

August 16, 2021 Regular City Council Meeting

MINOT CITY COUNCIL – SCHEDULED MEETING – AUGUST 16, 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.

CITY MANAGER REPORT

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

Mr. Stewart brought up the community survey and said he is looking for Council input prior to sending approval to the consultant. It is a scientifically valid survey based on the demographic of Minot. All responses will be available to the public through a dashboard. The survey is comparable to other communities across the country, region, and of similar size to Minot. He said they plan to continue the survey every 2-3 years so there will be continuity going forward and it will allow the City to determine needs and priorities of the community.

Upon questioning by Alderman Podrygula, Mr. Stewart said 200-400 residents will be surveyed which results in a 95% validity rate. The survey will be mailed and emailed and if they do not receive enough results, it will be done by phone. The maximum length recommended by the consultant is six pages. They need a lot of input to remain comparable nationally, regionally, and in like-size communities.

Alderman Olson asked about survey participation and said there were individuals with concerns they were not invited to participate in previous surveys.

Mr. Stewart said, their goal is to survey the appropriate demographic of Minot but if citizens wish to participate, they can reach out to his office and he can discuss it with the consultant.

PUBLIC HEARING: REZONE LOTS 1 THRU 3 OF THURSTON'S 2ND ADDITION AND PROPOSED LOT 2, ERDMAN'S 2ND SUBDIVISION

The City Council held a Public Hearing to consider a request from Donna Bye representing Souris River Joint Water Resource District and William and Laverne Erdman, for a zoning map amendment on Lots 1 thru 3 of Thurston's 2nd Addition and proposed Lot 2, Erdman's 2nd Subdivision for the purpose of facilitating future construction of phase MI-5 of the flood control project. No one appeared in favor or opposed to the request.

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

LOTS 1 & 2, ERDMAN'S 2ND SUBDIVISION

Alderman Jantzer moved the City Council approve a subdivision to be known as Lots 1 & 2, Erdman's 2nd Subdivision, being a replat of Lot 4, Thurston's 2nd Addition and Outlot 4, all in the SW1/4 of Section 18, Township 155 North, Range 82 West of the 5th Principal Meridian, County of Ward, State of North Dakota.

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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RESOLUTION NO. 3724 – AMEND THE FUTURE LAND USE MAP- LOTS 1 THRU 3 OF THURSTON’S 2ND ADDITION & LOT 2, ERDMAN’S 2ND SUBDIVISION

Alderman Jantzer moved the City Council adopt resolution no. 3724 to amend the Future Land Use from Industrial to Public/Semi-Public for Lots 1 thru 3 of Thurston’s 2nd Addition and Lot 2, Erdman’s 2nd Subdivision.

Motion seconded by Alderman Pitner 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

Alderman Jantzer moved the City Council place ordinance no. 5639 on first 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 Pitner and carried unanimously.

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

ORDINANCE NO. 5640 – REZONE LOTS 1 & 2, ERDMAN’S 2ND SUBDIVISION

Alderman Jantzer moved the City Council place ordinance no. 5640 on first reading to change the Zoning Map from "M1" Light Industrial to "P" Public District on Lot 2, Erdman’s 2nd Subdivision. Motion seconded by Alderman Pitner and carried unanimously.

Alderman Jantzer moved the City Council pass ordinance no. 5640 on first reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

MASTER PLAN - LOTS 1 THRU 3 OF THURSTON’S 2ND ADDITION AND PROPOSED LOT 2, ERDMAN’S 2ND SUBDIVISION

Alderman Jantzer moved the City Council ratify the Master Plan of the proposed improvements on Lots 1 thru 3 of Thurston’s 2nd Addition and Lot 2, Erdman’s 2nd Subdivision for the purpose of facilitating future construction of phase MI-5 of the flood control project.

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

CITY COUNCIL MINUTES – APPROVED

Alderman Pitner moved the City Council approve the minutes of the August 2, 2021 regular City Council meeting.

