

September 7, 2021 Regular City Council Meeting

MINOT CITY COUNCIL – SCHEDULED MEETING – SEPTEMBER 7, 2021 AT 5:30 P.M.

ROLL CALL

Members Present:

Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma

Members Absent:

None

PLEDGE OF ALLEGIANCE

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

COVID UPDATE

Lisa Clute, Director of First District Health Unit, provided an update to the Council regarding COVID-19. She said, there are currently 184 active cases in Ward County, whereas last year at this time, there were 101. The 14-day positivity rate is 7.3 compared to last year which was 3.8. Long-term care facilities have four positive COVID cases among staff but no residents with COVID. Statewide hospitalizations, although it is constantly changing, had 99 with 12 in the ICU. She provided information from Trinity by saying, the hospital has an average of 21-25 COVID patients at a time. There is a designated floor for COVID however, they are considering expanding.

She said First District has been increasing their testing lately and have about 200 appointments per day. Their resources are limited compared to last year when they were assisted by the National Guard. Luckily, there are a lot more treatments that are proving effective at keeping individuals out of the hospital. She encouraged everyone to speak with their physician before taking any treatments. She explained that vaccination rates are increasing particularly among younger people.

She addressed the issue of breakthrough cases. According to state data, there have been 0.0423% of hospitalizations have been vaccinated and 0.00649% of deaths have been vaccinated. There have been 137 breakthrough hospitalizations.

She concluded by saying, they are focusing on three areas: information, testing, and vaccinations. They will hold press conferences as needed.

MAYOR'S REPORT

The Mayor described some of his meetings and activities over the past month:

August 3rd – Task Force 21 Meeting
August 3rd – Flood Protection Home Acquisition Closing
August 3rd – Community Economic Development Meeting
August 4th – Flood Protection Home Acquisition Closing
August 4th – Open Meetings Training, AG's Office (Attended Virtual)
August 5th – Military Affairs Committee Meeting
August 5th – Flood Protection Home Acquisition Closing
August 9th – Task Force 21 Meeting
August 11th – Lt. General Spellman, Army Corps of Engineers Visit
August 11th – Great Tomato Festival Auctioneer
August 12th – 100th Memorial Anniversary of Minot PD Samuel Leo "Lee" Fahler death In The Line Of Duty
August 13th – Chamber EDC Special Meeting
August 16th – COVID Documentary Zoom Interview
August 16th – Special City Council Meeting Budget Q&A
August 18th – Yard complaint mitigation for a deployed airman
August 19th – Minot Public School Teacher Welcome
August 21st – Airport Director Interview Tour of Minot
August 23rd – Flood Protection Home Acquisition Closing
August 23rd – Special City Council Meeting
August 24th – KVLV Point-Of-View Virtual Interview

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August 29th – Minot Food Truck Festival MC
September 7th – Community Economic Development Meeting

He also said, there were numerous other meetings, phone calls, e-mails, and individual contact concerning City business.

MAYORAL APPOINTMENTS – APPROVED

Alderman Jantzer moved the City Council confirm Dean Lenertz to the Special Assessment Committee with a term to expire September 2027.

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

CITY MANAGER REPORT

The City Manager provided a written update describing events and activities for various departments.

He invited the Public Works Director to provide an update on the project taking place outside City Hall in response to a “Letter to the Editor” in the Minot Daily News.

Mr. Jonasson explained there are weekly construction meetings with the contractor and engineers to discuss progress of the project. He said the project involves relocation of an 18-inch water transmission and other utilities across the future Maple Diversion line. The sewer borings under the railroad were done last year but were delayed about 45 days due to permitting. There is also a new sanitary lift station to replace the Park lift to accommodate increased flows. There have been minor delays regarding materials because of COVID but the project has continued to move forward. According to the contract, they have until June 24, 2022 to complete the project but most of the work will be done by October 15th.

Mayor Sipma asked if the individual had contacted the City prior to writing the letter to the Minot Daily News, to which staff responded by saying, no.

Mr. Stewart stated, until the project has surpassed the contract deadline, there is no breach of contract and there is no legal standing on behalf of the City to require that work be done. The project is actually ahead of schedule.

Alderwoman Evans then asked about the sinkhole that Public Works recently addressed and whether City could financially cover the repairs.

Mr. Jonasson said, there are cash reserves in case of emergencies. They have repaired the pipe and filled the hole but will televise to assess the damage in the coming months.

The Public Works Director brought up one more issue. He said, they recently collected submissions for a safety improvement project for low head dam remediation and are looking for a volunteer to sit on the selection committee. Alderman Pitner volunteered to review the proposals and sit on the committee.

Finance Director, David Lakefield said the Special Assessment Committee meeting was cancelled due to illness of one of the committee members. The meeting will be rescheduled and new notices will be mailed to those affected. Because of the timing of the meeting and the requirement to have the special assessments certified by the County, it will require a special Council meeting to approve the special assessment district. The Council agreed that October 11, 2021 at 5:30 pm would be acceptable to call a special City Council meeting.

Mr. Lakefield then provided the Council with the presentation he and the City Manager gave to Moody’s on the City’s bond rating. Following the presentation, he said the City conducted a bond sale earlier that day improving the interest rate on special assessment bonds and flood control bonds, saving millions of dollars in interest costs.

Mr. Stewart said the City of Minot has the best bond rating possible, demonstrating sound fiscal policies over the years, in which the City has properly balanced reserves while ensuring taxpayer dollars are put to work.

