

City of Minot

Regular City Council Meeting
Monday, January 6, 2020 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. MAYOR'S REPORT
 - 3.1. MAYORAL APPOINTMENTS

Documents:

[MEMO TO APPT JAN 2020.PDF](#)

4. CITY MANAGER REPORT
5. CITY ATTORNEY REPORT

Documents:

[ATTORNEY REPORT.PDF](#)

6. CONSENT ITEMS
 - 6.1. APPROVAL OF THE MINUTES

It is recommended the City Council approve the minutes of the December 16, 2019 regular City Council meeting.

Documents:

[191216.PDF](#)

- 6.2. APPROVAL OF BILLS, TRANSFERS & PAYROLL
- It is recommended the City Council approve the bills and transfers as listed for December in the amount of \$5,030,925.98 and payroll from November 24, 2019 through December 21, 2019 in the amount of \$2,036,682.12.**

Documents:

[BILLS DEC 19.PDF](#)
[PAYROLL DEC 19.PDF](#)

- 6.3. ADMINISTRATIVE APPROVALS
- It is recommended the City Council ratify the attached administratively approved requests.**

Documents:

[ADMIN APPROVALS 1-6-20.PDF](#)

6.4. FY 2019 STATE HOMELAND SECURITY GRANT FD0105

Minot Fire Department was awarded funding for the FY2019 State Homeland Security Grant. This equipment and training grant allows the fire department to build and sustain Hazardous Materials and Technical Rescue equipment as well as ensure personnel are trained to use the equipment to fulfill our mission regarding Northwest Regional Response for the State.

It is recommended the City Council amend the 2019 annual budget to increase equipment and training expenditures and revenues for the award of the FY2019 State Homeland Security Grant.

Documents:

[MEMO FOR BUDGET AMENDMENT FOR FY2019 SHSG.PDF](#)
[BA - FD0105.PDF](#)

6.5. PROPOSED ORDINANCE – NDDDES FY2019 STATE HOMELAND SECURITY PROGRAM GRANT (PD0187)

An ordinance amending the 2019 annual budget to increase the Police department travel and capital equipment revenues and expenditures for the award of the North Dakota Department of Emergency Services (NDDDES) FY2019 State Homeland Security Program Grant.

Recommend approval of the proposed ordinance for the FY2019 State Homeland Security Grant on first reading.

Documents:

[BA MEMO PD0187 - FY19 SHSP GRANT.PDF](#)
[PD0187 BA.PDF](#)

6.6. ENBRIDGE EQUIPMENT GRANT FD0107

The Fire Department was awarded funding from Enbridge to purchase a battery-operated extrication tool.

It is recommended the City Council amend the 2019 annual budget to increase equipment expenditures and revenues for the purchase of an extrication tool funded by the Safe Community Grant awarded by Enbridge.

Documents:

[MEMO FOR BUDGET AMENDMENT FOR ENBRIDGE GRANT.PDF](#)
[BA - FD0107.PDF](#)

6.7. PROPOSED ORDINANCE – BRAZOS ELECTRONIC TICKETING PROJECT (PD0159)

A budget amendment is required to move a portion of Brazos electronic ticketing software from the capital fund into the general fund as it does not meet the City policy for a capital purchase. The expenditure and revenue will be decreased for the equipment purchase capital fund and increased in the general fund Police department applicable accounts.

Recommend approval of the proposed ordinance for the Brazos electronic ticketing module on first reading.

Documents:

6.8. OVERTIME REIMBURSEMENT FOR ATF NORTH BORDER VIOLENT CRIMES TASK FORCE (PD0189)

The Minot Police Department is in the process of finalizing participation with the ATF North Border Violent Crimes Task Force. This reimbursement authorization will assist in offsetting overtime and related costs for a designated investigator as he/she investigates crimes related to firearms, illegal drugs, and other violent offenses pursuant to a finalized memorandum of understanding (MOU) with ATF.

