

**July 18, 2022 Regular City Council Meeting**

**MINOT CITY COUNCIL – SCHEDULED MEETING – July 18, 2022 AT 5:30 P.M.**

**ROLL CALL**

**Members Present:**

Evans, Jantzer, Olson (via Teams), Pitner, Podrygula, Ross

**Members Absent:**

None

**PLEDGE OF ALLEGIANCE**

Mayor Ross presiding and Wes Hoadley led the City Council in the Pledge of Allegiance.

**MAYOR'S REPORT**

Mayor Ross had the following meetings since June 28<sup>th</sup>:

1. MACEDC Board Meeting
2. City Staff/Legislative Flood Control Meetings
3. Multiple e-mails, calls, and texts

Mayor Ross also did a proclamation for the MHS Girls Soccer Team for their championship win at state.

**CITY MANAGER REPORT**

Harold Stewart, City Manager, submitted a report to the council. Harold also mentioned that the City of Minot has received the official notice to purchase the property for the port.

**MOTION TO MOVE ITEM 7.1**

Alderman Jantzer moved to adopt a special rule regarding the order of business and move the City Council Vacancy Appointment item to follow the City Manager Report.

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

**CITY COUNCIL VACANCY – APPOINTMENT – APPROVED**

Alderman Pitner moved to appoint Roscoe Streyle. The motion was seconded by Alderman Podrygula.

Alderman Pitner was thankful for all of the letters of interest and reminded everyone that there will be a special election in November. Alderman Jantzer mentioned that this is a short window for the appointment and it would last just over 90 days.

Alderwoman Evans stated she would not support the motion. She mentioned that Roscoe brings a lot to the table but not empathy or care for vulnerable people. Alderman Podrygula agreed that Roscoe has extensive experience in government but with the attitudes and previous mention comments he agreed with Alderwoman Evans. Alderman Podrygula mentioned the importance of respect when working through disagreements.

Alderwoman Olson spoke about being elected as a nonpartisan individual and the importance to represent the community and citizens of Minot.

Mayor Ross mentioned that Minot needs Roscoe Streyle to help fast track flood control to hopefully save money for the state, city, and citizens. He also spoke about Roscoe's expertise in working through a budget and economic development issues. Mayor Ross said you cannot change the past but you can build on the future.

The motion by Alderman Pitner and seconded by Alderman Podrygula carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Ross; nays: Evans, Podrygula.

Following the vote Mayor Ross did the Oath of Office for Roscoe Streyle and he was seated as a City of Minot Council Member for the remainder of the meeting.

**PUBLIC HEARING: REZONE OF A PORTION OF KEYES AMENDED PLAT**

The City Council held a Public hearing on an application from Curtis Latendresse on behalf of Latendresse Rental Properties LLP, owner for a future land use map amendment from Commercial to Low Density Residential, a zoning map amendment from "C2" General Commercial to "R1" Single-Family Residential for the purpose of facilitating an adjustment of the shared property boundaries between two residential dwellings. The legal description for the properties is Lots 7 & 8, Block 2, Keyes Amended Plat to the City of Minot, North Dakota. The property addresses are 3823 9th Ave. SE and 816 39th St. SE.

Alderman Pitner moved to close the public hearing and approve the following in alignment with the Planning Commission recommendation:

1. Resolution No. 3779 to amend the Future Land Use Map for the subject property from Commercial to Low Density Residential.
2. An ordinance on the first reading for a zoning map amendment from "C2" General Commercial District to "R1" Single-Family Residential District.

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

**PUBLIC HEARING: PORTION OF SOUTHWEST KNOLLS ADDITION**

The City Council held a Public hearing on an application from Metro Developers LLC, owner for a zoning map amendment from "C-4" Planned Commercial District to "C2" General Commercial District for the purpose of facilitating the use of the structure as an Oil Change Facility. The legal description for the property is Southwest Knolls Addition Sublots B & C of Lot 1. The property addresses are 1115 16th St. SW and 1400 11 ½ Ave. SW.

Alderman Jantzer moved to close the public hearing and approve an ordinance on first reading for a zoning map amendment from "C-4" Planned Commercial District to "C2" General Commercial District in alignment with the Planning Commission recommendation.

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

**CONSENT ITEMS**

Alderman Pitner moved the City Council approve consent items 6.1-6.18.

