

June 20, 2022 Regular City Council Meeting

MINOT CITY COUNCIL – SCHEDULED MEETING – June 20, 2022 AT 5:30 P.M.

ROLL CALL

Members Present:

Olson, Pitner, Podrygula, Ross, Sipma

Members Absent:

Evans, Jantzer

PLEDGE OF ALLEGIANCE

Mayor Sipma presiding and led the City Council in the Pledge of Allegiance.

MAYOR'S REPORT

Mayor Sipma proclaimed June 20th as MHS Cheer Team Day. Members of the Cheer and Dance Team accepted the proclamations.

Alderman Jantzer was able to join meeting at 5:35 pm.

Mayor Sipma also proceeded with the Mayoral Appointments to the Library Board. Alderwoman Olson moved the City Council confirm the following appointments:

1. Christine Cherry to the Library Board for a term to expire June 2025.
2. Lyndsay Ulrickson to the Library Board for a term to expire June 2025.

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

CITY MANAGER REPORT

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

Harold Stewart also wanted to mention that the City of Minot has been offered space at the Ward County District Court building and that staff is assessing the space to see if it meets the needs of Municipal Court.

He also mentioned to the City Council that his report had an attachment for the Agenda Items for City Council. It is an internal policy that will help with consistency and efficiency on agenda items.

Lastly, Harold reminded the council and public that there will be a special reorganizational meeting Tuesday, June 28th at 5:30 pm. There will be an agenda item for the TIF agreement/Public Hearing at the special meeting which will occur prior to the reorganization.

PUBLIC HEARING: SOUTH 110' LOT 2, BLOCK 1, RAMSTAD'S 3RD ADDITION (HOME SWEET HOME)

The City Council held a public hearing on an application from Harold Stewart, City Manager, on behalf of the City of Minot for a zoning map amendment from "C1" Neighborhood Commercial District (C1) to "RM" Medium Density Residential District (RM). In addition, the request includes an amendment to the future land use map from Neighborhood Commercial to Medium Density Residential. The purpose of this request is to align the zoning and future land use of the property with the residential character and use of the surrounding residential neighborhood. The legal description for the property is the South 110' of Lot 2, Block 1, Ramstad's Third Addition, to the City of Minot, North Dakota. The property address is 106 4th Avenue NW.

Mayor Sipma mentioned that this is the beginning process on making this property easier to sell for the City of Minot. Harold stated staff is going to be working on an RFP for the next steps with the property.

Alderman Pitner moved the City Council close the public hearing and approve the following in alignment with the Planning Commission's recommendation:

1. An ordinance of first reading for a zoning map amendment from "C1" Neighborhood Commercial District to "RM" Medium Density Residential District.
2. Resolution 3773 to amend the Future Land Use Map for the subject property from Commercial to Medium Density Residential.

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

CONSENT ITEMS - APPROVED

Alderman Pitner moved the City Council approve Consent Items 6.1-6.2 #1&2 and 6.2 #4-6.13 with the following staff recommendations:

6.1 CITY COUNCIL MINUTES – Approval of the minutes of the June 6, 2022 Regular City Council meeting, the June 6, 2022 Special City Council meeting, and the June 8, 2022 Budget Workshop.

6.2 ORDINANCES – Approval of the following ordinances on second reading: 6.3 ORDINANCES – Approval of the following ordinances on second reading:

1. Ordinance No 5749 - 2022 BA - Electronic Plans Review Table
2. Ordinance No 5750 - 2022 BA - City Hall Scissor Lift
3. (Item Removed for Discussion)
4. Ordinance No 5705 - RZ Highlander Estates Fourth Subdivision - C1 to C2 with PUD 6.4 ORDINANCE

6.3 ADMINISTRATIVE APPROVALS – Approval of the following administrative approvals:

1. Minot Y's Men Club to conduct a sports raffle on September 2022 through June 2023 and a raffle June 30, 2023 at Minot Family YMCA (3515 16th St SW).
2. MACEDC Ag Committee to conduct a raffle on July 11, 2022 at Minot Country Club (1912 Valley Bluffs Drive).
3. Special Event Permits for Casey's Cookies, Inc dba Cookies for You (12 3rd St SE).
4. Special Event Permit for Arny's 2.0, LLC dba Arny's 2.0 (32 3rd St NE).
5. Two Special Event Permits for Der Blaue, LLC dba Blue Rider (118 1st Ave SE).
6. Special Event Permit for KP2, Inc dba The Spot (6 2nd St NE).

