



Regular City Council Meeting
Monday, March 6, 2023, at 5:30 PM

City Council Chambers, City Hall (515 2nd 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:

[03-06-2023 CITY MANAGER REPORT.PDF](#)
[02-FEBRUARY 2023.PDF](#)

5. CITY ATTORNEY REPORT

Documents:

[2023-3.PDF](#)

6. PUBLIC HEARING

- 6.1. PUBLIC HEARING: SPECIAL USE PERMIT FOR ADDITIONAL ANIMALS REQUESTED
Presented by John Klug, Chief of Police

RECOMMENDED ACTION

It is recommended City Council approve the Special Use Permit and allow the additional animals at 1504 Valley Bluffs Drive.

Documents:

[PUBLIC HEARING - SPECIAL USE PERMIT FOR ADDITIONAL ANIMALS REQUESTED.PDF](#)
[SPECIAL USE PERMIT AND PROOF OF VACCINATIONS.PDF](#)

7. CONSENT ITEMS

- 7.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the February 21, 2023, Regular City Council meeting.

Documents:

[02212023 COUNCIL MEETING MINUTES.PDF](#)

7.2. ORDINANCES

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

1. **Ordinance No 5818 - Zoning Map Amendment - Portion of Highlands at North Hill**
2. **Ordinance No 5819 - 37th Ave SW and 23rd St SW Right Turn Restrictions**
3. **Ordinance No 5820 - Southbound S Broadway Right Turn Restriction at Burdick Expwy W**
4. **Ordinance No 5821 - 2023 BA - Children's Library Remodel (2021670002)**
5. **Ordinance No 5822 - 2023 BA - Citywide 3rd Party Snow Removal - Cash Reserves**

Documents:

[ORDINANCE NO 5818 - ZONING MAP AMENDMENT - PORTION OF HIGHLANDS AT NORTH HILL.PDF](#)
[ORDINANCE NO 5818 - EXHIBIT 8 - PUD PLAN.PDF](#)
[ORDINANCE NO 5819 - 37TH AVE SW AND 23RD ST SW RIGHT TURN RESTRICTIONS.PDF](#)
[ORDINANCE NO 5820 - SOUTHBOUND S BROADWAY RIGHT TURN RESTRICTION AT BURDICK EXPWY W.PDF](#)
[ORDINANCE NO 5821 - 2023 BA - CHILDRENS LIBRARY REMODEL \(2021670002\).PDF](#)
[ORDINANCE NO 5822 - 2023 BA - CITYWIDE 3RD PARTY SNOW REMOVAL - CASH RESERVES.PDF](#)

7.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the administrative approvals.

Documents:

[ADMIN APPROVALS 03062023.PDF](#)

7.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended City Council approve the payroll for the period of January 15, 2023 through February 11, 2023 in the amount of \$2,259,978.48 and the bills and transfers for February in the amount of \$7,798,377.91.

Documents:

[PAYROLL.PDF](#)
[COPY OF CITY COUNCIL BILLS PAID- FEBRUARY 2023.PDF](#)
[FEBRUARY 2023 P CARDS.PDF](#)

7.5. MINOT CHILDCARE COMMITTEE (MAYORAL APPOINTMENT)

It is recommended City Council confirm the following Mayoral appointments for the Minot Childcare Committee:

- **Members of City Council (2): Scott Burlingame and Lisa Olson**
- **Minot City Employee (1): John Van Dyke**
- **Childcare Providers (2): Becca Oswill and Kevin Cross**
- **Childcare Licensing Expert (1): Amy Jenkins**
- **Parents of children in childcare (2): Rianne Kuhn and Heather Cymbaluk**
- **Private Employee (1): Terry Schmalz**
- **MACEDC Representative (1): Keli Rosselli-Sullivan**
- **Minot City Manager (1)**

7.6. GAMING SITE AUTHORIZATION: MINOT HOCKEY BOOSTERS, INC.

Presented by Mikayla McWilliams and Chief John Klug

RECOMMENDED ACTION

It is recommended the City Council approve the gaming site authorization for the Minot Hockey Boosters, Inc. to conduct gaming at X-Golf (1621 S Broadway).

Documents:

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

7.7. GAMING SITE AUTHORIZATION: MULE DEER FOUNDATION

Presented by Mikayla McWilliams and Chief John Klug

RECOMMENDED ACTION

It is recommended the City Council approve the gaming site authorization for the Mule Deer Foundation to conduct a raffle on March 3, 2023, at Sports on Tap (220 S Broadway).

Documents:

[MEMO- GAMING SITE AUTHORIZATION- MULE DEER FOUNDATION AND SPORTS ON TAP.PDF](#)

7.8. MINOR SUBDIVISION PLAT: HIGHLANDS AT NORTH HILL 5TH ADDITION

Presented by John Van Dyke

RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create Highlands at North Hill 5th Addition.