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

ORDINANCE NO. 5629 - REZONE OUTLOT 23 OF SECTION 19-155N-83W – SECOND READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5629 on second reading to change the zoning designation of Outlot 23 of Section 19-155N-83W from “C2” General Commercial District to “AG” Agricultural District. Motion seconded by Alderwoman Olson and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5629 on second reading. Motion seconded by Alderwoman Olson and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5632 - AMEND THE 2021 ANNUAL BUDGET - LIBRARY HVAC CONTROLS – SECOND READING – APPROVED

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Alderman Pitner moved the City Council place ordinance no. 5632 on second reading amending the 2021 annual budget to decrease the Library capital building revenues and expenditures and increase the Library HVAC maintenance revenues and expenditures for the Library HVAC controls upgrades. Motion seconded by Alderwoman Olson and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5632 on second reading. Motion seconded by Alderwoman Olson and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5633 – AMEND THE 2021 ANNUAL BUDGET- BURDICK EXPRESSWAY WATERMAIN REPLACEMENT (4567.1) – SECOND READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5633 on second reading amending the 2021 annual budget to increase the Water Distribution Watermain Maintenance expenditures for the Burdick Watermain Replacement project and approve the use of reserves. Motion seconded by Alderwoman Olson and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5633 on second reading. Motion seconded by Alderwoman Olson and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5634 – AMEND THE 2021 ANNUAL BUDGET- HAZARDOUS MATERIALS GRANT PURCHASE – SECOND READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5634 on second reading amending the 2021 annual budget to increase Fire department general fund materials and supplies expenditures and Federal revenues and decrease the Fire department capital expenditures and Federal revenues for the non-capital expenditures of the spectroscopy device which is funded by the FY 2019 State Homeland Security Grant. Motion seconded by Alderwoman Olson and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5634 on second reading. Motion seconded by Alderwoman Olson and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5635 – AMEND THE 2021 ANNUAL BUDGET- ECOLOGIC MOBILE FOAM TEST SYSTEM FOR ARFF VEHICLES – SECOND READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5635 on second reading amending the 2021 annual budget to increase the Airport capital equipment budget for the purchase of a mobile foam test system for ARFF vehicles which will be funded with currently budgeted sales tax improvement funds. Motion seconded by Alderwoman Olson and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5635 on second reading. Motion seconded by Alderwoman Olson and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5636 - 9TH AVENUE SW, WEST OF 6TH STREET SW - WESTBOUND ONE-WAY – SECOND READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5636 on second reading adding to the City Council created traffic restrictions provided for in Chapter 20, Article 1, Section 20-2 (a) (3) to restrict parking at the following location:

1. No parking on the south side of 9th Avenue SW, 180-feet from the center of the 6th Street SW intersection.
2. No parking on the north side of 9th Avenue SW, 180-feet from the center of the 6th Street SW intersection.

And add to the list of City Council created traffic restrictions provided for in Section 20-2 (a) (11) to allow a one-way street at the following location:

1. 9th Avenue SW between Minot Public Schools property, with the legal description of UNPLATTED SEC 23 155 83 SW1/4SE1/4 & NW1/4 SE1/4 L, and 6th Street SW to a one-way eastbound-only street.

Motion seconded by Alderwoman Olson and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5636 on second reading. Motion seconded by Alderwoman Olson and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

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ORDINANCE NO. 5637 - NO PARKING ON 25TH STREET NW AT 5TH AVENUE NW – SECOND READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5637 on second reading adding to the City Council created traffic restrictions provided for in Chapter 20, Article 1, Section 20-2 (a) (3) to restrict parking at the following location:

1. East side of 25th Street NW, north 10-feet to north 50-feet from the center of the 5th Avenue NW intersection.

Motion seconded by Alderwoman Olson and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5637 on second reading. Motion seconded by Alderwoman Olson and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5638 - 2021 LEGISLATIVE UPDATES – SECOND READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5638 on second reading, amending the City of Minot Code of Ordinances relating to alcoholic beverages, licenses, tobacco, shoplifting, and possession of weapons. Motion seconded by Alderwoman Olson and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5638 on second reading. Motion seconded by Alderwoman Olson and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ADMINISTRATIVE APPROVALS – APPROVED

