

City of Minot

Regular City Council Meeting

Tuesday, February 20, 2024, at 5:30 PM

City Council Chambers, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. MAYOR'S REPORT

3.1. ENGINEERS WEEK PROCLAMATION

Documents:

[ENGINEERS WEEK PROCLAMATION.PDF](#)

4. CITY MANAGER'S REPORT

Documents:

[02-20-2024 CITY MANAGER REPORT.PDF](#)

[2024.01.17 MACEDC BOARD PACKET_CITY CONTRACT.PDF](#)

[MINOT COMMISSION ON AGING BOARD OF DIRECTORS MINUTES 1-19-2024.PDF](#)

5. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[2 \(FEB\) RECOMMENDATIONS 2024.PDF](#)

5.1. MAJOR SUBDIVISION PRELIMINARY PLAT: AVERYS 2ND ADDITION

Presented by Doug Diedrichsen

Consider approval of a major subdivision preliminary plat to subdivide the property into two lots. the legal description of the property is Outlot 27 of the SE ¼ SW ¼ SW ¼ SE ¼ and SE ¼ SW ¼ less a portion SW ¼ SE ¼ less road portion sold and Outlot 2, 8, 9, 12, 25, 26 and 28 and Lot 1 Avery's Addition, Township 155N, Range 82W, Ward County, North Dakota.

The properties include 3200 County Road 19 S. and an unaddressed property south of 3200 County Road 19 South and east of 2900 34th Ave SE. west of 3220 & 3300 County Road 19 S.

RECOMMENDED ACTION

It is recommended City Council approve a major subdivision preliminary plat in alignment with the Planning Commission recommendations.

Documents:

[2024.01.01 - PRELIMINARY PLAT - AVERYS 2ND ADDITION.PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the February 5, 2024 Regular City Council meeting.

Documents:

[02052024 COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

It is recommended City Council approve the following ordinances on second reading:

- 1. Ordinance No 5941 - 2024 BA - FY23 SLCGP Award (2024190002)**
- 2. Ordinance No 5942 - 2024 BA - RAISE Grant Consulting Fees**
- 3. Ordinance No 5943 - 2024 BA - Landfill Consultants reallocation - Cash Reserves**
- 4. Ordinance No 5944 - 2024 BA - Airport Electrical Vault**
- 5. Ordinance No 5945 - 2023 BA - Broadway Circle**

Documents:

[ORDINANCE NO 5941 - 2024 BA - FY23 SLCGP AWARD \(2024190002\).PDF](#)
[ORDINANCE NO 5942 - 2024 BA - RAISE GRANT CONSULTING FEES.PDF](#)
[ORDINANCE NO 5943 - 2024 BA - LANDFILL CONSULTANTS REALLOCATION - CASH RESERVES.PDF](#)
[ORDINANCE NO 5944 - 2024 BA - AIRPORT ELECTRICAL VAULT.PDF](#)
[ORDINANCE NO 5945 - 2023 BA - BROADWAY CIRCLE.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council ratify the administrative approvals.

Documents:

[ADMIN APPROVALS 02202024.PDF](#)

6.4. MAYORAL APPOINTMENT

It is recommended City Council confirm the following Mayoral Appointment:

- **Jay Fisher to replace Larry Bellew with a term to expire on December 31, 2025, on the Minot Commission on Aging Board.**

6.5. ALCOHOL LICENSING – THE SIX BAR

Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended City Council approve the Retail Beer and Wine license for The Six Bar at 23 S Main St for the period of February 20, 2024, through December 31, 2024.

Documents:

[MEMO - ALCOHOLIC BEVERAGE LICENSE.PDF](#)

6.6. MINOR SUBDIVISION PLAT: AVERY MAE MEADOWS ADDITION

Presented by Doug Diedrichsen, Principal Planner

RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create Avery Mae Meadows Addition.

