

City of Minot



Regular City Council Meeting
Monday, July 18, 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

Led by Wes Hoadley

3. MAYOR'S REPORT

3.1. PROCLAMATION: MHS GIRLS SOCCER TEAM

Documents:

[MHS GIRLS SOCCER TEAM PROCLAMATION.PDF](#)
[MHS GIRLS SOCCER TEAM INDIVIDUAL PROCLAMATION.PDF](#)

4. CITY MANAGER REPORT

Documents:

[07182022 CITY MANAGER REPORT.PDF](#)

5. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[07 \(JUL\) RECOMMENDATIONS 2022.PDF](#)

5.1. PUBLIC HEARING: REZONE OF A PORTION OF KEYES AMENDED PLAT

Public hearing request on an application from Curtis Latendresse on behalf of Latendresse Rental Properties LLP, owner for a future land use map amendment from Commercial to Low Density Residential, a zoning map amendment from "C2" General Commercial to "R1" Single-Family Residential for the purpose of facilitating an adjustment of the shared property boundaries between two residential dwellings. The legal description for the properties is Lots 7 & 8, Block 2, Keyes Amended Plat to the City of Minot, North Dakota. The property addresses are 3823 9th Ave. SE and 816 39th St. SE.

It is recommended City Council Approve the following in alignment with the Planning Commission recommendation:

1. Resolution No. 3779 to amend the Future Land Use Map for the subject

property from Commercial to Low Density Residential.

2. An ordinance on the first reading for a zoning map amendment from "C2" General Commercial District to "R1" Single-Family Residential District.

Documents:

[071822 - LUM AMEND - LOTS 7 AND 8, BLOCK 2, KEYES AMENDED PLAT - COMMERCIAL TO LDR.PDF](#)
[071822 - ZONING MAP AMENDMENT - LOTS 7 AND 8, BLOCK 2, KEYES AMENDED PLAT.PDF](#)

5.2. PUBLIC HEARING: PORTION OF SOUTHWEST KNOLLS ADDITION

Public hearing request on an application from Metro Developers LLC, owner for a zoning map amendment from "C-4" Planned Commercial District to "C2" General Commercial District for the purpose of facilitating the use of the structure as an Oil Change Facility. The legal description for the property is Southwest Knolls Addition Sublots B & C of Lot 1. The property addresses are 1115 16th St. SW and 1400 11 ½ Ave. SW.

It is recommended City Council Approve an ordinance on first reading for a zoning map amendment from "C-4" Planned Commercial District to "C2" General Commercial District in alignment with the Planning Commission recommendation.

Documents:

[071822 - ZONING MAP AMENDMENT - SOUTHWEST KNOLLS ADDITION, SUBLOTS B AND C OF LOT 1.PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

It is recommended the City Council approve the minutes of the July 5, 2022 Regular City Council meeting.

Documents:

[07052022 COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

The following ordinance should be considered for second reading:

1. Ordinance No 5755 - 2022 BA - FY19 PD SHSG (2020200008)

Documents:

[ORDINANCE NO 5755 - 2022 BA - FY19 PD SHSG \(2020200008\).PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended the City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 07182022.PDF](#)

- 6.4. GAMING SITE AMENDMENT - MINOT JUNIOR GOLF
Presented by Mikayla McWilliams and Chief John Klug

RECOMMENDED ACTION

It is recommended the City Council approve the gaming site amendment for the Minot Junior Golf Association to conduct electronic pull tabs at the below location during the license year of July 1, 2022 through June 30, 2023.

1. **Trapper's Lounge (2401 2 & 52 Bypass S)**

Documents:

[MEMO- GAMING SITE MINOT JUNIOR GOLF ASSOCIATION.PDF](#)

- 6.5. GAMING SITE AUTHORIZATION - MINOT PUBLIC SCHOOLS FOUNDATION
Presented by Mikayla McWilliams and Chief John Klug

RECOMMENDED ACTION

It is recommended the City Council approve the gaming site authorization for the Minot Public Schools Foundation to conduct games of chance at the below location during the license year of July 1, 2022 through June 30, 2023.