Alderwoman Evans then brought up COVID policies and asked if the City Manager recommends any policies be put in place regarding staff.

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Mr. Stewart said, since the community depends on the City to provide services, staff has been cognizant of any COVID cases within the organization. He said, there are two ways to implement employee policies; either the Mayor could declare an Emergency Order enabling him to enact policies or the Civil Service Commission could meet to discuss and approve policies as recommended by staff.

After discussion, the Mayor suggested any policies be enforced by the Civil Service Commission rather than an Emergency Order. He stated, they can address the issue further if the situation changes.

CITY ATTORNEY REPORT

The City Attorney submitted a written report.

CITY COUNCIL MINUTES – APPROVED

Alderman Pitner moved the City Council approve the minutes of the August 16, 2021 regular City Council meeting and the August 23, 2021 special City Council meeting.

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

BILLS, TRANSFERS AND PAYROLL – APPROVED

Alderman Pitner moved the City Council approve payroll for the period of July 18, 2021 through August 14, 2021 in the amount of \$2,117,993.25 and approve bills and transfers for August in the amount of \$7,130,710.93 as follows:

3D SPECIALTIES, INC.	1,018.89	287808	GENERAL ONE TIME PAY	2,805.00	287856
ACKERMAN ESTVOLD	3,240.00	287809	GENERAL TRADING	50.02	287857
ACME TOOLS	402.57	287810	GENERAL TRUCK PARTS & EQUIPMENT	384.82	287858
ADK CONSULTING, INC	14,051.02	287811	GERDAU RECYCLING	238.79	287859
ADVANCED BUSINESS METHODS	733.50	287812	GOETTLE LAW, PLLC	3,500.00	287860
ALL AMERICAN TROPHIES	300.00	287813	HANSON AUTO CRUSHING & TRUCKING	8,676.75	287862
ALL SEASON ARENA	2,440.04	287814	HAWKINS, INC.	1,700.00	287863
ALLEGIAN AIR	235.00	287815	HOUSTON ENGINEERING, INC.	27,957.88	287864
AMERICAN WELDING & GAS, INC.	4,895.16	287816	HYATT HOUSE	4,380.97	287865
AMERITAS LIFE INSURANCE CORP	1,629.28	287817	INFORMATION TECHNOLOGY		
AQUA-PURE, INC.	18,668.08	287818	DEPARTMENT	2,813.55	287866
ARROWHEAD ACE HARDWARE	71.95	287819	JOHN DEERE FINANCIAL	566.31	287861
BECHTOLD PAVING	71,878.13	287820	KELLER PAVING AND LANDSCAPING	46,540.58	287867
BERGER ENTERPRISES, LLC	60,893.10	287821	KYLE SCHILL	82.50	287913
BLUESTONE CONSTRUCTION, INC.	283,986.04	287822	LANDMARK STRUCTURES	89,060.00	287869
BLUETARP FINANCIAL, INC.	5.69	287823	LHOIST NORTH AMERICA OF MISSOURI	49,696.88	287871
BNSF	11,100.00	287824	LOCATORS & SUPPLIES	230.86	287872
BRENT WEBER	82.50	287934	LOWES PRINTING, INC.	415.00	287873
BULLARD-WOLF, CHRISTINA	44.80	287826	M&T FIRE AND SAFETY, INC.	3,882.00	287874
BUTLER MACHINERY CO.	26,375.78	287827	MACEY WANTZ	67.20	287929
CDM SMITH	200,532.75	287828	MARCO, INC.	381.33	287875
CENTRAL TRENCHING, INC.	479.04	287829	MARIA ROMANICK	55.50	287910
COLONIAL LIFE	2,517.44	287830	MENARDS	18.91	287876
CREATIVE PRINTING	406.70	287831	MESSERLI & KRAMER PA	561.56	287877
CROWN ASSET MANAGEMENT, LLC	449.41	287909	MIDSTATES WIRELESS, INC.	125.00	287878
DACOTAH PAPER CO.	100.48	287832	MIKALI TALBOTT	63.40	287919
DAKOTA FIRE EXTINGUISHER	390.58	287833	MINOT AUTO	1,025.67	287879
DAN LAWSON	50.00	287870	MINOT AUTOMOTIVE CENTER	218.14	287880
DEVIN WALTER	82.50	287928	MINOT CHAMBER OF COMMERCE	27,375.00	287881
DIVISION OF CHILD SUPPORT	102.00	287834	MINOT COMMISSION ON AGING	12,500.00	287882
DOMESTIC VIOLENCE CRISIS CENTER	12,000.00	287835	MINOT DAILY NEWS	610.89	287883
ECOLAB PEST ELIMINATION DIVISION	393.60	287836	MINOT EMPLOYEE DONATIONS	751.38	287884
EMPLOYEE ONE TIME PAY	30.00	287837	MINOT MULTIPLE LISTING SERVICE	1,000.00	287885
EMPLOYEE ONE TIME PAY	82.50	287838	MINOT PARK DISTRICT	139,908.69	287886
ENERBASE	14,673.57	287839	MINOT PAVING	219,121.84	287887
FACTORY MOTOR PARTS	777.55	287840	MOTOROLA	6,667.80	287888
FARSTAD OIL CO	24,954.68	287841	MUUS LUMBER	3.98	287889
FASTENAL COMPANY	52.50	287842	NAPA AUTO PARTS	1,161.90	287890
FIRE EQUIPMENT CO.	510.30	287843	ND CHILD SUPPORT	150.00	287891
FIRST DISTRICT HEALTH UNIT	25,000.00	287844	ND DEPT OF ENVIRONMENTAL QUALITY	600.00	287892
FIRST INTERNATIONAL BANK & TRUST	640.00	287845	ND DEPT OF ENVIRONMENTAL QUALITY	50.00	287893
FLEETMIND SOLUTIONS, INC.	1,987.50	287846	ND DEPT OF HEALTH	0.00	287894
GALLS, LLC	578.46	287847	ND DEPT OF TRANSPORTATION	3,342.02	287895
GENERAL ONE TIME PAY	715.00	287848	ND FRATERNAL ORDER OF POLICE	662.50	287896
GENERAL ONE TIME PAY	715.00	287849	ND SOLID WASTE & RECYCLING		
GENERAL ONE TIME PAY	50.00	287850	ASSOCIAT	175.00	287899
GENERAL ONE TIME PAY	29.95	287851	NDFPA	225.00	287897
GENERAL ONE TIME PAY	18.97	287852	NDLTAP-UGPTI/NDSU	300.00	287898
GENERAL ONE TIME PAY	34.95	287853	NEBRASKA CHILD SUPPORT PAYMENT	563.08	287900
GENERAL ONE TIME PAY	15.00	287854	NEWMAN TRAFFIC SIGNS	2,874.46	287901
GENERAL ONE TIME PAY	103.00	287855	NEWVISION SECURITY, LLC	1,295.00	287902

