

City of Minot



Regular City Council Meeting
Monday, June 20, 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:

[MHS CHEER TEAM INDIVIDUAL PROCLAMATION.PDF](#)
[MHS CHEER TEAM PROCLAMATION.PDF](#)

- 3.2. MAYORAL APPOINTMENTS

It is recommended the City Council confirm the following appointments:

1. **Christine Cherry to the Library Board for a term to expire June 2025.**
2. **Lyndsay Ulrickson to the Library Board for a term to expire June 2025.**

4. CITY MANAGER REPORT

Documents:

[06202022 CITY MANAGER REPORT.PDF](#)
[2021 ANNUAL REPORT.PDF](#)
[CITY OF MINOT TO HOST AREA PLANNING PUBLIC WORKSHOPS.PDF](#)
[DOC03303720211025094547.PDF](#)
[JUNE BOARD PACKET_CITY CONTRACT.PDF](#)
[POLICY FOR AGENDA ITEMS FOR CITY COUNCIL.PDF](#)

5. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[06 \(JUNE\) RECOMMENDATIONS 2022.PDF](#)

- 5.1. PUBLIC HEARING: SOUTH 110' LOT 2, BLOCK 1, RAMSTAD'S 3RD ADDITION (HOME SWEET HOME)

Presented by John Van Dyke

Public hearing request on an application from Harold Stewart, City Manager, on behalf of the City of Minot for a zoning map amendment from "C1" Neighborhood Commercial District (C1) to "RM" Medium Density Residential District (RM). In addition, the request includes an amendment to the future land use map from Neighborhood Commercial to Medium Density Residential. The purpose of this request is to align the zoning and future land use of the property with the residential character and use of the surrounding residential neighborhood. The legal description for the property is the South 110' of Lot 2, Block 1, Ramstad's Third Addition, to the City of Minot, North Dakota. The property address is 106 4th Avenue NW.

It is recommended that City council approve the following in alignment with the Planning Commission's recommendation:

1. **An ordinance of first reading for a zoning map amendment from "C1" Neighborhood Commercial District to "RM" Medium Density Residential District.**
2. **Resolution 3773 to amend the Future Land Use Map for the subject property from Commercial to Medium Density Residential.**

Documents:

[062022 - ZONING MAP AMENDMENT - SOUTH 110FT OF LOT 2, BLOCK 1, RAMSTADS THIRD ADDITION.PDF](#)
[062022 - LUM AMEND - SOUTH 110FT OF LOT 2, BLOCK 1, RAMSTADS THIRD ADDITION - COMMERCIAL TO MDR.PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

It is recommended the City Council approve the minutes of the June 6, 2022 Regular City Council meeting, the June 6, 2022 Special City Council meeting, and the June 8, 2022 Budget Workshop.

Documents:

[06062022 COUNCIL MEETING MINUTES.PDF](#)
[06062022 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)
[06082022 BUDGET WORKSHOP MINUTES.PDF](#)

6.2. ORDINANCES

The following ordinances should be considered for second reading:

1. Ordinance No 5749 - 2022 BA - Electronic Plans Review Table
2. Ordinance No 5750 - 2022 BA - City Hall Scissor Lift
3. Ordinance No 5751 - Stop Sign Ordinance - 16th St NW and 30th Ave NW
4. Ordinance No 5705 - RZ Highlander Estates Fourth Subdivision - C1 to C2 with PUD

Documents:

[ORDINANCE NO 5749 - 2022 BA - ELECTRONIC PLANS REVIEW TABLE.PDF](#)
[ORDINANCE NO 5750 - 2022 BA - CITY HALL SCISSOR LIFT.PDF](#)
[ORDINANCE NO 5751 - STOP SIGN ORDINANCE - 16TH ST NW AND 30TH AVE NW.PDF](#)
[ORDINANCE NO 5705 - RZ HIGHLANDER ESTATES FOURTH SUBDIVISION - C1 TO C2 WITH PUD.PDF](#)
[ATTACHMENT A - PUD OVERLAY - PLANNED UNIT DEVELOPMENT PLAN 8.5X11 REDUCED.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended the City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 06202022.PDF](#)

6.4. GAMING SITE AUTHORIZATION - MINOT LODGE NO. 822 LOYAL ORDER OF MOOSE, INC

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 Lodge No. 822 Loyal Order of Moose, Inc has submitted documentation and received approval from the Police Chief.

RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for Minot Lodge No. 822 Loyal Order of Moose, Inc to conduct games of chance at the Moose Lodge (400 8th St SW) during the license year of July 1, 2022 through June 30, 2023.

Documents:

[MEMO- GAMING SITE MINOT LODGE NO 822 LOYAL ORDER OF MOOSE.PDF](#)

6.5. RETAIL BEER & WINE LICENSE - MAGIC CITY HOAGIES

Presented by Mikayla McWilliams and Chief John Klug

The City received a request from Magic City Hoagies, LLC, for a Retail Beer and Wine license operating at 123 S. Main Street. All documentation has been submitted and inspections relating to the proposed premises have been approved by the Police Chief, Building Official and Fire Marshal.

RECOMMENDED ACTION

It is recommended the City Council approve the Retail Beer and Wine license for Magic City Hoagies, LLC dba Magic City Hoagies operating at 123 S. Main Street.

Documents:

[RETAIL BEER AND WINE LICENSE MEMO - MAGIC CITY HOAGIES.PDF](#)

6.6. HIGHLANDER ESTATES FOURTH SUBDIVISION (THE TRACKS) DEVELOPMENT AGREEMENT

Presented by John Van Dyke

RECOMMENDED ACTION

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

Documents:

[CC MEMO - HIGHLANDER ESTATES 4TH SUBDIVISION DEVELOPMENT AGREEMENT.PDF](#)

[ATTACHMENT A - DEVELOPMENT AGREEMENT FOR THE TRACKS.PDF](#)

6.7. MAJOR SUBDIVISION FINAL PLAT: HIGHLANDER ESTATES FOURTH SUBDIVISION (THE TRACKS)

Presented by John Van Dyke

RECOMMENDED ACTION

It is recommended City Council approve a major subdivision final plat as provided in Attachment A to create the Highlander Estates Fourth Subdivision.

Documents:

[CC MEMO - HIGHLANDER ESTATES 4TH SUBDIVISION FINAL PLAT.PDF](#)

[ATTACHMENT A - HIGHLANDER ESTATES FOURTH SUBDIVISION - MAJOR SUBDIVISION FINAL PLAT.PDF](#)

6.8. MINOR PLAT: NORTON'S FOURTH ADDITION

Presented by John Van Dyke

RECOMMENDED ACTION:

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create Norton's Fourth Addition.

Documents:

[CC MEMO - NORTONS FOURTH ADDITION - MINOR PLAT.PDF](#)

[ATTACHMENT A - NORTONS FOURTH ADDITION - MINOR PLAT.PDF](#)

6.9. MAJOR SUBDIVISION FINAL PLAT: MALLARD SUBSTATION SUBDIVISION

Presented by John Van Dyke

RECOMMENDED ACTION:

It is recommended that the City Council approve a major subdivision final plat as provided in Attachment A to create the Mallard Substation Subdivision.

Documents:

[CC MEMO - MALLARD SUBSTATION SUBDIVISION FINAL PLAT.PDF](#)
[ATTACHMENT A - MALLARD SUBSTATION SUBDIVISION - MAJOR SUBDIVISION FINAL PLAT.PDF](#)

6.10. FY20 FIRE STATE HOMELAND SECURITY GRANT CAPITAL PURCHASE (2021300001)

Presented by Chief Kelli Kronschnabel

Minot Fire Department was awarded funding for the FY2020 State Homeland Security Grant. These funds are used for equipment purchases for the Regional Response Team. Due to price increases, two pieces of equipment ran overbudget and remaining grant funding allocated needs to be moved to Capital to cover the expenses.

RECOMMENDED ACTION

It is recommended the City Council approve a budget amendment to move grant funded revenue and expenditures from General fund to Capital Equipment for the purchase of equipment that meets Capital qualifications and has ran over budget.

Documents:

[FIRE MEMO.PDF](#)
[46. 2022 BA - GEN TO CAPITAL FD SHSG.PDF](#)

6.11. LOW HEAD DAM REMEDIATION – ACCEPTANCE OF STATE WATER COMMISSION GRANT CONSTRUCTION (PROJECT #4618)

Presented by Dan Jonasson

This project consists of installation of riprap rock riffles to mitigate the undertow or roller effect on this low head dam. This is a safety project. The department of water resources is funding 75% of the total cost of this project through funds applied for by the Public Works Department.

