

City of Minot



Regular City Council Meeting

Monday, September 19, 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 the Y's Men Club

3. MAYOR'S REPORT

3.1. PROCLAMATIONS

Documents:

[YS MENS PBR PROCLAMATION 2022.PDF](#)

[DIAPER NEED AWARENESS PROCLAMATION 2022.PDF](#)

3.2. SISTER CITY CONTRACT

RECOMMENDED ACTION

It is recommended City Council approve the Sister City Agreement and authorize the Mayor to sign the agreement.

Documents:

[SISTER CITY AGREEMENT_9.14.2022.PDF](#)

4. CITY MANAGER REPORT

Documents:

[09192022 CITY MANAGER REPORT.PDF](#)

[MINOT NORTH DAKOTA UPDATE \(SEPTEMBER\) \(NO NAMES\).PDF](#)

[MINOT COMMISSION ON AGING- BOARD MINUTES.PDF](#)

5. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[09 \(SEP\) RECOMMENDATIONS 2022.PDF](#)

5.1. PUBLIC HEARING: PRELIMINARY PLAT OF THE LENOX PARK 3RD ADDITION

Public hearing request on an application from Chad Atterton representing Jeremy Evans, owner for a preliminary plat that includes vacation of right-of-way (alley). The

plat will amend the boundaries of two lots to incorporate the vacated right-of-way into two new lots to be known as Lenox Park 3rd Addition. The legal description for the properties is Lot 1, Lenox Park Addition and the West ½ of Lots 107, 108, 109, 110, and 111, Elbow Park Manor Plus Adjacent Alley to the City of Minot, North Dakota.

The properties are addressed at 1609 and 1613 1st Ave. SE.

It is recommended the City Council approve the major subdivision preliminary plat for the Lenox Park 3rd Addition in alignment with the Planning Commission recommendation.

Documents:

[LENOX PARK 3RD ADDITION - MAJOR SUBDIVISION PRELIMINARY PLAT.PDF](#)

5.2. PUBLIC HEARING: MAJOR SUBDIVISION PRELIMINARY PLAT AND REZONING, 4TH AVENUE ADDITION

Public hearing request by Harold Stewart on behalf of the City of Minot, owner for a preliminary plat and zoning map amendment to several properties to acknowledge the realignment of 4th Ave. NW to accommodate the flood control wall and other flood control-related infrastructure along 4th Ave. NW. Properties addressed at 100, 106, and 110 4th Ave. NW will be consolidated into two lots, where one lot is proposed to be zoned "RM" Medium Residential District and the other is proposed to be zoned "P" Public District. The "RM" Medium Residential District property will encompass the property where the Home Sweet Home dwelling presently resides. All other property a part of this proposal is to be zoned "P" Public District for the purpose of flood control or, where no flood control infrastructure resides, as open space. Some properties about right-of-way where there no longer exist streets due to the construction of flood control infrastructure. The respective rights-of-way are proposed to be vacated via this proposed plat. The preliminary plat is to be named 4th Avenue Addition, being a Replat of Watnas Addition and Robo Addition, located in the Northeast Quarter of Section 23, Township 155 North, Range 83 West of the Fifth Principal Meridian and a Portion of Ramstad's 3rd Addition; a portion of Subdivision of Outlot 6 River Park Addition, a portion of River Park Addition, a portion of Forsberg's Re-Arrangement of East One Half of Block 3 of River Park Addition, a Portion of Lakeview Subdivision of Blocks 23 And 25, Lakeview Addition, and a portion of Robb's Addition, located in the Southwest Quarter of Section 13, Township 155, North Range 83 West of the Fifth Principal Meridian; Oakland Park Addition, Outlots Sec 24 155 83 Outlot 13, located in the Northwest Quarter of Section 24, Township 155 North, Range 83 West of the Fifth Principal Meridian.

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

1. A Major Subdivision Preliminary Plat for the 4th Avenue Addition as provided in Attachment 'A'.
2. An ordinance on first reading for a zoning map amendment from numerous

zoning districts to "P" Public District and "RM" Medium Density Residential District.

Documents:

[ATTACHMENT A - 4TH AVENUE ADDITION PRELIMINARY PLAT.PDF](#)
[091922 - ZONING MAP AMENDMENT - 4TH AVE ADDITION.PDF](#)

5.3. PUBLIC HEARING: MAJOR SUBDIVISION PRELIMINARY PLAT AND REZONING, RIVER BOTTOM ADDITION

Public hearing request by Justin Thurn representing Keller Paving and Landscaping Inc., D & DK Properties LLP, and Orlan and Mary Rovig, owners for a preliminary plat and zoning map amendment. The preliminary plat to be known as River Bottom Addition will consolidate multiple lots into three. The existing zoning of "AG" Agricultural District, "M1" Light Industrial District, and "M2" Heavy Industrial District will be modified as follows: Lot 1 – "M1" Light Industrial District, Lot 2 – "M2" Heavy Industrial District, and Lot 3 – "AG" Agricultural District. The legal description for the properties is a portion of Outlot 34, all of the Outlots 4, 11, 12, Lot A of Outlot 12, 36 and 37 of Section 29, Township 155N, Range 82W, Ward County, North Dakota.

