

**MINOT CITY COUNCIL**  
- Special Meeting -  
Monday, March 14, 2016 – 6:30 pm  
**City Council Chambers**

**TO:** All Aldermen

You are hereby notified pursuant to the authority vested in me as City Manager of the City of Minot, North Dakota, under Section 2-27 of the City of Minot Code of Ordinances, that I am calling a special meeting of the Minot City Council to be held in the City Council Chambers, Minot, North Dakota, on Monday, March 14, 2016 at 6:30 p.m. for the purpose of placing and passing on second reading a proposed ordinance amending the City of Minot Code of Ordinances by adding a new section to be numbered 1-13, relating to procedures for changing the form of government, passing on second reading budget amendments to the 2015 Annual Budget, adopting a resolution initiating a change to the form of government, awarding a quote for the 6<sup>th</sup> St Underpass Forcemain cleaning, authorizing an agreement for services for National Disaster Resilience Competition, and to authorize a final payment for Airport Terminal playground equipment.

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Lee Staab, City Manager

**AGENDA**

**MINOT CITY COUNCIL**

1. Roll call.
2. Pledge of Allegiance.
3. [Amended Canvas and Declaration Results- March 1, 2016 Special Election](#)
4. [Ordinances on Second Reading](#)
5. [Resolution Initiating a Change to the City of Minot Form of Government From a City Council with Fourteen Aldermen, Elected By Ward, and a Mayor, Elected At-Large, To a Modern Council with Six Aldermen and a Voting Mayor, All Elected At-Large](#)
6. [Award of Quote- 6<sup>th</sup> St Underpass Forcemain Cleaning \(3236.1\)](#)
7. [Agreement Between the City of Minot and CDM Smith for National Disaster Resilience Competition Pre-Agreement Services for Minot, ND](#)
8. [Final Payment- Airport Terminal Playground Equipment](#)
9. Adjournment

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MEMO TO: City Council

FROM: City Clerk's Office

RE: Agenda for Monday, March 14, 2016 - 6:30 pm

**3. Amended Canvas and Declaration Results- March 1, 2016 Special Election**

The Canvassing Board of the City of Minot met to canvass the votes of a Special City Election held on March 1, 2016 in the City of Minot. The Ward County Auditor presented 5 absentee ballots post marked before the date of the election. The absentee ballots were not counted during the Canvassing Board meeting on March 7, 2016 but after further research it was determined they should be counted and another Canvassing Board meeting was held on March 14, 2016.

It is recommended the City Council approve the report of the Minot City Canvassing Board Committee regarding the results of the March 1, 2016 Special Election.

**4. Ordinances on Second Reading**

- a. [Ordinance No. 5055](#) – Amend the 2015 Annual Budget- Flood Control Capital Expenditures-111 15<sup>th</sup> St SE
- b. [Ordinance No. 5056](#) – Amend the 2015 Annual Budget- Special Revenue Fund
- c. [Ordinance No. 5057](#) – Amend the 2015 Annual Budget- Interest Distribution
- d. [Ordinance No. 5058](#) – Amend the 2015 Annual Budget- Flood Control Capital Revenues and Expenditures
- e. [Ordinance No. 5059](#) – Amend the 2015 Annual Budget- Sales Tax Infrastructure Revenues and Expenditures
- f. [Ordinance No. 5067](#) – Amend the CMCO- Adding Section 1-13, relating to changing the form of government

**4. Resolution Initiating a Change to the City of Minot Form of Government From a City Council with Fourteen Aldermen, Elected By Ward, and a Mayor, Elected At-Large, To a Modern Council with Six Aldermen and a Voting Mayor, All Elected At-Large**

Upon second reading of Ordinance 5067 the Minot City Council has the authority under the City’s Home Rule Charter to change the form of government.

On February 1, 2016, the Minot City Council approved Resolution No. 3478 to move forward a council-initiated question to the June 2016 ballot to change the City of Minot form of government from a fourteen aldermen and mayor council to a six aldermen and voting mayor modern council, elected at-large.

The attached resolution for your consideration will move to the June 2016 regular city election the following question:

“Shall the City of Minot change its organization under the council form of government and become a city under the modern council form of government with a seven (7) member, (six (6) aldermen and one voting mayor) governing body, with all members elected at-large effective June 27, 2017.”

A motion is required by the City Council to approve or disapproved the [attached Resolution](#) Initiating a Change to the City of Minot Form of Government From a City Council with Fourteen Aldermen, Elected By Ward, and a Mayor, Elected At-Large, To a Modern Council with Six Aldermen and a Voting Mayor, All Elected At-Large.

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**5. Award of Quote- 6<sup>th</sup> St Underpass Forcemain Cleaning (3236.1)**

The forcemain that will eventually drain the 6th St Underpass is full of silt and gravel that has accumulated over the past two years. The pipe has remained open to allow the underpass to drain. Before the new pump station can be put into service, the forcemain needs to be cleaned out to prevent the pumps from having to pump against a blocked condition. Also, to utilize the maximum system capacity the forcemain needs to be cleaned.

Requests for quotes were solicited to several companies that provide hydro excavation services. Two quotes were received to do the work with the lowest quote coming from Badger Daylighting in the amount of \$26,000.

**Fiscal Impact:** Funding for this project will come from storm sewer development funds.

It is recommended the City Council accept the quote from Badger Daylighting and the work be authorized to proceed.

**6. Agreement Between the City of Minot and CDM Smith for National Disaster Resilience Competition Pre-Agreement Services for Minot, ND**

The staff is requesting the Council to approve the pre-agreement with CDM Smith for Program Administrative Services for the NDR (National Disaster Resilience). CDM Smith was named as a partner in the NDRC application. Therefore, the City did not have to advertise for qualifications or for proposals.

The City's estimate of time and costs are approximately 1,090 hours for a total cost of \$174,400. The actual cost as proposed by CDM Smith is \$157,125.

Tasks that will be completed include completion of the DRGR action plan, initiate information reporting and tracking, staffing, budget, update the BCA and HAZUS models, etc.

Effort started on the pre-agreement work February 1, 2016. Establishment of the scope based on the funding and calls with HUD took place in February. Therefore, the request includes establishment of an effective date of February 1, 2016.

It is recommended the Council approves the [Agreement](#) between the City of Minot and CDM Smith for National Disaster Resilience Competition (NDRC) Pre-Agreement Services for Minot, ND for \$157,125 and further authorize the Mayor to sign the Pre-Agreement.

**7. Final Payment- Airport Terminal Playground Equipment**

The [final payment request](#) for the above referenced project has been submitted for City Council approval. The project was awarded by City Council on November 22, 2015 for an amount of \$105,169, with additional signage requested by the donors the total amount for the equipment was \$123,039.

**Fiscal Impact:** The project was financed with donations from local businesses in exchange for their acknowledgement through signs displayed on the new equipment.

It is recommended Council approves the final pay request, in the amount of \$70,454.50 be paid to Playtime for the Children's Equipment at the Airport.