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NORTHWEST TIRE AND RETREAD	1,931.45	287903	MDU	63.90	100001475
OK AUTOMOTIVE	125.00	287904	MDU	23.25	100001476
PRAXAIR DISTRIBUTION, INC.	136.38	287905	MDU	21.75	100001477
PRINGLE & HERIGSTAD, P.C.	2,070.85	287906	MDU	65.39	100001478
PROTECH INTEGRATIONS, LLC	113.00	287907	MDU	21.75	100001479
PROVIDENT LIFE & ACC INS CO	626.88	287908	MDU	22.50	100001480
RANDI LACROIX	29.57	287868	MDU	21.75	100001481
RONDEL ROTELIUK	99.68	287911	MDU	21.75	100001482
SANITATION PRODUCTS	775.37	287912	MDU	77.34	100001483
SERTOMA CLUB OF MINOT	200.00	287914	MDU	435.76	100001484
SOUTH DAKOTA CHILD SUPPORT	188.31	287915	ACKERMAN ESTVOLD	3,396.25	287938
STATE WATER COMMISSION	51,732.10	287916	ACME RENTS	727.00	287939
SWANSTON EQUIPMENT	4,086.46	287917	ACME TOOLS	5,259.23	287940
SWANSTON EQUIPMENT COMPANIES	250.00	287918	ADVANCED BUSINESS METHODS	1,051.91	287941
TED BOLTON	400.00	287825	ALL SEASON ARENA	6,769.33	287942
TYLER TECHNOLOGIES, INC.	6,156.84	287920	AMERICAN WELDING & GAS, INC.	8,421.36	287943
ULTEIG	13,273.25	287921	ANDRES CASAREZ JR	132.00	287954
UNIFORM CENTER	944.00	287922	APEX ENGINEERING GROUP	286.00	287944
UNITED MAILING SERVICE	406.41	287923	ARAMARK	81.64	287945
UNUM LIFE INSURANCE	4,181.79	287924	ASTECH	578,213.38	287946
VANTAGEPOINT TRANSFER -- 10###	540.08	287925	BAKKE GRINOLDS WIEDERHOLT	362.00	287947
VESSCO, INC.	1,000.00	287926	BECHTOLD PAVING	13,801.50	287949
VISIT MINOT	40,134.73	287927	BENTZ DELIVERY	39.10	287950
WATER BILLING ONE TIME PAY	18.46	287930	BLUETARP FINANCIAL, INC.	30.57	287951
WATER BILLING ONE TIME PAY	10.86	287931	BRIAN HORINKA	249.10	288011
WATER BILLING ONE TIME PAY	3.10	287932	BRIAN WILLIAMS	264.00	288126
WATER BILLING ONE TIME PAY	64.29	287933	BUTLER MACHINERY CO.	34.14	287952
WESTLIE FORD	39,631.61	287935	C & R RADIATOR	695.12	287953
WESTLIE TRUCK CENTER	1,526.90	287936	CAISEE SANDUSKY	132.00	288086
WSI CLAIM	75.00	287937	CENTERSPACE	3,500.00	287955
MARCO, INC.	137.89	100001414	CHRISTIANSON HEATING & AIR	382.50	287956
MARCO, INC.	629.77	100001415	CITY OF MINOT	350.00	287957
XCEL	277.43	100001416	CORTEC GLOBAL SERVICES, INC.	151.36	287958
XCEL	1,630.37	100001417	CROWN ASSET MANAGEMENT, LLC	448.91	288079
XCEL	105.41	100001418	CURT'S STARTER & ALT. SERVICE	151.51	287959
XCEL	32,088.06	100001419	D & J EQUIPMENT SALES & SERVICE,	39.90	287960
XCEL	409.78	100001420	DACOTAH PAPER CO.	614.73	287961
XCEL	755.42	100001421	DAKOTA FENCE	4,175.00	287962
XCEL	4,951.54	100001422	DAKOTA FIRE EXTINGUISHER	24.54	287963
XCEL	6,321.20	100001423	DAKOTA FLUID POWER, INC.	392.26	287964
XCEL	60.63	100001424	DAVIDSON CONSTRUCTION	8,500.00	287965
XCEL	7,064.35	100001425	DIVISION OF CHILD SUPPORT	102.00	287966