Alderman Pitner moved the City Council ratify the following administratively approved requests:

1. Cardinal Smokin Guns to conduct a raffle December 2, 2021 at Nedrose School (5705 15th Ave SE)
2. Cardinals Athletic Boosters to conduct raffle August 1, 2021 through May 31, 2021 at Nedrose High School (5705 15th Ave SE)
3. The Tap Room/Saul's/Dad's for a special event permit July 22-29, 2021 outside 10 Blk S Main St
4. Atypical Brewery & Barrelworks for a special event permit July 23, 2021 outside 510 Central Ave E
5. 19th Hole for a special event permit August 12, 2021 at Roosevelt Park Zoo (1219 Burdick Expy E)
6. Ranger Lounge for a special event permit July 24-August 6, 2021 for an outdoor patio at 1218 South Broadway
7. Blue Rider for a special event permit August 5, 2021 at 118 1st Street SE
8. Prairie Sky Breads for a special event permit August 20, 2021 outside 3 First Street SE
9. Elevation for a special event permit August 15, 2021 at The Depot (15 North Main)
10. The Spot for a special event permit August 7, 2021 outside 6 2nd Street NE
11. The Pour Farm for a special event permit August 12-25 outside 201 37th Ave SW
12. Majettes Hockey to conduct raffles August 1, 2021 through June 30, 2022 at MAYSA Arena (2501 Burdick Expy W)
13. Pleasant Lake Winery/Dakota Hills Winery for special event permits August 7-28, 2021 at the Broadway Farmer's Market
14. The Spot for a special event permit August 19-20, 2021 outside 6 2nd Street NE
15. Army's 2.0 for special event permits August 16 through September 6, 2021 outside 12 3rd Street SE

Motion seconded by Alderwoman Olson 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) – FIRST READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5641 on first 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 Alderwoman Olson and carried unanimously.

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

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

Alderman Pitner moved the City Council place ordinance no. 5642 on first 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 Alderwoman Olson and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5642 on first reading. Motion seconded by Alderwoman Olson 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) – FIRST READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5643 on first 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 Alderwoman Olson and carried unanimously.

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

2021 SANITARY SEWER REHAB AWARD OF BID (4569) – APPROVED

Alderman Pitner moved the City Council award the bid for the 2021 Sanitary Sewer Rehab Project to S.J. Louis Construction, Inc. for the lowest bid of \$897,983.65.

Motion seconded by Alderwoman Olson 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) – FIRST READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5644 on first 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 Alderwoman Olson and carried unanimously.

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

60 X 200 BUILDING RELOCATION – AWARD AND CONTRACT (PROJECT NUMBER 4506) – APPROVED

Alderman Pitner moved the City Council approve the quote submitted by Huwe the Housemover, Inc. in the amount of \$105,000.00 to relocate a 60' x 200' pole building to the Public Works facility for Street Department and Sanitation Department cold storage and authorize the Mayor to sign the contract on behalf of the City.

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

P3529.1A PHASE 5A – STORMWATER PUMP STATION - FLOOD PROTECTION PLANS, SPECS – APPROVED

Alderman Pitner moved the City Council approve the Plans and specifications for MI-5A of the MREFPP and authorize a call for bids.

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

RESOLUTION NO. 3725 – STORMWATER PUMP STATION (P3529.1A PHASE 5A) – APPROVED

Alderman Pitner moved the City Council adopt resolution no. 3725 establishing compliance with reimbursement bond regulations under the internal revenue code officially declaring the intent to finance the project by using tax exempt bonds.

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

WATER/SEWER BACKHOE – LEASE DOCUMENTS (PROJECT NUMBER 4594) – APPROVED

Alderman Pitner moved the City Council authorize entering a lease with American Bank Center for the new backhoe lease that was awarded to RDO Equipment Co. in March of 2021 and authorize the Mayor and Finance Director to sign the lease documents.

