

March 21, 2022 Regular City Council Meeting

MINOT CITY COUNCIL – SCHEDULED MEETING – March 21, 2022 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.

MAYORAL APPOINTMENTS

Alderman Olson moved the City Council confirm the following mayoral appointments:

1. Vicki Summerfield to replace Mike Rysted on the Minot Commission on Aging Board of Directors with a term to expire March of 2025.
2. Katelynn Albers to replace Jay Wahlund on the Minot Housing Authority Board of Commissioners with a term to expire December of 2026.

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

CITY MANAGER REPORT

The City Manager provided a written update describing events and activities for various departments. Alderman Podrygula expressed how he was glad to see the continuing education Harold had been participating in.

Harold asked Lance Meyer to speak about the City of Minot's 1st virtual bid opening. Lance discussed how the bids were submitted on the Quest Bid Network. Mayor Sipma asked Lance if he knew of any issues the contractor had using Quest. Lance stated that 1 or 2 of the contractors had not used Quest before but we able to upload bid and had no issues.

PUBLIC HEARING: LOTS 1 & 2, BAKERS REARRANGEMENT– APPROVED

The City Council held a public hearing on an application from Melissa Wright, representing Harmony Heights, LLC and ORMA, LLC, owners, for a zoning map amendment from "M1" Light Industrial to "CBD" Central Business District and a future land use map amendment from Industrial to Downtown Mixed Use for the purpose of qualifying for a façade improvement grant, which is limited to those properties in the "CBD" Central Business District. The legal description for the properties is Lot 1, Baker's Rearrangement of a portion of Lots 1, 2, 3, 11 and 12, Block 30, First Addition to the City of Minot and Lot 2, Baker's Rearrangement of a portion of Lots 1, 2, 3, 11 and 12, Block 30, First Addition to the City of Minot. The addresses for the properties are 12 3rd St. SE and 212 E. Central Ave.

Alderman Jantzer motioned to close the public hearing and approve resolution 3751 to amend the Future Land Use Map for the subject properties from Industrial to Downtown Mixed Use and approve an ordinance on first reading for a zoning map amendment from "M-1" Light Industrial District to "CBD" Central Business District in alignment with the Planning Commission recommendation.

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: LAND DEVELOPMENT ORDINANCE – ANNUAL CLEAN-UP – APPROVED

The City Council held a public hearing on an application from Harold Stewart, City Manager, on behalf of the City of Minot for a text amendment to the Land Development Ordinance of the City of Minot (LDO). The proposed changes are the product of the City's annual "clean-up" ordinance and primarily focus on adding clarifying language to bolster the respective section's original intent.

Alderman Pitner motioned to close the public hearing and approve an ordinance on first reading for a text amendment in alignment with the Planning Commission recommendation.

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

PUBLIC HEARING: OUTLOTS 4, 6, & 7 (PROJECT BEE) – APPROVED

The City Council held a public hearing on an application by Project Bee, applicant on behalf of City of Minot, owner, for a zoning map amendment from “C2” General Commercial to “C2” General Commercial and “PUD Overlay” Planned Unit Development. The purpose for the request surrounds a mix of housing for homeless and low-to-moderate income families, a commercial restaurant, office space, and space for congregate meals. The legal description for the property is Outlots 4, 6 & 7 of the SW ¼ SW ¼ Less Parcel 1-7A. of Section 25, Township 155 North, Range 83 West. The property is located at 1901 S Broadway.

Alderman Evans motioned to close the public hearing and approve an ordinance on first reading for a zoning map amendment from “c2” General Commercial to “C2” General Commercial with a “PUD Overlay” Planned Unit Development in alignment with the Planning Commission recommendation.

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

MAJOR SUBDIVISION PRELIMINARY PLAT: BOLTON HEIGHTS 12TH ADDITION – APPROVED

Alderman Pitner moved the City Council approve the major subdivision preliminary plate for Bolton Heights 12th Addition in alignment with the Planning Commission recommendation.

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

MAJOR SUBDIVISION PRELIMINARY PLAT: LARSON’S SUBDIVISION

Alderman Pitner moved the City Council approve the major subdivision preliminary plate for Larson’s Subdivision in alignment with the Planning Commission recommendation.

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

COUNCIL MINUTES – APPROVED

Alderman Ross moved the City Council approve the minutes of March 7, 2022 Regular City Council meeting.

