

City of Minot



Regular City Council Meeting
Monday, June 6, 2022 at 5:30 PM

City Council Chambers, City Hall (515 2nd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. MAYOR'S REPORT

3.1. PROCLAMATIONS

Documents:

[CTE INDIVIDUALS PROCLAMATION.PDF](#)
[CTE OVERALL PROCLAMATION.PDF](#)
[MHS WRESTLING GABE MORTENSEN PROCLAMATION.PDF](#)
[ORCS ALL STATE CHOIR PROCLAMATION.PDF](#)
[ORCS GIRLS TENNIS PROCLAMATION.PDF](#)
[EVAN PUTT SPEECH WINNER PROCLAMATION.PDF](#)

4. CITY MANAGER REPORT

Documents:

[060622 CITY MANAGER REPORT.PDF](#)
[MINOT COMMISSION ON AGING MARCH 18 2022.PDF](#)
[2022 -5 - MAY BOD AGENDA.PDF](#)
[2022 -5 - MAY BOD AGENDA - SPECIAL MEETING.PDF](#)

5. CITY ATTORNEY REPORT

Documents:

[CITY ATTORNEY REPORT.PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

It is recommended the City Council approve the minutes of the May 16, 2022 Regular City Council meeting minutes, the May 17, 2022 Budget Tour minutes and May 19, 2022 Budget Tour minutes.

Documents:

[05162022 COUNCIL MEETING MINUTES.PDF](#)

[05172022 BUDGET TOURS.PDF](#)

[05192022 BUDGET TOURS.PDF](#)

6.2. BILLS, TRANSFERS, AND PAYROLL

It is recommended the City Council approve payroll for the period of April 24, 2022 through May 21, 2022 in the amount of \$2,188,950.06 and bills and transfers for May in the amount of \$5,640,707.32.

Documents:

[PAYROLL \(003\).PDF](#)

[MAY CITY COUNCIL BILLS PAID \(3\).PDF](#)

[MAY 2022 PCARD TRANSACTION.PDF](#)

[MAY ELECTRONIC TRANSFERS.PDF](#)

6.3. ORDINANCES

The following ordinances should be approved on second reading:

1. Ordinance No 5741 - RZ - Lot 9 Block 2 Ramstads 2nd Addition
2. Ordinance No 5742 - RZ - Portion of Stonebridge Farms 4th Addition
3. Ordinance No 5743 - Amending the Land Development Ordinance of the City of Minot
4. Ordinance No 5745 - 2022 BA - SRE Loader Bid Award
5. Ordinance No 5746 - 2022 BA - Totaled Police Vehicle Replacment
6. Ordinance No 5747 - Chapter 20 OHV ordinance
7. Ordinance No 5748 - Private Hydrant Ordinance

Documents:

[ORDINANCE NO 5741 - RZ - LOT 9 BLOCK 2 RAMSTADS 2ND ADDITION.PDF](#)

[ORDINANCE NO 5742 - RZ - PORTION OF STONEBRIDGE FARMS 4TH ADDITION.PDF](#)

[ORDINANCE 5743 - AMENDING THE LAND DEVELOPMENT ORDINANCE - AUTOMOTIVE USES AND LIMITED COMMERCIAL USES IN THE M1 DISTRICT.PDF](#)

[ORDINANCE NO 5745 - 2022 BA - SRE LOADER BID AWARD.PDF](#)

[ORDINANCE NO 5746 - 2022 BA - TOTALED POLICE VEHICLE REPLACEMENT.PDF](#)

[ORDINANCE NO 5747 - CHAPTER 20 OHV ORDINANCE.PDF](#)

[ORDINANCE NO 5748 - PRIVATE HYDRANT ORDINANCE.PDF](#)

6.4. ORDINANCE DENIAL

The following ordinance should be denied for second reading:

1. Ordinance No 5744 - RZ - Lot 1 Hacienda Hills 12th Addition

Documents:

[ORDINANCE NO 5744 - RZ - LOT 1 HACIENDA HILLS 12TH ADDITION.PDF](#)

6.5. ADMINISTRATIVE APPROVALS

It is recommended the City Council approve the administrative approvals.