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

APPROVE SALE OF SALVAGE BARN FROM FLOOD BUYOUT ACQUISITION– APPROVED

Alderman Pitner moved the City Council approve salvage sale of a pole barn located at 707 Railway Avenue to Devin Hunter for \$2,500.

Motion seconded by Alderwoman Olson 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 – FIRST READING – APPROVED

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

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

OAG AVIATION WORLDWIDE, LLC (OAG) LICENSE AGREEMENT RENEWAL – APPROVED

Alderman Pitner moved the City Council approve the annual support agreement with OAG for the airport's website flight information and authorize the Mayor to sign the agreement.

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

PAVING DISTRICT 499 - ENGINEERING CONTRACT AMENDMENT (4591) – APPROVED

Alderman Pitner moved the City Council approve the contract amendment with KLJ Engineering for Paving District 499 and authorize the Mayor to sign the amendment.

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

RESOLUTION NO. 3726 - REIMBURSEMENT RESOLUTION (MREFPP PHASE RC-1) – APPROVED

Alderman Pitner moved the City Council adopt resolution no. 3726 establishing compliance with the Internal Revenue Code officially declaring the intent to finance MREFPP Phase RC-1 by using tax exempt bonds.

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

RESOLUTION NO. 3727 - REIMBURSEMENT RESOLUTION (MREFPP PHASE RU-1) – APPROVED

Alderman Pitner moved the City Council adopt resolution no. 3727 establishing compliance with the Internal Revenue Code officially declaring the intent to finance MREFPP Phase RU-1 by using tax exempt bonds.

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

RESOLUTION NO. 3728 - REIMBURSEMENT RESOLUTION (MREFPP PHASE SA-1) – APPROVED

Alderman Pitner moved the City Council adopt resolution no. 3728 establishing compliance with the Internal Revenue Code officially declaring the intent to finance MREFPP Phase SA-1 by using tax exempt bonds.

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

RESOLUTION NO. 3729 - REIMBURSEMENT RESOLUTION (MREFPP PHASE VE-1) – APPROVED

Alderman Pitner moved the City Council adopt resolution no. 3729 establishing compliance with the Internal Revenue Code officially declaring the intent to finance MREFPP Phase VE-1 by using tax exempt bonds.

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

RESOLUTION NO. 3730 - REIMBURSEMENT RESOLUTION (MREFPP PHASE WC-1B) – APPROVED

Alderman Pitner moved the City Council adopt resolution no. 3730 establishing compliance with the Internal Revenue Code officially declaring the intent to finance MREFPP Phase WC-1B by using tax exempt bonds.

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

RESOLUTION NO. 3731 - REIMBURSEMENT RESOLUTION (MREFPP PHASE WC-2) – APPROVED

Alderman Pitner moved the City Council adopt resolution no. 3731 establishing compliance with the Internal Revenue Code officially declaring the intent to finance MREFPP Phase WC-2 by using tax exempt bonds.

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

RESOLUTION NO. 3732 - REIMBURSEMENT RESOLUTION (MREFPP PHASE MI-5) – APPROVED

Alderman Pitner moved the City Council adopt resolution no. 3732 establishing compliance with the Internal Revenue Code officially declaring the intent to finance MREFPP Phase MI-5 by using tax exempt bonds.

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

RESOLUTION NO. 3733 - REIMBURSEMENT RESOLUTION (MREFPP PHASE MI-8) – APPROVED

Alderman Pitner moved the City Council adopt resolution no. 3733 establishing compliance with the Internal Revenue Code officially declaring the intent to finance MREFPP Phase MI-8 by using tax exempt bonds.

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

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RESOLUTION NO. 3734 - REIMBURSEMENT RESOLUTION (MREFPP PHASE MI-9) – APPROVED

Alderman Pitner moved the City Council adopt resolution no. 3734 establishing compliance with the Internal Revenue Code officially declaring the intent to finance MREFPP Phase MI-9 by using tax exempt bonds.

