

City of Minot

Regular City Council Meeting

Monday, February 5, 2024, at 5:30 PM

City Council Chambers, City Hall (10 3rd 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:

[GIVING HEARTS DAY PROCLAMATION 2024.PDF](#)

4. CITY MANAGER'S REPORT

Documents:

[02-05-2024 CITY MANAGER REPORT.PDF](#)

[2023 CITY OF MINOT YEAR END REPORT- FIRST DISTRICT HEALTH UNIT.PDF](#)

[2024 -1 - JAN BOD AGENDA VISIT MINOT.PDF](#)

[MINOT COMMISSION ON AGING BOARD MEETING MINUTES.PDF](#)

[JANUARY 2024 MONTHLY REPORT- MUNICIPAL COURT.PDF](#)

5. CITY ATTORNEY'S REPORT

Documents:

[2024-2.PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the January 16, 2024, Regular City Council meeting and the January 16, 2024, Special City Council meeting.

Documents:

[01162024 COUNCIL MEETING MINUTES.PDF](#)

[01162024 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

It is recommended City Council approve the following ordinances on

second reading:

- 1. Ordinance 5938 - 2024 BA - Law Enforcement Resiliency Grant**
- 2. Ordinance 5939 - Traffic Restrictions for Transit Center Area**
- 3. Ordinance 5940 - Fire Inspection Fees Ordinance**

Documents:

[ORDINANCE 5938 - 2024 BA - LAW ENFORCEMENT RESILIENCY GRANT.PDF](#)
[ORDINANCE 5939 - TRAFFIC RESTRICTIONS FOR TRANSIT CENTER AREA.PDF](#)
[ORDINANCE 5940 - FIRE INSPECTION FEES_ORDINANCE.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council ratify the following Administrative Approvals.

Documents:

[ADMIN APPROVALS 02052024.PDF](#)

6.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended City Council approve the payroll for the period of December 17, 2023, through January 13, 2024, in the amount of \$2,668,830.48 and the bills and transfers for January in the amount of \$6,864,447.47.

Documents:

[CITY CLERK REPORT.PDF](#)
[JANUARY BILLS PAID.PDF](#)
[JANUARY P CARD TRANSACTIONS.PDF](#)
[JANUARY ELECTRONIC TRANSFERS.PDF](#)

6.5. GAMING SITE AUTHORIZATION- COMPANIONS FOR CHILDREN

It is recommended City Council approve the following organization to conduct games of chance at the following locations:

Companions for Children (February 5, 2024 – June 30, 2024)

- **The Putt District (17 S Main St)**
- **The Blue Rider (118 1st Ave SE)**

Documents:

[MEMO- GAMING SITE AUTHORIZATIONS.PDF](#)

- 6.6. ALCOHOLIC BEVERAGE LICENSE RENEWAL – SAUL'S
Presented by Mikayla McWilliams and Chief John Klug

RECOMMENDED ACTION

It is recommended City Council approve the alcoholic beverage license renewal for Saul's at 105 1st St SE (basement) for the period of February 5, 2024 through December 31, 2024.

Documents:

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

- 6.7. MAYORAL APPOINTMENTS

It is recommended City Council confirm the following appointments:

- **Trent Livedalen to replace Travis Mowbray on the MAGIC Fund Screening Committee with a term to expire December 2026.**
- **Doug Diedrichsen to replace John Van Dyke on the Minot Committee on Childcare.**

- 6.8. MINOR SUBDIVISION PLAT: WEST MINOT 2ND ADDITION

Presented by Doug Diedrichsen, Principal Planner

RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create West Minot 2nd Addition.

Documents:

[2024-01-04 - CITY COUNCIL MEMO WEST MINOT 2ND ADDITION.PDF](#)
[ATTACHMENT A.PDF](#)

- 6.9. PLEDGED ASSETS, DECEMBER 31, 2023

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended City Council approve the Pledged assets as of December 31, 2023.