The properties are addressed as 1820, 1826, 1900 Hwy 2 Bypass E and include additional unaddressed properties. The properties are located between Hwy 2 Bypass E and 27th St. SE, northeast of the tracks, and southwest of the Souris River.

It is recommended City Council approve the following in alignment with the Planning Commission's Recommendation:

1. A Major Subdivision Preliminary Plat for the River Bottom Addition as provided in Attachment 'A'.
2. An ordinance on first reading for a zoning map amendment from "M1" Light Industrial District, "M2" Heavy Industrial District, and "AG" Agricultural District to "M1" Light Industrial District, "M2" Heavy Industrial District, and "AG" Agricultural District in a different configuration.

Documents:

[ATTACHMENT A - RIVER BOTTOM ADDITION PRELIMINARY PLAT.PDF](#)
[091922 - ZONING MAP AMENDMENT - RIVER BOTTOM ADDITION.PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the September 6, 2022 Regular City Council meeting.

Documents:

[09062022 COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

The following ordinances should be considered for second reading:

1. **Ordinance No 5771 - Ordinance Regulation of Pit Bull dogs Repeal**
2. **Ordinance No 5772 - Fire Station #3 Bay Lighting Upgrade**

Documents:

[ORDINANCE NO 5771 - ORDINANCE_REGULATION OF PIT BULL DOGS REPEAL.PDF](#)
[ORDINANCE NO 5772 - FIRE STATION 3 BAY LIGHTING UPGRADE.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended the City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 09192022.PDF](#)

6.4. MAYORAL APPOINTMENTS

It is recommended the City Council confirm the following appointments:

- 1. Todd Harris to replace Steve Bigelow on the Magic Fund Screening Committee with a term to expire June 2025.**
- 2. Todd Telin to replace Jarid Lundeen on the Magic Fund Screening Committee with a term to expire July 2025.**

6.5. GAMING SITE AUTHORIZATION - PRAIRIE GRIT ADAPTIVE SPORTS

Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended the City Council approve the gaming site authorization for Prairie Grit Adaptive Sports to hold a raffle on October 29, 2022 at the Sleep Inn and Suites (2400 10th St SW).

Documents:

[MEMO- GAMING SITE AUTHORIZATION- PRAIRIE GRIT ADAPTIVE SPORTS AND SLEEP INN.PDF](#)
[GAMING SITE AUTHORIZATION FOR PRAIRIE GRIT AND SLEEP INN.PDF](#)

6.6. CITY OF MINOT FLEET MAINTENANCE PLAN

Presented by Dan Jonasson

RECOMMENDED ACTION

It is recommended City Council approve the City of Minot Fleet Maintenance Plan and authorize the Mayor to sign it.

Documents:

[FLEET MAINTENANCE PLAN MEMO TO COUNCIL 9-12-22.PDF](#)
[FLEET MAINTENANCE PLAN 2022.PDF](#)

6.7. WATER CONSULTING SERVICES (PROJECT NUMBER 4421.1)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council select Houston Engineering to perform all general engineering and consultant services for water related infrastructure projects on an as needed basis for a three-year term; and**
- 2. Authorize the Mayor to sign the master services agreement with Houston Engineering.**

Documents:

[MEMO TO COUNCIL - CONSULTANT SELECTION.PDF](#)
[2022 GENERAL WATER SERVICES MSA HEI SIGNED.PDF](#)

6.8. WELL F ELECTRICAL WORK (PROJECT NUMBER 4681)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid for Well F electrical work in the Sundre Wellfield to Burlington Electric, Inc. in the amount of \$159,625.00; and**
- 2. Authorize the Mayor to sign a contract on behalf of the City.**

Documents:

[4681 - WELL F ELECTRICAL WORK - AWARD OF BID.PDF](#)
[BID REVIEW LETTER - ELECTRICAL.PDF](#)

6.9. P# 3529.07 MREFPP PHASE RC-1 – MOUSE RIVER PARK BRIDGE REPLACEMENT

Presented by Dan Jonasson

RECOMMENDED ACTION

- 1. It is recommended City Council approve plans and specifications and recommend approval to the SRJB for bidding of the Mouse River Park Bridge, Phase RC-1 of the MREFPP; and**
- 2. Approve the resolution in regards to bonding and reimbursement for the MREFPPP – RC-1 project 3529.07.**