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

PUBLIC HEARING: BUILDING RELOCATION REQUEST TO 4904 HWY 2 EAST – APPROVED

The City Council held a public hearing to consider a request from Tom Ripplinger to relocate the detached garage from 501 6th St NE, Minot ND, 58701 also known as Hendrecksons First Addition Lot 8 less W 64' Block 1, to 4904 Hwy 2 East, Minot, ND 58701, also known as Out lot 67 of SESW less E 40' & Lot a S21-155-82, subject to conditions. No one appeared in favor or opposition of the request.

Whereupon Alderman Pitner moved the City Council close the public hearing and approve the request. 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 4701 1ST AVE NW – APPROVED

The City Council held a public hearing to consider a request from Randi Wurgler to relocate a single family residence, from 1412 1st Ave SE, Minot ND, 58701 also known as Lenox Park Addition Lot 46, to 4701 10th Ave NW, Minot, ND 58703, also known as Skjoldal Addition Lot 2, also relocate a detached garage, from 1520 Burdick Expy E, Minot ND, 58701 also known as Elmwood Addition, E 30' of Lot 5 and all of Lot 7 less portion for highway, to 4701 10th Ave NW, Minot, ND 58703, also known as Skjoldal Addition Lot 2, subject to conditions. No one appeared in favor or opposition of the request.

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

2021 NUISANCE ABATEMENT – APPROVED

Alderwoman Evans moved the City Council approve the 2021 nuisance abatement list to be special assessed and certified to Ward county.

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

SPECIAL ASSESSMENT APPROVAL; 2021 WEED CUTTING – APPROVED

Alderwoman Olson moved the City Council approve the 2021 weed cutting list to be special assessed and certified with Ward County.

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

CITY HALL DESIGN DEVELOPMENT SUBMITTAL (4466)

The City Engineer invited Eric Hoffart, of JLG Architects, to present an update on the City Hall project. Mr. Hoffart said the design team has been working with the building committee and staff to develop details of the design. They also held an open house where members of the public were invited to ask questions and provide input. Mr. Hoffart described the floor plans and explained the budget including several alternatives for the project, contingent on the availability of funding.

Following his presentation, Mr. Hoffart responded to questions from the Council. He explained that the committee decided not to move forward with design of the rooftop solar panels, however, they could be added in the future.

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Mayor Sipma elaborated by saying, there are not enough funds for all of the extravagant additions so they need to be realistic rather than idealistic. They can look into grants to pay for solar panels in the future.

Upon further questioning Mr. Meyer said, the Council could decide to move forward with solar panels, but he would need authorization to negotiate a scope and fee for design in the amount of about \$20,000.

The Council discussed ranking the list of alternatives so they could be prepared on bid day in the event that bids come in lower than estimated.

Mr. Hoffart said they were conservative in the estimate, yet he is confident considering the contingency built in and the alternatives. There is a lot of volatility with construction bids right now so if the bids are not favorable, the design team would have to cut the scope and redesign, depending on the outcome.

Alderman Ross moved the City Council approve the Design Development submittal and move forward with the Construction Drawing phase. Also, the City Council not move forward with solar panels at this time. Motion seconded by Alderman Pitner.

Alderman Podrygula requested the motion be split, to which Alderman Ross and Alderman Pitner agreed.

A vote was taken on the above motion by Alderman Ross, seconded by Alderman Pitner, to approve the Design Development submittal and move forward with the Construction Drawing phase and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

Alderman Podrygula spoke in favor of moving forward with solar panels due to the given climate. He said, it would take 20 years to breakeven but for a building that will last 50-100 years, he believes it is worth the investment.

Alderwoman Olson reminded, the committee looked at the option very seriously but decided that at this time, it is not financially feasible.

Alderman Podrygula mentioned the possibility to offset the costs through grant opportunities and utility savings.

Alderman Jantzer asked how long solar panels typically last, to which Mr. Hoffart explained, they last about 25-30 years, however, they degrade over time.

Alderwoman Evans pointed out, they would only need to replace the panels and not the whole system.

Alderwoman Olson clarified that if they move forward with solar panels, it would add \$20,000 to the contract with JLG to design the system.

Whereupon a vote was taken on the above motion not to move forward with solar panels for the new City Hall and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Ross, Sipma; nays: Evans, Podrygula.