Documents:

[ADMIN APPROVALS 06062022.PDF](#)

6.6. ALCOHOLIC BEVERAGE PREMISE CHANGE

Presented by Mikayla McWilliams and Chief John Klug

In order to amend 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. The premise change was approved by the Police Chief.

RECOMMEDED ACTION

It is recommended the City Council approve the alcoholic beverage license premise change for Arny's 2.0, LLC dba Arny's 2.0 the period of June 6, 2022 through December 31, 2022.

Documents:

[MEMO- ARNYS 2.0 PREMISE CHANGE.PDF](#)

6.7. GAMING SITE AUTHORIZATION - MSU BEAVER BOOSTERS

Presented by Mikayla McWilliams and Chief John Klug

Site approval by the City Council is required as a precondition to obtain a state games of chance license. Each organization submits documentation annually in order to conduct games of chance at locations throughout the city of Minot. MSU Beaver Boosters has submitted documentation and received approval from the Police Chief.

RECOMMENDED ACTION

It is recommended the City Council approve the gaming site authorization for MSU Beaver Boosters to conduct Calcuttas on June 30, 2022 at Elevation (1912 Valley Bluffs Dr).

Documents:

[MEMO- GAMING SITE MSU BEAVER BOOSTERS.PDF](#)

6.8. GAMING SITE AUTHORIZATION - BEULAH CONVENTION AND VISITOR'S BUREAU

Presented by Mikayla McWilliams and Chief John Klug

Site approval by the City Council is required as a precondition to obtain a state games of chance license. Each organization submits documentation annually in order to conduct games of chance at locations throughout the city of Minot. Beulah Convention and Visitor's Bureau has submitted documentation and received approval from the Police Chief.

RECOMMENDED ACTION

It is recommended the City Council approve the gaming site authorization for Beulah Convention and Visitor's Bureau to conduct games of chance at the Comfort Inn and Suites (601 22nd Ave SW) during the license year of July 1,

2022 through June 30, 2023.

Documents:

[MEMO- GAMING SITE BEULAH CONVENTION AND VISITORS BUREAU.PDF](#)

6.9. GAMING SITE AUTHORIZATION - MINOT MAGIC CITY LION'S CLUB

Presented by Mikayla McWilliams and Chief John Klug

Site approval by the City Council is required as a precondition to obtain a state games of chance license. Each organization submits documentation annually in order to conduct games of chance at locations throughout the city of Minot. Minot Magic City Lion's Club has submitted documentation and received approval from the Police Chief.

RECOMMENDED ACTION

Recommend approval of the gaming site authorization for Minot Magic City Lion's Club to conduct games of chance at the following locations during the license year of July 1, 2022 through June 30, 2023.

1. **Spicey Pie (1100 N Broadway)**
2. **Nok Back Tavern (100 3rd St NE)**
3. **Ebenezer's (300 E Central Ave)**

Documents:

[MEMO- GAMING SITE MINOT MAGIC CITY LIONS CLUB.PDF](#)

6.10. MINOR PLAT: WALHOOD 3RD ADDITION

Ackerman Surveying, representing Chad Thuner, property owner, request a minor subdivision plat for the Walhood 3rd Addition be approved to facilitate an adjustment of the shared property boundary between two lots.

RECOMMENDED ACTION:

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create Walhood 3rd Addition, being a replat of Lots 2 & 3, Walhood Second Addition to the City of Minot.

Documents:

[CC MEMO -WALHOOD 3RD ADDITION MINOR PLAT.PDF](#)
[ATTACHMENT A - WALHOOD 3RD ADDITION MINOR SUBDIVISION PLAT.PDF](#)

6.11. MAJOR SUBDIVISION FINAL PLAT: STEIN INDUSTRIAL ADDITION

JaCraig Partners, LLP and Gravel Products, Inc., owners request a major subdivision final plat to create Stein Industrial Addition.

RECOMMENDED ACTION:

It is recommended that the City Council approve a major subdivision final plat as provided in Attachment A to create the Stein Industrial Addition, being Lot A of Outlot 70 and Outlot 69 Less the East 1000', of Section 21, Township 155 North, Range 82 West, to the City of Minot North Dakota.