Documents:

[MEMO -PLAN SPEC APPROVAL 3529.07 MRP BRIDGE.PDF](#)
[MRP_ENGINEERS ESTIMATE.PDF](#)
[REIMBURSEMENT RESOLUTION 3529.07 RC-1 MOUSE RIVER PARK BRIDGE.PDF](#)

6.10. APPROVAL OF AMENDMENT TO BUSINESS INCENTIVE AGREEMENT

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended City Council approve the Amendment to the Business Incentive Agreement and authorize the Mayor to sign the agreement and the necessary documents to sell the property to LPND1.

Documents:

[AMENDMENT TO BIA MEMO.PDF](#)
[AMENDMENT TO BUSINESS INCENTIVE AGREEMENT.PDF](#)

6.11. US 2, 14TH AVE, 42ND ST SE CHIP SEAL PE AGREEMENT (4724)

Presented by Lance Meyer

RECOMMENDED ACTION

- 1. It is recommended City Council approve the agreement with the NDDOT; and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[US 2 14TH AVE 42ND ST SE CHIP SEAL PE AGREEMENT MEMO.PDF](#)
[PE AGREEMENT.PDF](#)

6.12. US 83 BYPASS CHIP SEAL PE AGREEMENT (4725)

Presented by Lance Meyer

RECOMMENDED ACTION

- 1. It is recommended City Council approve the agreement with the NDDOT; and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[US 83 BYPASS CHIP SEAL MEMO.PDF](#)
[PE AGREEMENT.PDF](#)

6.13. 2022 STREET SEAL - FINAL PAYMENT (4624)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$334,940.10 to be paid to Asphalt Preservation Company Inc.

Documents:

[2022 STREET SEAL - FINAL PAYMENT \(4624\).PDF](#)
[4624 - APP FOR PAYMENT - 3 FINAL -SIGNED.PDF](#)

7. ACTION ITEMS

7.1. PUBLIC HEARING: 2023 PRELIMINARY ANNUAL BUDGET

Pursuant to NDCC 40-40-08, the City of Minot is required to conduct a public hearing of protests and objections to any items or amounts set forth in the preliminary budget.

Documents:

[2023 PROPOSED ANNUAL BUDGET REV 1.PDF](#)

7.1.i. 2023 PROPOSED ANNUAL BUDGET ORDINANCE

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended City Council approve the 2023 budget ordinance on first reading.

Documents:

[2023 BUDGET ORDINANCE UPDATED.PDF](#)

7.2. APPLICATION FOR PROPERTY TAX EXEMPTION FOR IMPROVEMENTS TO COMMERCIAL BUILDINGS - NDCC §57-02.2: PARK PLACE MINOT, LLC; 300 27TH AVE NW

Presented by Ryan Kamrowski

RECOMMENDED ACTION

It is recommended City Council approve the exemption application based the applicant exceeding the minimum eligibility requirements.

Documents:

[COUNCIL MEMO-PARK PLACE MINOT, LLC.PDF](#)
[PARK PLACE MINOT, LLC APPLICATION.PDF](#)
[EXEMPTION TO IMPROVEMENTS GUIDELINE.PDF](#)
[T57C02-2.PDF](#)

7.3. BEL AIR AND WASHINGTON ELEMENTARY SAFE ROUTES TO SCHOOL BUDGET AMENDMENT (4577)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council pass the attached budget amendment on 1st reading.

Documents:

[4577 - BEL AIR AND WASHINGTON SAFE ROUTES TO SCHOOL BUDGET AMENDMENT MEMO.PDF](#)
[57. 2022 BA BEL AIR-WASHINGTON SAFE ROUTES TO SCHOOL.PDF](#)

7.4. SERVICES AGREEMENT WITH MINOT VETERINARY CLINIC FOR ANIMAL IMPOUNDMENT

Presented by John Klug, Chief of Police

RECOMMENDED ACTION

- 1. It is recommended City Council approve the Services Agreement with Minot Veterinary Clinic for animal impoundment service for the City of Minot, Police Department; and**
- 2. Authorize the Mayor and Finance Director to sign the Services Agreement.**

Documents:

[MEMO - 2022 SERVICES AGREEMENT WITH MINOT VETERINARY CLINIC .PDF](#)
[ANIMAL IMPOUNDMENT SERVICES AGREEMENT \(11.1.2022\).PDF](#)

8. PERSONAL APPEARANCES
9. MISCELLANEOUS AND DISCUSSION ITEMS
10. LIAISON REPORTS
11. ADJOURNMENT