

# City of Minot

Regular City Council Meeting  
Monday, August 17, 2020 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. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[08 \(AUG\) RECOMMENDATIONS 2020.PDF](#)

- 3.1. SUBDIVISION – PROPOSED PLAINVIEW 5TH ADDITION, LOT 1  
**Planning Commission recommends City Council approve a subdivision plat to consolidate Lots 10, 11 and Sublot “A” of Lot 11, S/D Lots 13-23, 27-42 & 45-53 S/D of Lot 3, Plainview Addition to create Lot 1, Plainview to be known as Plainview 5th Addition, Lot 1.**

- 3.2. PUBLIC HEARING: OUTLOT PLAT AND REZONING – PROPOSED OUTLOT 6, SECTION 8-155N-82W  
A public hearing to consider an application by Todd and Lisa Schriock and William Schriock Jr., to rezone Outlot 6, S8-155N-82W from AG, “Agricultural District” to RA, “Agricultural Residential District.”

It is recommended the City Council

1. **approve an outlot plat to square up existing tracts described as all of Outlot 3 and a portion of the SW Quarter of Section 8-155N-82W into a single outlot to be known as Outlot 6, S8-155N-82W.**
2. **pass an Ordinance on first reading to rezone said property from AG (Agricultural District) to RA (Agricultural Residential District).**

Documents:

[081720- OUTLOT 6 8-155N-82W RZ AG TO RA.PDF](#)

- 3.3. PUBLIC HEARING: OUTLOT PLAT AND REZONING – PROPOSED OUTLOT 7, SECTION 8-155N-82W  
A public hearing to consider an application by Hallie Lock and William Schriock Jr., to rezone Outlot 7, S8-155N-82W from RA, “Agricultural Residential District” and AG, “Agricultural District” to RA, “Agricultural Residential District” only.

It is recommended the City Council

1. **approve an outlot plat to square up existing tracts described as all of Outlot 4 and a portion of the SW Quarter of Section 8-155N-82W into a single outlot to be known as Outlot 7, S8-155N-82W.**
2. **pass an Ordinance on first reading to rezone said property from RA (Agricultural Residential District) AG (Agricultural District) to RA (Agricultural Residential District) only.**

Documents:

[081720- OUTLOT 7 8-155N-82W RZ AG AND RA TO RA ONLY.PDF](#)

- 3.4. SUBDIVISION – PROPOSED NORTHRIDGE VILLAS 4TH ADDITION  
**Planning Commission recommends City Council approve a subdivision plat to adjust interior lot lines for existing Lots 22 and 24-33, Block 1 of Northridge Villas 2nd Addition creating a new subdivision plat to be known as Northridge Villas 4th Addition.**

#### 4. CONSENT ITEMS

- 4.1. APPROVAL OF THE MINUTES  
**It is recommended the City Council approve the minutes of the August 3, 2020 regular City Council Meeting.**

Documents:

[200803.PDF](#)

- 4.2. THE FOLLOWING ORDINANCES SHOULD BE CONSIDERED ON SECOND READING
  1. **Ordinance No. 5519 - Amend the 2020 Annual Budget- 2019 Street Improvement District (4379)**
  2. **Ordinance No. 5520 - Amend the 2020 Annual Budget- Drainage and Stormwater Improvement (AIR066)**

Documents:

[ORDINANCE NO. 5519.PDF](#)  
[ORDINANCE NO. 5520.PDF](#)

- 4.3. FY 2020 LOCAL EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT  
The Minot Police Department and Ward County Sheriff's Department will purchase items for their departments using approximately half of the funds for each agency. Each agency will maintain custody and control of the item purchased with their portion of the grant funds. Ward County will purchase a UltraLite ALS Turbo Kit, a Canon Rebel DSLR Camera Kit and a PVS 14 Gen 3 Night Vision monocular. Minot PD will purchase mass trauma rapid response kits for the vehicles.
  1. **Recommend authorization to apply for and, if awarded, accept the FY 2020 Local Edward Byrne Memorial Justice Assistance Grant (JAG); and**
  2. **Authorize the Mayor to sign the Memorandum of Understanding; and**
  3. **Recommend the Council pass an ordinance to amend the 2020 annual budget to increase the Police Department operational supplies and capital revenues and expenditures for the FY2020 Edward Byrne JAG Grant.**

Documents:

[2020 JAG GRANT COUNCIL MEMO.PDF](#)  
[2020 JAG MOU.PDF](#)  
[58. 2020 BA - FY20 EDWARD BYRNE JAG \(PD0194\).PDF](#)

#### 4.4. PROJECT SAFE NEIGHBORHOODS (PSN) GRANT PROGRAM

The Project Safe Neighborhoods Grant (PSN) Program is designed to create safer neighborhoods through a sustained reduction in violent crime. The program's effectiveness is based on the cooperation of local, state, and federal agencies engaged in a unified approach led by the US Attorney's office in each district.