XCEL	12,108.59	100001426	DOMESTIC VIOLENCE CRISIS CENTER	4,616.06	287967
XCEL	96.27	100001427	DORSEY & WHITNEY	89,253.81	287968
XCEL	525.09	100001428	DPC INDUSTRIES, INC.	5,625.00	287969
XCEL	26.02	100001429	DUST BE-GONE, LLC	10,157.71	287970
XCEL	70.29	100001430	ECOLAB PEST ELIMINATION DIVISION	515.84	287971
XCEL	89.37	100001431	EILEEN BEAN	16.80	287948
XCEL	253.31	100001432	ELDORADO NATIONAL - CALIFORNIA	29.40	287972
XCEL	43.71	100001433	ELECTRO WATCHMAN, INC.	419.40	287973
XCEL	221.14	100001434	EMERGENCY AUTOMOTIVE		
XCEL	1,844.04	100001435	TECHNOLOGIES	73.66	287974
XCEL	84.81	100001436	EMPLOYEE ONE TIME PAY	35.26	287975
XCEL	23.17	100001437	EMPLOYEE ONE TIME PAY	580.18	287976
XCEL	94.82	100001438	ENERBASE	8,376.19	287977
XCEL	590.88	100001439	ETSYSTEMS	62.00	287978
XCEL	42.78	100001440	FACTORY MOTOR PARTS	664.51	287979
XCEL	5,086.87	100001441	FARSTAD OIL CO	27,320.21	287980
XCEL	4,350.38	100001442	FASTENAL COMPANY	111.43	287981
XCEL	252.22	100001443	FIRST INTERNATIONAL BANK & TRUST	640.00	287982
XCEL	60,104.58	100001444	FLASH MOVING SERVICES	17,500.00	287983
XCEL	9,795.73	100001445	FLEETMIND SOLUTIONS, INC.	1,987.50	287984
XCEL	2,757.32	100001446	GALE	4,634.83	287985
MDU	21.75	100001464	GENERAL EQUIPMENT	890.80	288003
MDU	22.50	100001447	GENERAL ONE TIME PAY	150.00	287986
MDU	21.75	100001448	GENERAL ONE TIME PAY	40.00	287987
MDU	22.50	100001449	GENERAL ONE TIME PAY	16.66	287988
MDU	89.28	100001450	GENERAL ONE TIME PAY	40,000.00	287989
MDU	21.75	100001451	GENERAL ONE TIME PAY	23,000.00	287990
MDU	65.50	100001452	GENERAL ONE TIME PAY	103.71	287991
MDU	63.90	100001453	GENERAL ONE TIME PAY	5.00	287992
MDU	21.75	100001454	GENERAL ONE TIME PAY	30.00	287993
MDU	22.50	100001455	GENERAL ONE TIME PAY	25.00	287994
MDU	53.38	100001456	GENERAL ONE TIME PAY	5.00	287995
MDU	21.75	100001457	GENERAL ONE TIME PAY	100.00	287996
MDU	26.36	100001458	GENERAL ONE TIME PAY	6,000.00	287997
MDU	416.99	100001459	GENERAL ONE TIME PAY	150.00	287998
MDU	135.98	100001460	GENERAL ONE TIME PAY	2,350.00	287999
MDU	66.89	100001461	GENERAL ONE TIME PAY	5.00	288000
MDU	21.75	100001462	GENERAL ONE TIME PAY	16.68	288001
MDU	66.25	100001463	GENERAL ONE TIME PAY	16.66	288002
MDU	84.91	100001465	GENERAL TRADING	37.09	288004
MDU	64.01	100001466	GERDAU RECYCLING	1,289.00	288005
MDU	67.63	100001467	GOOSENECK IMPLEMENT COMPANY	69.76	288006
MDU	24.75	100001468	GOV DEALS, INC.	2,392.49	288008
MDU	21.75	100001469	HAWKINS, INC.	1,480.00	288009
MDU	22.50	100001470	HIGH POINT NETWORKS, LLC	62,572.95	288010
MDU	21.75	100001471	HUBER SPRINKLER SERVICE	4,389.00	288012
MDU	21.75	100001472	HYDRO KLEAN	153,827.72	288013
MDU	78.20	100001473	IMSA	40.00	288014
MDU	23.29	100001474			

