

City of Minot



Regular City Council Meeting

Monday, November 21, 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. OATH OF OFFICE
4. MAYOR'S REPORT
5. CITY MANAGER REPORT

Documents:

[11212022 CITY MANAGER REPORT.PDF](#)
[MINOT COMMISSION ON AGING BOARD OF DIRECTORS MINUTES.PDF](#)
[2022 -11 - NOV BOD AGENDA.PDF](#)
[NOVEMBER BOARD PACKET_CITY CONTRACT.PDF](#)

6. PUBLIC HEARING
 - 6.1. PUBLIC HEARING: TRAFFIC SIGNAL DISTRICT 2022-1
Presented by Lance Meyer

RECOMMENDED ACTION

Depending on the protests received, it is recommended council either:

- 1. Declare protests sufficient to bar proceeding with the special assessment district, or;**
- 2. Declare protests insufficient to bar proceeding with the special assessment district.**

Documents:

[TRAFFIC SIGNAL DISTRICT 2022-1 PUBLIC HEARING MEMO.PDF](#)

7. CONSENT ITEMS
 - 7.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the November 7, 2022 Regular

City Council Meeting and the November 7, 2022 Special City Council Meeting.

Documents:

[11072022 COUNCIL MEETING MINUTES.PDF](#)
[11072022 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)

7.2. ORDINANCES

The following ordinances should be considered on second reading:

1. **Ordinance 5783 - 2022 BA - Transit Genfare Computer Equipment**
2. **Ordinance 5784 - 2022 BA - City Hall Rehabilitation (CAP032)**
3. **Ordinance 5785 - 2022 BA - FY22 Fire SHSG (2022300005)**
4. **Ordinance 5786 - 2022 BA - MDU donation**
5. **Ordinance 5787 - 2022 BA - FY22 PD SHSG (2022)**
6. **Ordinance 5788 - 2022 BA - PD Desk Purchase - funded by asset forfeiture**
7. **Ordinance 5789 - 2022 BA - Airport ARFF Truck**
8. **Ordinance 5790 - 2022 BA - Park South Hill Complex Work**

Documents:

[ORDINANCE 5784 - 2022 BA - CITY HALL REHABILITATION \(CAP032\).PDF](#)
[ORDINANCE 5785 - 2022 BA - FY22 FIRE SHSG \(2022300005\).PDF](#)
[ORDINANCE 5786 - 2022 BA - MDU DONATION.PDF](#)
[ORDINANCE 5787 - 2022 BA - FY22 PD SHSG \(2022\).PDF](#)
[ORDINANCE 5788 - 2022 BA - PD DESK PURCHASE - FUNDED BY ASSET FORFEITURE.PDF](#)
[ORDINANCE 5789 - 2022 BA - AIRPORT ARFF TRUCK.PDF](#)
[ORDINANCE 5790 - 2022 BA - PARK SOUTH HILL COMPLEX WORK.PDF](#)
[ORDINANCE 5783 - 2022 BA - TRANSIT GENFARE COMPUTER EQUIPMENT.PDF](#)

7.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 11212022.PDF](#)

7.4. ALCOHOLIC BEVERAGE LICENSE RENEWALS

It is recommended City Council approve the renewals for the Alcohol Beverage Sales License for the upcoming year as of January 1, 2023 through December 31, 2023.

Documents:

[MEMO- ALCOHOLIC BEVERAGE LICENSE RENEWALS 11072022.PDF](#)

7.5. 2022 BOND RESOLUTION

Presented by David Lakefield

RECOMMENDED ACTION

1. **It is recommended City Council authorize the Mayor to sign the 2022A Taxable General Obligation Tax Increment Bonds (TIF) Resolution for the improvements on the existing Big M building located in downtown Minot. The bonds will be sold by the City on Monday November 21, 2022, requiring the resolutions to be signed.**
2. **Approve the Resolution authorizing the Mayor and City Clerk to approve the sale of refunding bonds if interest rates fall to a level at or below 4%.**

Documents:

[BOND SALE RESOLUTIONS 2022.PDF](#)
[BOND RESOLUTION PARAMETERS \(MINOT - REF RIBS 2022B\)-V5.PDF](#)

7.6. FINAL PAYMENT - SOURIS HEIGHTS

Presented by Harold Stewart

RECOMMENDED ACTION

It is recommended City Council approve final payment in the amount of \$580,303.21 to be paid to Souris Heights, LLLP for the Souris Heights Project.

