

# City of Minot



Regular City Council Meeting

Monday, October 3, 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

3.1. PROCLAMATION

Documents:

[FIRE PREVENTION WEEK 2022.PDF](#)

4. CITY MANAGER REPORT

Documents:

[10032022 CITY MANAGER REPORT.PDF](#)  
[2022 -9 - SEPT BOD AGENDA.PDF](#)

5. CONSENT ITEMS

5.1. CITY COUNCIL MINUTES

**It is recommended City Council approve the minutes of the September 19, 2022 Regular City Council meeting and September 26, 2022 Special City Council meeting.**

Documents:

[09192022 COUNCIL MEETING MINUTES.PDF](#)  
[09262022 COUNCIL MEETING MINUTES.PDF](#)

5.2. ORDINANCES

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

- 1. Ordinance No 5773 - Zoning Map Amendment - River Bottom Addition**
- 2. Ordinance No 5775 - 2022 BA Bel Air-Washington Safe routes to school**

Documents:

[ORDINANCE NO 5773 - ZONING MAP AMENDMENT - RIVER BOTTOM ADDITION.PDF](#)  
[ORDINANCE NO 5775 - 2022 BA BEL AIR-WASHINGTON SAFE ROUTES TO SCHOOL.PDF](#)

5.3. ADMINISTRATIVE APPROVALS

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

Documents:

[ADMIN APPROVALS 10032022.PDF](#)

5.4. BILLS, TRANSFERS, AND PAYROLL

**It is recommended City Council approve payroll for the period of August 14, 2022 through September 24, 2022 in the amount of \$3,216,513.75 and the bills and transfers for September in the amount of \$8,367,385.05.**

Documents:

[PAYROLL.PDF](#)  
[2022 SEPTEMBER P CARDS \(002\).PDF](#)  
[2022 SEPTEMBER TRANSFERS.PDF](#)  
[2022 SEPTEMBER CITY COUNCIL BILLS.PDF](#)

5.5. MAJOR SUBDIVISION FINAL PLAT: RIVER BOTTOM 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 River Bottom Addition.**

Documents:

[CC MEMO - RIVER BOTTOM ADDITION.PDF](#)  
[ATTACHMENT A - RIVER BOTTOM ADDITION FINAL.PDF](#)

5.6. MINOR SUBDIVISION PLAT: PRAIRIE GREEN 24TH 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 Prairie Green 24th Addition.**

Documents:

[CC MEMO - PRAIRIE GREEN 24TH ADDITION.PDF](#)  
[ATTACHMENT A - PRAIRIE GREEN 24TH FINAL.PDF](#)

- 5.7. MINOR SUBDIVISION PLAT: SOUTH PARK TERRACE 19TH MINOR PLAT  
Presented by John Van Dyke

**RECOMMENDED ACTION:**

**It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create South Park Terrace 19th Addition.**

Documents:

[CC MEMO - SOUTH PARK TERRACE 19TH.PDF](#)  
[ATTACHMENT A - SOUTH PARK TERRACE 19TH MINOR PLAT.PDF](#)

- 5.8. APPROVAL OF SPECIAL ASSESSMENT DISTRICT  
Presented by David Lakefield

**RECOMMENDED ACTION**

**It is recommended City Council approve the assessment roll for Paving District 499.**

Documents:

[SPECIAL ASSESSMENT - PAVING DISTRICT 499.PDF](#)  
[SA COMMISSION MINUTES 09122022.PDF](#)  
[FINAL ROLL AND AMOUNT CERTIFIED.PDF](#)

- 5.9. RENTAL OF RENAISSANCE PARKING FACILITY  
Presented by David Lakefield

**RECOMMENDED ACTION**

**It is recommended City Council approve the attached City of Minot Rental Agreement for the use of the Renaissance Parking Garage by the Minot Optimist Club to conduct a Halloween Trick or Treating event and authorize the Mayor and Finance Director to sign the agreement.**

Documents:

[RENAISSANCE LEASE MEMO.PDF](#)  
[CITY OF MINOT RENTAL AGREEMENT - OPTIMIST CLUB.PDF](#)  
[2022-23 INSURANCE \(003\).PDF](#)

- 5.10. SRT EASEMENT (4580.1)  
Presented by Jason Sorenson

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the easement for SRT Communications; and**

**2. Authorize the mayor to sign the easement document.**

Documents:

[MTC - SRT EASEMENT - TRANSFER FACILITY.PDF](#)  
[SRT EASEMENT.PDF](#)

- 5.11. 2022 STREET PATCHING - FINAL PAYMENT (4625)  
Presented by Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council approve the final payment of \$68,688.70 to be paid to Bechtold Paving, Inc.**

Documents:

[2022 STREET PATCHING - FINAL PAYMENT \(4625\).PDF](#)  
[4625 - APP FOR PAYMENT - 4 FINAL - SIGNED.PDF](#)

- 5.12. NDDOT FFY2023 TRAFFIC SAFETY GRANT (2023200003-2023200007)  
Presented by Chief John Klug

**RECOMMENDED ACTION:**

- 1. It is recommended City Council authorize to accept the North Dakota Department of Transportation (NDDOT) FFY 2023 Traffic Safety Enforcement Grant for the Minot Police Department;**
- 2. Authorize the Mayor to sign the agreement; and**
- 3. Approve the proposed ordinance for the FFY2023 NDDOT Traffic Safety Division grant on the first reading.**

Documents:

[FFY 2023 TRAFFIC SAFETY COUNCIL MEMO\(1\).PDF](#)  
[NDDOT FFY2023 CONTRACT\\_12221352\\_PD\\_MINOT-TS\\_CONTRACT.PDF](#)  
[59. 2022 BA - 2022-23 TRAFFIC SAFETY GRANTS.PDF](#)

- 5.13. BUDGET AMENDMENT REQUEST – FIRE PREMIUM TAX  
Presented by Chief Kelli Kronschnabel

**RECOMMENDED ACTION**

**It is recommended City Council approve the budget amendment on first reading for the overage of the fire premium tax returned to the City of Minot from the State of North Dakota.**

Documents:

[FIRE PREMIUM TAX MEMO.PDF](#)  
[61. 2022 BA - FIRE PREMIUM TAX ANNUAL PAYMENT.PDF](#)

## 6. ACTION ITEMS

### 6.1. ADOPT 2023 BUDGET ORDINANCE AND APPLICABLE RESOLUTIONS ESTABLISHING RATES, FEES, AND CHARGES

1. **It is recommended City Council place and pass Ordinance No 5776 on second reading to adopt the 2023 annual budget;**
2. **Adopt a resolution establishing the rates, fees, and charges pertaining to the Minot International Airport; and**
3. **Adopt a resolution establishing rates, fees, and charges pertaining to Sewer.**

Documents:

[2023 BUDGET ORDINANCE 2ND READING.PDF](#)  
[2023 AIRPORT RESOLUTION.PDF](#)  
[2023 SEWER RESOLUTION.PDF](#)

### 6.2. PURCHASE USED SNOW REMOVAL EQUIPMENT (SRE) TO REPLACE TOTALED SRE

Presented by Jennifer K. Eckman, Airport Director

#### **RECOMMENDED ACTION**

1. **It is recommended City Council approve the purchase of used SRE chassis, plow, and associated shipping from M-B Companies;**
2. **Forego the bidding process on this purchase due to the unique nature of the equipment and the used condition; and**
3. **Approve the budget amendment ordinance on first reading to pay for the purchase and delivery of the equipment.**

Documents:

[20221003 MEMO USED SRE ACQUISITION.PDF](#)  
[58. 2022 BA - AIRPORT SRE PLOW.PDF](#)  
[MB COMPANY MINOT ND FREIGHT QUOTE.PDF](#)  
[MB COMPANY MINOT ND USED OSHKOSH QUOTE.PDF](#)  
[MB COMPANY MINOT ND USED PLOW QUOTE.PDF](#)

### 6.3. APPOINTMENT OF INTERIM CITY ATTORNEY AND RECOMMENDED TEMPORARY SALARY INCREASE

Presented by Lisa Jundt

#### **RECOMMENDED ACTION**

**It is recommended City Council appoint Stefanie Stalheim as the interim City Attorney and approve staff recommendation to increase monthly salary by ten (10) percent for assuming additional duties effective October 3, 2022.**

Documents:

[MEMO FOR APPOINTMENT AND INTERIM PAY FOR CITY ATTORNEY DUTIES.PDF](#)

6.4. PAVING & UTILITY DISTRICT 2021-1 (4585) - AMENDMENTS

Presented by Lance Meyer:

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the amendments to the AE2S engineering contract and authorize the Mayor to sign; and**
2. **Approve the budget amendment on first reading.**

Documents:

[4585\\_MEMO\\_AMENDMENTS.PDF](#)  
[4585\\_AE2S\\_AMENDMENT NO.2\\_LI.PDF](#)  
[4585\\_AE2S\\_AMENDMENT NO.3\\_PROJECT DURATION EXTENSION.PDF](#)  
[60. 2022 BA - 4585 - PAVING AND UTILITY DISTRICT 2021-1.PDF](#)  
[CO002\\_CONSTRUCTION UNIT RATES.PDF](#)  
[CO 3\\_MCDC LANDI.PDF](#)  
[CO 4\\_DURATION EXTENSION AND MANAGEMENT.PDF](#)

6.5. AD HOC COMMITTEE: "EMPLOYEE BENEFITS AND WAGE REVIEW COMMITTEE"

Presented by Alderman Roscoe Streyle

**RECOMMENDED ACTION**

**It is recommended City Council establish an ad hoc committee, comprised of no more than nine (9) members, to be appointed by the Mayor, to review and offer recommendations to the City Council for health care insurance, other employee benefits, vacation leave policy and the annual wage cost of living adjustment methodology for the 2024 budget. The committee shall explore for feasibility and desirability of a strategic partnership with the Minot Park District for the purpose of joint bidding of employee benefit packages. The community members must consist of Minot City Human Resource Director (1), Minot City Manager (1), three (3) members of Minot City Council, three (3) City of Minot Employees, and one (1) member from the public.**

Documents:

[STREYLE\\_COMMITTEE MEMO.PDF](#)  
[2022 BENEFITS INFORMATION FOR APPLICANTS.PDF](#)  
[2023 SALARY SURVEY.PDF](#)

7. PERSONAL APPEARANCES

8. MISCELLANEOUS AND DISCUSSION ITEMS

8.1. 2023 SALARY SURVEY REVIEW  
Presented by Roscoe Streyle

Documents:

[2023 SALARY SURVEY.PDF](#)

8.2. MSU STUDENT GOVERNMENT ASSOCIATION/CITY COUNCIL JOINT MEETING

Documents:

[MSU STUDENT GOV-CITY COUNCIL JOINT MEETINGPDF.PDF](#)

8.3. 2023 MEETING SCHEDULE DISCUSSION

Documents:

[2023 SCHEDULE SAMPLE.PDF](#)

9. ADJOURNMENT