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INFORMATION TECHNOLOGY DEPARTMENT	90.45	288015	PRINGLE & HERIGSTAD, P.C.	352.65	288075
INTERSTATE BATTERY SYSTEM	348.70	288016	PROCOLLECT	214.11	288076
IVERS PLUMBING & SPRINKLER SYSTEMS	10,000.00	288017	PTS POWER	5,446.04	288077
JEROMES COLLISION CENTER	347.81	288018	RAFFELIS FINANCIAL CONSULTANTS, INC	4,500.00	288078
JLG ARCHITECTS	154,800.21	288019	REFUND ONE TIME PAY	50.00	288080
JOHN DEERE FINANCIAL	850.83	288007	REFUND ONE TIME PAY	896.00	288081
JOHNSON CONTROLS	2,440.93	288020	REFUND ONE TIME PAY	75.00	288082
JWC ENVIRONMENTAL	130.20	288021	REFUND ONE TIME PAY	668.50	288083
KALIX	146.89	288022	REFUND ONE TIME PAY	20.00	288084
KELLER PAVING AND LANDSCAPING	141,868.66	288023	ROCKMOUNT RESEARCH AND ALLOY	262.78	288085
LANDRUM AND BROWN, INC.	2,000.00	288024	SANITATION PRODUCTS	910.19	288087
LAVAUN MACKAY	25.00	288033	SHAUN SIPMA	199.92	288089
LEVEL UP BUILDER'S CONSTRUCTION	500.00	288026	SIGN D'ZYN, INC	1,375.00	288088
LHOIST NORTH AMERICA OF MISSOURI	18,162.72	288027	SNAP ON TOOLS	115.25	288091
LOAF N JUG	5.00	288028	SOURIS RIVER JOINT WATER RESOURCE	182,350.71	288092
LOCATORS & SUPPLIES	158.63	288029	SOUTH DAKOTA CHILD SUPPORT	188.31	288093
LOWES PRINTING, INC.	30.00	288030	SPRINKLERS PLUS, LLC	300.00	288094
MAC'S CONSTRUCTION INC.	7,476.00	288031	SRF CONSULTING GROUP	588.63	288095
MACA	30,000.00	288032	STATE WATER COMMISSION	15,592.25	288096
MAIN ELECTRIC CONSTRUCTION	96,692.07	288034	STATE WATER COMMISSION	61,817.10	288128
MELANIE MOORE	95.25	288046	SUNDRE SAND & GRAVEL, INC.	14,424.10	288097
MENARDS	4.99	288035	SWANSTON EQUIPMENT	3,412.48	288098
MIDSTATES WIRELESS, INC.	62.50	288036	TAMRA SIVERTSON	25.00	288090
MIDWEST TAPE	80.20	288037	TEAM ELECTRONICS, INC.	80.00	288099
MILLER LAW OFFICE, P.C.	150.00	288038	TECTA AMERICA	4,947.00	288100
MINOT DAILY NEWS	1,924.28	288039	THATCHER COMPANY, INC.	14,608.00	288101
MINOT ELECTRIC	1,472.75	288040	TIMMONS GROUP	29,655.73	288102
MINOT EMPLOYEE DONATIONS	739.01	288041	TITAN MACHINERY	364.57	288103
MINOT PARK DISTRICT	17,602.75	288042	TRAFFIC CONTROL CORPORATION	12,907.00	288104
MINOT PAVING	414,799.76	288043	TUFF TRUCKS	450.00	288105
MINOT'S FINEST COLLISION CENTER	2,714.19	288044	U.S. POST OFFICE	5,000.00	288106
MOORE ENGINEERING, INC	227,671.25	288045	UNIFORM CENTER	1,039.88	288107
MOWBRAY & SONS	122,262.68	288047	UNITED MAILING SERVICE	5,783.40	288108
NAPA AUTO PARTS	854.95	288048	VANTAGEPOINT TRANSFER -- 10###	540.08	288109
NARDINI FIRE EQUIPMENT	780.00	288049	VISIT MINOT	13,538.61	288110
NATIONAL PAYMENT CORPORATION	143.04	288050	WALLWORK TRUCK CENTER	2,067.20	288111
ND CHILD SUPPORT	250.00	288051	WATER BILLING ONE TIME PAY	28.85	288112
ND DEPT OF ENVIRONMENTAL QUALITY	435.00	288052	WATER BILLING ONE TIME PAY	20.17	288113
ND DEPT OF TRANSPORTATION	0.00	288053	WATER BILLING ONE TIME PAY	22.84	288114
ND DEPT OF TRANSPORTATION	5.00	288054	WATER BILLING ONE TIME PAY	1,092.24	288115
ND DEPT OF TRANSPORTATION	5.00	288055	WATER BILLING ONE TIME PAY	242.82	288116
ND DEPT OF TRANSPORTATION	0.00	288127	WATER BILLING ONE TIME PAY	62.32	288117
ND DEPT OF TRANSPORTATION	11.50	288129	WATER BILLING ONE TIME PAY	6.43	288118
ND DEPT OF TRANSPORTATION	11.50	288130	WATER BILLING ONE TIME PAY	4.93	288119
ND FRATERNAL ORDER OF POLICE	662.50	288056	WATER BILLING ONE TIME PAY	45.07	288120
ND HOUSING FINANCE AGENCY	3,055.37	288057	WATER BILLING ONE TIME PAY	50.00	288121
ND ONE CALL, INC.	1,885.25	288058	WATER BILLING ONE TIME PAY	0.10	288122
ND STATE LIBRARY	17.00	288059	WATER BILLING ONE TIME PAY	1.18	288123
ND STATE RADIO COMM.	3,000.00	288060	WESTLIE FORD	521.84	288124
NDBOA	645.00	288061	WESTLIE TRUCK CENTER	3,424.32	288125
NDDEQ	417.14	288062	VERENDRYE ELECTRIC	84,792.07	100001413
NDIRF	464.00	288063	MDU	102.61	100001485
NEAL LEMAR	110.00	288025	MDU	121.19	100001486
NEBRASKA CHILD SUPPORT PAYMENT	563.08	288064	MDU	67.63	100001487
NORTH COUNTRY MERCANTILE	71.98	288065	MDU	69.12	100001488
NORTHERN PLAINS EQUIPMENT CO., INC.	59.96	288066	MDU	22.50	100001490
NORTHERN TOOL & EQUIPMENT	389.99	288067	MDU	29.45	100001491
NORTHWEST TIRE AND RETREAD	6,041.78	288068	MDU	93.76	100001492
OLSON'S TOWING	3,288.00	288069	MDU	26.36	100001493
OTIS ELEVATOR COMPANY	15,013.44	288070	MDU	98.99	100001494
OVERDRIVE	5,600.00	288071	BERGER ENTERPRISES, LLC	117,420.97	288131
OVERHEAD DOOR CO. OF MINOT	175.00	288072	DON BESSETTE MOTORS	29,902.00	288132
PITNEY BOWES RESERVE ACCOUNT	2,000.00	288073	TOTAL	4,816,649.53	
PRAIRIE SUPPLY	206.00	288074			

