND READING

1. **Ordinance No. 5416 - Zoning Text Amendment – Chapter 2 & Chapter 11 Mixed Use in Hotels**
2. **Ordinance No. 5417 - Amend the 2019 Annual Budget- Acquisition of Properties on El Rio Drive**

Documents:

[ORDINANCE NO. 5417.PDF](#)

[ORDINANCE NO. 5416.PDF](#)

3.3. ADMINISTRATIVE APPROVALS

It is recommended the City Council ratify the attached administratively approved requests.

Documents:

[ADMIN APPROVALS 9-16-19.PDF](#)

3.4. RETAIL BEER & WINE LICENSE – HORIZON HOSPITALITY, LLC DBA EXPRESSWAY SUITES OF MINOT

The City received a request from Horizon Hospitality, LLC dba Expressway Suites of Minot, for a Retail Beer & Wine License operating at 1605 35th Avenue SW. All documentation has been approved by the Police Chief, Building Official and Fire Marshal.

It is recommended the City Council approve the request from Horizon Hospitality, LLC dba Expressway Suites of Minot, for a Retail Beer & Wine License.

Documents:

[MEMO- EXPRESSWAY SUITES.PDF](#)

3.5. FIRE COMMAND VEHICLE (FD0087)

The 2019 budget request in the equipment purchases fund of \$50,000 included the additional non-capital equipment. This would include, but not limited to, a light bar, additional lighting, mounts for radios and computers. A budget amendment is needed in order to increase the Fire Control maintenance and operation supplies revenues and expenditures and decrease the Fire equipment purchase revenues and expenditures.

1. Recommend approval for the Fire Chief to purchase non-capital equipment for the Fire command vehicle.

2. Recommend approval of the proposed ordinance on first reading.

Documents:

[52. 2019 MEMO - FIRE COMMAND VEHICLE \(FD0087\).PDF](#)

[52. 2019 BA - FIRE COMMAND VEHICLE \(FD0087\).PDF](#)

3.6. ASSIGNMENT OF LEASES, T-HANGAR NO. 8; T-HANGAR NO. 12

There are two (2) vacancies out of sixteen (16) t-hangars owned by the Airport. Protocol established a policy of a waiting list for vacancies. William Quam and Jay Blessum are the next interested parties on the waiting list.

Mr. Quam and Mr. Blessum have indicated interest in renting a t-hangar for a monthly rent of \$75.00 per month, and will abide by the lease terms and obligations. The lease term is month-to-month, which may be terminated by the City or the Tenant with a 30-day written notice.

1. Recommend approval of the Airport T-Hangar Lease between the City of Minot and M20K LLC c/o William Quam for T-Hangar No. 8 for \$75.00 per month; and

2. Recommend approval of the Airport T-Hangar Lease between the City of Minot and Jay Blessum for T-Hangar No. 12 for \$75.00 per month; and

3. Authorize the Mayor to sign the agreement

Documents:

[MEMO T-HANGARS 8 AND 12.PDF](#)

[NO. 8 WILLIAM QUAM \(M20K LLC\).PDF](#)

[NO. 12 JAY BLESSUM.PDF](#)

3.7. LEASE AGREEMENT WITH RSI FOR ROOFTOP SPACE FOR INSTALLATION OF RADIO REPEATER AND ANTENNA

Minot City Transit has purchased a repeater and antenna to upgrade the current two way radio system in use. Through this process it was suggested that the best location for this equipment would be on the roof of Henry Towers.

Recommend approval to enter into a lease agreement with Rehab Services Inc. for the rights to install, maintain, and operate communications equipment at Henry Towers for the purpose of upgrading the transit department's two way radio system.

Documents:

[RSI LEASE AGREEMENT MTC.PDF](#)

BUILDING AND ROOFTOP LEASE AGREEMENT.PDF

3.8. MOWER WITH ROTARY BROOM ATTACHMENT (AIR077)

The Airport planned and budgeted for the replacement of a similar piece of equipment that was originally put in service in 1994. The time and cost of repairing the old equipment has reached a point where purchasing a new unit is warranted. Sealed bids were opened on September 9 and the City received four bids. MTI Distributing, Inc. offered the lowest responsive bid for the equipment.

There were two lower bids that were considered non-responsive: the lowest was \$25,500 for equipment that did not meet the minimum specifications. The next lowest was \$28,525.95, however the bidder did not include the required cashier's check or bidder's bond as required in the request for quote.

