



Regular City Council Meeting

Monday, February 6, 2023 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
- 3.1. GIVING HEARTS DAY PROCLAMATION

Documents:

[GIVING HEARTS DAY PROCLAMATION 2023.PDF](#)

4. CITY MANAGER'S REPORT

Documents:

[02062023 CITY MANAGER REPORT.PDF](#)
[JANUARY 2023 MONTHLY REPORT.PDF](#)

5. CITY ATTORNEY REPORT

Documents:

[2023-2.PDF](#)

6. CONSENT ITEMS

- 6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes from the January 12, 2023 Special City Council meeting, the January 17, 2023 Regular City Council meeting, and the January 24, 2023 Special City Council meeting.

Documents:

[01122023 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)
[01172023 COUNCIL MEETING MINUTES.PDF](#)
[01242023 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)

- 6.2. ORDINANCES

It is recommended City Council approve the following ordinances on second

reading:

1. **Ordinance No 5805 - Zoning Map Amendment - Portion of Subdivision of Lot 6**
2. **Ordinance No 5806 - Text Amendment - Fence Regulations - Second Reading**
3. **Ordinance No 5807 - Zoning Map Amendment - 28 N Main**
4. **Ordinance No 5808 - Zoning Map Amendment - Pizza Ranch**
5. **Ordinance No 5809 - 2023 BA - Patrol Vehicles**
6. **Ordinance No 5810 - 2023 BA - RAISE Grant Consulting Fees**
7. **Ordinance No 5811 - 2023 BA- Housing Study**
8. **Ordinance No 5812 - 2023 BA - PW Vehicles (4731)**
9. **Ordinance No 5813 - Trash Water Storm Sewer Rates**

Documents:

[ORDINANCE NO 5805 - ZONING MAP AMENDMENT - PORTION OF SUBDIVISION OF LOT 6.PDF](#)
[ORDINANCE NO 5806 - TEXT AMENDMENT - FENCE REGULATIONS - SECOND READING.PDF](#)
[ORDINANCE NO 5807 - ZONING MAP AMENDMENT - 28 N MAIN.PDF](#)
[ORDINANCE NO 5808 - ZONING MAP AMENDMENT - PIZZA RANCH.PDF](#)
[ORDINANCE NO 5809 - 2023 BA - PATROL VEHICLES.PDF](#)
[ORDINANCE NO 5810 - 2023 BA - RAISE GRANT CONSULTING FEES.PDF](#)
[ORDINANCE NO 5811 - 2023 BA- HOUSING STUDY.PDF](#)
[ORDINANCE NO 5812 - 2023 BA - PW VEHICLES \(4731\).PDF](#)
[ORDINANCE NO 5813 - TRASH WATER STORM SEWER RATES.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 02062023.PDF](#)

6.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended City Council approve the payroll for the period of December 18, 2022 through January 14, 2023 in the amount of \$2,270,851.31 and the bills and transfers for January in the amount of \$9,282,568.12.

Documents:

[PAYROLL.PDF](#)
[JANUARY TRANSFERS.PDF](#)
[JANUARY 2023 P-CARD.PDF](#)
[CITY COUNCIL BILLS PAID - JANUARY 2023.PDF](#)

6.5. GAMING SITE AUTHORIZATION - PRAIRIE GRIT ADAPTIVE SPORTS

Presented by Mikayla McWilliams and Chief John Klug

RECOMMENDED ACTION

It is recommended the City Council amend the gaming site authorization for

Prairie Grit Adaptive Sports to conduct a raffle on May 25, 2023 at Sammy's Pizza (400 N Broadway).

Documents:

[MEMO- GAMING SITE AUTHORIZATION- PRAIRIE GRIT AND SAMMYS PIZZA.PDF](#)

6.6. ALCOHOL LICENSING - HAWTHORN SUITES

Presented by Mikayla McWilliams and Chief John Klug

RECOMMENDED ACTION

It is recommended the City Council approve the Hotel Liquor, Beer, & Wine license for 80037, LLC dba Hawthorn Suites operating at 800 37th Ave SW, Minot.

Documents:

[HAWTHORN SUITES ALCOHOL LICENSING.PDF](#)

6.7. ALCOHOL LICENSING - MINOT CONCESSIONS, LLC

Presented by Mikayla McWilliams and Chief John Klug

RECOMMENDED ACTION

It is recommended the City Council approve the Retail Beer & Wine license for Minot Concessions, LLC dba Corbett Field operating at 13th St SE & E Burdick Expy, Minot.

