

City of Minot

Regular City Council Meeting
Tuesday, February 16, 2021 at 5:30 PM
City Council Chambers, City Hall

This meeting will be conducted with social distancing modifications consistent with the recommendations of the CDC. Members of the public may attend but are encouraged to view the live airing of the City Council meeting on Channel 19 or streamed through the City's [YouTube](#) channel.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CITY MANAGER REPORT

Documents:

[CITY MANAGER REPORT 2-16-2021.PDF](#)

4. CONSIDER THE REPORT OF THE PLANNING COMMISSION
Presented by Principal Planner, John Van Dyke

Documents:

[02 \(FEB\) RECOMMENDATIONS 2021.PDF](#)

- 4.1. SUBDIVISION - WOODSIDE 20TH ADDITION
Planning Commission recommends the City Council approve a subdivision plat to create a new subdivision from Lots 7 & 8, Block 1, Woodside 7th Addition to create a new subdivision to be known as Lot 1, Block 1, Woodside 20th Addition.

These properties are located at 3300 and 3301 Spruce Ln. SE.

- 4.2. PUBLIC HEARING: OUTLOT 31, NE ¼, SW ¼, SECTION 21, TOWNSHIP 155 NORTH, RANGE 83 WEST

A public hearing to consider a request from Gravel Products Inc., to plat an outlot from an unplatted portion of the NE ¼ SW ¼, Section 21, Township 155 North, Range 83 West, to be known as Outlot 31 of the NE ¼ SW ¼, Section 21, Township 155 North, Range 83 West and to change the zone from "AG" Agricultural District to "P" Public Zone.

Planning Commission recommends City Council

1. **approve an outlot plat from an unplatted portion of the NE ¼ SW ¼ Section 21, Township 155 North, Range 83 West to be known as Outlot 31 of the NE ¼ SW ¼ Section 21, Township 155 North, Range 83 West**
2. **pass an ordinance on first reading to change the zone from "AG" Agricultural District to "P" Public Zone**
3. **adopt a resolution to amend the Future Land Use Map of the Comprehensive Plan from Low Density Residential with a Conceptual**

Greenway Connection overlay to Public/Semi-Public with no change to the Conceptual Greenway Connection overlay boundaries.

Documents:

[021621 - RZ OUTLOT 31 S21-155N-83W - AG TO P.PDF](#)
[021621 - LUM AMEND OUTLOT 31 S21-155N-83W - LDR TO P.PDF](#)

4.3. PUBLIC HEARING: LOT 2, BLOCK 20, PRAIRIE GREEN SECOND ADDITION, LOT A, LESS A PORTION TO LOT 1, HIGHLAND PLAZA ADDITION

A Public Hearing to consider a request from Willy Fielhaber, for a zoning district change for Subdivision of Lot 2, Block 20, Prairie Green Second Addition, Lot A, less a portion to Lot 1, Highland Plaza Addition from "C4" Planned Commercial District to "C2" General Commercial District for the purposes of building design alterations. The property is located at 1515 24th Ave. SW.

Planning Commission recommends City Council pass an ordinance on first reading for a zoning district change from "C4" Planned Commercial District to "C2" on the above mentioned property.

Documents:

[021621 - RZ PRARIE GREEN 2ND LOT A - C4 - TO C2.PDF](#)

4.4. LOTS 4 & 5, ENERGY PARK ADDITION

Planning Commission recommends City Council approve a resolution for a Conditional Use Permit for hazardous material storage on Lots 4 & 5, Energy Park First Addition.

These properties are located at 320 & 420 64th Street SE.

Documents:

[021621 - CUP FOR HAZMAT STORAGE.PDF](#)
[021621 - CUP FOR HAZMAT STORAGE - ATTACHMENT A - FBN MATERIALS LIST.PDF](#)

4.5. PUBLIC HEARING: LOTS 4 & 5 OF THOMPSONS SIXTH PLAT

A public hearing to consider a request from Evette Melby, for a zoning district change from "R3" Multiple Residence District to "RM" Medium Density Residential District for Lots 4 & 5, Thompsons Sixth Plat for the purposes of constructing a convalescent home. These properties are located at 4 39th Ave. SW.

Planning Commission recommends City Council pass an ordinance on first reading for a zoning district change from "R3" Multiple Residence District to "RM" Medium Density Residential District for Lots 4 & 5, Thompsons Sixth Plat

Documents:

[021621 - RZ LOTS 4 5 THOMPSONS SIXTH PLAT - R3 TO RM.PDF](#)

4.6. LIVINGSTON'S 9TH ADDITION

Planning Commission recommends City Council approve a subdivision from Block 4, Livingston's 7th Addition to result in a new subdivision to be known as Livingston's 9th Addition.

The property is located across the street to the south of 801 & 905 21st Ave.

SE.