Documents:

[CC MEMO - STEIN INDUSTRIAL ADDITION FINAL PLAT.PDF](#)
[ATTACHMENT A - STEIN INDUSTRIAL ADDITION - MAJOR SUBDIVISION FINAL PLAT.PDF](#)

6.12. STEIN INDUSTRIAL ADDITION DEVELOPMENT AGREEMENT

The proposed development agreement is to effect the conditions from the major subdivision preliminary plat for Stein Industrial Addition, which was approved by City Council on April 18, 2022.

RECOMMENDED ACTION

It is recommended that the City Council approve Stein Industrial Addition development agreement as shown in Attachment A.

Documents:

[CC MEMO - STEIN INDUSTRIAL ADDITION DEVELOPMENT AGREEMENT.PDF](#)
[ATTACHMENT A - STEIN INDUSTRIAL ADDITION DEVELOPMENT AGREEMENT.PDF](#)

6.13. MATCHING FUND AGREEMENT FOR 2 ADDITIONAL EARLY WARNING SIRENS - #4697

Presented by Dan Jonasson and Kevin Sickler

In 2009, the first 14 early warning sirens were set. In 6 short years, City growth required and additional 4 more sites for proper coverage. Six more years of city growth has us looking at another expansion of 2 more early warning sites. One area covering growth by the new Trinity Hospital and the other in NW Minot. A proposed ordinance will be brought forward upon acceptance and award of the grant.

RECOMMENDED ACTION

It is recommended City Council approve 15% matching grand funds for 2 new sirens to be added to the City Early Warning System.

Documents:

[SIREN MATCH MEMO.PDF](#)

6.14. KALIX CONTRACT

Presented by Chief Kelli Kronschnabel

This contract is in the event we have gear or clothing that has body fluids that cannot be washed within our own washer extractors. This has come up in the past and we do not have a way of cleaning it, which has resulted in us throwing it away, or finding an alternative means of washing. We would like to have a contract in place prior to us needing the service.

RECOMMENDED ACTION

- 1. It is recommended the City Council approve the contract between the City of Minot and Kalix, Inc.; and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[KALIX CONTRACT COUNCIL MEMO.PDF](#)
[MINOT FIRE DEPARTMENT LAUNDRY CONTRACT KALIX_KH.PDF](#)

6.15. RIVERS EDGE DR OUTFALL REPAIR (PROJECT NUMBER 4593)

Presented by Jason Sorenson

This project will consist of setting a new manhole, extending the outfall to the river and repairing the eroded area along Rivers Edge Drive.

On Thursday, May 12, 2022 bids were opened for the outfall repair project. Two bids were received, and the tabulation is as follows:

| Bidder | Price |
|---------------------|--------------|
| Wagner Construction | \$144,600.00 |
| Steen Construction | \$148,576.25 |

RECOMMENDED ACTION

- 1. It is recommended the City Council award the bid to repair the storm sewer outfall on Rivers Edge Drive to Wagner Construction in the amount of \$144,600; and**
- 2. Authorize the Mayor to sign contracts on behalf of the City.**

Documents:

[4593 - RIVERS EDGE OUTFALL REPAIR - AWARD OF BID.PDF](#)

6.16. APPROVAL OF RESOLUTION ESTABLISHING ESCROW ACCOUNT AT FIRST WESTERN BANK AND APPROVING AUTHORIZED SIGNERS.

Presented by David Lakefield

The development agreement with Northgate on Broadway, LLC. approved at the May 16, 2022 Council Meeting required the developer to place funds into an escrow account to ensure that the work is satisfactorily completed. This resolution is

required to establish that account at First Western Bank.

RECOMMENDED ACTION

It is recommended the City Council approve the attached account documents and resolution establishing the escrow account and authorizing the Finance Director, Treasurer and Mayor as authorized signatories on the account and sign the agreement.