Documents:

[MINOT CONCESSIONS, LLC ALCOHOL LICENSING.PDF](#)

6.8. MINOR SUBDIVISION PLAT: HIGHLANDS AT NORTH HILL 6TH ADDITION

Presented by John Van Dyke

RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create Highlands at North Hill 6th Addition.

Documents:

[CC MEMO - HIGHLANDS AT NORTH HILL 6TH ADDN.PDF](#)
[ATTACHMENT A - HIGHLANDS AT NORTH HILL 6TH ADDN.PDF](#)

6.9. PLEDGED ASSETS, DECEMBER 31, 2022 (REVISED)

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended City Council approve the revised Pledged assets as of December 31, 2022, due to mail delay some of the information was received after the meeting on January 17, 2023.

Documents:

[12-31-22 PLEDGED ASSETS REV..PDF](#)
[12-31-22 PLEDGED ASSETS REV.PDF](#)

6.10. CELL 7 CONSTRUCTION BID AWARD (4241.1)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council approve the bid submitted by Wagner Construction, Inc. in the amount of \$2,121,974.26 for the construction of landfill cell 7; and**
- 2. Authorize the Mayor to sign the construction contract.**

Documents:

[4241.1 - MEMO_AWARD OF BID.PDF](#)

6.11. GARBAGE COLLECTION, LANDFILL, WATER AND STORM SEWER RATE SETTING RESOLUTION

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the attached resolution to set garbage collection, landfill, water and storm sewer rates.

Documents:

[TRASH WATER STORM SEWER RATES RESOLUTION_MEMO.PDF](#)
[RESOLUTION 3805 RATES.PDF](#)

6.12. RAW WATER LINE REPLACEMENT (4758)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council approve Task Order No. 2 in an amount not to exceed \$95,866.00 with Houston Engineering for design and construction engineering services for the Raw Water Line**

Replacement project; and

2. Authorize the Mayor to sign the agreement.

Documents:

[4758 - MEMO - APPROVE TASK ORDER AGREEMENT.PDF](#)
[AGREEMENT BETWEEN OWNER AND ENGINEER - TASK ORDER 2 .PDF](#)

6.13. ROCK SOLID TECHNOLOGIES CONTRACT AMENDMENT (4423)

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the contract amendment with Rock Solid Technology Inc and authorize the Mayor to sign the amendment.

Documents:

[4423 - ROCK SOLID CONTRACT AMENDMENT MEMO.PDF](#)
[CITY OF MINOT ND_AMENDMENT 1_02012023 KO SIGNED.PDF](#)

6.14. MANHOLE REHAB – 37th AVE/30TH ST SW FINAL PAYMENT (4633.3)

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the final payment for the Manhole Rehab – 37th Ave./30th St. SW Project to CIP Construction Technologies, Inc. in the amount of \$15,784.25.

Documents:

[4633.3 - MEMO - MANHOLE REHAB - FINAL PAYMENT.PDF](#)
[4633.3 - PAY ESTIMATE 3 FINAL - SIGNED.PDF](#)

6.15. RAINBOW GARDENS LEASE (3748)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council approval of a five-year lease with Rainbow Gardens Association beginning in 2023 and terminating in 2028 for \$600.00 per year; and**
- 2. Authorize the Mayor to sign the lease agreement.**

Documents:

- 6.16. 2023 SANITARY SEWER CIPP - BID AWARD (4722)
Presented by Dan Jonasson/Jason Sorenson

RECOMMENDED ACTION

1. **It is recommended City Council award the bid for the 2023 Sanitary Sewer CIPP Project to Hydro-Klean, LLC for the lowest bid of \$342,332.92; and**
2. **Authorize the Mayor to sign contract documents on behalf of the City.**

Documents:

[4722 - 2023 SANITARY SEWER CIPP AWARD OF BID MEMO.PDF](#)

- 6.17. INFAX ELECTRONIC VISUAL INFORMATION DISPLAY SYSTEM (EVIDS) SUPPORT AGREEMENTS
Presented by Jennifer K Eckman, Airport Director

RECOMMENDED ACTION

1. **It is recommended City Council approve the annual support agreement with Infax Incorporated for the Airport's Electronic Visual Information Display (EVID) system;**
2. **Approve the Flightview Data Feed support agreement; and**
3. **Approve the associated budget amendment on first reading; and**
4. **Authorize the Mayor to sign any applicable documentation.**