RETAIL COACH, LLC CONTRACT

Jonathan Rosenthal, Economic Development Administrator, explained that a retail services consultant is an important recruitment tool. Retail Coach, LLC met the requirements of the RFP and demonstrated they are an experienced choice. If approved, they will examine the entire city including downtown and the Air Force Base, to extract data to identify ways to bolster economic growth and to increase local entrepreneurship.

Upon questioning by Alderwoman Evans, Mr. Rosenthal said, funding has been allocated for economic activities so is available for the consultant.

Mr. Rosenthal further explained that the company would identify leakage taking place and where to focus efforts for economic growth. They can also educate retailers on ways to improve their business by identifying what is and is not selling.

Alderman Ross asked about their success in other communities. Mr. Stewart said, Retail Coach was used in Warrensburg. They were able to recruit a Marshall's, Fire House Subs, and a grocery store. They conduct data analysis in order to present a sales pitch to developers and investors interested in locating in a community. They work from start to finish from pitching the

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location in Minot through to the ribbon cutting of a new business. They also provide presentations to local business owners to improve their business.

Alderman Ross then asked what measurable outcomes they should keep in mind when considering an extension of the contract next year.

Mr. Stewart said the demographic profile and dashboard is a deliverable that will be available and they will continue to update the data as they progress. There will be a measurable number of contacts made by the consultant as well as appointments and list of clients.

Alderman Pitner moved the City Council approve a one-year contract, with two potential annual renewals, with Retail Coach, LLC in the amount of \$47,500.

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

PERSONAL APPEARANCES

None

MISCELLANEOUS & DISCUSSION

BUDGET Q & A

The Council took the opportunity to ask staff questions about the 2022 proposed budget.

The Public Works Director explained the increase in internment fees is based on a comparative statewide survey. He also responded to questions about new bus routes to expand services to the north and south parts of town. He stated, bus driver positions are 50% federally funded.

The Police Chief explained each of the positions he requested for the department including Dispatchers, a Public Information Officer, Computer Forensics Technician, Administrative Clerk, Evidence Technician, and sworn Officers. He also spoke about the budget item to hire a consultant to determine if the City Hall building would provide a reasonable space to expand after relocating current City Hall.

The Fire Chief clarified how she intends to restructure the Training Officer position to a Captain. She also said they are on track to bid the new Fire Station in January. They have adjusted the budget based on current price increases but decided to pursue a lease option for a new fire engine. The new station should be in service by July or August 2023 and they will likely hire three additional firefighters when that time comes.

The Finance Director responded to questions about employee health insurance. He explained that the increase in the proposed budget is due to several factors; last year's insurance cost increase was not included in the 2021 budget and there were more claims processed in the past year than were funded in the program. He said there is about \$3 million in insurance reserves but those funds are necessary to cover any claims in the upcoming year.

Mr. Stewart added, the budget increase for insurance is a change recommended by Blue Cross & Blue Shield. If the City uses reserves, they run the risk of not being able to protect the City if more claims are made.

Upon additional questioning regarding the health insurance plan, the HR Director said they are looking at options to help with costs, including high deductible options.

Mr. Stewart said a self-insured plan like the City currently has, is the most affordable. The City bears the risk rather than the insurance company. Now they need to focus on employee wellness to reduce the number of claims.

Following questioning from the Council, Alderman Pitner said the budget tours earlier in the year were great and he believes staff has justified all of the budget requests. There is a more pressing community issue however, to approve a bond issue for a new high school. He said he does not want to increase the tax levy at all in order to give the school the best chance to pass a bond issue. He emphasized the benefits of having another school and said he believes Minot could retain more citizens if there was another high school.

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Mayor Sipma pointed out some of the commitments the City has made and long-term debt services like the pension plan, NAWS, and Flood Control. The proposed budget would mean an average increase of \$4.79 per month for the average household. If the Council wishes to reduce the tax levy then he would be open to considering motions on what to cut during the first reading of the budget. He also encouraged public input.

Alderwoman Olson suggested a budget work session prior to the first reading so they can publicly discuss all options.