Documents:

[ESCROW ACCOUNT NORTHGATE ON BROADWAY MEMO.PDF](#)
[ACCOUNT DOCUMENTS FOR CITY OF MINOT SURETY ACCOUNT.PDF](#)

6.17. WILDLIFE HAZARD REMOVAL AND DRAINAGE IMPROVEMENT PROJECT (3-38-0037-054-2018) 2022500006

Presented by Jennifer Eckman and Jessica Long

The Minot International Airport, MOT, has hazardous wildlife attractants and drainage issues throughout the airport facility. The existence of these issues presents safety concerns for aircraft. The project is designed under a previous contract with Ulteig Engineering. Ulteig also completed an Environmental Assessment, which concluded in a finding of No Significant Impact, allowing the drainage project to proceed as designed.

RECOMMENDED ACTION

- 1. It is recommended the City Council approve the bid package preparation, quality control, and bidding services to be conducted by Short Elliott Hendrickson Inc. (SEH);**
- 2. Authorize Airport Staff and SEH to complete applicable AIP Funding applications and requirements; and**
- 3. Authorize the Mayor to sign the agreement.**

Documents:

[20220606 MEMO DRAINAGE PROJECT BIDDING CONTRACT.PDF](#)
[SUPPLEMENTAL LETTER AGREEMENT - WILDLIFE HAZARD REMOVAL AND DRAINAGE IMPROVEMENT.PDF](#)

6.18. BID ACCEPTANCE AND CONTRACT AWARD OF RUNWAY PAVEMENT REHAB PROJECTS (3-38-0037-058-2022)

Presented by Jennifer Eckman

The primary runway at MOT, Runway 13/31, is experiencing surface deterioration in isolated areas along the length of the runway pavement and SEH has determined delamination of some panels during an evaluation period. The crosswind runway at MOT, Runway 8/26, is also experiencing pavement deterioration. One bid was received and opened on April 5, 2022. It was \$951,990 over the engineer's estimate.

RECOMMENDED ACTION

1. **Authorize City staff to award contingent upon funding the low bids from the Runway Pavement Rehab bid opening on May 24, 2022.**
 1. **Concrete pavement maintenance and repairs: Strata Corporation from Grand Forks, ND in the amount of \$492,500.**
 2. **Bituminous pavement maintenance: Northwest Asphalt & Maintenance from Thief River Falls, MN in the amount of \$84,480.00**
2. **Approval to apply for the funding, accept if awarded, and have the Mayor, City Attorney and the Airport Director to sign the contracts and necessary documents.**

Documents:

[2022-06-06_MEMO REBID RWY AND REJECT BIDS_SEH_FINAL.PDF](#)
[MOT 2022 RUNWAY PAVEMENT REHABILITATION_ CONCRETE REPAIRS_BID TABULATION.PDF](#)
[MOT 2022 RUNWAY PAVEMENT REHABILITATION_BITUMINOUS REPAIRS_BID TABULATION.PDF](#)

6.19. REQUEST FOR PROPOSALS FOR THE REMOVAL OF THE EXISTING STRUCTURE AT 4TH ADDITION LOT 1

Presented by Jennifer Eckman and Jessica Long

4th Addition, Lot 1 currently has a dilapidated structure that is not able to be used for lease purposes. There has been interest expressed by the public in removing the structure to be used on farm land and other resources off of airport property. The lot itself will be developed under a separate RFP.

RECOMMENDED ACTION

It is recommended City Council authorize the Airport Director to advertise and issue a Request for Proposals for the removal of the existing structure located at Minot International Airport 4th Addition Lot 1.

Documents:

[20220606 MEMO RFP FOR REMOVAL OF EXISTING STRUCTURE.PDF](#)
[020220606 RFP FOR STRUCTURE REMOVAL.PDF](#)
[20220606 DRAFT AGREEMENT FOR REMOVAL.PDF](#)

6.20. REQUEST FOR PROPOSALS FOR THE DEVELOPMENT OF 4th ADDITION, LOT 1

Presented by Jennifer Eckman and Jessica Long

The current lot was recently replatted with the goal of development and the addition of a new hangar. The current hangar is dilapidated and will be removed under a separate

RFP. The development of this lot will provide additional revenue and value to the airport and city. This is a highly requested area due to the proximity to the FBO, taxiway, and maintenance hangar.

