TO: Mayor Shaun Sipma
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: May 17, 2021

SUBJECT: 10TH ANNIVERSARY OF THE FLOOD EVENT PLANNER CONTRACT

I. RECOMMENDED ACTION
   It’s recommended the City Council approve the contract between the City of Minot and Hometown Elegance Event Catering and Productions for the consultation of the 10th Anniversary & commemoration of the flood.

II. DEPARTMENT CONTACT PERSONS
   - Shaun Sipma  701-857-4750
   - Harold Stewart  701-857-4750
   - John Zakian  701-420-4526

III. DESCRIPTION
   A. Background
      In preparation for the 10th Anniversary of the Mouse River Flood, the City decided to form a committee to determine how to commemorate the event. During discussions with the Committee it was decided that with time constraints it was better to reach out and find a planner for this event.

   B. Consultant Selection
      The City’s procurement policy does not require quotes/RFQ/RFP because this is for personal services; it is optional to use an RFP/RFQ process, but it is not mandatory. John Zakian, NDR Program Manager, confirmed that HUD rules do not require specific procurement for this (other than the City policy) because of the low dollar amount.

IV. IMPACT:
   A. Strategic Impact:
      With the upcoming 10th Anniversary of the Mouse River Flood and the resilience of our community. We felt it important to recognize the City of Minot and its citizens for the work that has been done, reflect on what happened, inform the community of what is coming, and connect our community with those who experienced with those who did not.

   B. Fiscal Impact:
      The funds needed for this event would be used from the HUD Program dollars from the Resiliency funds.

      Project Costs
      Planning Fee: $4,500.00
      Additional Staff $40.00 per hour per staff member, when needed.
Project Funding
NDR Funds

V. ALTERNATIVES
1. The City Council could choose another vendor for these services
2. The City Council could decide not to use the consultant.

VI. TIME CONSTRAINTS
With the Anniversary of the flood being June 26th, 2021 we felt it imperative to find an event planner to help with this Event

VII. LIST OF ATTACHMENTS
A. Contract