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

ORDINANCE NO. 5639 – REZONE LOTS 1 THRU 3 OF THURSTON’S 2ND ADDITION – SECOND READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5639 on second reading to change the Zoning Map from “M1” Light Industrial District to “P” Public Zone for Lots 1 thru 3 of Thurston’s 2nd Addition. Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5639 on second reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5641 – AMEND THE 2021 ANNUAL BUDGET - LOW HEAD DAM REMEDIATION – (4618) – SECOND READING – APPROVED

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Alderman Pitner moved the City Council place ordinance no. 5641 on second reading amending the 2021 annual budget to increase the Flood Control Capital Infrastructure revenues and expenditures for the design of the Low Head Dam Remediation project. Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5641 on second reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5642 – AMEND THE 2021 ANNUAL BUDGET- LED STREETLIGHTS (4615) – SECOND READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5642 on second reading amending the 2021 annual budget to increase the traffic street lights and signal maintenance and advertising revenues and expenditure and decrease traffic capital equipment revenues expenditure for the 2021 street light led conversion. Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5642 on second reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5643 – AMEND THE 2021 ANNUAL BUDGET- FY20 FIRE STATE HOMELAND SECURITY GRANT CAPITAL PURCHASE (2021300001) – SECOND READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5643 on second reading amending the 2021 annual budget to increase the Fire department General fund materials and supplies revenue & expenditures and decrease the Fire department Capital Equipment revenues and expenditures for the noncapital portion of a genesis spreader purchase using funds from the FY2020 State Homeland Security Grant Program Regional Response award. Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5643 on second reading. Motion seconded by Alderman Ros and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5644 – AMEND THE 2021 ANNUAL BUDGET- 2021 SANITARY SEWER REHAB (4569) – SECOND READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5644 on second reading amending the 2021 annual budget to increase the Sewage Pumping Sewer Rehabilitation Maintenance expenditures for the 2021 Sanitary Sewer Rehab project and approve the use of reserves. Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5644 on second reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5645 - STOP SIGN EASTBOUND 14TH AVENUE SW AT 10TH STREET SW – SECOND READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5645 on second reading to add a Stop Sign for the eastbound 14th Avenue SW approach at 10th Street SW. Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5645 on second reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5646 - AMEND THE 2021 ANNUAL BUDGET- AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF) LIVE BURN TRAINING – FIRST READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5646 on first reading amending the 2021 annual budget to increase the Airport education and training expenses and decrease Fire department education and training expenditures for the additional funds needed for the annual ARFF training and approve the transfer of revenue from General Fund to Airport. Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5646 on first reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

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ORDINANCE NO. 5647 - AMEND THE 2021 ANNUAL BUDGET- TRAVEL EXPENSES FOR AIRPORT DIRECTOR FINAL CANDIDATES – FIRST READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5647 on first reading amending the 2021 annual budget to increase the Airport travel costs for travel expenses during the interview process of the new Airport Director, which will be funded with ACRGP funds. Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5647 on first reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5648 – AMEND THE 2021 ANNUAL BUDGET - FY20 FIRE STATE HOMELAND SECURITY GRANT CAPITAL PURCHASE (2021300001) – FIRST READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5648 on first reading to amend the 2021 annual budget to increase the Fire department General fund materials and supplies revenue & expenditures and decrease the Fire department Capital Equipment revenues and expenditures for an electric ventilation fan purchase using funds from the FY2020 State Homeland Security Grant Program Regional Response award. Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5648 on first reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

SWIF - REPAIR OF BANK, STABILIZATION, DREDGING AND CULVERT CLEANING (PROJECT 3135.2E) – APPROVED

Alderman Pitner moved the City Council approve final payment in the amount of \$88,796.68 to be paid to Wagner Construction for the SWIF Repair of Banks, Stabilization, Dredging and Culvert Cleaning project.

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

ONE MILLION GALLON TANK DEMO AND 3RD STREET PIPING IMPROVEMENTS (PROJECT NUMBER 4488) – APPROVED

Alderman Pitner moved the City Council approve a contract amendment from Houston Engineering in the amount of \$5,000.00 to cover the additional time to complete the One Million Gallon Tank Demolition and 3rd Street Piping Improvements Project.