RECOMMENDED ACTION

It is recommended City Council authorize the Airport Director to advertise and issue a Request for Proposals for the development of Minot International Airport 4th Addition, Lot 1

Documents:

[20220606 MEMO RFP FOR DEVELOPMENT.PDF](#)
[20220606 RFP FOR DEVELOPMENT.PDF](#)
[20220606 DRAFT LEASE 4TH ADDITION LOT 1.PDF](#)

6.21. ELECTRONIC PLAN REVIEW TABLE BUDGET AMENDMENT

Presented by Brian Billingsley and Luke Tillema

The City of Minot Inspection Department had budgeted \$7,500 for the capital purchase of a desktop, electronic plan review table in 2022. The quote received for the equipment, including all necessary accessories and software, has come in slightly above at \$8,225.

RECOMMENDED ACTION

It is recommended the City Council approve the budget amendment ordinance transferring \$725 from the Furniture & Equipment (10036000-46102) to the Inspection Department's Equipment Purchases fund (42036000-57500).

Documents:

[2022.05.27 - BA MEMO - INSPECTION.PDF](#)
[44. 2022 BA - ELECTRONIC PLANS REVIEW TABLE.PDF](#)

6.22. NEW CITY HALL SCISSOR LIFT

Presented by Dan Jonasson and Kevin Sickler

In 2022, Property Maintenance budgeted funds for new scissor lift device in the amount of \$9,500. In 2022, when purchasing the lift the price increase made the lift \$12,223.

RECOMMENDED ACTION

It is recommended the City Council approve a budget amendment to increase Property Maintenance Capital Equipment Expenditure for the purchase of a scissor lift that came in over budget and decrease General Fund Property Maintenance Materials and Supplies.

Documents:

[45. MEMO.PDF](#)
[45. 2022 BA - CITY HALL SCISSOR LIFT.PDF](#)

6.23. APPROVE SCG CONSULTING SERVICES FOR MINOT CENTRAL PSAP TRANSITION AND IMPLEMENTATION

Presented by Chief John Klug

Along with the City Hall relocation project, Minot Central PSAP is included as a vital portion of the project. The extensive technology aspect of the PSAP portion of the project exceeds the ability scope and time requirements of current staff. A Request for Qualifications was publicly announced and SCGCS was one of two firms that responded. Staff reviewed both consulting firm's responses in addition to interviewing both firms before making a recommendation.

RECOMMENDED ACTION

- 1. It is recommended the City Council approve SCG Consulting Services (SCGCS) to provide technical expertise for Minot Central PSAP Transition and Implementation; and**
- 2. Authorize city staff to negotiate a contract and Mayor to sign.**

Documents:

[2022 PSAP CONSULTING RECOMMENDATION MEMO.PDF](#)
[SCGCS_MINOTND_ECCRELOCATIONEVALUATIONPROPOSAL_MAY2022.PDF](#)
[RFQ -MINOT CITY HALL PSAP CONSULTANT 04.12.22 FINAL DRAFT.PDF](#)
[ADDENDUM 1 KEY PERSONNEL.MINOT CENTRAL PSAP TRANSITION AND IMPLEMENTATION PROJECT.PDF](#)

7. ACTION ITEMS

7.1. APPROVE CDBG-NDR SUBSTANTIAL AMENDMENT #8

Presented by Emily Berg

The primary reason and need for Substantial Amendment #8 is to address adjustments needed in funding allocations for certain activities in the Action Plan. This amendment proposes adding \$150,407.50 in funding to Multi-Family Affordable Rental Housing from the following activities: Affordable Housing Master Plan (\$150,072.50), Housing Supply/Demand Study (\$20), & IMPLAN Economic Model (\$315). These three planning activities in which funds are being removed from have all accomplished the intended goals set forth in the Action Plan using less than the funding allocated allowing the transfer to Multi-Family Affordable Rental Housing. In addition, this amendment proposes transferring \$2,511,772.50 from Single Family Affordable Housing and \$786,820 from Administration to Multi-Family Affordable Rental Housing to increase that budget line item by a total of \$3,449,000 overall.