Documents:

[20230206 MEMO INFAX SUPPORT AGREEMENT 2023.PDF](#)
[MOT FLIGHTVIEW AGREEMENT 2023.PDF](#)
[MINOT INTERNATIONAL AIRPORT BASIC SSA 2023.PDF](#)
[14. 2023 BA - AIRPORT INFAX.PDF](#)

- 6.18. CONTRACT WITH SHORT ELLIOT HENDRICKSON, INC. (SEH) FOR SNOW REMOVAL EQUIPMENT (SRE) ACQUISITION
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

1. **It is recommended City Council approve the Snow Removal Equipment (SRE) Acquisition assistance proposal to be conducted by Short Elliott Hendrickson, Inc. (SEH); and**

- 2. Authorize the Mayor, City Attorney, and Airport Director to sign the necessary documentation.**

Documents:

[2023-02-06 MEMO ENGINEERING DESIGN - SEH - SRE BLOWER ACQUISITION.PDF](#)
[SUPPLEMENTAL LETTER AGREEMENT PROPOSAL FOR SRE EQUIPMENT \(BLOWER UNIT\) ACQUISITION_REVISED.PDF](#)

- 6.19. CONTRACT WITH SHORT ELLIOT HENDRICKSON, INC. (SEH) FOR T-HANGAR TAXILANE DESIGN

Presented by Jennifer K. Eckman

RECOMMENDED ACTION

- 1. It is recommended City Council approve the Hangar Taxilane and Apron Reconstruction design to be conducted by Short Elliott Hendrickson Inc. (SEH); and**
- 2. Authorize the Mayor, City Attorney, and Airport Director to sign the necessary documentation.**

Documents:

[20230206 MEMO ENGINEERING DESIGN T-HANGAR TAXILANE - SEH.PDF](#)
[SUPPLEMENTAL LETTER AGREEMENT - MOT_TAXILANE RECON_DESIGN PROPOSAL_REVISED.PDF](#)
[SEH MASTER AGREEMENT FOR PROFESSIONAL SERVICES_SIGNED.PDF](#)

- 6.20. JOHNSON CONTROLS SERVICE SUPPORT AGREEMENT

Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

- 1. It is recommended City Council approve the Johnson Controls Service Support Agreement (renewal); and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[2023-02-06 - MEMO JOHNSON CONTROLS SERVICE SUPPORT AGREEMENT.PDF](#)
[JOHNSON CONTROLS SUPPORT AGREEMENT_2023-2025 REVISED 1.23.23 \(003\).PDF](#)

- 6.21. FY 2022 STATE HOMELAND SECURITY GRANT PROGRAM (PD2022200006)

Presented by Chief John Klug

RECOMMENDED ACTION

1. **It is recommended City Council approve the FY 2022 State Homeland Security Grant Program application and acceptance of award;**
2. **Authorize the ratification of Lt. McLeod's signature on the grant acceptance letter; and**
3. **Approve the ordinance to amend the 2023 annual budget for the award amount.**

Documents:

[GRANT MEMO.PDF](#)
[10. 2023 BA - PD0227 SHSG SWAT GRANT.PDF](#)
[SIGNED AWARD.PDF](#)

6.22. RFQ AWARD FOR PSAP CONSOLE FURNITURE

Presented by Chief Klug

RECOMMENDATION ACTION

It is recommended City Council award Xybix Systems Inc's response to the request for qualifications for the construction and installation of Emergency Communication Dispatch Console Furniture for an amount of \$137,364.65.

Documents:

[DISPATCH CONSOLE FURNITURE RFQ AWARD .PDF](#)
[MINOTCENTRALPSAP_DISPATCHFURNITURERFQ_DEC2022.PDF](#)
[MINOTCENTRALPSAP_DISPATCHFURNITURERFQ_DEC2022_ADDENDUM1.PDF](#)
[XYBIX RFQ RESPONSE.PDF](#)
[RUSS BASSETT RFQ RESPONSE.PDF](#)
[ADAPTASPACE RFQ RESPONSE.PDF](#)
[WATSON CONSOLES RFQ RESPONSE.PDF](#)

6.23. PARK SOUTH PHASE II FINAL PAYMENT (NDR007)

Presented by Harold Stewart, City Manager

RECOMMENDED ACTION

It is recommended City Council approve the final payment to Essential Living, Inc. for Park South Phase II in the amount of \$107,655.55, contingent upon resolution of HUD findings.