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

APPROVE SOLE SOURCE PURCHASE FOR BOMB SQUAD X-RAY EQUIPMENT – APPROVED

Alderman Pitner moved the City Council approve the purchase of Bomb Squad equipment, SRV X1417 Extreme 3x Complete X-Ray System, via sole source purchase.

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

10TH ST. NW STORM SEWER REHAB - AWARD OF BID (CITY PROJECT NO. 4616) – APPROVED

Alderman Pitner moved the City Council award the bid for the 10th Street NW Storm Sewer Rehab Project to Post Construction, Inc. for the lowest bid of \$112,562.00 and authorize the Mayor to sign the Agreement for the project.

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

MINOT INTERNATIONAL AIRPORT (MOT) RUNWAY 13/31 PAVEMENT EVALUATION – APPROVED

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Alderman Pitner moved the City Council approve the runway pavement evaluation to be conducted by SEH and authorize the Mayor to sign the applicable documentation.

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

ORDINANCE NO. 5649 - MINOT INTERNATIONAL AIRPORT (MOT) RUNWAY 13/31 PAVEMENT EVALUATION – FIRST READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5649 on first reading amending the 2021 annual budget to increase the Airport airside runway maintenance for the engineering needed due to surface deterioration on Runway 13/31, which will be funded with ACRGP funds. Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5649 on first reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

AIRPORT GRANT CLOSEOUT, 3-38-0037-060-2021, CORONAVIRUS RESPONSE AND RELIEF APPROPRIATIONS ACT (CRRSA) – APPROVED

Alderman Pitner moved the City Council authorize the Interim Airport Director to sign the grant closeout documents for the vendor portion of the CRRSA grant.

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

ORDINANCE NO. 5650 – AMEND THE 2021 ANNUAL BUDGET CITYWORKS LICENSE UPGRADE (4423) – FIRST READING – APPROVED

Alderman Pitner moved the City Council approve the modification to the Cityworks license and upgrade to premium ELA and place ordinance no. 5650 on first reading amending the 2021 annual budget to increase the information technology maintenance and agreements revenues and expenditures for the CityWorks and Munis integration upgrade. Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5650 on first reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

APPROVE ANNUAL RENEWAL OF SALESFORCE SOFTWARE – APPROVED

Alderman Pitner moved the City Council approve annual renewal of Salesforce software with Carahsoft Technology Corp. in the amount of \$24,874.91.

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

APPROVE SUB-RECIPIENT AGREEMENTS WITH PROJECT BEE – APPROVED

Alderman Pitner moved the City Council approve two sub-recipient agreements with Project BEE to take over the role completing the project known as Broadway Circle for both the Family Homeless Shelter and 17 Unit LMI Apartment Rental Building authorizing execution by Mayor and Finance Director upon Project BEE confirming it is registered with Sam.gov reporting no debarment.

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

GAMING SITE AUTHORIZATION- MSU BEAVER BOOSTERS – APPROVED

Alderman Pitner moved the City Council approve of the gaming site authorization for MSU Beaver Boosters to conduct pull tabs at X Golf through June 30, 2022.

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

ORDINANCE NO. 5651 - LAW ENFORCEMENT PARKING ON S MAIN ST AT TRINITY EMERGENCY ROOM – FIRST READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5650 on first reading to modify the parking restriction on the west side of S Main Street that is 60-feet to 100-feet from the intersection of S Main Street and Burdick Expressway and do the following:

- Remove the existing 2-hour limited time parking zone
- Add a Law Enforcement Only parking zone

Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5650 on first reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5652 - NO PARKING ON 13TH AVENUE SW BETWEEN 1ST STREET SW AND S BROADWAY – FIRST READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5652 on first reading to add a parking restriction to the following location:

- No parking on the north side of 13th Avenue SW between 1st Street SW and S Broadway.
- No parking on the south side of 13th Avenue SW for 160-feet east from the center of the 13th Avenue SW and S Broadway intersection.

Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5652 on first reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

PUBLIC HEARING: BUILDING RELOCATION REQUEST TO 1215 54TH AVE SE – APPROVED

The City Council held a public hearing to consider a request by Sheldon Schneider to relocate a single-family residence from 222 16th St SE, Minot ND, 58701 also known as Lenox Park Addition Lot 68, to 1215 54th Ave SE, Minot, ND 58701, also known as OLT 4 of SESE Less W 192' & E 183.35' & POR SBLT A S1-154-83, subject to the following conditions:

1. A ten-thousand dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work.
2. Application and approval of mechanical, electrical, plumbing, building permits for all new proposed construction.
3. Coordinate all relocation activities with public utilities and traffic authorities.
4. An approved foundation design in compliance with City of Minot building codes.
5. If required: plumbing, electrical and HVAC systems must be brought into compliance with current code requirements of the City of Minot.
6. All work at the new location must be in compliance with City of Minot building codes and zoning ordinances.
7. The exterior of the structure must be one consistent color arrangement of colors after relocation.
8. The property must be provided with proper site drainage, and must be landscaped in a manner similar to surrounding properties.

No one appeared on behalf of the request.

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

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HIRING RECOMMENDATION FOR AIRPORT DIRECTOR POSITION – APPROVED

Alderman Pitner moved the City Council approve the recommendation of the City Manager to hire Jennifer Eckman as the new Airport Director for the Minot International Airport. Motion seconded by Alderman Ross.