Documents:

[PLEDGED ASSETS MEMO.PDF](#)
[12-31-23 PLEDGED ASSETS.PDF](#)

- 6.10. ACCEPTANCE OF FY2023 STATE AND LOCAL CYBERSECURITY GRANT

PROGRAM (SLCGP) AWARD

Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council accept the FY2023 State and Local Cybersecurity Grant Program award; authorize the Finance Director to sign the grant award; and approve the proposed budget amendment on first reading.

Documents:

[FY23 SLCGP ACCEPTANCE COUNCIL MEMO.PDF](#)
[NDDes FY 2023 SLCGP NOTICE OF GRANT AWARD.PDF](#)
[12. 2024 BA - FY23 SLCGP AWARD \(2024190002\).PDF](#)

6.11. 2028 NDDOT URBAN PROGRAM SOLICITATION (4829)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council concur with the staff recommendations and submit the requests to the NDDOT.

Documents:

[2028 NDDOT URBAN PROGRAM SOLICITATION MEMO.PDF](#)
[BROADWAY RECONSTRUCTION SCOPING REPORT SIGNED.PDF](#)
[BROADWAY INTERCHANGE RECONSTRUCTION SCOPING REPORT SIGNED.PDF](#)

6.12. WARD COUNTY CONNECTOR RAISE GRANT REQUEST RESUBMITTAL (4657)

Presented by Lance Meyer

RECOMMENDED ACTION

- 1. It is recommended City Council approve the funding request to resubmit a RAISE grant for the environmental study; and**
- 2. Approve the budget amendment on 1st reading.**

Documents:

[WARD COUNTY CONNECTOR RAISE GRANT REQUEST RESUBMITTAL MEMO.PDF](#)
[13. 2024 BA - RAISE GRANT CONSULTING FEES.PDF](#)

6.13. APPROVE PLANS AND SPECIFICATIONS FOR CANADIAN PACIFIC KANSAS CITY RAIL QUIET ZONE AND AUTHORIZE A CALL FOR BIDS (4781)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council approve the plans and specifications for the CPKC Quiet Zone and authorize a call for bids.

Documents:

[4781 - CPKC QUIET ZONE APPROVE PLANS SPECS CALL FOR BIDS MEMO.PDF](#)

6.14. LANDFILL MASTER PLAN AND SUPERFUND UPDATES (3700.1)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council approve the task order in the amount of \$118,000 for CPS, Ltd. to update the Landfill Master Plan and Superfund site reuse documents;**
- 2. Approve the budget amendment to allocate funds from landfill cash reserves; and**
- 3. Authorize the Mayor to sign the task order on behalf of the city.**

Documents:

[MEMO - MASTER PLAN TASK ORDER APPROVAL.PDF](#)
[10. 2024 BA - LANDFILL CONSULTANTS REALLOCATION - CASH RESERVES.PDF](#)
[TASK_ORDER_17_LANDFILL PLAN UPDATE ASSISTANCE.PDF](#)

6.15. LANDFILL TRUCK SCALES RELOCATION – FINAL PAYMENT (4580.3)

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the final payment for the Landfill Truck Scales Relocation Project to Prairie Scale Systems, Inc. in the amount of \$28,468.00.

Documents:

[4580.3 -LANDFILL SCALES RELOCATION FINAL PAYMENT MEMO.PDF](#)
[APPLICATION FOR PAYMENT 3 FINAL.PDF](#)

6.16. COMPOST SITE LEASE AGREEMENT (2024–2025)

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the lease agreement between the City of Minot and Trinity Church for the purpose of a compost site location and authorize the Mayor to sign the agreement on behalf of the city.

Documents:

[MEMO - TRINITY CHURCH AGREEMENT \(2024-2025\).PDF](#)
[2024-2025 LEASE AGREEMENT.PDF](#)

6.17. MINOT AIR FORCE BASE MUTUAL AID AGREEMENT

Presented by Kelli Kronschnabel, Fire Chief

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the Minot Air Force Base Fire Department Mutual Aid Agreement with the Minot Fire Department.