6.2 CITY COUNCIL MINUTES - Approve the minutes of the July 5, 2022 Regular City Council meeting.

6.2 ORDINANCES – Approval of the following ordinances considered for second reading:

1. Ordinance No 5755 - 2022 BA - FY19 PD SHSG (2020200008)

6.3 ADMINISTRATIVE APPROVALS - Approval of the following administrative approvals:

1. Trinity Health Auxiliary to conduct a raffle on September 17, 2022 at the Clarion Hotel (2200 E Burdick Expwy).
2. Magic City Figure Skating Club to conduct a calendar raffle August 13-24, 2022 at the Maysa Arena (2501 Burdick Expwy W).
3. Souris Valley United Way to conduct a raffle on September 15, 2022 at Minot Country Club (1912 Valley Bluffs Dr).
4. Downtown Business & Professionals Association to conduct a raffle on July 14, 2022 at The Spot (215 E Central Ave).
5. Two Special Event Permits for Atypical, LLC dba Atypical Brewery & Barrelworks (510 Central Ave E).
6. Special Event Permit for Steve Kottsick dba 19th Hole (2400 14th Ave SW).
7. Two Special Event Permits for Der Blaue, LLC dba Blue Rider (118 1st Ave SE).
8. Six Special Event Permits for Pointe of View Winery, LLC dba Pointe of View Winery (8413 19th Ave NW).
9. Two Special Event Permits for Pour Fools, LLC dba Pour Farm (201 37th Ave SW).
10. Special Event Permit for The "O"riginal, Inc dba The "O"riginal Bar & Nightclub (720 N Broadway).

6.4 GAMING SITE AMENDMENT - MINOT JUNIOR GOLF- Approve the gaming site amendment for the Minot Junior Golf Association to conduct electronic pull tabs at the below location during the license year of July 1, 2022 through June 30, 2023.

6.5 GAMING SITE AUTHORIZATION - MINOT PUBLIC SCHOOLS FOUNDATION - Approve the gaming site authorization for the Minot Public Schools Foundation to conduct games of chance at the below location during the license year of July 1, 2022 through June 30, 2023.

6.6 GAMING SITE AUTHORIZATION - AGGIE FOUNDATION - Approve the gaming site authorization for the Aggie Foundation to conduct games of chance at the below location during the license year of July 1, 2022 through June 30, 2023.

6.7 MINIMUM ASSESSMENT AGREEMENT AMENDMENT (BIG M BUILDING) - Approve clerical amendments to Minimum Assessment Agreement; and authorize the Mayor and necessary City staff to execute the Minimum Assessment Agreement, and any related documents.

6.8 ANNUAL RENEWAL OF MOWBRAY & SON PREVENTATIVE MAINTENANCE AGREEMENT - Approve the Mowbray & Son Preventative Maintenance Proposal (annual renewal); and authorize the Mayor to sign the agreement.

6.9 MASSAGE CHAIR OPERATING AGREEMENT – INNOVATIVE VENDING SOLUTIONS - Approve the Innovative Vending Solutions Operating Agreement; and authorize the Mayor to sign the agreement.

6.10 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM: MINOT INTERNATIONAL AIRPORT - Approve the Disadvantage Business Enterprise Program: Minot International Airport, Minot, North Dakota; and authorize the Airport's Disadvantage Business Enterprise Liaison Officer (DBELO), Jessica Long, and Airport Director, Jennifer Eckman to sign the program and any applicable documentation.

6.11 FEDERAL AVIATION ADMINISTRATION (FAA) EQUIPMENT CONTRACT - Approve the FAA Equipment lease at the Minot International Airport; and authorize the Mayor to sign any applicable documentation.

6.12 VW GRANT ACCEPTANCE (PROJECT NUMBER 4636) - Accept the grant from North Dakota Department of Environmental Quality in the amount of \$84,088.00 for the purchase of a new Street Department truck; and authorize the mayor to sign the agreement on behalf of the City.

6.13 BID AWARD FOR BUILDING RELOCATION IMPROVEMENTS – MI-5B.2 P#3529.1B2 - Approve the award to Rolac Contracting, Inc. in the amount of \$371,074.41 for building improvements; and recommend approval of award be forwarded to the SRJB.

6.14 SALE OF SURPLUS PROPERTY USING GovDeals ONLINE AUCTION - Approve the disposal of the below listed excess vehicles/equipment using the GovDeals online auction service. Auction details will be advertised in the Minot Daily News and available on the city website.

6.15 CITYWORKS AND GIS SUPPORT CONTRACT (4705) - Approve the contract and authorize the Mayor to sign the contract.

6.16 NW MINOT WATERMAIN REPLACEMENT - ENGINEERING AMENDMENT (4656) - Approve the contract amendment with Houston Engineering for design, and construction services for street improvements in conjunction with the NW Minot watermain replacement project; and authorize the Mayor to sign the contract amendment.

6.17 NDDDES FY21 STATE HOMELAND SECURITY GRANT PROGRAM (2022300003) - Authorize to ratify and accept the North Dakota Department of Emergency Services (NDDDES) FY 21 State Homeland Security grant award; approve the budget amendment for the additional awarded funds; and authorize the Fire Chief to sign the agreement.

6.18 SPECIAL ASSESSMENT APPROVAL; 2021 SIDEWALK REPAIR (4554) - Approve the assessment roll for 2021 Sidewalk Repair project 4554.

