



Regular City Council Meeting

Monday, December 5, 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:

[12052022 CITY MANAGER REPORT.PDF](#)
[AIRPORT CITY COUNCIL PRESENTATION - 2022-10.PDF](#)
[20221031 MINOT SERVICE AGREEMENT REPORT.PDF](#)

5. CITY ATTORNEY REPORT

Documents:

[2022-12.PDF](#)

6. CONSENT ITEMS

- 6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the November 21, 2022 Regular City Council meeting.

Documents:

[11212022 COUNCIL MEETING MINUTES.PDF](#)

- 6.2. ORDINANCES

It is recommended City Council approve the following ordinances on second reading:

1. **Ordinance No 5791 - 2022 BA - Great River AED donation**
2. **Ordinance No 5792 - 2023 BA - Hydro Vac**
3. **Ordinance No 5793 - 2022 BA - Pound Services Minot Vet Clinic**

Documents:

[ORDINANCE NO 5791 - 2022 BA - GREAT RIVER AED DONATION.PDF](#)
[ORDINANCE NO 5792 - 2023 BA - HYDRO VAC.PDF](#)
[ORDINANCE NO 5793 - 2022 BA - POUND SERVICES MINOT VET CLINIC.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 12052022.PDF](#)

6.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended City Council approve the payroll for the period of October 23, 2022 through November 19, 2022 in the amount of \$2,174,783.71 and the bills and transfers for November in the amount of \$8,954,947.46.

Documents:

[PAYROLL REPORT.PDF](#)
[NOVEMBER 2022 CITY COUNCIL BILLS PAID.PDF](#)
[NOVEMBER 2022 PCARDS.PDF](#)
[NOVEMBER TRANSFERS.PDF](#)

6.5. 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 12052022.PDF](#)

6.6. GAMING SITE AUTHORIZATION - ND ASSOCIATION FOR THE DISABLED, INC.

Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended the City Council amend the gaming site authorization for ND Association of the Disabled, Inc to install a pull tab dispensing device at the Drop Zone (101 S Main St).

Documents:

[MEMO- GAMING SITE AUTHORIZATION- ND ASSOCIATION FOR THE DISABLED, INC. AND THE DROP ZONE.PDF](#)

6.7. GAMING SITE AUTHORIZATION - ND CHAPTERS OF DELTA WATERFOWL, INC.

Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended the City Council approve the gaming site authorization for the ND Chapters of Delta Waterfowl, Inc. to hold a raffle on April 24, 2023 at the Grand Hotel (1505 N Broadway).

Documents:

[MEMO- GAMING SITE AUTHORIZATION- ND CHAPTERS OF DELTA WATERFOWL, INC AND THE GRAND HOTEL.PDF](#)

- 6.8. 2022 SIDEWALK, CURB AND GUTTER - PERMANENT EASEMENT BA (4626)
Presented by Lance Meyer

RECOMMENDED ACTION

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

Documents:

[2022 SIDEWALK, CURB AND GUTTER REPLACEMENT - PERMANENT EASEMENT BA \(4626\).PDF](#)
[74 2022 BA - PERM EASEMENT PROJ 4626 AND INC EXP.PDF](#)

- 6.9. AMENDMENT TO JOINT POWERS AGREEMENT WITH MINOT PARK DISTRICT
Presented by Dan Jonasson

RECOMMENDED ACTION

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

Documents:

[MEMO APPROVE UPDATED PARK AGREEMENT FOR USE OF FLOOD BUYOUT AREAS FOR RECREATION.PDF](#)
[AMENDMENT 2 TO JPA_CITY.PARK_FLOOD BUYOUT LOTS.PDF](#)
[MINOT PARK DISTRICT AMENDED JPA ADOPT-A-LOT.PDF](#)

- 6.10. RECYCLING COMPACTOR TRAILERS – AWARD OF BID (4747)
Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the bid from Ken's Truck Repair, Inc. in the amount of \$279,413.20 for two compactor trailers for the recycling program.

Documents:

[4747 - MEMO TO COUNCIL - COMPACTOR TRAILERS.PDF](#)

6.11. LANDFILL 6-WAY DOZER – AWARD OF BID (4747)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council approve the bid from RDO Equipment Company in the amount of \$86,470.73 per year for a five-year lease for a 6-way dozer;**
- 2. Authorize entering a lease with Bravera Bank for the new dozer lease; and**
- 3. Authorize the Mayor and Finance Director to sign the lease documents.**

Documents:

[4747 - MEMO TO COUNCIL - 6 WAY DOZER.PDF](#)

6.12. LANDFILL SMALL ARTICULATING LOADER – AWARD OF BID (4748)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council approve the bid from Butler Machinery Company in the amount of \$22,391.03 per year for a five-year lease for a small wheel loader;**
- 2. Authorize entering a lease with CAP First Equipment Finance for the new loader lease; and**
- 3. Authorize the Mayor and Finance Director to sign the lease documents.**

Documents:

[4748 - MEMO TO COUNCIL - SMALL LOADER.PDF](#)

6.13. INDUSTRIAL SNOWPLOW – AWARD OF BID (4744)

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the bid from RDO Equipment Co. in the amount of \$37,500 for an industrial snowplow loader attachment.

Documents:

[4744 - MEMO TO COUNCIL - SNOW PLOW.PDF](#)

6.14. AMENDMENT TO SERVICE AGREEMENT FOR HANGAR REMOVAL

Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

It is recommended City Council approve the amended service agreement and authorize the Mayor to sign the amended contract.