Alderwoman Evans moved the City Council schedule a special City Council meeting for a budget work session. Motion seconded by Alderman Pitner.

Alderman Jantzer said it is important they don't commit beyond their means. The 18 additional full-time positions are only partially funded in the 2022 proposed budget but if they fill all of those positions, they commit to increasing the mill the next year and beyond.

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

Alderman Jantzer requested staff rank the proposed positions so the Council can identify cuts if necessary.

Alderwoman Evans requested staff identify various funds and the amount of reserves available.

The Mayor said, identifying a list of reserves is deceiving since some reserve funds are already allocated. Using reserves also affects the City's bond rating.

The Finance Director stated, fund balances are published in the Minot Daily News each year. The Finance department tracks what is programmed on a five-year basis. He also said, the City is required to carry 1/12 of its debt in reserves and certain funds are restricted in how they can be used.

The City Manager reminded the Council of the roles discussed during the retreat. He said that staff is looking for direction but the Council is not responsible to balance the budget. Staff can propose changes for the Council to consider but it would not be beneficial for the Council to identify line items they wish to cut. The Council can direct staff to hold the mill levy from the previous year and the recommendation can be brought to Council during the work session. He also stated, the budget already includes \$3 million in reserves in the current proposal. He then commented on the value of publicly discussing the needs of the organization.

Alderwoman Evans moved the City Council direct the City Manager and staff to bring recommendations for the Council to consider that will result in no mill increase in the 2022 budget. Motion seconded by Alderman Pitner.

The Finance Director reminded Council that the budget is based on an estimated valuation and estimated refund of Homestead and Veterans credits. They can make adjustments to the budget but when the actual tax bill is delivered, it may not result in a zero increase.

Alderman Podrygula said he would like to have information on what the other taxing entities are doing. He said he is reluctant to commit to no increase when the Council has seen that it can cost more in the end to put off budget requests. They held back for years and now it is catching up. He encouraged them to focus on efficiencies and said he trusts the City Manager's recommendation.

Alderman Ross asked how bad the service of the City is that staff needs to add 18 positions. He also said he was impressed with only a 2 mill increase but would lean toward a zero increase if it's possible. It would provide a good message to the community that is hopefully reciprocated by the other entities. They need to balance what is politically acceptable with what is operationally sustainable.

Whereupon a vote was taken on the above motion by Alderwoman Evans, 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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The City Manager responded to Alderman Ross's comments by saying, staff does a great job. He said the concern going forward is that staff is running beyond the capacity of its resources. The City continues to expand and requires additional staff to keep up with the growing organization.

LIAISON REPORTS

Alderman Podrygula said the Commission on Aging has finished their parking lot. The Emergency Resource Council met and discussed effects of the drought. The County Planning Commission is taking a break from the Zoning Code due to the consultant having an injury.

Alderwoman Olson said she spent time with the City Hall Building Committee which was presented earlier. The Souris Basin Planning Counsel will bring a presentation to the Council in September.

Alderwoman Evans had no meetings to report but said that First District Health Unit is working to provide a booster vaccine to immunocompromised individuals.

Alderman Ross said the Zoning Ordinance Steering Committee made significant progress on the subdivision updates and they hope to wrap up in September.

Alderman Jantzer had no meetings to report.

Alderman Pitner said Visit Minot is going after grants focused on tourism and recovery.

The Mayor said he plans to work with the Chamber and Col. Walters to find volunteers to take care of property owned by Air Force members on TDY. He explained there was a nuisance complaint of overgrown weeds because the homeowner was overseas.

Alderman Pitner thanked Mr. Billingsley, Community and Economic Development Director for his efforts during the Census count. The City of Minot did not reach 50,000 yet, but we believe it will happen over the next few years.

ADJOURNMENT

There being no further business, Alderwoman Evans moved the City Council meeting be adjourned. Motion seconded by Alderman Pitner and carried unanimously. Meeting adjourned at 8:11 pm.

ATTEST: _____
Kelly Matalka, City Clerk

APPROVED: _____
Shaun Sipma, Mayor