



Regular City Council Meeting

Monday, March 4, 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
4. CITY MANAGER'S REPORT

Documents:

[03-04-2024 CITY MANAGER REPORT.PDF](#)

[02222024 MPO MEETING MINUTES.PDF](#)

[02-FEBRUARY 2024.PDF](#)

5. CITY ATTORNEY'S REPORT

Documents:

[2024-3.PDF](#)

[ORDER AFFIRMING THE CITY OF MINOT RULING.PDF](#)

6. CONSENT ITEMS

- 6.1. CITY COUNCIL MINUTES

**It is recommended City Council approve the minutes of the February 20, 2024, Regular City Council meeting and the February 26, 2024, Special City Council meeting.**

Documents:

[02202024 COUNCIL MEETING MINUTES.PDF](#)

[02262024 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)

- 6.2. ORDINANCES

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

1. **Ordinance No 5946 - 2024 BA - Engineering Consultant Fees**
  2. **Ordinance No 5947 - 2024 BA - Entitlement Consultant Fees**

Documents:

[ORDINANCE NO 5946 - 2024 BA - ENGINEERING CONSULTANT FEES.PDF](#)  
[ORDINANCE NO 5947 - 2024 BA - ENTITLEMENT CONSULTANT FEES.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

**It is recommended City Council ratify the following Administrative Approvals.**

Documents:

[ADMIN APPROVALS 3042024.PDF](#)

6.4. BILLS, TRANSFERS, AND PAYROLL

**It is recommended City Council approve the payroll for the period of January 14, 2024, through February 10, 2024, in the amount of \$2,593,724.41 and the bills and transfers for February in the amount of \$6,130,443.30.**

Documents:

[FEBRUARY PAYROLL.PDF](#)  
[FEBRUARY CITY COUNCIL BILLS PAID.PDF](#)  
[FEBRUARY ELECTRONIC PAYMENTS.PDF](#)  
[FEBRUARY P CARD TRANSACTION.PDF](#)

6.5. ALCOHOLIC BEVERAGE LICENSE - THE DEPOT & BAGGAGE CLAIM

Presented by Chief John Klug and Mikayla McWilliams

**RECOMMENDED ACTION**

**It is recommended City Council approve the Supper Club License for The Depot & Baggage Claim at 15 N Main St. for the premise outlined in the application during the period of March 4, 2024 through December 31, 2024.**

Documents:

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

6.6. ALCOHOLIC BEVERAGE LICENSE - DAKOTA INN/TRAPPERS LOUNGE

Presented by Chief John Klug and Mikayla McWilliams

**RECOMMENDED ACTION**

**It is recommended City Council approve the Hotel License for Dakota Inn/Trappers Lounge at 2401 Elk Drive for the period of March 4, 2024 through December 31, 2024.**

Documents:

[MEMO - ALCOHOLIC BEVERAGE LICENSE - DAKOTA INN TRAPPERS LOUNGE.PDF](#)

6.7. GAMING SITE AUTHORIZATION - MULE DEER FOUNDATION

**It is recommended City Council approve the Mule Deer Foundation to conduct a raffle on April 27, 2024, at Sports on Tap in Room 221 (220 S Broadway).**

Documents:

[MEMO- GAMING SITE AUTHORIZATION.PDF](#)

6.8. GAMING SITE AUTHORIZATION – MINOT HOCKEY BOOSTERS

**It is recommended City Council approve the gaming site authorization from Minot Hockey Boosters, Inc. from March 5, 2024 through June 30, 2024 at the Depot (15 N Main St).**

Documents:

[MEMO- GAMING SITE AUTHORIZATION - MINOT HOCKEY BOOSTERS.PDF](#)

6.9. MINOR SUBDIVISION PLAT: THOMPSON'S 20TH 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 Thompson's 20th Addition.**

Documents:

[CC MEMO - THOMPSONS 20TH ADDITION.PDF](#)  
[ATTACHMENT A.PDF](#)

6.10. 15th ST NW STORM SEWER IMPROVEMENTS

Presented by Jason Sorenson

**RECOMMENDED ACTION**

**It is recommended City Council award the base bid and bid alternate 1 for the 15<sup>th</sup> St. NW Storm Sewer Rehabilitation to the low bidder, Dig It Up Backhoe Service, Inc., in the amount of \$268,834.65; and authorize the Mayor to sign the agreement.**

Documents:

[4771.5 - 15TH ST.PDF](#)

6.11. 2024 SANITARY SEWER REHAB  
Presented by Jason Sorenson

#### **RECOMMENDED ACTION**

**It is recommended City Council award the bid for the 2024 Sanitary Sewer CIPP Project to Hydro-Klean, LLC for the lowest bid of \$992,835.31; and authorize the Mayor to sign contract documents on behalf of the City.**

Documents:

[4723 - 2024 SANITARY SEWER CIPP AWARD OF BID MEMO.PDF](#)

6.12. 2024 WATERMAIN IMPROVEMENTS (4816 & 4817)  
Presented by Jason Sorenson

#### **RECOMMENDED ACTION**

- 1. It is recommended City Council approve the plans and specifications for the Westfield Ave and University Ave watermain projects and authorize a call for bids;**
- 2. Approve the attached resolution to apply for a SRF loan; and**
- 3. Authorize the Mayor to sign application documents.**

