

May 18, 2020 Regular City Council Meeting

MINOT CITY COUNCIL – SCHEDULED MEETING – MAY 18, 2020 AT 5:30 P.M.

ROLL CALL

Members Present:

Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky

Members Absent:

None

PLEDGE OF ALLEGIANCE

Mayor Sipma presiding and led the City Council in the Pledge of Allegiance.

MINOT MAYOR PROCLAIMS MAY 17-23 AS NATIONAL PUBLIC WORKS WEEK

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Minot; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Minot to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2020 marks the 60th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association;

NOW, THEREFORE, DO I, Shaun Sipma, Mayor of the City of Minot, hereby designate the week May 17-23, 2020, as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

CITY OF MINOT MAYOR PROCLAIMS MAY 20 AS DAYCARE APPRECIATION DAY

WHEREAS, the coronavirus pandemic of 2020 has dramatically altered otherwise normal operations for schools, businesses, and individuals in our community; and,

WHEREAS, securing safe and affordable daycare services is one of the greatest concerns for all working parents in our community, especially those who work as first responders or in other careers deemed as essential during this global pandemic; and,

WHEREAS, the City of Minot partnered with Minot Public Schools and The Learning Tree to establish daycare services for the children of first responders and others classified as essential workers to allow those employees to remain on the job as part of ongoing efforts to protect and serve our community during this time of crisis; and,

WHEREAS, Minot Public Schools provided space, food services, and personnel from its Community Learning Center after-school program to ensure the daycare services were available, and The Learning Tree provided guidance, direction, and oversight of the program;

NOW, THEREFORE, DO I, Shaun Sipma, Mayor of the City of Minot, hereby proclaim May 20, 2020, as Daycare Appreciation Day and encourage members of the community to join me in expressing our most sincere gratitude to Minot Public Schools, its CLC and food service workers, and The Learning Tree for stepping forward in time of great uncertainty

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and need to take care of our essential workers' most precious assets – their children – and to recognize their continued efforts to promote and protect the community's safety, health, and well-being during this ongoing global health crisis.

PUBLIC HEARING: RAMSTAD HEIGHTS 7TH ADDITION – APPROVED

The City Council held a public hearing to consider an application by Four Seasons Construction, Inc., owner, and Ackerman Surveying & Associates, Inc., Applicant, to rezone Ramstad Heights 7th Addition from R-4, Planned Residential District to R1S, Single-Family Residential District with Small Lot Flexibility.

No comments were received.

Alderman Jantzer moved the City Council close the public hearing and approve the request. Motion seconded by Alderman Straight and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

SUBDIVISION OF RAMSTAD HEIGHTS 7TH ADDITION – APPROVED

Alderman Jantzer moved the City Council approve a subdivision of property described as Lots 8A thru 14B, Block 2, Statesboro Addition to create a seven-lot subdivision to be known as Ramstad Heights 7th Addition.

Motion seconded by Alderman Straight and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

ORDINANCE NO. 5498 – REZONE RAMSTAD HEIGHTS 7TH ADDITION – FIRST READING – APPROVED

Alderman Jantzer moved the City Council place ordinance no. 5498 on first reading to change the zone from R-4 (Planned Residential District) to R1S (Single-Family Residential District with Small Lot Flexibility.) Motion seconded by Alderman Straight and carried unanimously.

Alderman Jantzer moved the City Council pass ordinance no. 5498 on first reading. Motion seconded by Alderman Straight and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

PUBLIC HEARING: RAMSTAD HEIGHTS 8TH ADDITION – APPROVED

The City Council held a public hearing to consider an application by Four Seasons Construction, Inc., owner, and Ackerman Surveying & Associates, Inc., Applicant, to rezone Ramstad Heights 8th Addition from R-4, Planned Residential District to R1S, Single-Family Residential District with Small Lot Flexibility.

No comments were received.

Alderman Straight moved to close the public hearing and approve the request. Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

SUBDIVISION OF RAMSTAD HEIGHTS 8TH ADDITION – APPROVED

Alderman Straight moved the City Council subdivide property described as Lots 10A thru 18B, Block 7, Statesboro Addition to create a nine-lot subdivision to be known as Ramstad Heights 8th Addition.

Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

ORDINANCE NO. 5499 – REZONE RAMSTAD HEIGHTS 8TH ADDITION – FIRST READING – APPROVED

Alderman Straight moved the City Council place ordinance no. 5499 on first reading to rezone Ramstad Heights 8th Addition from R-4, Planned Residential District to R1S, Single-Family Residential District with Small Lot Flexibility. Motion seconded by Alderman Olson and carried unanimously.

Alderman Straight moved the City Council pass ordinance no. 5499 on first reading. Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

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PUBLIC HEARING: RAMSTAD HEIGHTS 9TH ADDITION – APPROVED

The City Council held a public hearing to consider an application by Four Seasons Construction, Inc., owner, and Ackerman Surveying & Associates, Inc., Applicant, to rezone Ramstad Heights 9th Addition from R-4, Planned Residential District to R1S, Single-Family Residential District with Small Lot Flexibility.

No comments were received.

Alderman Straight moved the City Council close the public hearing and approve the request. Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

SUBDIVISION OF RAMSTAD HEIGHTS 9TH ADDITION – APPROVED

Alderman Straight moved the City Council subdivide property described as Lots 1A thru 13B, Block 8, Statesboro Addition to create a fourteen-lot subdivision to be known as Ramstad Heights 9th Addition.

Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

ORDINANCE NO. 5500 – REZONE RAMSTAD HEIGHTS 9TH ADDITION – FIRST READING – APPROVED

Alderman Straight moved the City Council place ordinance no. 5500 on first reading to rezone Ramstad Heights 9th Addition from R-4, Planned Residential District to R1S, Single-Family Residential District with Small Lot Flexibility. Motion seconded by Alderman Jantzer and carried unanimously.

Alderman Straight moved the City Council pass ordinance no. 5500 on first reading. Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

SUBDIVISION OF GALMAC 2ND ADDITION – APPROVED

Alderman Jantzer moved the City Council approve a subdivision to combine three existing lots described as Lots 14-16 and the west 13 feet of Lot 17, Galmac Subdivision of Elbow Park Manor Addition to create a one-lot subdivision to be known as Galmac 2nd Addition. Motion seconded by Alderman Olson.

Alderman Wolsky said, although he understands the applicant's position, he does not support this type of development. This action does not promote infill within the city of Minot and is the opposite of what he believes is good for the city's future growth. This project prevents developable property from being developed and adding value to property taxes.

Whereupon a vote was taken on the above motion by Alderman Jantzer, seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma; nays: Straight, Wolsky.

SUBDIVISION OF THE BLUFFS 13TH ADDITION, LOTS 1A AND 1B – APPROVED

Alderman Olson moved the City Council approve a subdivision to adjust the lot line between Lots 5A and 5B, Block 4, Bluffs 2nd Addition by creating proposed Bluffs 13th Addition, Lots 1A and 1B.

Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

SUBDIVISION OF SRT ADDITION, LOTS 1 & 2 – APPROVED

Alderman Jantzer moved the City Council approve a subdivision to combine a portion of Lots 6 and 7 and all of Lot 1, Jack's 4th Addition to create SRT Addition, Lot 1. SRT Addition Lot 2 will consist of the remainder of Lot 6 of Jack's 3rd Addition, to be known as SRT Addition, Lots 1 & 2.

Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

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ORDINANCE NO. 5501 – ANNEX INTO CITY LIMITS- SRT ADDITION, LOT 1 – FIRST READING – APPROVED

Alderman Jantzer moved the City Council place ordinance no. 5501 on first reading to annex Lot 1 SRT Addition into the City of Minot corporate limits. Motion seconded by Alderman Olson and carried unanimously.

Alderman Wolsky asked why Lot 2 was not being annexed and commented on the “island” of unannexed land it creates.

Mr. Billingsley responded by saying, the owner of Lot 2 was not ready to develop the property. In the future when they are ready to develop, they will submit a subdivision plan and will have to annex before utilizing city services.

Alderman Jantzer moved the City Council pass ordinance no. 5501 on first reading. Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

APPROVAL OF THE MINUTES – APPROVED

Alderman Jantzer moved the City Council approve the minutes of the April 30, 2020 special City Council meeting and the May 4, 2020 regular City Council meeting.

Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

ORDINANCE NO. 5444 - AVERY'S ADDITION, LOT 1: REZONING FROM AG TO RA – SECOND READING – APPROVED

Alderman Jantzer moved the City Council place ordinance no. 5444 on second reading to change the zone from AG (Agricultural District) to RA (Agricultural Residential District) on Avery’s Addition, Lot 1. Motion seconded by Alderman Olson and carried unanimously.