Documents:

[MAFB MOU MEMO.PDF](#)
[BASE MOU.PDF](#)

6.18. RESOLUTION ESTABLISHING FIRE PERMIT, LICENSE, AND INSPECTION FEES

Presented by Kelli Kronschnabel, Fire Chief

RECOMMENDED ACTION

It is recommended City Council approve the resolution setting the fire inspection fees.

Documents:

[FIRE INSPECTION FEES MEMO.PDF](#)
[FIRE INSPECTION FEES_RESOLUTION 3835.PDF](#)

6.19. SEH SCOPE OF WORK - DESIGN FOR ELECTRICAL VAULT REHABILITATION

Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

1. It is recommended City Council approve the Electrical Vault

- Rehabilitation final design to be conducted by Short Elliott Hendrickson Inc. (SEH);**
- 2. Approve the budget amendment on first reading; and**
 - 3. Authorize Mayor to sign the agreement.**

Documents:

[MEMO ELEC VAULT_FINAL DESIGN.PDF](#)
[SEH PROPOSAL_FINAL DESIGN_2024 ELECTRICAL VAULT.PDF](#)
[11. 2024 BA - AIRPORT ELECTRICAL VAULT.PDF](#)

7. ACTION ITEMS

- 7.1. EMERGENCY PURCHASE – FUEL FARM JET A PUMP
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

It is recommended City Council retroactively approve the emergency purchase of the pump system for the Jet A fuel at the airport owned fuel farm in the amount not to exceed \$76,010.00.

Documents:

[1. 20240205 MEMO FUEL FARM EMERGENCY PURCHASE.PDF](#)
[MINOT INTERNATIONAL AIRPORT PUMP PROPOSAL_UPDATE QUOTE.PDF](#)

- 7.2. PROJECT BEE AND BROADWAY CIRCLE ACTIONS
Presented by Harold Stewart, City Manager; Chris Plank, NDR Grant Administrator; and David Lakefield, Finance Director

RECOMMENDED ACTION

- 1. It is recommended City Council approve the Mutual Termination Agreement with Project BEE for sub-recipient agreements related to the Broadway Circle Project;**
- 2. Accept Assignment of the Mattson Construction Contract;**
- 3. Accept Assignment of the EAPC Construction Management Contract;**
- 4. Authorize the Mayor and Finance Director to sign all necessary documents;**
- 5. Approve the necessary Budget Amendment; and**
- 6. Approve Staff proceeding with payment of pay orders prior to a Second Reading.**

Documents:

[CC MEMO PROJECT BEE MUTUAL TERMINATION.PDF](#)
[TERMINATION AGREEMENT \[DRAFT\]_2.1.2024.PDF](#)
[84. 2023 BA - BROADWAY CIRCLE.PDF](#)
[CONSTRUCTION CONTRACT ASSIGNMENT_2.1.24.PDF](#)
[SKM_C300I24020515060.PDF](#)

- 7.3. 2024 WATERMAIN IMPROVEMENTS – PROCUREMENT WAIVER (4817/4818)
Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council waive the procurement requirement for a purchase over \$50,000 and authorize a purchase using quotes.

Documents:

[4817 - WATERMAIN IMPROVEMENTS - PROCUREMENT WAIVER.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

- 9.1. MINOT INTERNATIONAL AIRPORT (MOT) 2023-25 FORECAST AND ANALYSIS

The City's Air Service Consultant will provide a forecast and analysis for the Minot International Airport and the industry.

Documents:

[MOT CITY COUNCIL PRESENTATION FEB 2024 V1.PDF](#)

- 9.2. RECYCLING UPDATE

Presented by Jason Sorenson

Documents:

[RECYCLING UPDATE 20240205.PDF](#)

10. ADJOURNMENT