ROLL CALL

Members Present:
Evans, Jantzer, Olson, Podrygula, Sipma

Members Absent:
Pitner, Ross

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.

PUBLIC HEARING: OUTLOT 16, SECTION 26, TOWNSHIP 156N, RANGE 83W

The City Council held a public hearing to consider a request from Casey Schmidt representing Sunset Memorial and John Pitner, owners, to create an outlot plat and to change the zoning designation of said outlot from “AG” Agricultural District to “P” Public District for the purpose of delineating the existing pet cemetery. No one appeared on behalf of the request.

Alderman Jantzer moved the City Council close the public hearing and approve the requests.

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

SUBDIVISION OF OUTLOT 16, SECTION 26, TOWNSHIP 156N, RANGE 83W – APPROVED

Alderman Jantzer moved the City Council approve the outlot plat to create Outlot 16 in Section 26, Township 156N, Range 83W.

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

ORDINANCE NO. 5666 – REZONE OUTLOT 16, SECTION 26, TOWNSHIP 156N, RANGE 83W – FIRST READING – APPROVED

Alderman Jantzer moved the City Council place ordinance no. 5666 on first reading to amend the Official Zoning Map from "AG" Agricultural District to "P" Public District on Outlot 16, Section 26, Township 156N, Range 83W. Motion seconded by Alderwoman Evans and carried unanimously.

Alderman Jantzer moved the City Council pass ordinance no. 5666 on first reading. Motion seconded by Alderwoman Evans and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.

PUBLIC HEARING: W50' LESS THE N10' LOT 6 AND W50' OF LOT 7, BLOCK 3, HECKER'S THIRD ADDITION

The City Council held a public hearing to consider a request from Jacob Lizotte for a zoning map amendment from “C2” General Commercial District to “R1” Single-Family Residential District and an amendment of the Future Land Use Map designation of the property from General Mixed Use to Low Density Residential. No one appeared on behalf of the request.

Alderman Jantzer moved the City Council close the public hearing and approve the requests.

Motion seconded by Alderwoman Evans and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.
RESOLUTION NO. 3742 – AMEND THE FUTURE LAND USE MAP - W50’ LESS THE N10’ LOT 6 AND W50’ OF LOT 7, BLOCK 3, HECKER’S THIRD ADDITION – APPROVED

Alderman Jantzer moved the City Council adopt resolution no. 3742 to amend the Future Land Use Map from General Mixed Use to Low Density Residential on W50’ less the N10’ of lot 6 and W50’ of Lot 7, Block 3, Hecker’s Third Addition.

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

ORDINANCE NO. 5667 – REZONE W50' LESS THE N10' LOT 6 AND W50' OF LOT 7, BLOCK 3, HECKER'S THIRD ADDITION – FIRST READING – APPROVED

Alderman Jantzer moved the City Council place ordinance no. 5667 on first reading to amend the Official Zoning Map from "C2" General Commercial District to "R1" Single-Family Residential District on W50’ less the N10’ of lot 6 and W50’ of Lot 7, Block 3, Hecker’s Third Addition. Motion seconded by Alderwoman Evans and carried unanimously.

City Council pass ordinance no. 5667 on first reading. Motion seconded by Alderwoman Evans and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.

CITY COUNCIL MINUTES – APPROVED

Alderwoman Evans moved the City Council approve the minutes of the October 4, 2021 regular City Council meeting and the October 11, 2021 special City Council meeting.

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

MAYORAL APPOINTMENTS – APPROVED

Alderwoman Evans moved the City Council confirm the appointment of Kevin Black to the Renaissance Zone Review Board as a representative from MACEDC with a term to expire December 31, 2024 and Jordan Nelson to the MAGIC Fund Screening Committee to replace Missy Feist-Erickson with a term to expire June 2023.

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

ORDINANCE NO. 5663 – AMEND THE 2021 ANNUAL BUDGET- LIBRARY BOILER – SECOND READING – APPROVED

Alderwoman Evans moved the City Council place ordinance no. 5663 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 boiler replacement. Motion seconded by Alderman Jantzer and carried unanimously.