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

ADMINISTRATIVE APPROVALS – APPROVED

Alderman Ross moved the City Council approve the following administrative approval requests:

1. Minot High School Cheer Team to conduct a raffle on March 19, 2022 at the Minot Auditorium (420 3rd Ave SW).
2. Power of 1 to conduct a raffle on August 14, 2022 at Marco’s Pizza (1250 4th Ave NW).
3. Independence, Inc. to conduct a raffle on April 21, 2022 at the Clarion Hotel (2200 East Burdick Expwy).
4. Souris Valley Ducks Unlimited to conduct a raffle March 24, 2022 at the Sleep Inn & Suites (2400 10th St SW).
5. Zion Lutheran Church Youth to conduct a raffle on March 19, 2022 at Zion Lutheran Church (1800 Hiawatha St).
6. Brick Studio to conduct a raffle on April 9, 2022 at the Ann Nicole Nelson Hall – Minot State University (500 University Ave W).
7. Special Event Permit for Lovelace, Inc dba Nola’s Lounge (420 3rd Ave SW).
8. Special Event Permit for Der Blaue, LLC dba Blue Rider (2 Main St).
9. Special Event Permit for 5 Guys Bar, LLC dba Bootlegerz (420 3rd Ave SW).

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. 5713 – AMEND THE 2022 ANNUAL BUDGET – 2022 NUISANCE ABATEMENT PROJECT – APPROVED

Alderman Ross moved the City Council approve ordinance No. 5713 to amend the 2022 annual budget to increase the Inspection department nuisance abatement expenditure for the 2022 Nuisance Abatement Project and approve the use of general fund cash reserves.

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. 5714 – AMEND THE 2022 ANNUAL BUDGET – 2022 TRAFFIC SIGNAL CABINET REPLACEMENT – APPROVED

Alderman Ross moved the City Council approve ordinance No. 5714 to amend the 2022 annual budget to increase the Traffic department capital equipment and expenditure for the 2022 Traffic Signal Cabinet Replacement using capital equipment fund cash reserves.

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. 5715 – AMEND THE 2022 ANNUAL BUDGET – K-9 DONATION – APPROVED

Alderman Ross moved the City Council approve ordinance No. 5715 to amend the 2022 annual budget to increase the Police department general fund and capital equipment fund contribution and donations revenues and canine supplies and capital equipment expenditures for the purchase of a canine, training, and supplies.

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. 5716 – AMEND THE 2022 ANNUAL BUDGET – SUNDRE AQUIFER WELL F – APPROVED

Alderman Ross moved the City Council approve ordinance No. 5716 to amend the 2022 annual budget to increase the Water Plant capital infrastructure expenditures for the Sundre Aquifer Well F and appurtenance construction and approve the transfer and use of sales tax NAWS cash reserves.

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

GAMING SITE AUTHORIZATION – MSU BEAVER BOOSTERS - APPROVED

Alderman Ross moved the City Council approve the gaming site authorization for MSU Beaver Boosters to conduct a raffle, install pull tabs, and play twenty-one and calcuttas on April 6, 2022 at the Clarion Hotel (2200 Burdick Expwy East).

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

RETAIL BEER & WINE LICENSE – TAPESTRY HOTEL – APPROVED

Alderman Ross moved the City Council approve the Retail Beer & Wine license for Liberty Sierra Vista, LLC dba Tapestry Hotel, SureStay Collection by Best Western operating at 1516 26th Ave SW.

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

APPROVAL OF EMERGENCY ACTION PLAN 2022 UPDATES (EAP) FOR FLOOD FIGHTING P#3135.1 – APPROVED

Alderman Ross moved the City Council approve the updates to the Emergency Action Plan.

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

3529.1A MI-5 PROJECT FLOOD CONTROL C&M EASEMENT AGREEMENT WITH BNSF & SRJB – APPROVED

Alderman Ross moved the City Council approve the easement agreement with the SRJB and BNSF; and authorize the Mayor to sign the agreement.

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

NW MINOT WATERMAIN REPLACEMENT – ACCEPTANCE OF STATE WATER COMMISSION GRANT (PROJECT 4656) – APPROVED

Alderman Ross moved the City Council approve to accept the funding awarded by the Department of Water Resources (formerly State Water Commission) for the NW Minot Watermain Replacement of CIP pipe; and authorize the Mayor to sign the agreement.