1. **Recommend approval to receive overtime and other related costs reimbursement regarding participation with the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) North Border Violent Crimes Task Force; and**
2. **Authorize the Chief of Police and City Finance Director to finalize State and Local Overtime Funding (SLOT) and Unified Financial Management System (UFMS) with the US Department of Justice (DOJ); and**
3. **Approve an ordinance amending the 2020 annual budget to increase the Police department salary and benefit revenues and expenditures for Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Joint Law Enforcement Operations Program.**

Documents:

MEMO. SLOT REIMBURSEMENT FUNDING FOR NORTH BORDER VIOLENT CRIMES TASK FORCE.PDF
ATF-UFMS VENDOR REQUEST FORM - MINOT PD.PDF
REQUEST FOR SLOT FUNDING FORM-MINOT PD.PDF
MINOT PD MOU (002).1.PDF
BA PD0189.PDF

6.9. APPROVAL OF FLOOD MITIGATION BUYOUT STRUCTURE SALVAGE AUCTION SALE

Upon acquisition of property containing structures as part of the buyout program for flood mitigation measures, a team of City staff and CDM Smith assess the structures for soundness and earmark each for demolition, salvage or auction.

It is recommended the City Council grant approval to include the contents of 1220 28th Street SW in the salvage auction as part of CDBG-NDR Program Income efforts.

Documents:

DECEMBER2019SALVAGEAUCTIONLISTCOUNCILMEMO.PDF

6.10. AWARD OF BID- WATER/SEWER CRANE TRUCK (PROJECT NUMBER 4324)

On December 31, 2019, the Public Works Department opened bids for a truck mounted crane for the Water and Sewer Department. Two bids were received, and they are as follows:

Bidder Make/Model - Crane Base Bid

Westlie Motor Company 2020 Ford F750 – Auto Crane \$143,157.20

Advanced Fleet Services 2020 Ford F750 – Palfinger \$142,658.94

The unit bid by Advanced Fleet Services differed from the unit specified in many areas. The specifications read "All deviations will be considered in relation to value and price". The areas of deviations include less cargo space, thinner steel thickness, shorter crane reach, and a body configuration that is different from what was specified. The unit bid by Westlie Truck Center meets all of the specifications for the crane and body. Awarding to Westlie Truck Center for the additional \$498.26 is the purchase with the best value.

- 1. Recommend council award the storm Water/Sewer Department crane truck bid to Westlie Truck Center in the amount of \$143,157.20.**
- 2. Recommend council approve a budget amendment to move the funds for the crane truck from the 2019 budget to the 2020 budget.**

Documents:

[4322 - MEMO TO COUNCIL - CRANE TRUCK.PDF](#)
[3. 2020 BA - TRUCK-CRANE-LIFT \(4324\).PDF](#)

6.11. USGS WATER MONITORING AGREEMENT 2020

The City of Minot has been involved with funding two water monitoring sites on the Souris River. One of the sites is upstream of the City of Minot and the second one downstream of the City of Minot.

- 1. Recommend approval of standard joint funding agreement with the USGS for operation of two (2) water quality gauges on the Souris River.**
- 2. Recommend authorizing the Mayor and Public Works Director to sign the agreement.**

Documents:

[MEMO USGS WATER MONITORING AGREEMENT 2020.PDF](#)
[USGS FUNDING AGREEMENT.PDF](#)

6.12. 4505 – 2022 SAFE ROUTES TO SCHOOL - EDISON ELEMENTARY

In 2010, a comprehensive study titled "Minot Safe Routes to School Study" was conducted for the City of Minot. The purpose of the study was to inventory existing safe routes to school for Minot elementary students and to identify and prioritize infrastructure improvements necessary to expand Minot's safe route to school networks.

The proposed project falls in line with improvements prioritized in the comprehensive study. To date, improvement priorities 1, 2, 3, 4, 5, 6, 11, 12 and 14 identified in the City of Minot Safe Routes to School Study have been completed. The proposed project for 2022 follows the recommended safe route improvements listed as Priority #7 in the City of Minot Safe Routes to School Study.

Recommend approval of the cost participation with the North Dakota Department of Transportation (NDDOT) for the Edison Elementary Safe Routes to School project, contingent upon project selection from the NDDOT.