Documents:

[PARK SOUTH PHASE II FINAL PAYMENT MEMO.PDF](#)
[PARK SOUTH PHASE II REQUEST 20 - FINAL.PDF](#)

6.24. PROJECT BEE SUBRECIPIENT AGREEMENT AMENDMENT #2 MULTIFAMILY HOUSING (NDR007)

Presented by Harold Stewart, City Manager

RECOMMENDED ACTION

It is recommended City Council approve the subrecipient agreement amendment with Project Bee for LMI housing and authorize the Mayor to sign the amendment.

Documents:

[PROJECT BEE LMI HOUSING AMENDMENT 2 MEMO.PDF](#)
[PROJECT BEE NDR007 AMENDMENT 2.PDF](#)

6.25. PROJECT BEE SUBRECIPIENT AGREEMENT AMENDMENT #3 FAMILY HOMELESS SHELTER (NDR010)

Presented by Harold Stewart, City Manager

RECOMMENDED ACTION

It is recommended City Council approve the subrecipient agreement amendment with Project Bee for the Family Homeless Shelter and authorize the Mayor to sign the amendment.

Documents:

[PROJECT BEE HOMELESS SHELTER AMENDMENT 3 MEMO.PDF](#)
[PROJECT BEE NDR010 AMENDMENT 3.PDF](#)

7. ACTION ITEMS

7.1. EMPLOYEE PARKING IN THE RENAISSANCE PARKING GARAGE AT THE NEW CITY HALL

Presented by Harold Stewart

RECOMMENDED ACTION

It is recommended City Council approve waiving parking fees in the Renaissance Parking Garage for City Employees upon relocation to the New City Hall Downtown.

Documents:

[EMPLOYEE DOWNTOWN PARKING COUNCIL MEMO.PDF](#)

7.2. STORM SEWER DISTRICT 121 PUPPY DOG COULEE ENGINEERING CONTRACT AMENDMENT 1 (4087)

Presented by Lance Meyer

RECOMMENDED ACTION:

- 1. It is recommended City Council approve the contract amendment;**
- 2. Authorize the Mayor to sign the amendment; and**
- 3. Approve the budget amendment on 1st reading.**

Documents:

[4087 STORM SEWER DISTRICT 121 PUPPY DOG COULEE ENGINEERING CONTRACT AMENDMENT.PDF](#)
[ENGINEERING AMENDMENT 1.PDF](#)
[12. 2023 BA - PUPPY DOG COULEE SSD 121 ENG AMENDMENT.PDF](#)

7.3. RECYCLING CARTS PURCHASE (4759)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council approve the sole source purchase of recycling carts from Schaefer Plastics North America,**
- 2. Authorize the Finance Department to negotiate lease financing,**
- 3. Authorize the Mayor to sign lease documents; and**
- 4. Approve the ordinance on first reading to appropriate the Recycling Partnership Grant expenditures for cart purchase and recycling promotional material reimbursement.**

Documents:

[4759 - MEMO - RECYCLING CARTS PURCHASE.PDF](#)
[13. 2023 BA - RECYCLING CARTS PURCHASE GRANT.PDF](#)

8. MISCELLANEOUS AND DISCUSSION ITEMS

8.1. AD HOC COMMITTEE: CHILDCARE IN MINOT

Presented by Alderman Scott Burlingame

Documents:

[CHILDCARE MEMO.PDF](#)

8.2. RFP FOR DOWNTOWN PARKING RAMPS

Presented by Harold Stewart, Brian Billingsley, and Jonathan Rosenthal

Staff seeks guidance from the City Council to consider advertising Request For Proposals (RFPs) for enhanced development of parking ramp properties and associated air rights located at 205 1st Street SW and 5 1st Street SW known as Renaissance Parking Ramp and Central Parking Ramp.

Documents:

[CC MEMO - RFPs FOR DOWNTOWN RAMPS.PDF](#)

[RFQ - DOWNTOWN PARK RAMPS_FIRST DRAFT.PDF](#)
[PARKING GARAGE BROCHURE.PDF](#)

8.3. BUDGET ORDINANCE UPDATES

Presented by David Lakefield, Finance Director

Documents:

[02-06-23 BUDGET ORDINANCE PRESENTATION.PDF](#)

9. PERSONAL APPEARANCES

10. ADJOURNMENT