5. CONSENT ITEMS

5.1. MAYORAL APPOINTMENTS

Pat Bailey appointed to the Zoning Ordinance Steering Committee

5.2. CITY COUNCIL MINUTES

It is recommended the City Council approve the minutes of the February 1, 2021 regular City Council meeting and the February 8, 2021 special City Council meeting.

Documents:

[210201.PDF](#)
[210208 SPECIAL.PDF](#)

5.3. THE FOLLOWING ORDINANCES SHOULD BE CONSIDERED ON SECOND READING

1. **Ordinance No. 5569 - Amend the 2020 Annual Budget - 2020 Line Items Over Budget**
2. **Ordinance No. 5570 - Amend the 2021 Annual Budget- COVID 19 Rapid Testing**
3. **Ordinance No. 5571 - Amend the 2021 Annual Budget- Trench Training Prop**
4. **Ordinance No. 5572 - Amend the 2021 Annual Budget- Airport Terminal EVID System**

Documents:

[ORDINANCE NO. 5569.PDF](#)
[ORDINANCE NO. 5570.PDF](#)
[ORDINANCE NO. 5571.PDF](#)
[ORDINANCE NO. 5572.PDF](#)

5.4. ADMINISTRATIVE APPROVALS

It is recommended the City Council ratify the attached administratively approved requests.

Documents:

[ADMIN APPROVALS 2-16-21.PDF](#)

5.5. BUDGET AMENDMENT TO COVER TAX LEVY SHORTFALL

Presented by David Lakefield, Finance Director

In January we learned that there was a change in the process on how the Homestead Tax Credit and Veterans Credits property valuations are used in the calculation of the City tax levy. The result of this change is the collection of \$477,160.41 less than anticipated.

Recommend the City Council approve the budget amendment to transfer General Fund Reserves to cover the shortfall due to the change in calculation of the tax levy.

Documents:

[FEB16 BA TAX LEVY SHORTFALL.PDF](#)

5.6. GPS RECEIVER BUDGET AMENDMENT (4586)

Presented by: Lance Meyer

The engineering department is in need of new GPS equipment and has been budgeting for this purchase over the last three years. A budget amendment is required to bring 2019 and 2020 budgeted funds into the 2021 budget for the purchase.

Recommend council approve the attached budget amendment

Documents:

GPS RECEIVER BUDGET AMENDMENT MEMO.PDF
15. 2021 BA - GPS RECEIVER (2019380002).PDF

5.7. MUNIS AND CITYWORKS INTEGRATION (4423)

Presented by Lance Meyer

The City's asset management and permitting software called Cityworks is currently being implemented. Cityworks must be integrated with the City's financial software Munis. Based on the final scopes of Cityworks and Munis, a budget increase is needed to complete the integration.

1. Approve the budget amendment and use of general fund cash reserves on 1st reading

Documents:

4423 - MUNIS AND CITYWORKS INTEGRATION MEMO.DOCX
17. 2021 BA - CITYWORKS CHANGE ORDER (OLD 4423).PDF

5.8. NDDDES FY 2020 STATE HOMELAND SECURITY GRANT PROGRAM

Minot Fire Department was awarded funding for the FY2020 State Homeland Security Grant. These funds are used for equipment purchases, equipment maintenance, and training for the Regional Response Teams.

It is recommended the City Council amend the 2021 annual budget to increase equipment and training expenditures and revenues for the award of the FY2020 State Homeland Security Grant.

Documents:

MEMO FOR AWARD OF 2020 SHSG.DOCX
14. 2021 BA - FY20 FIRE SHSG (2021300001).DOCX

5.9. CHANGE MANAGEMENT TEAM BUDGET

Presented by David Lakefield, Finance Director

Employees are often in ERP software implementation and training sessions for the entire work day, three days out of the week. The Change Management Team has provided a variety of supplies for the training rooms to help employees feel comfortable and therefore more productive.

Recommend Council approve the budget amendment to increase General Fund and Water Sewer travel expenses for Change Management Team supplies and approve the transfer of General Fund cash reserves.

Documents:

[16. CHANGE MANAGEMENT TEAM BUDGET.PDF](#)
[16. 2021 BA - CHANGE MANAGEMENT \(2019160001\).PDF](#)

5.10. VOLKSWAGEN SETTLEMENT GRANT AWARD CONTRACT

Presented by Kelli Kronschnabel, Fire Chief

North Dakota has been awarded funding through the Environmental Mitigation Trust Fund for the Volkswagen Settlement. The primary goal of the settlement is to reduce NOx emissions. The eligible projects for this application period will primarily include the replacement or repower of diesel-powered vehicles and equipment. The City of Minot Fire Department has been awarded a 50% cost share towards the purchase of a new fire engine through the State of North Dakota 2020 Volkswagen Settlement grant.