Documents:

[CITY COUNCIL MEMO - HIGHLANDS AT NORTH HILL 5TH ADDITION - MINOR PLAT.PDF](#)
[ATTACHMENT A - HIGHLANDS AT NORTH HILL 5TH ADDITION - MINOR PLAT.PDF](#)

7.9. 2022 LINE ITEMS OVER BUDGET

Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council pass an ordinance to amend the 2022 annual budget to adjust department budgets for funds approved by the City Council for various grants, donations, bond issuances, emergency fund and transfers between funds.

Documents:

[2022 MEMO - LINE ITEMS OVER BUDGET.PDF](#)
[79. 2022 BA - LINE ITEMS OVER BUDGET.PDF](#)

7.10. AGREEMENT WITH NDDOT FOR PARKING UNDER BURDICK VIADUCT WITH ORDINANCE REVISION (4563)

Presented by Lance Meyer

RECOMMENDED ACTION

- 1. It is recommended City Council approve the agreement with NDDOT;**
- 2. Authorize the Mayor to sign the agreement; and**
- 3. Pass on first reading the attached ordinance revision to Chapter 20.**

Documents:

[AGREEMENT WITH NDDOT FOR PARKING UNDER BURDICK VIADUCT WITH ORDINANCE REVISION MEMO.PDF](#)
[BURDICK AGREEMENT.PDF](#)
[BURDICK EXPRESSWAY BRIDGE PARKING ORDINANCE.PDF](#)

7.11. CITY HALL REHABILITATION TELEVISION PACKAGE AWARD OF BID (4466)

Presented by Lance Meyer

RECOMMENDED ACTION

1. **It is recommended City Council award the bid to Northwest Projector in the amount of \$44,865.00; and**
2. **Authorize the Mayor to sign the contract.**

Documents:

[CITY HALL TELEVISION PROCUREMENT AWARD OF BID MEMO.PDF](#)
[NW PROJECTOR BID.PDF](#)

- 7.12. CITY HALL REHABILITATION APPLIANCE PROCUREMENT REJECT BIDS (4466)
Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council reject all bids and authorize staff to obtain quotes.

Documents:

[CITY HALL APPLIANCE PROCUREMENT REJECT BIDS MEMO.PDF](#)

- 7.13. CITY HALL REHABILITATION MOVING SERVICES SELECTION (4466)
Presented by Lance Meyer

RECOMMENDED ACTION

1. **It is recommended City Council select Jobbers Moving and Storage as the most qualified firm; and**
2. **Authorize the City Engineer to negotiate a scope and fee.**

Documents:

[CITY HALL MOVING SERVICES SELECTION MEMO.PDF](#)

- 7.14. 2023 STREET IMPROVEMENT - AWARD BID (4709)
Presented by Lance Meyer, City Engineer.

RECOMMENDED ACTION

1. **It is recommended City Council award the bid for the 2023 Street Improvement to the low bidder, Minot Paving Co., Inc. in the amount of \$847,681.61; and**
2. **Authorize the Mayor to sign the agreement.**

Documents:

[2023 STREET IMPROVEMENT - AWARD BID - 4709.PDF](#)

[4709 - 2023 STREET IMPROVEMENT-SCOPE.PDF](#)
[4709 BID EVALUATION.PDF](#)

- 7.15. 2023 SANITATION TRUCKS PURCHASE (4761)
Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council approve the sole source purchase of two new sanitation trucks from Sanitation Products in the amount of \$777,704.00 minus the trade amount;**
- 2. Authorize the Finance Department to negotiate lease financing; and**
- 3. Authorize the Mayor to sign lease documents.**

Documents:

[2023 SANITATION TURCKS PURCHASE MEMO.PDF](#)

- 7.16. SEWER INSPECTION CAMERA AND COMPUTER UPGRADE (4745)
Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the sole source purchase of a new camera and computer from Flexible Pipe and Tool Company in the amount of \$75,988 for the sewer televising trailer in the Sewer Department.

Documents:

[4745 - CCT V CAMERA UPGRADE.PDF](#)
[SOLE SOURCE CCTV CAMERA.PDF](#)

- 7.17. SUNDRE WELL F – ENGINEERING AMENDMENT (4681)
Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the engineering amendment in the amount of \$96,254.00 and authorize the Mayor to sign the amendment.