The Police Department propose submitting an application to PSN Grant to fund a crime scene scanner for purposes documenting instances of violent crime as an investigative tool and to further successful prosecution of violent offenders.

**It is recommended the City Council authorize the Police Department to submit an application to the Project Safe Neighborhoods Grant (PSN) Program to fund the purchase a Crime Scene Scanner.**

Documents:

[COUNCIL MEMO - PSN MEMO.PDF](#)  
[PSN-GUIDANCE.PDF](#)

#### 4.5. RADIO PURCHASE AND INSTALLATION

The state of North Dakota adopted and began the process of creating a statewide interoperable radio network (SIRN 20/20). Each jurisdiction/agency will be required to purchase radios and radio equipment that is within the specifications of the project. The money for these purchases has been previously allocated by the Minot City Council in the amount of \$506,992.20.

**It is recommended that the City Council approve the purchase of the required radios for the SIRN 20/20 Statewide Radio Interoperability Project.**

Documents:

[COUNCIL MEMO- SIRN 2020 RADIOS.PDF](#)  
[MOTOROLA RADIO QUOTE.PDF](#)  
[HB 1435 SENT FOR SIGNATURE.PDF](#)

#### 4.6. 31ST AVE SE RECONSTRUCTION BUDGET AMENDMENT AND ENGINEERING CONTRACT AMENDMENT 2 (4331)

The 31st Avenue SE reconstruction project is underway and progressing on schedule and within budget. The original engineering scope and fee was developed in the Spring of 2018 before any environmental or design work started. As the project has developed, several changes have occurred that are out of the original scope of work and project assumptions made. Staff has reviewed the request and feels the hours and fees being requested are fair and justified.

**1. Recommend the Council approve the budget amendment on 1st reading;  
2. Recommend Council approve the contract amendment with Apex Engineering Group and authorize the Mayor to sign the amendment**

Documents:

[4331 - 31ST AVE SE RECONSTRUCTION BUDGET AMENDMENT AND ENGINEERING AMENDMENT 2 MEMO.PDF](#)

4.7. ONE MILLION GALLON TANK DEMO - APPROVAL OF PLANS & SPECS (PROJECT NUMBER 4530)

Due to current and future water transmission line improvements that have been done or are scheduled to be done and due to the amount of money needed to rehab or replace the one-million-gallon reservoir near the Airport, staff has worked with Houston Engineers to complete plans and specification to demolish this reservoir and complete piping improvements that will benefit the water distribution system. These plans and specifications are now ready to go out for bid.

**Recommend Council approve the plans and specifications for the tank demolition and piping improvements and authorize the project to be bid.**

Documents:

[MEMO - 4530 - ONE MILLION GALLON TANK DEMO - APPROVE PLANS AND SPECS.PDF](#)  
[P4488ENGINEERS ESTIMATE.PDF](#)

4.8. 2020 WEED CUTTING

The Public Works department has responded to a number of complaints regarding tall grass and weeds. The attached list represents those locations the City abated for the twelve-month period beginning August 1, 2019 but has not received payment. The City wishes to certify the attached list to Ward County for collection with property taxes.

**Staff recommends approval of the 2020 weed cutting list. The amounts will be special assessed and appear on property owners' tax statements at year end.**

Documents:

[MEMO WEED CUTTING 2020.PDF](#)  
[WEED CUTTING 2020.PDF](#)

4.9. ASSIGNMENT OF LEASE, T-HANGAR NO. 16

There is one (1) vacancy out of sixteen (16) t-hangars owned by the Airport. Protocol established a policy of a waiting list for vacancies. Joseph Cimarelli is the next interested party on the waiting list.

Mr. Cimarelli has indicated interest in renting a t-hangar for a monthly rent of \$75.00 per month, and will abide by the lease terms and obligations. The lease term is month-to-month, which may be terminated by the City or the Tenant with a 30-day written notice.