Alderman Jantzer moved the City Council pass ordinance no. 5444 on second reading. Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

ORDINANCE NO. 5445 - RAMSTAD HEIGHTS 5TH ADDITION: REZONING FROM R-4 TO R1S – SECOND READING – APPROVED

Alderman Jantzer moved the City Council place ordinance no. 5445 on second reading to change the zone from R-4 (Planned Residential District) to R1S (Single-Family Residential District with Small Lot Flexibility) on Ramstad Heights 5th Addition. Motion seconded by Alderman Olson and carried unanimously.

Alderman Jantzer moved the City Council pass ordinance no. 5445 on second reading. Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

ORDINANCE NO. 5446 - RAMSTAD HEIGHTS 6TH ADDITION: REZONING FROM R-4 TO R1S – SECOND READING – APPROVED

Alderman Jantzer moved the City Council place ordinance no. 5446 on second reading to change the zone from R-4 (Planned Residential District) to R1S (Single-Family Residential District with Small Lot Flexibility) on Ramstad Heights 6th Addition. Motion seconded by Alderman Olson and carried unanimously.

Alderman Jantzer moved the City Council pass ordinance no. 5446 on second reading. Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

US 83 BYPASS 4 LANE PROJECT FINAL PAYMENT (4040) & (3849) – APPROVED

Alderman Jantzer moved the City Council approve the final payment to the NDDOT in the amount of \$18,940.41 for US 83 Bypass 4-Lane project.

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Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

CITY HALL RETAINING WALL – MATERIAL PAYMENT REQUEST (4398) – APPROVED

Alderman Jantzer moved the City Council authorize payment to be made to Wells Concrete in the amount of \$1,104.11 for materials purchased for the City Hall Retaining Wall project.

Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

PURCHASE OF L-TRON OSCR360 PANORAMIC SCENE CAMERA (PD0185) – APPROVED

Alderman Jantzer moved the City Council approve the purchase of the OSCR360 camera system from L-Tron Corporation as a sole source provider of a 360-degree evidence collection camera.

Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

APPROVAL OF WARD COUNTY NARCOTICS TASK FORCE MEMORANDUM OF UNDERSTANDING – APPROVED

Alderman Jantzer moved the City Council approve the Memorandum of Understanding with Ward County Narcotics Task Force (WCNTF), authorize the Chief of Police to sign the MOU and appoint a City Council Member to the Executive Board of the WCNTF for the purpose of approving the expenditure of asset forfeiture funds controlled by the WCNTF.

Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

ASSIGNMENT OF LEASE, T-HANGAR NO. 2 – APPROVED

Alderman Jantzer moved the City Council approve the Airport Lease, T-Hangar between the City of Minot and Doug McDonald for T-Hangar No. 2 for \$75.00 per month; and authorize the Mayor to sign the agreement

Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

CONCUR AUTHORIZATION OF CDBG-DR ALLOCATION #1 AND #2 SUBSTANTIAL AMENDMENTS – APPROVED

Alderman Jantzer moved the City Council concur in granting authorization for Substantial Amendments for CDBG-DR Allocations #1 and #2 submitted to and approved by HUD.

Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

REVISED COOK'S COURT, SUNSET RIDGE AND FIELDCREST PROGRAM AGREEMENT AMENDMENTS – APPROVED

Alderman Jantzer moved the City Council approve revised Amendments to the Agreements with Beyond Shelter, Inc. which provided CDBG-DR funds in support of construction of Cook's Court, Fieldcrest and Sunset Ridge LMI Multi-Family Rental Housing.

Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

PROJECT #4535 – PURCHASE OF BUS VIDEO SURVEILLANCE EQUIPMENT – APPROVED

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Alderman Jantzer moved the City Council approve a sole source procurement for the purchase of nine Apollo Video Surveillance Systems and associated software from Luminator Technology Group, and allow the Public Works Director to sign the purchase order and any other associated forms for this purchase.

Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

SOUTHWEST ELEVATED WATER TOWER – AWARD OF BID (PROJECT NUMBER 4405) – APPROVED

Alderman Podrygula moved the City Council approve the bid from Landmark Structures in the amount of \$3,967,000.00 for the SW Elevated Water Tower project, authorize the Mayor to sign contract documents for the project, and authorize the Public Works Director to sign the Notice to Proceed. Motion seconded by Alderman Straight.

