



Regular City Council Meeting

Monday, March 18, 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:

[3-18-2024 CITY MANAGER REPORT.PDF](#)

5. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[3 \(MAR\) RECOMMENDATIONS 2024.PDF](#)

- 5.1. MAJOR SUBDIVISION PRELIMINARY PLAT: GOLD NUGGET 7TH ADDITION

Consider approval of a major subdivision preliminary plat to consolidate several properties into two (2) lots. The proposed subdivision is to be named Gold Nugget 7th Addition, being a replat of Outlot 5, Outlot 16, Outlot 25, Outlot 26 and an unplatted portion of the S 1/2 NE 1/4 NW 1/4 Less the East 33' for Street and 1/2 adjacent Vacated 13th Ave. SE, Section 29, Township 155 N, Range 82 W of the Fifth Principal Meridian, to the City of Minot, County of Ward, State of North Dakota.

The properties include 1305 31st Street SE, and two unaddressed proposed flood buy out properties south of 1305 31st Street SE and one unaddressed property (Outlot 5) northwest of 1305 31st Street SE.

#### **RECOMENDED ACTION**

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

Documents:

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

**It is recommended City Council approve the minutes of the March 4, 2024, Regular City Council meeting.**

Documents:

[03042024 COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

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

- 1. Ordinance No 5948 - 2023 BA - Line Items Over Budget**
- 2. Ordinance No 5949 - Encroachments on City Property Ordinance**

Documents:

[ORDINANCE NO 5948 - 2023 BA - LINE ITEMS OVER BUDGET.PDF](#)  
[ORDINANCE NO 5949 - ENCROACHMENTS ON CITY PROPERTY ORDINANCE.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

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

Documents:

[ADMIN APPROVALS 03182024.PDF](#)

6.4. GAMING SITE AUTHORIZATION - MSU BEAVER BOOSTERS

**It is recommended City Council approve the gaming site authorization for the MSU Beaver Boosters to conduct gaming on April 3, 2024, at the Sleep Inn & Suites.**

Documents:

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

6.5. AUTHORIZE FINAL PAYMENT TO MINOT HOUSING AUTHORITY

Presented by Chris Plank

**RECOMMENDED ACTION**

**It is recommended City Council authorize the final payment of \$84,060.00 to Minot Housing Authority for work completed on the Milton Young Towers facility.**

Documents:

[CITY COUNCIL MEMO - MHA FINAL DRAW.PDF](#)  
[MILTON YOUNG TOWERS - FINAL DRAW.PDF](#)

6.6. AUTHORIZE FINAL PAYMENT TO DAKOTA COLLEGE AT BOTTINEAU  
Presented by Chris Plank

**RECOMMENDED ACTION**

**It is recommended City Council authorize the final payment of \$236,340.90 to Dakota College of Bottineau for work completed on the Center for Technical Excellence.**

Documents:

[CITY COUNCIL MEMO - CTE FINAL DRAW.PDF](#)  
[CTE FINAL DRAW REQUEST.PDF](#)

6.7. OVERLAND WEST AIRPORT LEASE  
Presented by Jennifer Eckman, Airport Director

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the Rental Car Concession and Lease Agreement with Overland West; and**
- 2. Authorize the Mayor to sign the contract.**

Documents:

[20240307 MEMO OVERLAND LEASE.PDF](#)  
[202420228 OVERLAND WEST SIGNED AGREEMENT.PDF](#)

6.8. MEIER AND COMPANY AIRPORT LEASE  
Presented by Jennifer Eckman, Airport Director

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve Rental Car Concession and Lease Agreement with Meier & Company; and**
- 2. Authorize the Mayor to sign the contract.**

Documents:

[20240307 MEMO MEIER AND COMPANY LEASE.PDF](#)  
[20240308 MEIER AND COMPANY SIGNED AGREEMENT.PDF](#)

6.9. ENTERPRISE RENT A CAR AIRPORT LEASE  
Presented by Jennifer Eckman, Airport Director

## **RECOMMENDED ACTION**

- 1. It is recommended City Council approve the Rental Car Concession and Lease Agreement with Enterprise RAC Company of Montana-Wyoming; and**
- 2. Authorize the Mayor to sign the contract.**

Documents:

[20240307 MEMO ENTERPRISE LEASE.PDF](#)  
[20240306 ENTERPRISE RAC COMPANY OF MONTANA-WYOMING SIGNED AGREEMENT.PDF](#)