Documents:

[4681 - MEMO - ENGINEERING AMENDMENT.PDF](#)
[AMENDMENT 1 WELL F.PDF](#)

7.18. CONTRACT FOR CONTINUOUS FRICTION MEASURING EQUIPMENT (CFME)
ACQUISITION (PROJECT NUMBER 2023500003)

Presented by Jennifer K. Eckman

RECOMMENDED ACTION

1. **It is recommended City Council approve the Snow Removal Equipment (SRE) Continuous Friction Measuring Equipment (CFME) Acquisition assistance proposal to be conducted by Short Elliott Hendrickson Inc. (SEH); and**
2. **Authorize the Mayor to sign the agreement.**

Documents:

[20230221 MEMO AIRPORT CFME SRE ACQUISITION PROPOSAL.PDF](#)
[FULLY EXECUTED SEH MASTER AGREEMENT FOR PROFESSIONAL SERVICES_SIGNED.PDF](#)
[SEH PROPOSAL FOR CFME ACQUISITION_2_25_23.PDF](#)

7.19. AIRPORT OPERATIONS PLATFORM

Presented by Jennifer Eckman, Airport Director

RECOMMENDED ACTION

1. **It is recommended City Council approve the part 139 airport operations platform agreement with Aerosimple; and**
2. **Authorize the Mayor to sign the Aerosimple Terms and Conditions contract.**

Documents:

[20230306 MEMO AIRPORT OPERATIONS PLATFORM.PDF](#)
[AEROSIMPLE-SIGNED.PDF](#)

7.20. AUTHORIZE PARTICIPATION IN THE NEW NATIONAL OPIOID SETTLEMENTS

Presented by John Klug, Chief of Police

RECOMMENDED ACTION

It is recommended City Council authorize the participation in the New National Opioid Settlements and authorize the Mayor to sign the settlement agreements.

Documents:

[AUTHORIZE PARTICIPATION IN THE NEW NATIONAL OPIOID SETTLEMENTS.PDF](#)
[ACTION_REQUIRED_Teva_ALLERGAN_CVS_WALGREE.PDF](#)

- 7.21. APPROVE EDA PUBLIC SPACE INITIATIVE (APPROVE AGREEMENT FOR GRANT WITH THE STATE OF NORTH DAKOTA DEPARTMENT OF COMMERCE IN THE AMOUNT OF \$55,350)

Presented by Jonathan Rosenthal, Economic Development Administrator

RECOMMENDED ACTION

1. **It is recommended City Council accept the award of the grant and authorize the Mayor to sign the agreement; and**
2. **Approve the budget amendment ordinance on first reading.**

Documents:

[CC MEMO FOR PLACEMAKING GRANT CONTRACT WITH STATE 2023.PDF](#)
[EDA PUBLIC SPACE INITIATIVE PLANNING GRANT AGREEMENT MINOT.PDF](#)
[18. 2023 BA - PLACEMAKING PLANNING GRANT.PDF](#)

8. ACTION ITEMS

- 8.1. ALCOHOL LICENSING DENIAL - DUCKPOND VENTURES, LLC

Presented by Chief John Klug, Stefanie Stalheim, and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended City Council deny the transfer of the premise for the Retail Liquor, Beer, & Wine license for Duckpond Ventures, LLC dba Dad's/Saul's to 105 1st St SE (Regency Event Center).

Documents:

[COUNCIL MEMO_DUCKPOND VENTURES LLC.PDF](#)
[DIAGRAM OF THE PRESENTED LICENSED PREMISE.PDF](#)

- 8.2. ART IN THE RIGHT-OF-WAY – E CENTRAL AVE AND 1ST ST E

Presented by Stephen Joersz, PE, PTOE

RECOMMENDED ACTION

It is recommended City Council direct the Engineering Department to partner with the Minot Area Council of the Arts to install “Art in the Right-of-Way” inside the painted bulb-outs at the E Central Avenue and 1st Street E intersection.

Documents:

[ART IN THE RIGHT-OF-WAY - E CENTRAL AND 1ST ST E.PDF](#)
[ART IN THE RIGHT-OF-WAY EXAMPLES.PDF](#)

- 8.3. PARKING RESTRICTIONS – 1ST STREET SE SOUTH OF 1ST AVENUE SE
Presented by Stephen Joersz, PE, PTOE, Traffic Engineer

RECOMMENDED ACTION

It is recommended City Council pass an ordinance to modify parking restrictions on 1st Street SE south of 1st Avenue SE:

- 1. Modify the East side of 1st Street SE, south 60-feet to south 80-feet from the center of the 1st Avenue SE intersection from 2-hour 9:00 AM to 5:00 PM to Reserved Parking for Persons with Disabilities.**
- 2. Modify the East side of 1st Street SE, south 80-feet to south 130-feet from the center of the 1st Avenue SE intersection from 2-hour 9:00 AM to 5:00 PM to 30-minute 9:00 AM to 5:00 PM.**

Documents:

[MEMO- RESERVED PARKING 1ST ST SE AT 1ST AVE SE.PDF](#)
[RESERVED PARKING ORD - 1ST ST SE AT 1ST AVE SE.PDF](#)
[DOWNTOWN HANDICAP PARKING-1ST ST SE.PDF](#)

9. PERSONAL APPEARANCES

10. MISCELLANEOUS AND DISCUSSION ITEMS

- 10.1. CONSIDER THE REPORT OF THE MAGIC FUND SCREENING COMMITTEE
The annual compliance report for the MAGIC Fund Screening Committee is attached for the City Council's review.

Documents:

[ANNUAL COMPLIANCE REPORT 2022.PDF](#)

11. ADJOURNMENT