Documents:

[SOURIS HEIGHTS - FINAL.PDF](#)
[FYI-ON-NDR-AUGUST-2022.PDF](#)
[CITY COUNCIL MEMO - SOURIS HEIGHTS FINAL PAYMENT.PDF](#)

7.7. DVCC 2023 JAG GRANT AWARD

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended the City Council authorize the Mayor sign the Grant Award and Acceptance - 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program including the following pages:

- **Grant Award and Acceptance**
- **Budget Detail**
- **CY2021A-133 Audit Certification**
- **Non-Supplanting Certification**
- **Certified Conditions (Pg. 23)**

Documents:

[DVCC JAG GRANT MEMO.PDF](#)
[22209-DVCC JAG GRANT AWARD_MAYORSIGNATURENEEDED.PDF](#)

7.8. TRAFFIC SIGNAL DISTRICT 2022-1 DIRECT PREPARATION OF PLANS AND SPECIFICATIONS (4727)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council pass the following resolution:

- 1. Direct the preparation of plans and specifications for Traffic Signal District 2022-1.**

Documents:

[TRAFFIC SIGNAL DISTRICT 2022-1 PREPARE PLANS AND SPECIFICATIONS MEMO.PDF](#)
[3796.PDF](#)

- 7.9. 2022 STREET IMPROVEMENT - CONTRACT 2 - FINAL PAYMENT (4623.2)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$116,645.43 to be paid to Minot Paving Company.

Documents:

[2022 STREET IMPROVEMENT - CONTRACT 2 - FINAL PAYMENT \(4623.2\).PDF](#)
[4623.2 - APP FOR PAYMENT - 5 FINAL SIGNED.PDF](#)

- ~~7.10. ACCEPT PROPOSAL FOR CONCESSIONAIRE RFP~~

~~Presented by Jennifer K. Eckman, Airport Director~~

~~**RECOMMENDED ACTION**~~

- ~~**1. It is recommended City Council accept the highest-ranking proposal from the Concessionaire RFP and;**~~
- ~~**2. Authorize the Mayor to sign concessionaire contract and all applicable documentation.**~~

~~Documents:~~

~~[20221121 MEMO CONCESSIONAIRE RFP.PDF](#)
[FBRV RFP SCORING SHEET TABULATION.PDF](#)
[FBRV CONCESSION AGREEMENT OAKWELLS FINAL.PDF](#)~~

- 7.11. FINAL PAYMENT OF RUNWAY PAVEMENT REHAB – BITUMINOUS REPAIRS AIP PROJECT (3-38-0037-058-2022)

Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

- 1. It is recommended City Council approve the final payment for Runway**

Pavement Rehab - Bituminous Repairs on Runway 8/26;

- 2. Authorize the Mayor and City staff to sign any necessary documents regarding final payment to Northwest Asphalt and Maintenance.**

Documents:

[2022-11-21_MEMO BITUMINOUS REPAIRS FINAL PAYMENT_SEH.PDF](#)
[MOT_BITUMINOUS REPAIRS_PAY APP 1_SIGNED.PDF](#)

- 7.12. AMENDMENT TO LEASE TERMS TO AEROPORT HOBBY SHOPPE, DBA MINOT AVIATION, FOR LOT 1 BLOCK 1, MINOT INTERNATIONAL AIRPORT, SECOND ADDITION
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

- 1. It is recommended City Council approve the amendment of lease terms to Aeroport Hobby Shoppe, dba Minot Aviation, owned by Stewart Lucke and Eva Lucke; and**
- 2. Authorize the Mayor to sign any applicable documentation.**

Documents:

[MEMO LUCKE LEASE RENEWAL AMENDMENT.PDF](#)
[LUCKE LEASE RENEWAL AMENDMENT.PDF](#)
[LUCKE REQUEST FOR RENEWAL 2023.PDF](#)

- 7.13. GREAT RIVER FEDERAL CREDIT UNION DONATION
Presented by Chief Kelli Kronschnabel

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment to amend the 2022 annual budget to increase fire control - operational supplies for EMS equipment for the purchase of an Automatic External Defibrillator (AED) with the generous donation from Great River Federal Credit Union.