Documents:

[20221205 MEMO BLUESTONE CONTRACT EXTENSION.PDF](#)
[CONTRACT FOR REMOVAL-SIGNED.PDF](#)
[20221018 AMENDED CONTRACT-SIGNED.PDF](#)

6.15. CONCESSIONAIRE RFP PROPOSAL ACCEPTANCE

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:

[20221205 MEMO CONCESSIONAIRE RFP.PDF](#)
[FBRV RFP SCORING SHEET TABULATION.PDF](#)
[FBRV CONCESSION AGREEMENT.PDF](#)

6.16. ARCHKEY SECURITY SYSTEM SUPPORT AGREEMENT

Presented by Jennifer Eckman, Airport Director

RECOMMENDED ACTION

- 1. It is recommended City Council approve the annual support agreement with ArchKey Technologies for the Airport's security system; and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[MEMO ARCHKEY SUPPORT AGREEMENT 2023.PDF](#)
[MINOT AIRPORT SYSTEM SUPPORT AGREEMENT 2023.PDF](#)

6.17. APPROVAL OF 2023 SERVICES AGREEMENTS

Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council approve the Services Agreements for First District Health Unit, Minot Commission on Aging, Minot Area Council of the Arts, Souris Basin Planning Council and to authorize the Mayor and Finance Director to sign the agreements.

Documents:

[SERVICES AGREEMENTS 2023 MEMO.PDF](#)
[COMMISSION ON AGING SERVICES AGREEMENT 2023.PDF](#)
[MINOT COMMISSION ON AGING EX 1 2023.PDF](#)
[SBPC SERVICES AGREEMENT 2023.PDF](#)
[SBPC SERVICES AGREEMENT EX 1 2023.PDF](#)
[MACA SERVICES AGREEMENT 2023.PDF](#)
[MACA SERVICES AGREEMENT EX 1 2023.PDF](#)
[FIRST DISTRICT HEALTH UNIT SERVICE AGREEMENT.PDF](#)

6.18. LIBRARY BUDGET AMENDMENT – MICROFILM DIGITIZATION

Presented by Janet Anderson, Library Director

RECOMMENDED ACTION

It is recommended City Council approve a budget amendment on first reading to move \$1,000 donated to the Library for the purpose of digitizing microfilm into 2021670003.2100000.36400 for project # 2021670003, which is the project number.

Documents:

[MICROFILM DIGITIZATION DONATION2.PDF](#)
[47. 2022 BA - LIBRARY DIGITIZATION PROJECT2.PDF](#)

6.19. CAPITAL PURCHASE OF A HOSE DRYER FOR FIRE STATION 5

Presented by Kelli Kronschnabel, Fire Chief

RECOMMENDED ACTION

It is recommended City Council approve a budget amendment to move Department Materials and Supplies funding to Capital Equipment fund for the purchase of a fire hose dryer to be placed in Fire Station 5 on first reading.

Documents:

[2022 HOSE DRYER MEMO.PDF](#)
[75. 2022 BA - FD CAPITAL PURCHASE HOSE DRYER.PDF](#)

7. ACTION ITEMS

7.1. 2022 ND BUILDING CODE ADOPTION

Presented by Luke Tillema and Brian Billingsley

RECOMMENDED ACTION

1. **It is recommended City Council approve the adoption of the 2021 ICC code cycle. The proposed code changes will update the current 2018 ICC codes as adopted in 2019 by the City of Minot.**
2. **It is also recommended City Council approve to adopt the 2021 IFC (International Fire Code) code cycle.**

Documents:

[2021 CODE ADOPTION - MEMO CC \(002\)SS - LT.PDF](#)
[ORDINANCE NO - 2021 CODE ADOPTIONSS \(002\).PDF](#)

- 7.2. CP RAIL DOWNTOWN QUIET ZONE ENGINEERING SELECTION (4781)
Presented by Lance Meyer

RECOMMENDED ACTION

1. **It is recommended City Council direct select SRF Consulting Group and authorize the city engineer to negotiate a scope and fee; and**
2. **Authorize the Mayor to sign the contract.**

Documents:

[CP RAIL DOWNTOWN QUIET ZONE ENGINEERING SELECTION MEMO.PDF](#)

- 7.3. 2020 & 2021 ABATEMENT REQUEST FOR COMMERCIAL PARCEL MI19.C99.000.0020 OWNED BY FLOROS, INC.
Presented by Damon Druse

RECOMMENDED ACTION

The City Assessor's Office recommends Partial Approval of the abatement request. The Assessor's Office recommends the 2020 and 2021 assessment to be approved at \$610,000. The value would be broken down as follows: \$535,000 for land plus \$75,000 for site improvements for a total of \$610,000.

Documents:

[COUNCIL MEMO-FLOROS, INC ABATEMENT.PDF](#)
[ABATEMENT LETTER TO PROPERTY OWNER.PDF](#)
[FLOROS, INC SUBMITTED DOCUMENTS.PDF](#)
[FLOROS, INC ABATEMENT FORMS 2020 AND 2021.PDF](#)
[2020 PROPERTY RECORD.PDF](#)
[2021 PROPERTY RECORD.PDF](#)
[COMPARABLE SALES-VACANT LAND.PDF](#)
[AERIAL.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

10. ADJOURNMENT