Alderwoman Evans moved the City Council pass ordinance no. 5663 on second reading. Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.

ORDINANCE NO. 5664 – AMEND THE 2021 ANNUAL BUDGET- TAPPING MACHINE PURCHASE – SECOND READING – APPROVED

Alderwoman Evans moved the City Council place ordinance no. 5664 on second reading amending the 2021 annual budget to increase the Water Distribution capital equipment expenditures for the purchase of a used tapping machine and equipment and approve the use of reserves. Motion seconded by Alderman Jantzer and carried unanimously.

Alderwoman Evans moved the City Council pass ordinance no. 5664 on second reading. Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.
Alderman Jantzer and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.

ADMINISTRATIVE APPROVALS – APPROVED

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

16TH ST SW & 37TH AVE SW MILL & OVERLAY EASEMENT BUDGET AMENDMENT (4592) – APPROVED

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

ORDINANCE NO. 5668 - AMEND THE 2021 ANNUAL BUDGET - 16TH ST SW & 37TH AVE SW MILL & OVERLAY EASEMENT – FIRST READING – APPROVED

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

ORDINANCE NO. 5665- AMEND THE 2021 ANNUAL BUDGET- MAGIC FUND GRANT TO PURCHASE THE PROPERTY AT 120 BURDICK EXPY E – SECOND READING – APPROVED

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

ORDINANCE NO. 5668 - AMEND THE 2021 ANNUAL BUDGET - 16TH ST SW & 37TH AVE SW MILL & OVERLAY EASEMENT – FIRST READING – APPROVED

Alderman Jantzer and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.
Alderwoman Evans City Council pass ordinance no. 5668 on first reading. Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.

**ORDINANCE NO. 5669 - AMEND THE 2022 ANNUAL BUDGET - 16TH ST SW & 37TH AVE SW MILL & OVERLAY EASEMENT – FIRST READING – APPROVED**

Alderwoman Evans moved the City Council place ordinance no. 5669 on first reading amending the 2022 annual budget to decrease the engineering department capital infrastructure expenditures for easement expenditures for the 16th St and 37th Ave SW mill and overlay which will be expended in 2021. The project is funded with capital infrastructure reserves. Motion seconded by Alderman Jantzer and carried unanimously.

Alderwoman Evans moved the City Council pass ordinance no. 5669 on first reading. Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.

**ORDINANCE NO. 5670 – AMEND THE 2021 ANNUAL BUDGET- PROFESSIONAL LEGAL SERVICES – FIRST READING – APPROVED**

Alderwoman Evans moved the City Council place ordinance no. 5670 on first reading amending the 2021 annual budget to increase the City Attorney professional legal services expenditures for the Cypress Development legal costs and approve the use of reserves. Motion seconded by Alderman Jantzer and carried unanimously.

Alderwoman Evans moved the City Council pass ordinance no. 5670 on first reading. Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.

**ORDINANCE NO. 5671 – AMEND THE 2021 ANNUAL BUDGET – FIRE PREMIUM TAX – FIRST READING – APPROVED**

Alderwoman Evans moved the City Council place ordinance no. 5671 on first reading amending the 2021 annual budget to increase the Fire Department general fund state operating revenue and pass through expenditure for the 2021 Fire Tax Premium to be paid to the Firefighter’s Relief Association that was over the original state estimate. Motion seconded by Alderman Jantzer and carried unanimously.

Alderwoman Evans moved the City Council pass ordinance no. 5671 on first reading. Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.

**NDDOT FFY 2022 TRAFFIC SAFETY GRANT (202020014-202020018) – APPROVED**

Alderwoman Evans moved the City Council grant authorization to accept the North Dakota Department of Transportation (NDDOT) FFY 2022 Traffic Safety Enforcement Grant for the Minot Police Department and authorize the Mayor to sign the agreement.