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

NW MINOT WATERMAIN REPLACEMENT – ENGINEERING AGREEMENT (4656) – APPROVED

Alderman Ross moved the City Council approve the contract with Houston Engineering for design and construction services for NW Minot Watermain Replacement; and authorize the Mayor to sign the contract.

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

MINOR SUBDIVISION PLAT: SCHEELS ADDITION – APPROVED

Alderman Ross moved the City Council approve a minor subdivision plat as provided in Attachment A to create Scheels Addition, being a replat of Lot 8 of Dakota Square Second Addition to the City of Minot.

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

DEVELOPERS AGREEMENT – RIVER OAKS 6TH ADDITION (4674) – APPROVED

Alderman Ross moved the City Council approve the River Oaks 6th Addition Developers Agreement with Rivers Edge Development, LLC; and authorize the Mayor to sign the agreement.

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

TRUCK PURCHASE – TAX EXEMPT CERTIFICATE (4573) – APPROVED

Alderman Ross moved the City Council authorize the Finance Director to sign the Federal Excise Tax Exemption Certification to complete the purchase of a tandem axle truck; and authorize the Finance Director to sign all future tax-exemption certifications.

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

PURCHASE OF ARTICULATING LOADER (4637) – APPROVED

Alderman Ross moved the City Council award the bid to Swanston Equipment for the purchase of a new small articulating loader in the amount of \$33,700 minus the trade-in of \$18,000.

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

APPROVE PLANS & SPECS FOR BUILDING RELOCATION IMPROVEMENTS MI-5 P#3529.1B2 – APPROVED

Alderman Ross moved the City Council approve the plans and specs for bid of building relocation on MI-5b; and recommend authorization the bid be forwarded to the SRJB.

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

2022 STREET SEAL – AWARD OF BID (4624) – APPROVED

Alderman Ross moved the City Council award the bid for the 2022 Street Seal District Project to the low bidder, Asphalt Preservation Company, Inc. in the amount of \$2,237,587.16; and authorize the Mayor to sign the agreement for the project.

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

2022 STREET IMPROVEMENT – CONTRACT 1 – AWARD OF BID (4623.1) - APPROVED

Alderman Ross moved the City Council award the bid for the 2022 Street Improvement – Contract 1 to the low bidder, Bechtold Paving, Inc. in the amount of \$850,918.50; and authorize the Mayor to sign the agreement for the project.

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

2022 SIDEWALK, CURB, & GUTTER REPLACEMENT – AWARD OF BID (4626) - APPROVED

Alderman Ross moved the City Council award the bid for the 2022 Sidewalk, Curb & Gutter Replacement Project to the low bidder, Ti-Zack Concrete, Inc. in the amount of \$904,905.28; and authorize the Mayor to sign the agreement for the project.

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

2022 STREET PATCHING – AWARD OF BID (4625) - APPROVED

Alderman Ross moved the City Council award the bid for the 2022 Street Patching Project to the low bidder, Bechtold Paving, Inc. in the amount of \$414,680.00; and authorize the Mayor to sign the agreement for the project.

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

FAÇADE IMPROVEMENT PROGRAM CASE NO. FI-3 (115 1ST ST SE) - PULLED

The Façade Improvement Program Case No. FI-3 item was pulled from the agenda.

FAÇADE IMPROVEMENT PROGRAM CAS NO. FI-4 (109 MAIN ST S.) – APPROVED

Alderman Ross moved the City Council approve the Façade Improvement Program Case No. FI-4 for façade renovation work to be performed at Margie's Art Glass, 109 Main Street S., in the amount not to exceed \$84,563.00, subject to terms and conditions set forth in the program.

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

LANDRUM & BROWN STATEMENT OF WORK – APPROVED

Alderwoman Olson moved the City Council approve the 2022 Statement of Work with Landrum and Brown; approve the budget amendment on first reading; and authorize the Mayor to sign the related Task Orders and any applicable documentation.

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

REPAIR OF ROLL-OFF TRUCK – APPROVED

Alderman Jantzer asked Dan, Public Works Director, what was the damage to the truck and the situation that happened in the accident. Dan stated that the truck was helping haul snow when the hoist started to rise and hit the North Broadway Bridge. There was \$30,000 to the truck and about \$65,000 for the new roll-off arm.

Alderwoman Olson moved the City Council approve a budget amendment on first reading in the amount of \$100,000 from cash reserves to Landfill vehicle maintenance and repair; and authorize Public Works to forego bidding requirements for a purchase of \$50,000 and allow a solicitation of quotes to shorten the project timeline.