Documents:

[CC MEMO - AVERY MAE MEADOWS ADDITION.PDF](#)
[ATTACHMENT A - AVERY MAE MEADOWS ADDITIONS.PDF](#)

6.7. MINOR SUBDIVISION PLAT: NAPA VALLEY 21ST ADDITION

Presented by Doug Diedrichsen, Principal Planner

RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create Napa Valley 21st Addition.

Documents:

[CC MEMO - NAPA VALLEY 21ST ADDITION.PDF](#)
[ATTACHMENT A - NAPA VALLEY 21ST ADDITION.PDF](#)

6.8. MINOR SUBDIVISION PLAT: ENERGY PARK 6TH ADDITION

Presented by Doug Diedrichsen, Principal Planner

RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create Energy Park 6th Addition.

Documents:

[CC MEMO - ENERGY PARK 6TH ADDITION.PDF](#)
[ATTACHMENT A - ENERGY PARK 6TH ADDITION.PDF](#)

- 6.9. MINOR SUBDIVISION PLAT: TRINITY CAMPUS FIRST ADDITION
Presented by Doug Diedrichsen, Principal Planner

RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create Trinity Campus First Addition.

Documents:

[CC MEMO - TRINITY CAMPUS FIRST ADDITION.PDF](#)
[ATTACHMENT A - TRINITY CAMPUS FIRST ADDITION.PDF](#)

- 6.10. MAJOR SUBDIVISION FINAL PLAT: METZ SECOND ADDITION
Presented by Doug Diedrichsen, Principal Planner

RECOMENDED ACTION

It is recommended City Council approve a major subdivision final plat as provided in Attachment A to create Metz Second Addition.

Documents:

[CC MEMO - METZ 2ND ADDITION.PDF](#)
[ATTACHMENT A - METZ SECOND ADDITION.PDF](#)

- 6.11. MAJOR SUBDIVISION FINAL PLAT, DEVELOPMENT AGREEMENT: CITIZENS ALLEY ADDITION
Presented by Doug Diedrichsen

RECOMENDED ACTION

1. **It is recommended City Council approve the proposed major subdivision plat for Citizens Alley as provided in attachment A; and**
2. **Approve the Citizens Alley Addition Development Agreement provided in Attachment B and authorize the Mayor to sign the agreement.**

Documents:

[ATTACHMENT A - CITIZENS ALLEY ADDITION FINAL PLAT.PDF](#)

6.12. EPA REGION 8 APPLICATION FOR ASSESSMENT OF THE DOWNTOWN TRINITY HOSPITAL PROPERTY

Presented by Harold Stewart, City Manager

RECOMMENDED ACTION

It is recommended City Council direct City Manager to proceed with preparing and submitting an application to Region 8 of the EPA on behalf of Trinity Hospital to conduct a Phase I and Phase II Assessment.

Documents:

[COUNCIL MEMO 2024 EPA APPLICATION.PDF](#)

6.13. CITY HALL RETAINING WALL FINAL PAYMENT (4398)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council approve final payment to Rolac Contracting Inc in the amount of \$745,895.00.

Documents:

[CITY HALL RETAINING WALL FINAL PAYMENT .PDF](#)
[CITY OF MINOT RETAINING WALL FINAL INVOICE AND WAIVER_REVIEWED.PDF](#)

6.14. RAISE GRANT LETTER OF SUPPORT (4657)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council approve the letter of support for the MAGIC RAISE Grant application; and authorize the Mayor to sign the letter.

Documents:

[2024 RAISE GRANT LETTER OF SUPPORT MEMO.PDF](#)
[2024 MAGIC LETTER OF SUPPORT MAYOR ROSS.PDF](#)

6.15. CITY HALL REHABILITATION FINAL PAYMENT (4466)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council approve the final payment to Rolac Contracting in the amount of \$47,017.60.

Documents:

[CITY HALL REHABILITATION FINAL PAYMENT MEMO.PDF](#)
[21019_MCH REHABILITATION PAYAPPLICATION-017 FINAL.PDF](#)

- 6.16. 2024 STREET SEAL - AWARD BID (4803)
Presented by Lance Meyer, PE, City Engineer

RECOMMENDED ACTION

It is recommended City Council award the bid for the 2024 Street Seal to the low bidder, Asphalt Preservation Company Inc., in the amount of \$2,986,234.51 and authorize the Mayor to sign the agreement.