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

**ORDINANCE NO. 5672 – AMEND THE 2021 ANNUAL BUDGET- NDDOT FFY 2022 TRAFFIC SAFETY GRANT (202020014-202020018) – FIRST READING – APPROVED**

Alderwoman Evans moved the City Council place ordinance no. 5672 on first reading amending the 2021 annual budget to increase the Police department overtime salary and Medicare revenues and expenditures for the FY21-22 NDDOT National Highway Traffic Safety Grant. Motion seconded by Alderman Jantzer and carried unanimously.

Alderwoman Evans moved the City Council pass ordinance no. 5672 on first reading. Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.

**GAMING SITE AUTHORIZATION- AGGIE FOUNDATION – APPROVED**
Alderwoman Evans moved the City Council approve the gaming site authorization for Aggie Foundation to conduct games of chance at Dad’s, located at 23 S. Main Street, #B through June 30, 2022.

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

**GAMING SITE AUTHORIZATION- BEULAH CONVENTION & VISITORS BUREAU – APPROVED**

Alderwoman Evans moved the City Council approve the gaming site authorization for Beulah Convention & Visitors Bureau to conduct games of chance at Comfort Suites located at 601 22nd Avenue SW through June 30, 2022.

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

**BROADWAY WATERMAIN – APPROVE PLANS AND SPECS (PROJECT NUMBER 4584) – APPROVED**

Alderwoman Evans moved the City Council approve the plans and specifications for the Broadway Watermain upsizing project and authorize a call for bids.

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

**MOU WITH SIX AREA CHURCHES ESTABLISHING EMERGENCY SHELTER AGREEMENTS – APPROVED**

Alderwoman Evans moved the City Council approve the MOUs with six (6) area churches to develop arrangements for emergency shelters in disaster situations in the Minot area; and authorize the Mayor to sign the MOUs.

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

**APPROVAL OF MASTER SERVICES AGREEMENT EXTENSION – APPROVED**

Alderwoman Evans moved the City Council extend the master water service agreement with Houston Engineering to May of 2022 and authorize the Mayor to sign any required documentation.

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

**HOMEOWNER REHABILITATION & RECONSTRUCTION (HRR) PROGRAM FORGIVENESS OF REMAINING BALANCE ON FORGIVABLE PROMISSORY NOTE – 1609 1ST AVE SE – APPROVED**

Alderwoman Evans moved the City Council approve forgiveness of the remaining balance on forgivable promissory note for the Stavem property located at 1609 1st Ave SE.

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

**OFFER RENEWAL OPTION OF LEASE TERMS TO AEROPORT HOBBY SHOPPE, DBA MINOT AVIATION, FOR LOT 1 BLOCK 1, MINOT INTERNATIONAL AIRPORT, SECOND ADDITION – APPROVED**

Alderwoman Evans moved the City Council approve the renewal option of the lease terms to Aeroport Hobby Shoppe, dba Minot Aviation, owned by Stewart Lucke and Eva Lucke and authorize the Mayor to sign any applicable documentation.

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

**ORDINANCE NO. 5673 – AMEND THE 2021 ANNUAL BUDGET- FIRE ENGINE PURCHASE – FIRST READING – APPROVED**
The Finance Director explained that there is already a contract for pricing for the additional fire engine. With all the turmoil in the supply chain environment in today's world, additional costs would be absorbed by the supplier but they are anticipating additional lead time to get the equipment as well. The supplier has asked that the City place the order early. He said, funding for this expenditure was included in the 2022 budget so if the Council wishes to move forward with the purchase early, there is a budget amendment to appropriate that funding in 2021 and it would reduce the budget in 2022. Staff is requesting the Council approve the first reading of the budget amendment that's on the desk.

Alderwoman Evans asked if the payment would be due upon order, to which Mr. Lakefield said it would not. There are options, for example, about 50% of the current order was paid up front. A lease option is also being explored. However, the money needs to be appropriated before placing the order.