**1. Recommend approval of the Airport Lease, T-Hangar between the City of Minot and Joseph Cimarelli for T-Hangar No. 16 for \$75.00 per month; and  
2. Authorize the Mayor to sign the agreement.**

Documents:

[MEMO T-HANGAR 16.PDF](#)  
[NO. 16 JOSEPH CIMARELLI.PDF](#)

4.10. MIDCO EASEMENT, RUN FIBER OPTIC TO FEDEX BUILDING

FedEx requires an upgrade to their fiber data lines and has selected MidCo as their supplier. It is necessary to grant an easement to in order to perform and maintain the project.

1. **It is recommended the Council approve a Grant of easement to Midcontinent Communications to install and maintain fiber to the FedEx building at the Airport; and**
2. **Authorize the Airport Director to sign the necessary documentation.**

Documents:

[MEMO MIDCO EASEMENT.PDF](#)  
[515 FEDEX EASEMENT GRANT \(FINAL\).PDF](#)

4.11. AUTHORIZE ADDING 505 12th STREET NE TO MREFPP PHASE MI-5 ACQUISITION

The City has been advised that during the design update meeting for flood project work related to the revised MI-5 project by the Souris River Joint Board that an additional property needs to be acquired within the boundaries covering project design.

**Recommend the City Council authorize adding 505 12th Street NE to the Involuntary Acquisition List for the MREFPP MI-5 Flood Control Project.**

Documents:

[MI-5 ADDED ACQUISITION CITY COUNCIL MEMO 8-11-20.PDF](#)

4.12. INFORMATIONAL: CITY MANAGER RECRUITMENT TIMELINE

Attached is a timeline describing the recruitment schedule for the City Manager position. No action is required by the Council.

Documents:

[MINOT ND TIMELINE - 8.11.20.PDF](#)

5. ACTION ITEMS

5.1. 2020 BOND RESOLUTIONS FOR 2020A – 2020C

The bonds being issued by the City are going to be listed for sale and require the resolutions to be signed in order to authorize the sale.

**It is recommended the City Council authorize the Mayor to sign the 2020A Refunding bonds, 2020B Sales Tax Revenue bonds, and 2020C Airport Revenue refunding bonds resolutions for the construction of Storm Sewer District # 123, the continuation of flood control, and for refinancing the Airport Revenue Bonds Series 2013D and 2014D.**

Documents:

[57. MEMO - BOND RESOLUTION.DOCX](#)  
[57. BOND RESOLUTION \(MINOT RIBS 2020A\)-V5.DOCX](#)  
[57. BOND RESOLUTION \(MINOT SALES TAX REV 2020B\)-V8.DOCX](#)  
[57. BOND RESOLUTION \(MINOT TAXABLE AIRPORT RFDG 2020C\)-V5.DOCX](#)

5.2. MOVIE THEATER ALCOHOLIC BEVERAGE LICENSE

At the August 3, 2020 regular City Council meeting, the City Council approved a motion directing the city attorney to draft an ordinance to create an alcoholic beverage license relating specifically to movie theaters.

**It is recommended the City Council approve the proposed ordinance on first**

**reading.**

Documents:

[MOVIE THEATER LICENSE\\_MEMO.PDF](#)  
[MOVIE THEATER LICENSE\\_ORDINANCE.PDF](#)

5.3. RECYCLING DISCUSSION

Documents:

[RECYCLING COLLECTION PROPOSAL.PDF](#)

5.4. MASK USAGE RESOLUTIONS

City staff has been discussing additional efforts to reduce the spread of COVID-19. City staff proposes the adoption of two resolutions (1) a temporary employment policy regarding mask usage; and (2) a community-wide mask directive.

**Approve the proposed resolutions: (1) resolution adopting a temporary employment policy regarding mask usage; and (2) resolution adopting a community-wide mask directive.**

Documents:

[MASK USAGE RESOLUTIONS\\_MEMO.PDF](#)  
[RESOLUTION\\_COVID 19 \\_MASK DIRECTIVE.PDF](#)  
[RESOLUTION\\_COVID 19 \\_MASK REGULATION\\_EDITED.PDF](#)

6. BUDGET Q & A
7. PERSONAL APPEARANCES
8. MISCELLANEOUS AND DISCUSSION ITEMS
9. LIAISON REPORTS
10. ADJOURNMENT