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

4577 – 2023 SAFE ROUTES TO SCHOOL – PROJECT UPDATE - APPROVED

Alderwoman Olson asked Lance Meyer, City Engineer, to layout the timeline for the two projects suggested in the recommendation. Lance stated that the staff would design both projects in 2022, both projects would be bid together with the bid award going to one contractor around February of 2023, and both projects would be completed in the 2023 construction season.

Alderwoman Olson moved the City Council tie the 2023 Bel Air Safe Routes to School (SRTS) and the proposed 2024 Washington SRTS projects and move the 2024 project up to 2023.

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

PERSONAL APPEARANCES

N/A

CITY OF MINOT RECYCLING DISCUSSION

Closed Loop Partners, an investment firm, represented by Bob Anderson and Stephen Klemann presented another recycling option to the City of Minot. Bob Anderson lead the presentation discussing the circular economy consisting of consuming, collecting, processing, and designing & manufacturing. They were presenting the City of Minot with the option of a localized MRF (Materials Recovery Facility), which is designed to empower communities and independent haulers.

Stephen Klemman discussed the possibility of a tailored production facility for the City of Minot that would process 4,000 – 5,000 tons per year. He talked about how this would eliminate transferring, create local jobs, Minot will maintain full control of the program, and the facility can be designed for expansion and growth. He also stated that the timeline should not be delayed by changing to a localized MRF.

Mayor Sipma asked them about the market for the deliverables and Bob was able to say that now the markets are favorable. He also wanted to know about the prevention method for the non-recyclable materials that will go through the system. Bob and Stephen were able to say that the best Minot can do is educate the public on what is expected in the recycling. Residue costs can happen but there is a low chance of damaging the system with the materials the system is made of.

Alderwoman Evans asked the representatives from Closed Loop Partners about the products that can be recycled with this equipment. They responded by stating the City of Minot can go up to 10 commodities with the system that would best fit the City now but there can be growth to that system. Alderman Ross inquired if Closed Loop Partners has worked with a community the size of Minot. They stated that the size of our community is the size they are looking to get started into this process. Alderman Ross also wanted to know if the City of Minot would be responsible to create the relationships and Bob just mentioned that this would be a discussion for the City of Minot and Closed Loop Partners to discuss.

Alderman Podrygula mentioned that we have always been told we don't have the volume, market, and we are too far from buyers. Bob responded with saying that Closed Loop Partners wants to break the current model of how recycling has been. It is important to keep the process simple and cheap and eliminate some of the other process. Alderwoman Olson was intrigued by what was discussed tonight and encourage further conversations about this. Jason Sorenson, Assistant Public Works Director, stated that this is newer to the industry and relatable to a city our size. Alderwoman Evans also expressed that she would like to keep the Summer 2023 timeline.

MISCELLANEOUS & DISCUSSION ITEMS

Mayor Sipma also mentioned that the City Council is looking into doing community recognition for teams and students this year.

LIAISON REPORTS

Alderman Podrygula attended the County Planning Commission meeting, Minot Commission on Aging meeting, an Area Resource Council meeting, and an active shooter table top discussion.

Alderwoman Olson had no committees to report on but did attend a document review team meeting for the new high school.

Alderwoman Evans attended the Library Board Meeting, County Planning Commission meeting, and a Pavement Management meeting.

Mayor Sipma will report on his meeting at the next meeting in the Mayoral Report but did mention that he attended a Ward County Weed Board meeting.

Alderman Ross attended a Land Ordinance meeting and has a Zoning Committee meeting coming up.

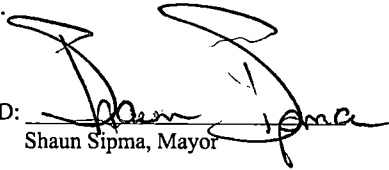
Alderman Jantzer had no committees to report on this meeting

Alderman Pitner attended the Visit Minot Board meeting and his Renaissance Board meeting was canceled.

ADJOURNMENT

There being no further business, Alderman Ross moved the City Council meeting be adjourned. Motion seconded by Alderman Pitner and carried unanimously. Meeting adjourned at 6:49 pm.

ATTEST: Mikayla McWilliams
Mikayla McWilliams, City Clerk

APPROVED: 
Shaun Sipma, Mayor