Alderman Podrygula moved the City Council allow for the purchase of a fire engine in order to take advantage of the tag on option that was available from the previous purchase, allow the Mayor to sign all contracts and place ordinance no. 5673 on first reading amending the 2021 annual budget to increase fire department capital equipment expenditures and approve the use of reserves. Motion seconded by Alderman Jantzer and carried unanimously.

Alderman Podrygula moved the City Council pass ordinance no. 5673 on first reading. Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.

**RESOLUTION NO. 3743 - ADOPTING AN AGENDA-SETTING PROCESS – APPROVED**

Alderman Podrygula moved the City Council approve resolution no. 3743 adopting an agenda-setting policy for regular and special City Council meetings. Motion seconded by Alderwoman Evans.

Alderman Podrygula stated, the resolution codifies an informal process they have struggled with for years. He commented that it sets very stringent requirements for any changes to the agenda to be agreed upon by the Mayor, Council President and City Manager. The resolution guarantees staff and Council have the right to add items to the agenda, which wasn’t always permitted in the past under other administrations. It also requires supporting documentation such as presentations be submitted earlier allowing more time for review and increases transparency.

Alderwoman Evans asked about the requirement that all three, the Mayor, Council President and City Manager approve agenda changes.

Mr. Stewart explained that changes should be a well-warranted exception. His intention is for the City Manager to provide staff perspective, and from a political standpoint the Mayor and Council President agree that it is ready to go forward to the Council. If the Council feels it is too stringent, that can be relaxed a little bit, but there needs to be a balance between someone as an elected official, as well as a staff perspective on it. He continued by saying, if it simply requires the approval of the City Manager, that creates a difficult position where it looks like he is trying to keep things off the agenda. Ultimately, there may not always be agreement between the Mayor and the Council so it provides representation of all three.

Upon further questioning, Mr. Stewart said, there’s always willingness for flexibility on small changes after the deadline. The goal is to get presentations substantially complete and prepared and provided in a fashion that the Council and the community can be informed so they can determine whether or not they need to weigh in and speak to the governing body regarding that decision.

Mayor Sipma pointed out that if necessary, there are opportunities during Personal Appearances and Miscellaneous & Discussion, for items to be addressed that did not make it on the agenda by the deadline. It is preferred that information is provided ahead of time in order to be as prepared and transparent as possible.

Alderman Jantzer reminded that Council used to take place only once per month but with the new schedule, there are only two weeks to wait before an item could be considered at the next meeting.

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

**ORDINANCE NO. 5674 – AMEND THE 2021 ANNUAL BUDGET- CARNEGIE BUILDING – FIRST READING – APPROVED**
OCTOBER 18, 2021 REGULAR CITY COUNCIL MEETING

ALDERWOMAN EVANS moved the City Council place ordinance no. 5674 on first reading amending the 2021 annual budget to increase the property maintenance consultants, structure maintenance and equipment expenditures for the Carnegie Center repairs and approve the use of reserves. Motion seconded by Alderman Podrygula and carried unanimously.

The City Manager stated, the City owns the Carnegie building and it is in need of some attention and investment. This $50,000 request is a temporary investment and then they will be a study to assess the long-term needs. Staff is working on some additional issues such as the brick facade that’s pulling away from the building and stabilizing the stone steps into the building. They are working on estimates on those issues to bring forward. This is probably the first of a couple different conversations with regards to this facility. The Director of MACA can attest to the significant public interest since they have taken over the lease for the building. Even without any significant marketing, there are numerous requests coming forward. This action is meant to take care of some temporary issues so that it is usable and rentable in the short term. There is potential for public private partnerships and fundraising to take care of long-term needs.

Mayor Sipma invited Mr. Anderson, Director of Minot Area Council of the Arts, to discuss the condition of the building and the community’s interest.