1. **Dad's (9 1st Ave SE)**

Documents:

[MEMO- GAMING SITE MINOT PUBLIC SCHOOLS FOUNDATION.PDF](#)

- 6.6. GAMING SITE AUTHORIZATION - AGGIE FOUNDATION
Presented by Mikayla McWilliams and Chief John Klug

RECOMMENDED ACTION

It is recommended the City Council approve the gaming site authorization for the Aggie Foundation to conduct games of chance at the below location during the license year of July 1, 2022 through June 30, 2023.

1. **Main Stay Hotel (1212 31st Ave SW)**

Documents:

[MEMO- GAMING SITE AGGIE FOUNDATION.PDF](#)

6.7. MINIMUM ASSESSMENT AGREEMENT AMENDMENT (BIG M BUILDING)

Presented by Brian Billingsley

RECOMMENDED ACTION

- 1. It is recommended the City Council approve Clerical Amendments to Minimum Assessment Agreement; and**
- 2. Authorize the Mayor and necessary City staff to execute the Minimum Assessment Agreement, and any related documents.**

Documents:

[CC MEMO - MINIMUM ASSESSMENT AGREEMENT REVISION.PDF](#)
[MINIMUM ASSESSMENT AGREEMENT \(7.13.22\) \(CLEAN\).PDF](#)

6.8. ANNUAL RENEWAL OF MOWBRAY & SON PREVENTATIVE MAINTENANCE AGREEMENT

Presented by Jennifer Eckman

RECOMMENDED ACTION

- 1. It is recommended the City Council approve the Mowbray & Son Preventative Maintenance Proposal (annual renewal); and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[MEMO MOWBRAY AND SON PM CONTRACT.PDF](#)
[CITY OF MINOT AIRPORT 2022-23 PM CHECKS.PDF](#)

6.9. MESSAGE CHAIR OPERATING AGREEMENT – INNOVATIVE VENDING SOLUTIONS

Presented by Jennifer Eckman

RECOMMENDED ACTION

- 1. It is recommended the City Council approve the *Innovative Vending Solutions Operating Agreement*; and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[20220718 MEMO MESSAGE CHAIR OPERATING AGREEMENT _ INNOVATIVE VENDING SOLUTIONS.PDF](#)
[INNOVATIVE VENDING SOLUTIONS OPERATOR AGREEMENT_UPDATED.PDF](#)

6.10. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM: MINOT INTERNATIONAL AIRPORT

Presented by Jennifer Eckman

RECOMMENDED ACTION

1. **It is recommended the City Council approve the *Disadvantage Business Enterprise Program: Minot International Airport, Minot, North Dakota*; and**
2. **Authorize the Airport's Disadvantage Business Enterprise Liaison Officer (DBELO), Jessica Long, and Airport Director, Jennifer Eckman to sign the program and any applicable documentation.**

Documents:

[20220718 MEMO DBE PROGRAM.PDF](#)
[DISADVANTAGED BUSINESS ENTERPRISE PROGRAM - MOT 2022.PDF](#)

6.11. FEDERAL AVIATION ADMINISTRATION (FAA) EQUIPMENT CONTRACT

Presented by Jennifer Eckman

RECOMMENDED ACTION

1. **It is recommended the City Council approve the FAA Equipment lease at the Minot International Airport; and**
2. **Authorize the Mayor to sign any applicable documentation.**

Documents:

[20220718 MEMO MOA AGREEMENT.PDF](#)
[MOA 697DCM-22-L-00037 SIGNED.PDF](#)

6.12. VW GRANT ACCEPTANCE (PROJECT NUMBER 4636)

Presented by Jason Sorenson

RECOMMENDED ACTION

1. **It is recommended the City Council accept the grant from North Dakota Department of Environmental Quality in the amount of \$84,088.00 for the purchase of a new Street Department truck; and**
2. **Authorize the mayor to sign the agreement on behalf of the City.**

Documents:

[MEMO - VW GRANT ACCEPTANCE.PDF](#)
[CITY OF MINOT 2022 VW REBATE CONTRACT.PDF](#)