1. **Approve the contract with the State of North Dakota for the 2020 Volkswagen Settlement Fund for a 50% cost share towards a new fire engine with the other 50% match from the City of Minot and authorize the Mayor to sign**
2. **Authorize the fire chief to move forward with the bid process of the engine.**
3. **Pass an ordinance to amend the 2021 budget and approve the transfer of General Fund cash reserves.**

Documents:

[2020 VOLKSWAGE SETTLEMENT FUNDING MEMO AW.PDF](#)
[G19.103 CITY OF MINOT FIRE DEPARTMENT.PDF](#)
[13. 2021 BA - VW FIRE EQUIPMENT.PDF](#)

5.11. PLEDGED ASSETS AS OF 12/31/2020

Presented by Penny Johnson, Treasurer

Per North Dakota Century code, securities pledged for deposits by banking institutions must be approved annually.

Staff recommends approval of the 12/31/2020 list of pledged securities.

Documents:

[MEMO PLEDGED ASSETS 123120.PDF](#)
[PLEDGED ASSETS 123120.PDF](#)

5.12. ALCOHOLIC BEVERAGE LICENSE RENEWALS

Presented by John Klug, Police Chief

In order to renew an alcoholic beverage license, an application must be submitted for review by the Police Department and inspections are done by the Building Official and Fire Marshal. Complete renewal applications for Pizza Ranch and Captain's Cove were submitted after the deadline but have now been approved by the Police Chief.

It is recommended the City Council approve the alcoholic beverage license renewals for the period of January 1, 2021 through December 31, 2021 for Premier Food Service, Inc. dba Pizza Ranch and Captain's Cove, Inc dba Captain's Cove Seafood Restaurant.

Documents:

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

5.13. APPROVAL OF JOB DESCRIPTION FOR SENIOR PROJECT MANAGER PUBLIC WORKS

Presented by Lisa Jundt, HR Director

Addition of a Project Manager/Field and Design was added to the budget for the 2021. At the time of budget reading the job description was not included for approval. The job description has now been completed by the Public Works Director and reviewed by the Human Resource Director. We are asking that the job description be approved by the Council to allow for posting and recruitment of the position.

Recommend approval of the job description for Senior Project Manager Public Works as proposed.

Documents:

[MEMO APPROVING JOB DESCRIPTION FOR SENIOR PROJECT MANAGER PUBLIC WORKS.PDF](#)
[SENIOR PROJECT MANAGER PW FINAL.PDF](#)

5.14. MREFPP PHASE BU-1C – BURLINGTON LEVEE PROJECT (3529.3B)

This item presented by Dan Jonasson, Director of Public Works/SRJB Director

Construction of flood risk reduction features for the City of Burlington, ND is part of the overall Mouse River Plan.

1. **Recommend Council approve plans and specifications and recommend approval to SRJB for bidding of the levee project in Burlington, Phase BU-1C of the MREFPP**
2. **Recommend approval of resolution.**

Documents:

[MEMO - BID LETTING - BU-1C - P3529.3B.PDF](#)
[MREFP_BU-1C_100P_OPC_20210205.PDF](#)
[G-105 COVER SHEET BU-1C 3529.3B.PDF](#)
[REIMBURSEMENT RESOLUTION 3529.3B BURLINGTON LEVEE SYSTEM \(PHASE BU-1C\).PDF](#)

5.15. WIRELESS TELECOMMUNICATION FACILITIES ON NDDOT RIGHT OF WAY AGREEMENT

Presented by Lance Meyer

Last year, the council approved an ordinance and related policies for allowing wireless telecommunication facilities within the City's right of way. The NDDOT has been working on an agreement with cities to allow the placement of wireless facilities on state or federal highways.

Recommend the council approve the agreement with the NDDOT and authorize the mayor to sign the agreement.

Documents:

[NDDOT CONTRACT MEMO.PDF](#)

6. ACTION ITEMS

6.1. MINOT INTERNATIONAL AIRPORT CORONAVIRUS RESPONSE AND RELIEF
SUPPLEMENTAL APPROPRIATIONS ACT (CRRSA) GRANT ACCEPTANCE

Presented by Rick Feltner, Airport Director

Similar to the CARES ACT funding received by the Airport in 2020, CRSSA funding is offered to airports to assist with operational expenses during this time of reduced passenger traffic and declining ancillary revenue that have resulted from the ongoing COVID-19 pandemic. New to this round of relief is money allocated specifically for airport concessionaires (e.g. car rental companies and food & beverage retailers). Minot International Airport has been offered \$1,689,084 for operational expenses and \$35,147 to be used to assist on-airport concessionaires.

1. **Recommend Council approve acceptance of CRRSA grant as described in the attached Application for Federal Assistance SF-424's; and**
2. **Authorize the Airport Director to sign any applicable documentation.**

Documents:

[MEMO ND-MOT CRRSA FUNDING \(FINAL\).PDF](#)
[ND MOT - SF424 UNSIGNED.PDF](#)
[ND MOT - SF424 C UNSIGNED.PDF](#)

7. PERSONAL APPEARANCES

8. MISCELLANEOUS AND DISCUSSION ITEMS

9. LIAISON REPORTS

10. ADJOURNMENT