Documents:

[GREAT RIVER FEDERAL CREDIT UNION DONATION MEMO.PDF](#)
[73. 2022 BA - GREAT RIVER AED DONATION.PDF](#)

- 7.14. SEP GRANT AMENDMENT
Presented by Chief Kelli Kronschnabel

RECOMMENDED ACTION

It is recommended City Council approve and allow the Fire Chief to sign the amendment for the State Energy Program funding the lighting for Fire Station 3.

Documents:

[SEP GRANT AMENDMENT MEMO.PDF](#)
[MEMORANDUM OF REFERENCE- SEP 22.PDF](#)
[MINOT FIRE DEPARTMENT STATE ENERGY PROGRAM AMENDMENT.PDF](#)

7.15. PHASE 2/3 PSAP TRANSITION CONSULTANT AGREEMENT

Presented by John Klug, Chief of Police

RECOMMENDED ACTION:

- 1. It is recommended City Council approve SCG Consulting Services (SCGCS) to provide continued technical expertise for Minot Central PSAP (Public Safety Answering Point) Transition and Implementation; and**
- 2. Authorize Mayor to sign continued service agreement with SCGCS.**

Documents:

[MEMO-PHASE 2 AND 3 APPROVAL.PDF](#)
[SERVICES AGREEMENT PH2 AND PH3 SCGCS SIGNED.PDF](#)
[SERVICES AGREEMENT EXHIBIT B.PDF](#)
[PHASE FEE SCHEDULE EXHIBIT C 11.01.22.PDF](#)

7.16. WATER AND STREET DEPT TRUCKS - AWARD OF BID (4636)

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the bid from Westlie Truck Center in the amount of \$144,636.00 for the Water Department and \$174,377.00 for the Street Department tandem axle trucks and associated equipment.

Documents:

[MEMO - AWARD OF BID - TANDEM TRUCKS.PDF](#)

7.17. 2022 SANITARY SEWER REHAB AWARD OF BID (CITY PROJECT NO. 4633)

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the final payment for the 2022 Sanitary Sewer Rehabilitation Project to Insituform Technologies USA, LLC in the amount of \$125,626.17.

Documents:

[4633 - 2022 SANITARY SEWER REHAB FINAL PAYMENT.PDF](#)
[4633 - PAY ESTIMATE 2 FINAL - SIGNED.PDF](#)

8. ACTION ITEMS

- 8.1. WATER/SEWER DEPARTMENT HYDRO EXCAVATOR - AWARD OF BID (4732)
Presented by Jason Sorenson

RECOMMENDED ACTION

1. **It is recommended City Council award the bid for a hydro excavator for the Water/Sewer Department to JWR Inc. in the amount of \$522,710; and**
2. **Approve a budget amendment of \$52,710 to cover funding shortfall on first reading.**

Documents:

[4732 - MEMO - AWARD OF BID.PDF](#)
[1. 2023 BA - HYDRO VAC.PDF](#)

- 8.2. POLICE DEPARTMENT BUDGET AMENDMENT FOR POUND SERVICES
Presented by John Klug, Chief of Police

RECOMMENDED ACTION

It is recommended City Council approve the proposed amendment to the Police Department's 2022 annual budget for pound services.