RECOMMENDED ACTION

- 1. It is recommended City Council approve to accept the funding awarded by the Department of water resources, formerly (SWC) for the low head dam remediation construction cost share; and**
- 2. Authorize the Mayor to sign the grant agreement.**

Documents:

[4618 - MEMO TO COUNCIL - ACCEPT SWC GRANT CONSTRUCTION.PDF](#)
[MINOT LOW HEAD AGREEMENT.PDF](#)

6.12. INTERMODAL PROJECT: CONSENT TO ASSIGNMENT AND SUBORDINATION AGREEMENT

Presented by Harold Stewart

In early 2022, the City Council unanimously approved a five-year business incentive agreement between the City of Minot and LPND1, LLC (LPND1), which established that the City of Minot would provide a \$1,565,000 forgivable loan to LPND1, to be used to exercise an option to purchase real property, under the terms of a 2009 lease agreement for an intermodal facility (Lease Agreement). In exchange, LPND1 would guarantee full time, continuous operation of the intermodalfacility for the five-year term and would create full-time jobs during the five-year term as described in the agreement.

RECOMMENDED ACTION

- 1. Approve the Consent to Assignment to (1) authorize the assignment of the 2009 Intermodal Lease Agreement from Westbrand Real Estate Holdings, LLC to LPND1, LLC and (2) authorize the assignment or subletting of the Lease Agreement from LPND1, LLC to RMG Minot, LLC;**
- 2. Approve the Subordination Agreement with First Western Bank & Trust;**
- 3. Authorize Mayor and Finance Director to sign necessary documents.**

Documents:

[ASSIGNMENT AND SUBORDINATION AGREEMENT_COUNCIL MEMO KH.PDF](#)
[CONSENT TO ASSIGNMENT_CLEAN FINAL.PDF](#)
[SUBORDINATION AGREEMENT_CLEAN FINAL.PDF](#)

6.13. RECOMMENDATION OF ARCHITECT FIRM - LIBRARY

Presented by Janet Anderson

The Minot Public Library Board included a remodel to the Children's Library as part of the space needs analysis and ongoing building and grounds timelines. This remodel was originally slated to begin in 2023, but will begin in 2022 due to the recommended delay to the parking lot repairs. Though the total cost of the remodel will exceed what's available in 2022, an early start will allow staff to begin working with an architect firm to create plans and drawings for this project.

RECOMMENDED ACTION

It is recommended City Council approve the selection of Ackerman-Estvold as the architect firm for the Library's Children's Library remodel.

Documents:

[RFQ CHILDREN LIBRARY REMODEL DETAIL.DOCX.PDF](#)
[COMMITTEE SCORE SHEETS.PDF](#)

7. ACTION ITEMS

7.1. BUDGET AMENDMENT - MICROFILM DIGITIZATION PROJECT

Presented by Janet Anderson

The Minot Public Library has issues of the Minot Daily News dating back to 1894 on microfilm. This collection is extremely valuable to researchers, but can be challenging for genealogists and other researchers to use if they are not able to physically come to the Library. With this in mind, Library administration has long been researching ways to allow online access to this research.

RECOMMENDED ACTION

It is recommended City Council amend the 2022 budget to increase the Library grant and donations revenues and Library IT maintenance and repairs expenditures for the Library Digitization project.

Documents:

[MICROFILM DIGITIZATION DONATION_BA MEMO.PDF](#)
[47. 2022 BA - LIBRARY DIGITIZATION PROJECT \(2021670003\).PDF](#)

7.2. CITY HALL REHABILITATION – ADVANCED AIR PURIFICATION CHANGE ORDER CONSIDERATION (4466)

Presented by Lance Meyer

During the city hall bidding process, an alternate was added to the bid specifications that would add air purification with ionization to the PSAP space for city hall. At the time of alternate selection, council chose to stop at alternate four out of the possible twelve alternates. This alternate was number six.

RECOMMENDED ACTION

Staff does not have a recommendation. This item was requested to come back to council for consideration. Council can accept or decline the change order.

Documents:

[CITY HALL REHABILITATION AIR PURIFIER CHANGE ORDER MEMO.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. COMMUNITY CONTRIBUTION PRESENTATIONS

1. Minot Commission on Aging
2. First District Health
3. Project Bee
4. MACEDC
5. Minot Area Council of the Arts
6. Souris Basin Planning Commission

Documents:

[2023 MACEDC CITY OF MINOT BUDGET
PRESENTATION_FINAL_062022.PDF](#)

10. LIAISON REPORTS

11. ADJOURNMENT