Alderman Podrygula asked for the engineer's estimate on the project, to which the Public Works Director stated, it was \$3.8 million which was about \$150,000 under the lowest bid. Alderman Podrygula requested that information be included in the memo from staff.

Alderman Straight asked the Public Works Director if the City has experience working with Landmark Structures. Mr. Jonasson replied by saying yes, the company did the last two water towers in Minot, on north hill and on the east side of town.

Alderman Wolsky asked if they could have some fun with the paint on the tower and possibly involve the Minot art scene to design it. Mr. Jonasson said, it is possible and at this time, the plan is to paint it blue with the City of Minot logo. He mentioned however that it cost \$10,000-\$20,000 just for the logo so additional design could get expensive.

Whereupon a vote was taken on the above motion by Alderman Podrygula, seconded by Alderman Straight and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

ORDINANCE NO. 5502- AMEND THE 2020 ANNUAL BUDGET – SOUTHWEST WATER TOWER – FIRST READING – APPROVED

Alderman Podrygula moved the City Council place ordinance no. 5502 on first reading amending the 2020 annual budget to increase the Water Supply and Treatment capital purchase expenditure for the award of the Southwest Water Tower project. Motion seconded by Alderman Straight and carried unanimously.

Alderman Podrygula moved the City Council pass ordinance no. 5502 on first reading. Motion seconded by Alderman Straight and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

ORDINANCE NO. 5503 – MDU FRANCHISE AGREEMENT – FIRST READING – APPROVED

Alderman Olson moved the City Council place ordinance no. 5503 on first reading repealing and reenacting Appendix B (Franchises), Sub-Part II, Division 2 of the City of Minot Code of Ordinances relating to the gas distribution franchise for Montana-Dakota Utilities Co. Motion seconded by Alderman Pitner and carried unanimously.

Alderman Podrygula reiterated the points he made during the Franchise Committee meeting. He said, there seem to be inconsistencies in when franchise fees are required. He provided an example of City resources being tied up on a call regarding cable lines and explained that the City should be able to recoup some of those costs through franchise fees. He asked staff to address the issue during the budget process or at later discussions on long-term planning in an effort to balance fees with services.

Mayor Sipma commented that the franchise fee would be passed onto the consumer.

Alderman Olson moved the City Council pass ordinance no. 5503 on first reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

DEVELOPERS AGREEMENT - RAMSTAD HEIGHTS 7TH (4519) – APPROVED

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Alderman straight moved the City Council approve the Ramstad Height's 7th Addition Developers Agreement with Four Seasons Construction, Inc. and authorize the Mayor to sign.

Motion seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

EXTENSION OF DAYCARE SERVICES AGREEMENT – APPROVED

Alderman Olson moved the City Council approve the Second Amendment to the Services Agreement with Reser LLC, d/b/a The Learning Tree.

Motion seconded by Alderman Straight and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

ORDINANCE NO. 5504 - EXTENSION OF DAYCARE SERVICES AGREEMENT AMENDMENT 2– FIRST READING – APPROVED

Alderman Olson moved the City Council place ordinance no. 5504 on first reading amending the 2020 annual budget to increase the Emergency Fund Professional Service Contracts expenditures for the Emergency Personnel Childcare Services and approve the use of Emergency Fund cash reserves. Motion seconded by Alderman Straight and carried unanimously.

Alderman Olson moved the City Council pass ordinance no. 5504 on first reading. Motion seconded by Alderman Straight and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

RENEWAL OF SECOND PENNY SALES TAX - WITHDRAWN

This item was withdrawn from the agenda and will be considered at a future meeting.

INTERIM CITY MANAGER TEMPORARY SALARY INCREASE – APPROVED

Alderman Straight moved the City Council approve a 10 percent monthly salary increase for David Lakefield, effective April 20, 2020 to assume interim City Manager duties.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

SPECIAL ASSISTANT CITY ATTORNEYS – LEGISLATIVE SERVICES – APPROVED

Alderman Jantzer moved the City Council approve and authorize the Mayor to sign the Consulting and Legal Services Agreement between the City of Minot and Shane Goettle and continue the appointments of Shane Goettle and Lacey Anderson as Special Assistant City Attorneys. Motion seconded by Alderman Olson.

Alderman Wolsky stated that he has questioned the need for legislative services in the past however, he saw the value during the 2019 Legislative Session and has grown to appreciate the benefits Mr. Goettle provides.