Mr. Anderson said, even without marketing, he has been contacted by several individuals, including one local business that wanted to hold a marketing conference in the facilities. Unfortunately, they do not have the capacity to do that at this time until some of the improvements are done, which won’t be in time for their marketing conference. Part of the immediacy of this request is to make sure that they don’t have to turn away people in the future. Beyond that, he has had requests for bridal showers, Christmas parties, New Year’s Eve parties, and even as far out as a graduation open house in the facility. There is interest in the building people want to utilize it. Part of the concern with allowing them to utilize it at this point is, the larger, more public bathrooms downstairs are in significant need of some help and the downstairs flooring is atrocious. The front doors are in bad shape and they are in need some audio-visual equipment that can help facilitate some of the requests that are coming in for what people want to do in the building. Until those things are met, they really can’t move forward with any significant rentals. There is an agreement in the lease stating that 20% of rentals for the facility goes to the City. They won’t recover the $50,000 quickly but it is a share that the City is going to see something out of it. There is interest in the building and once these improvements are done, and they push on marketing the interest is only going to increase.

Upon further questioning, Mr. Anderson described some of the interest from private investors. He said, the owner of a local cleaning business volunteered their time. They were also contacted by a paint store interested in providing a good deal for some painting. A local person who works with fabrics offered to do some window coverings. There is an investor interested in putting money into the building as well, but they would like to see the City investment before committing to any large gifts. He also pointed out that once the building has all of these components, City departments can also utilize the building making it a better asset for the City.

Mr. Stewart commented that he was able to get a quote for the doors. It was outlined in the memo that the estimated cost would be $2,700 but after it sounds like they could not be salvaged and it will cost about $3,500. The amount of the budget amendment will be adjusted for the second reading.

Alderman Podrygula said he is glad to hear about the private individuals and organizations helping out with the facility. The building is an important part of the community and will hopefully be there for a long time. It’s over 100 years old and is in need of some maintenance but it is nice to see them realizing we need to spend money to invest in our assets. It marks another sign of maturity on the part of the community in being willing to accept reality that if you want something you need to put a little bit of money toward it.

Whereupon Alderwoman Evans moved the City Council pass ordinance no. 5674 on first reading. Motion seconded by Alderman Podrygula and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Podrygula, Sipma; nays: none.

PERSONAL APPEARANCES

None

USE OF THE CITY SEAL - MINOTAUROS JERSEYS – APPROVED

Ken Oda, Director of Operations for Minot Minotauros Hockey Club, requested permission to use the City seal on Minot themed Tauros jerseys. He said, it is a trend in sports lately to have city themed jerseys. The Chicago cubs had a Wrigley
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Field jersey, Boston Red Sox did one themed after their public transportation. After falling in love with Minot over the last ten years he wanted to do something similar to represent everything Minot has to offer. He put together a jersey and wanted to use the City seal as the shoulder patch so is requesting permission from the Council to do so. He mentioned that it would be something the Minotauros would be selling and would turn a profit.

Alderman Podrygula met with the Commission on Aging for their regular meeting October 15th. Everything is going really well although it is taking people a little more time to get back to some of the congregate activities. Delivery of Meals on Wheels is going very strongly. He also met with the Emergency Resource Council Steering Committee. They enjoyed the appearance of Officer Taylor Jensen and her bomb squad K-9, Caspian. He praised Taylor for being such a good ambassador for the program and for the Police Department. He also thanked Officer Krista Becker for helping out with the demonstration.

Mayor Sipma said, a Task Force 21 meeting is coming up with a distinguished visitor. He also mentioned that he was in Bismarck providing testimony for the special legislative session. Details were included in the City Manager’s report. Public Works Director, Dan Jonasson is going there tomorrow to assist with the Appropriations Committee in the Senate.

ADJOURNMENT

There being no further business, Alderwoman Evans moved the City Council meeting be adjourned. Motion seconded by Alderman Podrygula and carried unanimously. Meeting adjourned at 6:17 pm.

ATTEST: ___________________________ APPROVED: ___________________________
   Kelly Matalka, City Clerk                                Shaun Sipma, Mayor