Documents:

[4505 - 2022 SRTS APPLICATION - EDISON.PDF](#)
[4505 - TA APPLICATION.PDF](#)

6.13. THE FOLLOWING ORDINANCES SHOULD BE CONSIDERED ON SECOND READING

1. **Ordinance No. 5434 - Amend the 2020 annual budget – Skidsteer (FD0102)**
2. **Ordinance No. 5435 - Amend the 2019 Annual Budget- Fire Station 5 AE2S Contract (FD0024)**
3. **Ordinance No. 5436 - Amend the CMCO Section 2-133 Purchasing**

Documents:

[ORDINANCE NO. 5434.PDF](#)
[ORDINANCE NO. 5435.PDF](#)
[ORDINANCE NO. 5436.PDF](#)

7. ACTION ITEMS

7.1. ADOPTION OF THE UPDATED PURCHASING POLICY

City staff met internally to review and modify the current purchasing requirements. The Purchasing Policy (“Policy”) was given to the City Council for review and is now ready for adoption.

It is recommended the City Council approve the attached resolution adopting the proposed Purchasing Policy which includes the Buy Local Task Force’s recommendation to include the definition of “Local Vendor” and the section relating to “Local Vendor” in the proposed Purchasing Policy. Approve on second reading the changes to Division 2, of Article IV, Chapter 2, of the City of Minot Code of Ordinances.

Documents:

[PURCHASING POLICY AND LOCAL PREFERENCE_CC MEMO 2020.01.06.PDF](#)
[RESOLUTION_ADOPTION OF POLICY.PDF](#)
[CITY OF MINOT PROCUREMENT POLICY-FINAL-2019.12.20.PDF](#)
[ORDINANCE NO. 5436.PDF](#)

7.2. GENERAL AVIATION APRON PH. II (AIR069) AND PH. III (AIR073) RE-BID

The paved areas in the vicinity of the General Aviation Ramp have been identified by Airport, the FAA, and the State Aeronautics commission as being in a state of disrepair and in need of replacement. In response, the Airport developed a multi-year Capital Improvement Plan to address the issue. This is a three-phase plan approved by Committee and Council in 2015. Phase I of the plan (the North Apron) was completed in late 2017. While design and engineering components have already been completed, construction of Phases II and III as originally included in the 2018 budget was pushed back until 2019 and beyond to address City budget concerns and the availability of FAA entitlement funding for the project.

The Airport is now moving forward as grant funds were awarded by the FAA and State Aeronautics. This project was approved as part of the 2019 Airport capital improvements budget, which allows for 95% reimbursement from the FAA and State Aeronautics.

1. **Recommend authorization to the Airport Director to commence the Request for Proposal process for the General Aviation Apron Reconstruction Ph. II and III; and**
2. **Recommend approval of the budget amendment to decrease 2019 Airport capital expenses, Federal, and State revenue and increase 2020 Airport capital expenses, Federal, and State revenue; and**
3. **Recommend authorization to award the project to the lowest qualified bidder; and**

4. Authorize the Mayor to sign any applicable documentation.

Documents:

[MEMO GA APRON AIR069, AIR073 \(2\).PDF](#)
[58. AIRPORT GA APRON PHASES II AND III.PDF](#)

7.3. DEVELOPERS AGREEMENT - BLU ON BROADWAY (4472)

Blu on Broadway, LLC is developing a mixed-use property on Broadway. The Blu on Broadway PUD was approved by Planning Commission and Council in 2019. This Developers Agreement protects the City's interests and ensures necessary work within public right of way associated with the redevelopment will be completed by Developers, in accordance with City standards and policy.

It is recommended the City Council approve the Blu on Broadway Developers Agreement with Blu on Broadway, LLC and authorize the Mayor to sign.

Documents:

[4472 - DEVELOPERS AGREEMENT - BLU ON BROADWAY.PDF](#)
[4472-BLUBROADWAY-DEVAGREEMENT_ENGINEERING_2019-12-31.PDF](#)

7.4. CITY HALL TECHNICAL TEAM RECOMMENDATION (4466)

At the December 16, 2019 City Council meeting, the Council voted to table the City Hall Technical Team Recommendation. The request is back before the Council for consideration.

1. **Recommend Council discontinue the site selection process for the former Midwest Federal Savings and Loan Building (M Building)**
2. **Recommend Council enter into due diligence and purchase negotiations for the former Wells Fargo Building**

Documents:

[CITY HALL TECHNICAL TEAM RECOMMENDATION MEMO.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. GATHERING SPACE UPDATE AND DISCUSSION

10. ADJOURNMENT