Documents:

[MEMO - 2024 WATERMAIN IMPROVEMENTS \(4816 AND 4817\).PDF](#)  
[RESOLUTION OF GOVERNING BODY OF APPLICANT.PDF](#)

6.13. AMEND CHAPTER 28 – ENCROACHMENTS ON CITY PROPERTY (4541)  
Presented by Lance Meyer, PE, City Engineer

#### **RECOMMENDED ACTION**

**It is recommended City Council pass an ordinance on 1st reading amending Chapter 28 of the Code of Ordinances.**

Documents:

[CODE OF ORDINANCES CHAPTER 28 ENCROACHMENT AMENDMENT MEMO.PDF](#)  
[ENCROACHMENTS ON CITY PROPERTY ORDINANCE.PDF](#)

6.14. 16TH STREET SW RECONSTRUCTION PROJECT PHASING (4780)  
Presented by Lance Meyer

## **RECOMMENDED ACTION**

**It is recommended City Council split the 16<sup>th</sup> St SW Reconstruction project into two phases.**

Documents:

[16TH ST SW RECONSTRUCTION PROJECT PHASING MEMO.PDF](#)

6.15. CPKC RAIL QUIET ZONE ENGINEERING AGREEMENTS (4781)  
Presented by Lance Meyer, City Engineer

## **RECOMMENDED ACTION**

**It is recommended City Council approve the professional engineering agreements with CPKC and authorize the Mayor to sign the agreements.**

Documents:

[CPKC RAIL DOWNTOWN QUIET ZONE ENGINEERING AGREEMENT MEMO.PDF](#)  
[PE AGREEMENT 3RD STREET SE MINOT ND 2-29-2024.PDF](#)  
[PE AGREEMENT CENTRAL AVENUE E MINOT ND 2-29-2024.PDF](#)  
[PE AGREEMENT 3RD STREET SW - AMTRAK MINOT ND 2-29-2024.PDF](#)

6.16. 2028 NDDOT URBAN PROGRAM SOLICITATION (4829)  
Presented by Lance Meyer

## **RECOMMENDED ACTION**

**It is recommended City Council concur with the staff recommendations and submit the requests to the NDDOT.**

Documents:

[2028 NDDOT URBAN PROGRAM SOLICITATION MEMO.PDF](#)  
[BROADWAY RECONSTRUCTION SCOPING REPORT SIGNED.PDF](#)  
[BROADWAY INTERCHANGE RECONSTRUCTION SCOPING REPORT SIGNED.PDF](#)  
[16TH ST RECONSTRUCTION BURDICK TO 14TH AVE SCOPING REPORT.PDF](#)  
[16TH ST RECONSTRUCTION BURDICK TO 2ND AVE SCOPING REPORT.PDF](#)

6.17. 2024-2025 NUISANCE ABATEMENT - AWARD BID (4831)  
Presented by Brian Billingsley, Community and Economic Development Director

## **RECOMMENDED ACTION**

**It is recommended City Council award the bid for the 2024-2025 Nuisance Abatement Project to the low bidder, Hanson's Excavating, Inc., in the amount of \$66,350.00; and authorize the Mayor to sign the agreement.**

Documents:

[4831 - 2024 NUISANCE ABATEMENT AWARD OF BID MEMO.PDF](#)  
[BIDWORKSHEET\\_8956716\\_EVAL.PDF](#)

6.18. LEASE RENEWAL LOT 9 WESTSIDE DEVELOPMENT  
Presented by Jennifer Eckman, Airport Director

**RECOMMENDED ACTION**

**It is recommended City Council approve the renewal option of lease terms for Lot 9, Westside Development owned by Nach, LLC.**

Documents:

[MEMO NACH LLC LEASE RENEWAL.PDF](#)  
[NACH LEASE RENEWAL.PDF](#)  
[RENEWAL REQUEST.PDF](#)

6.19. 2023 BUDGET AMENDMENT  
Presented by David Lakefield, Finance Director

**RECOMMENDED ACTION**

**It is recommended City Council approve the proposed ordinance on first reading.**

Documents:

[COUNCIL MEMO 2023 LINE ITEMS OVER BUDGET.PDF](#)  
[85. 2023 BA - LINE ITEMS OVER BUDGET.PDF](#)

6.20. WARD COUNTY EMERGENCY OPERATIONS PLAN  
Presented by Kelli Kronschnabel, Fire Chief

**RECOMMENDED ACTION**

**It is recommended City Council adopt the Ward County Emergency Operations Plan and authorize the Mayor to sign.**

Documents:

[WARD COUNTY EMERGENCY RESPONSE PLAN 2024.PDF](#)

7. ACTION ITEMS

7.1. ORDINANCE REQUIRING BUILDINGS AND BUSINESSES RECEIVING PUBLIC FUNDS TO INSTALL AN AUTOMATIC DOOR

Presented by Stefanie Stalheim, City Attorney

**RECOMMENDED ACTION**

**It is recommended City Council review and consider passing the attached ordinance on first reading.**

Documents:

[COUNCIL MEMO\\_AUTOMATIC DOORS.PDF](#)

[ORDINANCE\\_AUTOMATIC DOORS\\_ART 8\\_SEC. 9-137.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

10. ADJOURNMENT