6.10. SEH CONTRACT FOR TAXIWAY C/C3 RECONSTRUCTION FINAL DESIGN (CITY PROJECT NUMBER #2024500005/ AIP 3-38-0037-72-2024)

Presented by Jennifer K. Eckman

## **RECOMMENDED ACTION**

- 1. It is recommended City Council direct staff to apply for state and federal funding to assist with the financing and rehabilitation of Taxiway C/C3 project;**
- 2. Approve the supplemental letter agreement with Short Elliott Hendrickson Inc. (SEH) to design the rehabilitation of Taxiway C/C3 in form; and**
- 3. Upon receipt of federal and/or state funding, authorize the Mayor, Airport Director, and City Attorney to execute grants and the Supplemental Agreement.**

Documents:

[MEMO TXY C\\_C3 FINAL DESIGN.PDF](#)  
[SEH PROPOSAL\\_FINAL DESIGN FOR TXY C\\_C3\\_030824.PDF](#)

6.11. MIDCO EASEMENT ON AIRPORT PROPERTY

Presented by Jennifer K. Eckman

## **RECOMMENDED ACTION**

**It is recommended City Council approve the easement and subordination agreement and authorize the Mayor to sign the contracts.**

Documents:

[20240318-MEMO MIDCO FIBER EASEMENT.PDF](#)  
[MIDCONTINENT UTILITY EASEMENT.PDF](#)

6.12. BIDDING OF ELECTRICAL VAULT REHABILITATION

Presented by Jennifer K. Eckman, Airport Director

## **RECOMMENDED ACTION**

- 1. It is recommended City Council approve staff apply for state and federal funding to assist with the financing of the electrical vault rehabilitation;**
- 2. Authorize City staff to advertise and solicit bids for the Electrical Vault Rehabilitation project; and**
- 3. Upon receipt of federal and/or state funding, authorize the Mayor, Airport Director, and City Attorney to execute grants.**

Documents:

MEMO ELEC VAULT\_BIDDING.PDF  
2024 MOT ELECTRICAL VAULT REHABILITATION\_DRAFT PROJECT  
MANUAL.PDF  
00 11 13 ADVERTISEMENT FOR BIDS\_ONLINE BIDDING.PDF

### 6.13. PURCHASE OF TRANSIT FIXED ROUTE SOFTWARE (4833)

Presented by Jason Sorenson

## **RECOMMENDED ACTION**

- 1. It is recommended City Council approve the purchase of Transit Fixed Route Software from TripSpark Technologies (This will replace our current RouteMatch software system.); and**
- 2. Approve the Mayor or Transit Superintendent to sign the necessary agreements.**

Documents:

MTC APPROVAL OF TRANSIT FIXED ROUTE SOFTWARE PURCHASE.PDF  
ND MINOT - TRIPSPARK - STREETS PRICING SUMMARY.PDF

### 6.14. WELLS 5 & 6 RAW WATER LINE REPLACEMENT - AWARD OF BID (4758)

Presented by Jason Sorenson

## **RECOMMENDED ACTION**

- 1. It is recommended City Council approve the bid in the amount of \$552,699.50 from Steen Construction for the Riverside Park Raw Water Line project;**
- 2. Authorize the Mayor to sign the contract; and**
- 3. Approve the budget amendment to allocate remaining unspent funds for the construction contract.**

Documents:

[4758 - MEMO - AWARD OF BID.PDF](#)  
[RIVERSIDE PARK RAW WATER PROJECT BID REVIEW LETTER.PDF](#)  
[17. 2024 BA - RIVERSIDE PARK RAW WATER LINE.PDF](#)

6.15. 2024 STREET IMPROVEMENT CEMENT STABILIZATION - AWARD OF BID (4802.1)

Presented by Lance Meyer

#### **RECOMMENDED ACTION**

**It is recommended City Council award the bid for the 2024 Street Improvement Cement Stabilization to the low bidder, Keller Paving & Landscaping, Inc. in the amount of \$2,409,475.33 and authorize the Mayor to sign the agreement.**

Documents:

[2024 STREET IMPROVEMENT CSA - AWARD BID - 4802.1.PDF](#)  
[4802.1 - 2024 STREET IMPROVEMENT SOW.PDF](#)  
[4802.1\\_BIDWORKSHEET.PDF](#)

6.16. 2024 PAVEMENT MARKINGS - AWARD OF BID (4800)

Presented by Lance Meyer

#### **RECOMMENDED ACTION**

**It is recommended City Council award the bid for the 2024 Pavement Markings Project to the low bidder, West River Striping Company, in the amount of \$225,728.75 and authorize the Mayor to sign the agreement.**