Upon questioning by Alderman Straight, City Attorney Hendershot stated, there is no increase in fees for this contract and the rate has remained the same since the original contract.

The Mayor said, Mr. Goettle has been in constant contact. The off-season is where a majority of conversations start and he assured that Mr. Goettle will earn every penny of his fee with his work.

Whereupon a vote was taken on the above motion by Alderman Jantzer, seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

PERSONAL APPEARANCES

Due to the COVID-19 public health emergency, in person attendance at the meeting by the public is not allowed. Comments can be submitted through the City website but no comments were received.

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FIRST DISTRICT HEALTH UNIT CONTRACT AMENDMENT – APPROVED

Alderman Jantzer moved the City Council remove the 6-month reporting requirement from the current contract with First District Health Unit. Motion seconded by Alderman Olson.

Mayor Sipma explained that after speaking with the Director of First District Health Unit, they likely would not have information to meet their 6-month reporting requirement. Due to the COVID-19 public health emergency, clinics for vaccinations are not active and all of their resources have gone to working on the pandemic. They reached an agreement that after COVID-19 settles down, they will go back to their regular reporting schedule.

Alderman Wolsky emphasized the importance of seeing their biannual report considering the \$250,000 annual investment from the City.

Whereupon a vote was taken on the above motion by Alderman Jantzer, seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

PRESENTATION: 2020 CENSUS UPDATE

Community and Economic Development Director, Brian Billingsley, provided an update on the 2020 Census. He explained that their original census strategy was interrupted due to COVID-19. He described the goals of the Complete Count Committee as well as the budget available to accomplish those goals. The Census timelines have been extended giving additional time to complete the Census. He shared graphs depicting the response rates of various cities across the state. Census data provides participation information on specific census tracts, which allows staff to target areas for additional advertising. He explained their plan to relaunch census activities once they can safely do so. Mr. Billingsley demonstrated how to complete the census and encouraged everyone who has not yet submitted their census to go online. He mentioned that the Census Bureau is still looking for enumerators to go door to door to complete the census and applicants can apply online. He concluded by thanking the many groups and organizations who have helped the Complete Count Committee.

The Mayor added, not only would the City receive additional CDBG grant dollars if we reach a population of 50,000 but the City would also meet the benchmark for companies looking to expand or relocate their business.

MISCELLANEOUS & DISCUSSION

Mayor Sipma mentioned that the COVID-19 Task Force is anticipating reopening offices but is continuing to watch for State guidance. There may be operational changes taking place in early June.

Alderman Wolsky distributed documents to the Council explaining two items that he would like to discuss at the June 1st meeting. He said he will propose the Council enter into a sub-recipient agreement with the Souris River Joint Board to conduct preliminary planning and engineering necessary to advance the Magic City Waterway concept. He also plans to introduce a motion to conduct economic development planning and consulting with Strong Towns.

Alderman Pitner brought up the recommendations from Patricia Monson that were included in her investigation report. He requested the Council take action to remove the City Attorney and Finance Director from the oversight of the City Manager. He also agreed with her recommendation to have the Human Resource Director report to the City Attorney. He said, it wasn't the system that failed, so they don't need to make huge changes to the structure but minor tweaks should ensure the situation doesn't happen in the future. He listed other ideas such as having a Financial Report presented to Council on months alternating with the City Manager Report. He also said, all employees should report to City Council and there should not be barriers between communication.

The Mayor responded by saying, there will be a meeting planned in the next week or so to go over the organization chart.

Alderman Pitner requested the change take place before the search for a new City Manager gets underway. The incoming City Manager needs to know what the structure looks like from the start.

APPOINTMENT TO WARD COUNTY NARCOTICS TASK FORCE – APPROVED

Mr. Lakefield pointed out that a previous item regarding the Ward County Narcotics Task Force requires the appointment of a City Council member.

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Alderman Pitner volunteered for the appointment.

Alderman Straight moved to appoint Alderman Pitner to the Ward County Narcotics Task Force (WCNTF) for the purpose of approving the expenditure of asset forfeiture funds controlled by the WCNTF.

Motion seconded by Alderman Wolsky and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma, Straight, Wolsky; nays: none.

ADJOURNMENT

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderman Jantzer and carried unanimously. Meeting adjourned at 6:42 pm.

ATTEST: _____
Kelly Matalka, City Clerk

APPROVED: _____
Shaun Sipma, Mayor