Documents:

[2024 STREET SEAL - AWARD BID 4803.PDF](#)
[COVER SHEET 4803 - 2024 STREET SEAL.PDF](#)
[4803_BIDWORKSHEET.PDF](#)

- 6.17. 2024 MICROSURFACING - AWARD BID (4804)
Presented by Lance Meyer, PE, City Engineer

RECOMMENDED ACTION

It is recommended City Council award the bid for the 2024 Microsurfacing to the low bidder, Asphalt Surface Technologies Corp. in the amount of \$846,361.37 and authorize the Mayor to sign the agreement.

Documents:

[2024 MICROSURFACING - AWARD BID 4804.PDF](#)
[COVER SHEET 4804 - 2024 MICROSURFACING.PDF](#)
[4804_BIDWORKSHEET.PDF](#)

- 6.18. CITYWORKS AND GIS SUPPORT CONTRACT AMENDMENT (4705)
Presented by Lance Meyer, PE, City Engineer

RECOMMENDED ACTION

- 1. It is recommended City Council approve the contract amendment with Timmons Group and authorize the Mayor to sign the contract amendment; and**

2. Approve the budget amendment on first reading.

Documents:

[CW AND GIS CONTRACT AMENDMENT MEMO.PDF](#)
[MINOT_CO1_FORSIGNATURES.PDF](#)
[CITY OF MINOT, ND LE01-331394 2023-12-18.PDF](#)
[14. 2024 BA - ENGINEERING CONSULTANT FEES.PDF](#)

6.19. EDISON SAFE ROUTES TO SCHOOL ENGINEERING SELECTION (4667)

Presented by Lance Meyer

RECOMMENDED ACTION:

- 1. It is recommended City Council select Moore Engineering as the most qualified consultant;**
- 2. Authorize the City Engineer to negotiate a scope and fee; and**
- 3. Authorize the Mayor to sign the contract.**

Documents:

[4667 - 2024 EDISON SRTS CONSULTANT SELECTION MEMO.PDF](#)

6.20. CONTRACT ATTORNEY, URBAN REDEVELOPMENT AND PUBLIC INFRASTRUCTURE PROJECTS

Presented by Stefanie Stalheim

RECOMMENDED ACTION

It is recommended City Council consider retaining Kate Johnson & Jay Lindgren with Dorsey & Whitney to assist the City of Minot with urban redevelopment and public infrastructure projects, and authorize the Mayor to sign the attached engagement letter.

Documents:

[MEMO TO CC_2.14.24.DOCX.PDF](#)
[CITY OF MINOT ENGAGEMENT LETTER.PDF](#)

6.21. CONTRACT ATTORNEY STORM SEWER PROJECT 121

Presented by Stefanie Stalheim

RECOMMENDED ACTION

It is recommended City Council approve the contract with Swanson & Warcup, Ltd. for eminent domain legal services related to completion of Storm Sewer District 121, and authorize the Mayor to sign the

attached contract.

Documents:

[MEMO TO CC_2.14.24.PDF](#)
[CONTRACT FOR LEGAL SERVICES 021324.PDF](#)

- 6.22. 16th ST CLOSURE SILL REPAIR – AWARD OF BID (3673A)
Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council award the 16th St Closure Sill Repair project to Keller Paving and Landscaping, Inc in the amount of \$264,725.00 and authorize the Mayor to sign the construction contract.

Documents:

[3673A - 16TH STREET CLOSURE SILL REPAIR - AWARD OF BID.PDF](#)
[16TH STREET CLOSURE REPAIR BID REVIEW LETTER.PDF](#)

- 6.23. CITY OF MINOT EQUIPMENT RENTAL RATES 2024-2025
Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve City of Minot equipment rental rates for 2024-2025.