RECOMMENDED ACTION

It is recommended the City Council approve the CDBG-NDR Substantial Amendment #8 authorizing submission to HUD following public comment period.

Documents:

[SUBSTANTIAL AMENDMENT 8 MEMO.PDF](#)
[NDR SUBSTANTIAL AMENDMENT 8.PDF](#)

7.2. STOP CONTROL FOR 16TH STREET NW AT 30TH AVENUE NW

Presented by Lance Meyer and Stephen Joersz

Prior to the opening of Ramstad Middle School in 2013, the 16th Street NW and 30th Avenue NW intersection was two-way stop controlled with 30th Avenue NW being Free and 16th Street NW being Stop. City Staff analyzed the intersection in both 2014 and 2015 with an eventual recommendation to convert the intersection to all-way stop in 2015. After several complaints, staff again analyzed the traffic control at 16th Street NW and 30th Avenue NW. Traffic conditions have changed significantly since 2014/2015. Staff recommends converting this intersection to two-way stop control with 16th Street NW being Free and 30th Avenue NW being Stop.

RECOMMENDED ACTION

It is recommended that council pass an ordinance to remove stop sign restrictions to the following approaches at the 16th Street NW and 30th Avenue NW intersection:

Stop Sign Removal

- 1. Northbound 16th Street NW at 30th Avenue NW**
- 2. Southbound 16th Street NW at 30th Avenue NW**

Documents:

[COUNCIL MEMO - 16TH ST NW AND 30TH AVE NW.PDF](#)
[16TH ST NW AND 30TH AVE NW INTERSECTION STUDY - REVISED 06.01.22.PDF](#)
[STOP SIGN ORDINANCE - 16TH ST NW AND 30TH AVE NW.PDF](#)

7.3. VISIT MINOT BYLAWS

Presented by Alderman Pitner

In an effort to allow Visit Minot to actively ensure that the Visit Minot Board is as inclusive and representative of our community as possible, the Visit Minot board of directors has approved changes to their bylaws that must now be approved by City Council. After researching other convention and visitor bureaus, Visit Minot found a community-controlled model is the best way to operate.

RECOMMENDED ACTION

It is recommended the City Council approve Visit Minot's proposed modifications to its bylaws.

Documents:

[COUNCIL MEMO-VISIT MINOT.PDF](#)

7.4. WAYFINDING SIGNAGE (4620)

Presented by Visit Minot

In June 2018, an IEDC study recommended placing a Wayfinding program in the 5-year Capital Improvement Plan (CIP). The City of Minot approved implementing the IEDC findings on October 1, 2018. The City approved an RFP for planning and preliminary design to be let March 18, 2019 with the goal of improving wayfinding signage opportunities throughout Minot.

RECOMMENDED ACTION

It is recommended City Council adopt the Wayfinding Signage project and incorporate the following implementation plan: Phase 1 – 2023 Phase 2 – 2024 Phase 3 – 2025

Documents:

[COUNCIL MEMO 4620 - WAYFINDING CIP.PDF](#)
[ATTACHMENT A - DESIGN DRAWINGS.PDF](#)
[ATTACHMENT B - COST ESTIMATE.PDF](#)
[WESTHWY2AND52_WHITE.JPG](#)

7.5. PARTICIPATION IN THE STATE OF NORTH DAKOTA MAIN STREET INITIATIVE (MSI)

Presented by: Jonathan Rosenthal

The state government is encouraging all cities in the state to become familiar with main street principles that create healthy, vibrant communities. State officials have spoken to staff and requested Minot's participation in the Main Street Initiative.

RECOMMENDED ACTION

- 1. It is recommended the City Council approve the Resolution to become a Main Street ND Community; and**
- 2. Authorize the Mayor to sign the Resolution.**

Documents:

[MEMO TO CC 6-6-22 MSI RESOLUTION.PDF](#)
[MAIN STREET INITIATIVE RESOLUTION.PDF](#)

8. PERSONAL APPEARANCES
9. MISCELLANEOUS AND DISCUSSION ITEMS
10. ADJOURNMENT