- 1. Recommend approval of the bid from MTI Distributing, Inc. for the purchase of a commercial grade out front mower with cab and rotary broom attachment; and**
- 2. Authorize the Mayor to sign any applicable documentation.**

Documents:

[MEMO MOWER WITH BROOM ATTACHMENT \(AIR077\) V4.PDF](#)
[MOWER PROCUREMENT CHECKLIST RF APPROVED.PDF](#)
[MOWER SPECS AND BID TAB.PDF](#)

3.9. SRT UTILITY EASEMENT ON CITY PROPERTY

The City of Minot and SRT have a franchise utility agreement. This allows SRT to construct facilities within City right of way (Ordinance 4483). This agreement does not extend to City owned lots. Those lots are treated as any other privately owned property so SRT needs a right of way easement in order to install any facilities.

- 1. Approve the proposed right of way easement for SRT.**
- 2. Authorize the Mayor to sign the necessary documents.**

Documents:

[MEMO_SRT_EASEMENTS2.PDF](#)
[SRT_EASEMENT2.PDF](#)

4. ACTION ITEMS

4.1. PUBLIC HEARING ON THE PROPOSED 2020 BUDGET

4.2. ADOPT BUDGET ORDINANCE ON FIRST READING

It is recommended the City Council place and pass an ordinance on first reading to adopt the 2020 annual budget.

Documents:

[2020 ANNUAL BUDGET ORDINANCE.PDF](#)

4.3. PUBLIC HEARING OF A DEMOLITION ORDER FOR 512 8TH ST NE

A public hearing to allow an opportunity for the property owner, or neighbors, to voice their opinions on the demolition of 512 8th Street NE.

This order does not require City Council approval, however, providing a public hearing allows an opportunity for the property owner, or neighbors, to voice their opinions. Demolition orders for this property have passed their administrative deadline. The

dangerous condition of the building exists and the structure at 512 8th Street NE should be demolished per the prior determination of the building official.

Documents:

[MEMO- DEMO ORDER FOR 512 8TH ST NE.PDF](#)
[ATTACHMENT 1- FINAL COURTESY LETTER.PDF](#)
[ATTACHMENT 2 IMAGE 1-4.PDF](#)
[ATTACHMENT 3- DEMO 20180910.PDF](#)
[ATTACHMENT 4- DEMOLITION PUBLIC HEARING NOTICE.PDF](#)

4.4. VISIT MINOT MAGIC FUND AGREEMENT

Visit Minot submitted an application to receive \$300,000 from the MAGIC Fund to develop and initiate a citywide marketing campaign. At the April 26, 2019 MAGIC Fund Screening Committee meeting, the Screening Committee recommended to approve the application and funding toward the project. Visit Minot then proceeded with the RFQ process, selected a consultant, and developed an agreement with that consultant. Visit Minot and the City then negotiated the attached MAGIC Fund Grant Agreement relating to this project.

1. **Consider the recommendation from the MAGIC Fund Screening Committee, which was to approve the Visit Minot MAGIC Fund grant for \$300,000, which will be used to develop a citywide marketing campaign.**
2. **If the City Council adopts the MAGIC Fund Screening Committee's recommendation, it is recommended that the City Council approve the MAGIC Fund Grant Agreement and authorize the Mayor to sign it on behalf of the City.**

Documents:

[VISIT MINOT MAGIC FUND CC MEMO_FINAL.PDF](#)
[MAGIC FUND_VISIT MINOT AGREEMENT FINAL.PDF](#)
[EXHIBIT A - GRANT APPLICATION.PDF](#)
[EXHIBIT B - MAGIC FUND COMMITTEE MINUTES 4-26-19.PDF](#)
[EXHIBIT C - CITY COUNCIL MEETING MINUTES 5-20-19.PDF](#)
[EXHIBIT D - ODNEY LETTER AGREEMENT.PDF](#)
[EXHIBIT E - CITY COUNCIL MEETING MINUTES 9-16-19.PDF](#)

5. PERSONAL APPEARANCES

6. MISCELLANEOUS AND DISCUSSION ITEMS

6.1. UPDATE ON THE EXPIRING LAND LEASE WITH MINOT AVIATION

Documents:

[CUSERSBOBDESKTOPMINOT AVIATION EMAIL STRING.PDF](#)
[MINOT AVIATION EMAIL STRING 2.PDF](#)

6.2. GATHERING SPACE

Documents:

[GATHERING-GUIDANCE-MEMO-8-27-19.PDF](#)

6.3. ACQUISITION POLICY & VALUES GUIDANCE

Documents:

[DISCUSSION-ACQUISITION POLICY VALUES GUIDANCE-9-10-19.PDF](#)

7. DEPARTMENT REPORT: FIRE CHIEF

8. LIAISON REPORTS

9. ADJOURNMENT