Documents:

[MEMO _ BA 2022 BUDGET _ POUND SERVICES AGREEMENT.PDF](#)
[72. 2022 BA - POUND SERVICES MINOT VET CLINIC.PDF](#)

- 8.3. APPROVAL OF BENEFIT CONSULTING & BROKER SERVICES FOR BROWN AND BROWN
Presented by Lisa Jundt

RECOMMENDED ACTION

1. **It is recommended City Council approve the use of Brown & Brown for Benefit Consulting & Broker Services; and**
2. **Authorize the Mayor to sign the contract on behalf of the City.**

Documents:

[MEMO APPROVING BENEFIT CONSULTING - BROKER SERVICES FOR BROWN AND BROWN.PDF](#)
[CITY OF MINOT_REQUEST FOR QUALIFICATIONS BENEFIT CONSULTING AND BROKER SERVICES 2.PDF](#)
[2023 CITY OF MINOT MEDICAL RENEWAL PRESENTATION FINAL.PDF](#)
[CITY OF MINOT- FEE AGREEMENT 1-1-23.PDF](#)

- 8.4. CITY HALL RETAINING WALL ENGINEERING CONTRACT AMENDMENT 4 (4398)
Presented by Lance Meyer

RECOMMENDED ACTION

- 1. It is recommended City Council Council approve the contract amendment with KLJ; and**
- 2. Authorize the Mayor to sign the amendment.**

Documents:

[4398 - CITY HALL RETAINING WALL ENGINEERING CONTRACT AMENDMENT 4 MEMO.PDF](#)
[KLJ CONTRACT AMENDMENT 4.PDF](#)

- 8.5. HCM-HR SOFTWARE SOLUTION AND IMPLEMENTATION SERVICES
Presented by Lisa Jundt

RECOMMENDED ACTION

- 1. It is recommended City Council approve the selection of ADP for the City's HCM-HR Solution and Implementation Services; and**
- 2. Authorize City Staff to negotiate a contract with ADP.**

Documents:

[RECOMMENDATION FOR HCM-HR SOFTWARE SOLUTION AND IMPLEMENTATION SERVICES.PDF](#)
[ADP TECHNICAL PROPOSAL.PDF](#)
[ADP PROPOSAL RESPONSE TO ATTACHMENT A.PDF](#)
[ADP PROPOSAL RESPONSE TO ATTACHMENT B.PDF](#)
[ADP PROPOSAL RESPONSE TO ATTACHMENT C.PDF](#)
[ADP APPENDIX A - ADP SAMPLE MAJOR ACCOUNTS AGREEMENT.PDF](#)
[ADP APPENDIX B - ADP AWARDS AND RECOGNITION.PDF](#)
[ADP APPENDIX C - INVESTMENT SUMMARY.PDF](#)
[ADP APPENDIX D - I. PROJECT SCHEDULE.PDF](#)
[ADP APPENDIX E - I. ORGANIZATIONAL CHART.PDF](#)
[ADP APPENDIX F - ADP WORKFORCE NOW REQUIREMENTS CARD 2022.PDF](#)
[ADP APPENDIX G - II. PROJECT DELIVERABLES.PDF](#)
[ADP APPENDIX H - ADP_DATA_CENTERS_AND_HOSTING_SERVICE_EXECTIVE_SUMMARY_FY2022.PDF](#)
[ADP APPENDIX I - ADP MARKETPLACE SOLUTION OVERVIEW.PDF](#)
[ADP APPENDIX J - ADP WORKFORCE NOW API BROCHURE.PDF](#)
[ADP APPENDIX K - ADP GSO OVERVIEW FY2023.PDF](#)
[ADP APPENDIX L - ADP DISASTER RECOVERY PROGRAM OVERVIEW FY2022.PDF](#)
[ADP APPENDIX M - II. SAMPLE PLAN.PDF](#)
[ADP APPENDIX N - ADP WORKFORCE NOW STANDARD REPORTS GUIDE 2021.PDF](#)
[ADP PRICE PROPOSAL.PDF](#)

- 8.6. UNION SILOS PUBLIC ART PROJECT PRESENTATION
RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign a letter of support for the Main Street Initiative Vibrancy Grant with the Union Silos Project.

Documents:

9. PERSONAL APPEARANCES
10. MISCELLANEOUS AND DISCUSSION ITEMS
11. LIAISON REPORTS
12. ADJOURNMENT