6.4 GAMING SITE AUTHORIZATION - MINOT LODGE NO. 822 LOYAL ORDER OF MOOSE, INC - Approve the gaming site authorization for Minot Lodge No. 822 Loyal Order of Moose, Inc to conduct games of chance at the Moose Lodge (400 8th St SW) during the license year of July 1, 2022 through June 30, 2023.

6.5 RETAIL BEER & WINE LICENSE - MAGIC CITY HOAGIES - approve the Retail Beer and Wine license for Magic City Hoagies, LLC dba Magic City Hoagies operating at 123 S. Main Street.

6.6 HIGHLANDER ESTATES FOURTH SUBDIVISION (THE TRACKS) DEVELOPMENT AGREEMENT - Approve the development agreement as shown in Attachment A.

6.7 MAJOR SUBDIVISION FINAL PLAT: HIGHLANDER ESTATES FOURTH SUBDIVISION (THE TRACKS) - Approve a major subdivision final plat as provided in Attachment A to create the Highlander Estates Fourth Subdivision.

6.8 MINOR PLAT: NORTON'S FOURTH ADDITION - Approve a minor subdivision plat as provided in Attachment A to create Norton's Fourth Addition.

6.9 MAJOR SUBDIVISION FINAL PLAT: MALLARD SUBSTATION SUBDIVISION - Approve a major subdivision final plat as provided in Attachment A to create the Mallard Substation Subdivision.

6.10 FY20 FIRE STATE HOMELAND SECURITY GRANT CAPITAL PURCHASE (2021300001) - Approve a budget amendment to move grant funded revenue and expenditures from General fund to Capital Equipment for the purchase of equipment that meets Capital qualifications and has ran over budget.

6.11 LOW HEAD DAM REMEDIATION – ACCEPTANCE OF STATE WATER COMMISSION GRANT CONSTRUCTION (PROJECT #4618) - Approve to accept the funding awarded by the Department of water resources, formerly (SWC) for the low head dam remediation construction cost share and authorize the Mayor to sign the grant agreement.

6.12 INTERMODAL PROJECT: CONSENT TO ASSIGNMENT AND SUBORDINATION AGREEMENT - Approve the Consent to Assignment to (1) authorize the assignment of the 2009 Intermodal Lease Agreement from Westbrand Real Estate Holdings, LLC to LPND1, LLC and (2) authorize the assignment or subletting of the Lease Agreement from LPND1, LLC to RMG Minot, LLC; approve the Subordination Agreement with First Western Bank & Trust; and authorize Mayor and Finance Director to sign necessary documents.

6.13 RECOMMENDATION OF ARCHITECT FIRM – LIBRARY - Approve the selection of Ackerman-Estvold as the architect firm for the Library’s Children’s Library remodel.

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

ORDINANCE 5751 – STOP SIGN ORDINANCE – 16TH ST NW & 30TH AVE NW – APPROVED

Alderman Podrygula pulled this item from consent due to concerns raised by citizens. He wanted Lance Meyer, City Engineer, to answer some of the concerns. Alderman Podrygula asked about how the perception is that stop signs would improve safety. Lance stated that they are not meant to slow down traffic. There is not enough volume of traffic to have a traffic signal but it is something that will be monitored if more developments arise and traffic increases.

Citizens were also concerned with the sidewalk on the west side of 16th St ended at 30th Ave making all walking traffic move to the east side of the street. Lance did say that if the area were to develop more in the future there is a possibility to secure federal funding to continue the sidewalk on the west side of the street. There will also be pedestrian signage and street stripping. Lance also reminded the public that pedestrians have the right-of-way at intersections.

Alderman Pitner motioned the City Council to approve Ordinance No. 5751 on second reading. Motion seconded by Alderman Podrygula and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

BUDGET AMENDMENT - MICROFILM DIGITIZATION PROJECT – APPROVED

Alderman Pitner moved the City Council amend the 2022 budget to increase the Library grant and donations revenues and Library IT maintenance and repairs expenditures for the Library Digitization project.

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

CITY HALL REHABILITATION – ADVANCED AIR PURIFICATION CHANGE ORDER CONSIDERATION (4466) – APPROVED

Alderman Podrygula moved the City Council accept the change order to add the air purification with ionization system to the PSAP space for City Hall.