Alderman Podrygula, who sat on the selection committee for the Airport Director interviews, complimented the hiring process. He said they took very careful consideration for each of the highly qualified candidates. The process was well-structured and even included a tour of the city led by the Mayor.

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

ORDINANCE NO. 5653 - AMEND CHAPTER 5-35 OF THE CITY OF MINOT CODE OF ORDINANCES – FIRST READING – APPROVED

Alderman Olson moved the City Council place ordinance no. 5653 on first reading amending the City of Minot Code of Ordinances, Chapter 5-35 pertaining to exceptions to the limitation on the number of licenses. Motion seconded by Alderman Evans.

At the request of Alderman Pitner, the City Attorney provided clarification on the recommendation. She said, the current ordinance enables the City to increase the number of liquor license based on the population if the Council choses to issue them, however, it does not outline a process to conduct the sale. The City has not had to conduct a bidding or auction process before because the number of licenses permitted was exceeded by annexation of establishments with alcohol licenses. Staff looked at the processes used in other cities where they included conditions like minimum bid amounts, requirements that the license be used within a year, and limits on transferability in the first year. Our ordinance did not include any of those provisions so the proposal is to modify the ordinance to allow for the bid or auction of licenses, should the Council decide to issue the four new licenses, and allow the Council to include additional conditions in the advertisement. She further explained that if the Council grants approval on first reading, the second reading would take place at the next Council meeting and the bid specifications and advertisement could be discussed at that time.

Alderman Pitner encouraged the Council to take the time to build in caveats if they choose to issue additional licenses. This is their opportunity to ensure that licenses are used to their full potential and he suggested waiting until 2022 to issue any new licenses.

Mayor Sipma said, the Liquor Ordinance Ad Hoc Committee discussed these issues at length in 2016 and the community has been waiting for the 2020 census in order to issue new licenses. He would like to see them available before 2022 and recommended they keep all regulations consistent among licenses rather than allowing any grandfather clauses.

Alderman Olson moved the City Council pass ordinance no. 5653 on first reading. Motion seconded by Alderman Evans and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none

RESOLUTION NO. 3735 - BOND RESOLUTIONS 2021A – APPROVED

Alderman Jantzer moved the City Council adopt resolution no. 3735 and authorize the Mayor to sign the 2021A Refunding Bond Resolution for the construction of Paving District 499, Paving and Utility District 2021-1.

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

RESOLUTION NO. 3736 - BOND RESOLUTIONS 2021B – APPROVED

Alderman Jantzer moved the City Council adopt resolution no. 3736 and authorize the Mayor to sign 2021B Sales Tax Revenue Bond Resolution for the continuation of flood control.

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

PUBLIC HEARING: 2022 PRELIMINARY ANNUAL BUDGET

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The City Council held a public hearing pursuant to NDCC 40-40-08, to accept protests and objections to any items or amounts set forth in the preliminary budget. No one appeared on behalf of the 2022 Preliminary Annual Budget.

Alderman Pitner moved the City Council close the public hearing and adopt the 2022 annual budget including the City Manager's recommendation to fully fund two Dispatchers, a Plumbing Inspector, two Bus Drivers, and the non-career employee adjustments for a mill levy of 121.10. Motion seconded by Alderman Podrygula.

The Finance Director clarified, the mill levy is an estimate and after properly adjusting the salary and benefits for the recommended positions, the motion would include an estimated mill levy of 121.29.

Council President Olson stated her recommendation which included several other positions she felt were important while increasing the mill levy slightly, to 121.49.

Alderwoman Evans moved to amend the motion to adopt the 2022 annual budget including the positions listed in the President's message; One Police Department Computer Forensics Technician, two Dispatchers, one Plumbing Inspector, one Mechanic, one Property Maintenance Senior, the non-career adjustments, and the positions funded through the Enterprise Fund. Motion seconded by Alderman Podrygula.

Alderwoman Olson explained the reasoning behind her recommendation. She said there are some cost-saving positions, such as a mechanic, which will save money by enabling the City to better maintain equipment. The Dispatcher positions are partially funded by other sources so she felt they should be included. Each of the requested positions support the City's needs going into 2022 and the increase to accomplish that is only about \$1 per year per \$100,000 of property value.

After discussion, the Council took a vote on the amendment by Alderwoman Evans, seconded by Alderman Podrygula and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Ross, Sipma; nays: Pitner.

Council members shared their opinions on the budget and the need to weigh the City's priorities with those of the overall community.

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

ORDINANCE NO. 5654 - 2022 PROPOSED ANNUAL BUDGET ORDINANCE – APPROVED

Alderman Jantzer moved the City Council place ordinance no. 5654 on first reading adopting an ordinance entitled the "Annual Budget Ordinance," appropriating the sums of money needed to defray the expenses and liabilities of the City of Minot, North Dakota, and making the annual tax levy for the period January 1, 2022, and ending December 31, 2022. Motion seconded by Alderwoman Olson and carried.

Alderman Jantzer moved the City Council pass ordinance no. 5654 on first reading. Motion seconded by Alderwoman Olson and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Ross, Sipma; nays: Pitner.

PERSONAL APPEARANCES

None

ADJOURNMENT

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderman Ross and carried unanimously. Meeting adjourned at 7:08 pm.

ATTEST: _____
Kelly Matalka, City Clerk

APPROVED: _____
Shaun Sipma, Mayor