Documents:

[4800 - 2024 PAVEMENT MARKINGS AWARD OF BID MEMO.PDF](#)  
[2024 PAVEMENT MARKINGS COVER SHEET.PDF](#)  
[4800\\_BIDWORKSHEET.PDF](#)

6.17. 2024 CONCRETE PAVEMENT REHAB - AWARD OF BID (4807)

Presented by Lance Meyer, City Engineer

#### **RECOMMENDED ACTION**

**It is recommended City Council award the bid for 2024 Concrete Pavement Rehab to the low bidder, Keller Paving & Landscaping, Inc., in the amount of \$327,905.75; and authorize the Mayor to sign the Agreement.**

Documents:

[2024 CONCRETE PAVEMENT REHAB - AWARD BID - 4807.PDF](#)  
[4807 - 2024 CONCRETE PAVEMENT REHAB SOW.PDF](#)  
[4807\\_BIDWORKSHEET.PDF](#)

6.18. 2024 STREET PATCHING - AWARD OF BID (4805)

Presented by Lance Meyer, City Engineer

**RECOMMENDED ACTION**

**It is recommended City Council award the bid for the 2024 Street Patching to the low bidder, Keller Paving & Landscaping, Inc., in the amount of \$557,660.00 and authorize the Mayor to sign the Agreement.**

Documents:

[2024 STREET PATCHING - AWARD BID - 4805.PDF](#)  
[4805 - 2024 STREET PATCHING SOW.PDF](#)  
[4805\\_BIDWORKSHEET.PDF](#)

6.19. 2024 SIDEWALK, CURB & GUTTER - AWARD OF BID (4806)

Presented by Lance Meyer, PE, City Engineer

**RECOMMENDED ACTION**

**It is recommended City Council award the bid for the 2024 Sidewalk, Curb & Gutter to the low bidder, Ti-Zack Concrete, LLC, in the amount of \$247,288.78 and authorize the Mayor to sign the agreement.**

Documents:

[2024 SIDEWALK, CURB AND GUTTER - AWARD BID - 4806.PDF](#)  
[4806 - 2024 SIDEWALK, CURB AND GUTTER SOW.PDF](#)  
[4806\\_BIDWORKSHEET.PDF](#)

6.20. 2024 STREET IMPROVEMENT MILL & OVERLAY - AWARD OF BID (4802.2)

Presented by Lance Meyer, PE, City Engineer

**RECOMMENDED ACTION**

**It is recommended City Council award the bid for the 2024 Street Improvement Mill and Overlay to the low bidder, Bechtold Paving, Inc., in the amount of \$2,520,844.25 and authorize the Mayor to sign the agreement.**

Documents:

2024 STREET IMPROVEMENT MILL AND OVERLAY - AWARD BID -  
4802.2.PDF  
4802.2 - 2024 STREET IMPROVEMENT SOW.PDF  
4802.2\_BIDWORKSHEET.PDF

6.21. FACADE IMPROVEMENT PROGRAM CASE NO. FI-12 (KAMP COLLECTIVE, LLC)  
Presented by Brian Billingsley

#### **RECOMMENDED ACTION**

**It is recommended City Council approve the forgivable loan application FI-12 for Kamp Collective, LLC for a property located at 11 Central Avenue East in an amount not to exceed \$130,554.00, subject to conditions of the program.**

Documents:

CC MEMO - FI-12 KAMP COLLECTIVE LLC.PDF  
FI-12 CONTRACT DRAFT.PDF  
FI-12 APPLICATION\_REDACTED.PDF

#### **7. ACTION ITEMS**

7.1. FIRST READING OF ORDINANCE AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE III (CITY OFFICERS), DIVISION 2 (CITY MANAGER) OF THE CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA

Presented by Harold Stewart, City Manager

#### **RECOMMENDED ACTION**

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

Documents:

COUNCIL MEMO CM AND ACM ORDINANCE AMENDMENTS.PDF  
ORDINANCE\_CM UPDATES AND ACM.PDF  
ORDINANCE\_CM UPDATES AND ACM\_REDLINKS.PDF

#### **8. PERSONAL APPEARANCES**

#### **9. MISCELLANEOUS AND DISCUSSION ITEMS**

9.1. HOTEL LICENSING

Presented by Mayor Tom Ross

#### **10. LIAISON REPORTS**

#### **11. ADJOURNMENT**