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

**SPECIAL ELECTION TO FILL CITY COUNCIL VACANCY - APPROVED**

Alderman Pitner moved to approve the attached resolution calling for a special election for November 8, 2022 to fill the City Council vacancy.

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

**DISPOSITION OF CITY-OWNED PROPERTY AT 103 4<sup>TH</sup> AVENUE NW, "HOME SWEET HOME" THROUGH A REQUEST FOR PROPOSAL PROCESS – PULLED**

**APPROVAL OF BANK OF ND PACE LOAN PARTICIPATION FOR LPND1, LLC - APPROVED**

Alderman Streyle moved the City Council approve the participation in the Bank of ND PACE loan program (two loans) for LPND1, LLC and authorize the Mayor, City Attorney and Finance Director to sign any necessary documents.

Harold Stewart wanted to make everyone aware that PACE loans are loans where interest can be bought down. This is being handled a little differently with the Bank of ND because they are not requiring any additional investment. These loans are in cooperation with the Port Agreement.

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

**APPROVAL OF RELEASE OF CLAIM DOCUMENT RELATED TO THE AIRPORT SNOWPLOW DESTROYED BY FIRE – APPROVED**

Alderman Podrygula moved the City Council approve the Release of Claims document with First Western Bank & Trust to settle the claim related to the Airport snow plow that was destroyed by the fire.

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

**PERSONAL APPEARANCES**

Briselda Hernandez with the Souris Basin Planning Council wanted to address the Business Accelerator Fund and the misinformation stated at a previous meeting. The process is a community match in the form of a loan. Souris Basin Planning received funding in 2019 and 2022. Souris Basin Planning has not denied any applications. The Loan Review Committee is set up to approve or deny applications and MACEDC has no input in the decisions.

Briselda mentioned that committee members and their families are unable to apply for loans and members are to abstain from voting if there is a conflict of interest with the application/applicant. The changes that Souris Basin Planning Council has made to their approval process has only allowed for them to remove barriers for the applications and they will continue to report quarterly to the City Council.

Alderman Streyle stated that this is one of the best institutes to help the new business get set up and he fully supports them.

Alderman Pitner said they are providing a service to the community and he is very thankful. Alderman Podrygula mentioned that the letter and information given should be made public. He also advised Souris Basin Planning Council to compile a funding list or flow chart for all the options for businesses. He said that an entrepreneur should have easy access to find all the information and funding sources.

Jennifer Eckman, Airport Director, also mentioned to the public that there is an active shooter drill at the airport and public is being asked avoid the airport from 8:30 – 10:00 am Tuesday morning.

**MISCELLANEOUS/DISCUSSION ITEMS**

MACEDC President/CEO, Brekka Kramer, did the semi-annual presentation to the City Council. Brekka discussed MACEDC's Vision and Board of Directors. She talked about the implementation in the upcoming 4<sup>th</sup> quarter of the strategic plan and how a Chicago based site selector visited Minot in June of 2022. MACEDC is still working on the Business Retention and Expansion interviews by having 28 interviews to date. MACEDC is working towards attracting new opportunities with such things as LPIND, using the CRISI Grant, the program Start Up Minot, and also attending trade shows/conferences.

MACEDC also works on MAGIC Fund requests applications, monthly Economy at a Glance newsletters, they respond to Primary Sector RFPs and they are strategic partners in developing Economic Development Policies. Brekka also discussed their online visibility and the use of LOIS, which is the Location One Information System. MACEDC is also working on workforce

development. There is a ND Regional Workforce Impact Program and the talent attraction programs with the Department of Commerce using RollCall.

Alderman Podrygula was impressed with the packet and presentation and sees a lot of growth. He was happy to see the support with the Minot Air Force Base. Alderwoman Evans asked if there were minutes from the roundtable MACEDC attended that dealt with childcare. Alderwoman Evans thought that there might be opportunities for the city to get creative and helpful with this issue. Brekka mentioned that of the \$1.8 million that is in the ND Regional Workforce Impact Program some will be allocated to Daycare Infrastructure support.

**LIAISON REPORTS**

Alderman Pitner attended a Visit Minot meeting that discussed many of the upcoming tournaments that the City of Minot has been able to obtain. Alderman Jantzer had no meetings to attend but mentioned the upcoming Liaison meeting at Ward County Administration Building on July 28<sup>th</sup>. Alderwoman Evans also had no meetings to attend but did state that the ND State Fair is beginning this upcoming weekend.


Alderman Podrygula attended the Minot Commission on Aging meeting, the Emergency Resource Council meeting, and the Comprehensive Planning Steering Committee meeting. He also attended the Citizen's Police Academy.

Alderwoman Olson attended the Souris Basin Planning Council Executive meeting and also mentioned the upcoming Liaison meeting. Mayor Ross reminded everyone of the City of Minot Employee Appreciation Week.

**ADJOURNMENT**

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

ATTEST: Mikayla McWilliams  
Mikayla McWilliams, City Clerk

APPROVED:   
Thomas Ross, Mayor