Documents:

[MEMO TO COUNCIL - 24-25 EQUIPMENT RENTAL RATES.PDF](#)
[RENTAL RATES 2024.PDF](#)

- 6.24. APPROVE REQUEST FOR RENEWAL OF AIRPORT HAY LAND/CROP AGREEMENT
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

- 1. It is recommended City Council approve the Request for Renewal of the Airport's Hay Land/Crop agreement; and**
- 2. Authorize the Mayor to sign any necessary documents.**

Documents:

[MEMO HAY CONTRACT RENEWAL_2024.PDF](#)
[2022 HAY CONTRACT.PDF](#)

[RENEWAL OPTION REQUEST_2024.PDF](#)
[SUCCESSOR IN INTEREST - HAY LAND.PDF](#)

- 6.25. SERVICE AGREEMENT BETWEEN CITY OF MINOT AND RESOURCE CONSULTANTS, LLC
Presented by Chris Plank, NDR Administrator

RECOMMENDED ACTION

- 1. It is recommended City Council authorize the Mayor to sign the Service Agreement between Resource Consultants and The City of Minot, ND to aid in the development of a 2024-2029 Consolidated Plan; and**
- 2. Approve the budget amendment on the first reading.**

Documents:

[COUNCIL MEMO - RESOURCE CONSULTANTS CONTRACT.PDF](#)
[RESOURCE CONSULTANTS LLC SERVICE CONTRACT - 2-14-24.PDF](#)
[15. 2024 BA - ENTITLEMENT CONSULTANT FEES.PDF](#)

7. ACTION ITEMS

- 7.1. AMENDMENTS TO TIF DISTRICT 2022-1 (BIG M BUILDING)
Presented by Brian Billingsley

RECOMMENDED ACTION

- 1. It is recommended City Council approve the amendments to the Urban Renewal and Development Plan and the Development Agreement for TIF District 2022-1;**
- 2. Approve the amended Big M Resolution; and**
- 3. Authorize the Mayor and necessary City staff to execute the amended Urban Renewal and Development Plan, amended Development Agreement, and any related documents.**

Documents:

[CITY COUNCIL MEMO.PDF](#)
[M BLDG SIGNED INQUIRY 231201.PDF](#)
[AMENDED BIG M TIF DEVELOPMENT AGREEMENT_MARKED UP.PDF](#)
[AMENDED BIG M TIF DEVELOPMENT AGREEMENT_CLEAN.PDF](#)
[AMENDED BIG M RESOLUTION- TIF 2022-1_MARKED UP.PDF](#)
[AMENDED BIG M RESOLUTION- TIF 2022-1_CLEAN.PDF](#)

- 7.2. M & S CONCESSIONS FOR THE TRACKS BID WINNER OF ALCOHOL LICENSE

SECOND EXTENSION

Presented by Mikayla McWilliams, City Clerk

RECOMMENDED ACTION

It is recommended City Council approve the second extension to July 1, 2025, for M & S Concessions at the Tracks to begin operations with their Retail Liquor, Beer, & Wine license.

Documents:

[M AND S CONCESSIONS ALCOHOL LICENSE EXTENSION MEMO.PDF](#)
[MA AND S CONCESSIONS - SECOND REQUEST FOR EXTENSION.DOCX.PDF](#)

8. PERSONAL APPEARANCES

8.1. MINOT SUSTAINABILITY

Presented by Tim Baumann

Documents:

[FINAL REPORT - MINOT SUSTAINABILITY CONVERSATIONS \(1\).PDF](#)

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. ADA DISCUSSION

Presented by Harold Stewart, City Manager and Kimberly Paarlberg from the International Code Council (ICC)

Documents:

[ADA REPORT FOR COUNCIL FEBRUARY 20.PDF](#)
[2021 IEBC, SECTION 306 PROPOSED AMENDMENT.PDF](#)
[2021 IEBC FOR MINOT ND 2-20-2024.PDF](#)

9.2. LEAD AND COPPER INFORMATIONAL PRESENTATION

Presented by Jason Sorenson

Documents:

[LEAD AND COPPER INFO.PDF](#)

10. LIAISON REPORTS

11. ADJOURNMENT