Alderman Podrygula said that the primary rationale for the NDR funding was to move dispatch to a safer location and that we should protect that area. Mayor Sipma mentioned that the funding would be out of the contingency funding for the project.

Alderwoman Olson asked Lance Meyer if he could explain the difference between this option and the purification system of the rest of the building. Lance mentioned that the ionization would kill bacteria in the vents and that it is an enhancement to the rest of the purification system.

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

PERSONAL APPEARANCES

There were no personal appearances.

MISCELLANEOUS & DISCUSSION ITEMS

COMMUNITY CONTRIBUTION PRESENTATIONS

Minot Commission on Aging – Roger Riech

Roger shared a news video on the type of service the Minot Commission on Aging provides with the senior meals. He also thanked the council and City of Minot for the years of support.

First District Health Unit – Lisa Clute

Lisa mentioned that she had provided the City of Minot staff and council with the annual report. She also stated that First District Health Unit would continue to provide all the items agreed upon in the service agreement.

Project Bee – Liz Larson

Liz spoke about the services and support that Project Bee offers to low income families and homeless. Alderwoman Olson asked if Project Bee has seen an increase in services with the economic state. Liz stated that yes there has been an increased need especially in the shelter which is on a waitlist now.

Mayor Sipma asked Liz to speak about Project Bee and the Broadway Circle project. Liz said they are moving forward hoping to break ground soon and hope to be open July of 2023. This will have a 6-unit family shelter.

Alderman Podrygula asked if there was anyway to estimate the number of homeless that are in Minot. Liz stated that is a hard number to estimate. She did see that there were consistently 20-30 people at the warming area during the winter and the family shelter is full.

MACEDC – Brekka Kramer

Brekka showed the City Council a PowerPoint that discussed the vision of MACEDC, the Board Members, it discussed the 2022 Key Initiatives for MACEDC and highlighted the recent achievements MACEDC has had. It also discussed the vision of MACEDC moving forward with Governmental Affairs Strategies and Military Affairs Strategies. Brekka also highlighted the 2023 budget requests and the uses of the funding.

Minot Area Council of the Arts – Justin Anderson

MACA promotes, advocates, and supports the arts community in Minot. Justin stated that they were asking for the continued funding of \$40,000 in 2023. They are using the funding for concerts, showcasing local art/artists, and are working on an upcoming project that would change the view on the Broadway Bridge. He mentioned how a vibrant art community is critical to retention of citizens in this day and age.

Mayor Sipma thanked Justin for all the MACA does for the Carnegie Center.

Souris Basin Planning Council – Briselda Hernandez

Briselda discussed the Souris Basin Planning Council and how they aid in advancing economic development. Souris Basin Planning Council has the Business Accelerator Fund along with 2 revolving funds. They assist with start up businesses and expanding businesses and try to create accessible programs to all people. Some of the goals they have had for 2022 is to give out \$694,000 in funding, create 69 new jobs, and get 10 project leads for individuals who are under represented populations. So far, they are on track to meet and/or exceed all of their 2022 goals.

Harold Stewart, City Manager, told the City Council the next steps will be for the applications to be e-mailed out to the council and the applications will be attached on the next City Manager report. This will also become an agenda item for one of the upcoming July council meetings.

Mayor Sipma asked if the city staff would provide the council with the information on the funding sources for these requests and Alderman Pitner asked for the 2022 applications to be provided as well.

LIAISON REPORTS

Alderman Pitner, Ross, and Jantzer had no Liaison meetings to report on. Mayor Sipma mentioned that he had attended the Ward County Weed Board meeting. Alderwoman Olson mentioned that she had been present at 3 public meetings on the Municipal Court/District Court possible transition. Alderman Podrygula was unable to attend the Minot Commission on Aging meeting, but was able to attend the Emergency resource Council (NDSF/Hostfest plans) and the Comp Plan Steering Committee meeting.

ADJOURNMENT

Mayor Sipma wanted to mention the upcoming change of command for the Minot Air Force Base and also that the anniversary of the flood is upcoming and for the council to be looking for a Water Topics Committee meeting in the Fall.

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderwoman Olson and carried unanimously. Meeting adjourned at 6:40 pm.

ATTEST: Mikayla McWilliams
Mikayla McWilliams, City Clerk

APPROVED: Thomas Ross
Thomas Ross, Mayor