6.13. BID AWARD FOR BUILDING RELOCATION IMPROVEMENTS – MI-5B.2 P#3529.1B2

Presented by Dan Jonasson

RECOMMENDED ACTION

- 1. It is recommended the City Council approve the award to Rolac Contracting, Inc. in the amount of \$371,074.41 for building improvements; and**
- 2. Recommend approval of award be forwarded to the SRJB.**

Documents:

[MEMO P3529.1B2 BUILDING RELCOATION IMPROVEMENT PLANS AND SPECS.PDF](#)
[MREFPP PHASE MI-5B.2 BID REVIEW LETTER_COM.PDF](#)

- 6.14. SALE OF SURPLUS PROPERTY USING GovDeals ONLINE AUCTION
Presented by Dan Jonasson

RECOMMENDED ACTION

It is recommended the City Council approve the disposal of the below listed excess vehicles/equipment using the GovDeals online auction service. Auction details will be advertised in the Minot Daily News and available on the city website.

Documents:

[SALE OF SURPLUS PROPERTY USING GOVDEALS AUCTION SITE.PDF](#)

- 6.15. CITYWORKS AND GIS SUPPORT CONTRACT (4705)
Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended the City Council approve the contract and authorize the Mayor to sign the contract.

Documents:

[CITYWORKS AND GIS SUPPORT CONTRACT MEMO.PDF](#)
[TIMMONS GROUP LETTER OF AGREEMENT.PDF](#)

- 6.16. NW MINOT WATERMAIN REPLACEMENT - ENGINEERING AMENDMENT (4656)
Presented by Lance Meyer

RECOMMENDED ACTION

- 1. It is recommended the City Council approve the contract**

amendment with Houston Engineering for design, and construction services for street improvements in conjunction with the NW Minot watermain replacement project; and

2. Authorize the Mayor to sign the contract amendment.

Documents:

[MEMO - 4656 - NW AREA WATERMAIN STREET IMPROVEMENT ENGINEERING.PDF](#)
[EXHIBIT K AMENDMENT TO TASK ORDER.PDF](#)

6.17. NDDDES FY21 STATE HOMELAND SECURITY GRANT PROGRAM (2022300003)
Presented by Chief Kelli Kronschnabel

RECOMMENDED ACTION

- 1. It is recommended the City Council authorize to ratify and accept the North Dakota Department of Emergency Services (NDDDES) FY 21 State Homeland Security grant award;**
- 2. Approve the budget amendment for the additional awarded funds; and**
- 3. Authorize the Fire Chief to sign the agreement.**

Documents:

[NDDDES FY21 GRANT MEMO.PDF](#)
[MINOT-FIRE-DEPT-2021-HS-AMENDED-AWARD-NOTICE-70390-27032.PDF](#)
[49. 2022 BA - FY21 FIRE SHSG \(2022300003\) ADTL.PDF](#)

6.18. SPECIAL ASSESSMENT APPROVAL; 2021 SIDEWALK REPAIR (4554)
Presented by David Lakefield

RECOMMENDED ACTION

It is recommended the City Council approve the assessment roll for 2021 Sidewalk Repair project 4554.

Documents:

[2022 SIDEWALK SPECIAL ASSESSMENTS.PDF](#)
[2022 SIDEWALK SPECIAL ASSESSMENT.PDF](#)

7. ACTION ITEMS

7.1. CITY COUNCIL VACANCY - APPOINTMENT

Presented by Harold Stewart, Mikayla McWilliams, and Kelly Hendershot

RECOMMENDED ACTION

It is recommended the City Council move to appoint an individual to fill the vacancy until the next city election.

Documents:

[APPOINTMENT PROCESS_MEMO.PDF](#)

ALICIA MOODY.PDF
ANDREW SCHULTZ.PDF
DOUG MCHENRY.PDF
GARY LUCY.PDF
JENNIFER WEIGEL.PDF
MACY CHRISTIANSON.PDF
MIRANDA SCHULER.PDF
NIKKI PAULSEN.PDF
ROSCOE STREYLE.PDF
RYAN SCHOEN REDACTED.PDF
SCOTT BURLINGAME.PDF
TREV ALBRIGHT.PDF
ZACH RAKNERUD.PDF

7.2. SPECIAL ELECTION TO FILL CITY COUNCIL VACANCY

Presented by Harold Stewart, Mikayla McWilliams, and Kelly Hendershot

RECOMMENDED ACTION

It is recommended the City Council approve the attached resolution calling for a special election for November 8, 2022 to fill the City Council vacancy.

Documents:

SPECIAL ELECTION FOR VACANCY_MEMO.PDF
RESOLUTION_SPECIAL ELECTION TO FILL UNEXPIRED TERM.PDF

7.3. ~~DISPOSITION OF CITY-OWNED PROPERTY AT 103 4TH AVENUE NW, "HOME SWEET HOME" THROUGH A REQUEST FOR PROPOSAL PROCESS~~

~~Presented by Jonathan Rosenthal~~

~~**RECOMMENDED ACTION**~~

~~**Staff recommends the City Council approve a Request for Proposals (RFP) to obtain best offers for disposition and renovation the city-owned property at 103 4th Avenue NW, also known as "Home Sweet Home" available for sale and renovation per conditions set forth in the RFP.**~~

~~Documents:~~

~~CC MEMO HOME SWEET HOME RFP 8-2022.PDF
FINAL REVISION HOME SWEET HOME REQUEST FOR PROPOSAL FOR RENOVATION.PDF
2016 APPRAISAL HOME SWEET HOME .PDF
HOME SWEET HOME FLOOR, PLAN, FOOTPRINT AND ASSESSORS CARDS.PDF
HOME SWEET WEST SIDE.PDF
HOME SWEET 2ND FL BR.PDF
HOME SWEET ADDITION.PDF
HOME SWEET ENTRY FOYER.PDF
HOME SWEET FRONT SOUTH.PDF~~

7.4. APPROVAL OF BANK OF ND PACE LOAN PARTICIPATION FOR LPND1, LLC.

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended the City Council approve the participation in the Bank of ND PACE loan program (two loans) for LPND1, LLC and authorize the Mayor, City Attorney and Finance Director to sign any necessary documents.

Documents:

[NDLP1 PACE.PDF](#)
[LPND 1 LLC LOAN 1 PACE DOCUMENTS.PDF](#)
[LPND1 EXHIBIT C.PDF](#)
[LPND 1 LOAN 2 PACE DOCUMENTS.PDF](#)
[LPND1 EXHIBIT C.PDF](#)

7.5. APPROVAL OF RELEASE OF CLAIM DOCUMENT RELATED TO THE AIRPORT SNOWPLOW DESTROYED BY FIRE

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended the City Council approve the Release of Claims document with First Western Bank & Trust to settle the claim related to the Airport snow plow that was destroyed by fire.

Documents:

[FWBT RELEASE MEMO.PDF](#)
[RELEASE OF CLAIMS FWBT.PDF](#)

8. PERSONAL APPEARANCES

8.1. SOURIS BASIN PLANNING COUNCIL PERSONAL APPEARANCE

Documents:

[20220712 SBPC LETTER TO MINOT CITY COUNCIL.PDF](#)
[BUSINESS FINANCING IMPACT.PDF](#)
[SBPC LETTERS OF SUPPORT.PDF](#)

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. MACEDC SEMI-ANNUAL PRESENTATION

Documents:

[JULY 2022_REPORT TO THE CITY_FINAL.PDF](#)
[EXHIBIT A_MACEDC KEY INITIATIVES_2022.PDF](#)
[EXHIBIT B_MACEDC BOARD AND TEAM.PDF](#)
[EXHIBIT C_MACEDC MISSION-VISION-VALUES.PDF](#)
[EXHIBIT D_MACEDC BR AND E REPORT JAN-JUN 2022.PDF](#)
[EXHIBIT E_MACEDC LPND COMMITTEE.PDF](#)
[EXHIBIT F_MACEDC TASK FORCE 21.PDF](#)

10. LIAISON REPORTS

11. ADJOURNMENT