



Regular City Council Meeting

Monday, March 20, 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

3.1. PROCLAMATION

Documents:

[WORLD FEST WEEK PROCLAMATION 2023.PDF](#)

4. CITY MANAGER'S REPORT

Documents:

[03202023 CITY MANAGER REPORT.PDF](#)

[MFD ANNUAL2023 \(2\).PDF](#)

[MINOT MARCH UPDATE.PDF](#)

[2023 -3 - MAR BOD AGENDA.PDF](#)

[MARCH BOARD PACKET_CITY CONTRACT.PDF](#)

5. PUBLIC HEARING

5.1. PUBLIC HEARING: M-101 RENAISSANCE ZONE APPLICATION BY 5TH AVE INVESTMENTS, LLC

Presented by Brian Billingsley

Jonathon Rued represents 5th Ave Investments, LLC. is requesting conditional approval of a Renaissance Zone application for renovations to two buildings located at 215 5th Avenue NW. The building, which is currently empty, will house a shop and offices. The Renaissance Zone Review Board voted to recommend conditional approval of this Renaissance Zone project on February 23, 2023.

RECOMMEND ACTION

It is recommended City Council grant conditional approval of Renaissance Zone Case M-101 for a five-year property tax exemption including improvements and for a State income tax exemption. This will advance to the state for their conditional approval.

Documents:

[CC MEMO M-101 215 5TH AVE NW CONDITIONAL APPROVAL.PDF](#)
[M-101 RENZONE APPLICATION 5TH AVE INVESTMENTS LLC.PDF](#)

6. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[3 \(MAR\) RECOMMENDATIONS 2023.PDF](#)

6.1. PUBLIC HEARING: ZONING MAP AMENDMENT - HIGHLANDS AT NORTH HILL 7TH ADDITION

Public hearing request by Ackerman Surveying, representing 701 Development, LLP, for a zoning map amendment from "R4" Planned Residential District/"R2" Two-Family Residential District with a "PUD Overlay" Planned Unit Development to solely "R2" Two-Family Residential District with a "PUD Overlay" Planned Unit Development. The proposal includes a preliminary plat to consolidate numerous twinhome lots to accommodate single-family dwellings mimicking the development pattern of Highlands at North Hill 3rd Addition. Two lots are reserved for future development. The proposed subdivision is Highlands at North Hill 7th Addition. The legal description for the property is Lots 19B thru 27B, Block 4, Lots 9A thru 24B, Block 5, Lots 11B thru 14B, Block 6, Highlands at North Hill 2nd Addition AND Lot 10, Block 2, Highlands at North Hill 3rd Addition AND Lot 5, Highlands at North Hill 6th Addition and Portions of Ivory Street and 23rd Ave. NW to the City of Minot, North Dakota.

The address for the properties is 2300 thru 2501 Ivory St. and 2300 thru 2417 23rd Ave. NW.

It is recommended City Council approve the following in alignment with the Planning Commission recommendation:

1) An ordinance on first reading for a zoning map amendment

2) A major subdivision preliminary plat for Highlands at North Hill 7th Addition

Documents:

[03202023 - ZONING MAP AMENDMENT - HIGHLANDS AT NORTH HILL 7TH ADDITION.PDF](#)
[03202023 - EXHIBIT 5 - PROPOSED PUD PLAN - HIGHLANDS AT N HILL 7TH.PDF](#)
[03202023 - PRELIMINARY PLAT - HIGHLANDS AT NORTH HILL 7TH ADDITION.PDF](#)

6.2. PUBLIC HEARING: ZONING MAP AMENDMENT - LOT 2, NORTHEIM HEIGHTS ADDITION

Public hearing request by Alejandro Lopez representing Lopez LLC, owner for a

zoning map amendment from "R-3" Multiple Residence District to "C2" General Commercial District for the purpose of developing a commercial recreation facility and a series of commercial shops. The application also includes a conditional use permit for enclosed warehousing related to the commercial shop use. The legal description for the property is Lot 2, Norheim Heights Addition to the City of Minot, Ward County, North Dakota.

The address for the property is 501 40th Ave. SW.

It is recommended City Council approve an ordinance on first reading for a zoning map amendment in alignment with the Planning Commission recommendation.

Documents:

[03202023 - ZONING MAP AMENDMENT - LOT 2, NORHEIM HEIGHTS.PDF](#)

- 6.3. PUBLIC HEARING: ZONING MAP AMENDMENT - PORTION OF NORTON'S ADDITION
Public hearing request by Harry Travis Mowbray on behalf of Mowbray Properties, LLC for a zoning map amendment from "C2" General Commercial District to "M1" Light Industrial District for the purpose of business expansion. The legal description for the property is Lots 18, 19, and the West 10 Feet of Lot 20 in Block 3 of the Replat of Lots 41 thru 49, Block 1, and Blocks 2 & 3 of Norton's Addition to the City of Minot, Ward County, North Dakota.

The address for the property is 408 20th Ave. SE.

It is recommended City Council approve an ordinance on first reading for a zoning map amendment in alignment with the Planning Commission recommendation.

Documents:

[03202023 - ZONING MAP AMENDMENT - NORTONS ADDITION.PDF](#)

7. CONSENT ITEMS

7.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the March 6, 2023, Regular City Council meeting.

Documents:

[03062023 COUNCIL MEETING MINUTES.PDF](#)

7.2. ORDINANCES

It is recommended City Council approve the following ordinances on second

reading:

1. **Ordinance No 5823 - 2023 BA - Citywide Priority Snow Removal - Cash Reserves**
2. **Ordinance No 5824 - 2022 BA - Line Items Over Budget**
3. **Ordinance No 5825 - 2023 BA - Placemaking Planning Grant**
4. **Ordinance No 5826 - Burdick Expressway Bridge Parking Ordinance**

Documents:

[ORDINANCE NO 5823 - 2023 BA - CITYWIDE PRIORITY SNOW REMOVAL - CASH RESERVES.PDF](#)
[ORDINANCE NO 5824 - 2022 BA - LINE ITEMS OVER BUDGET.PDF](#)
[ORDINANCE NO 5825 - 2023 BA - PLACEMAKING PLANNING GRANT.PDF](#)
[ORDINANCE NO 5826 - BURDICK EXPRESSWAY BRIDGE PARKING ORDINANCE.PDF](#)

7.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the administrative approvals.

Documents:

[ADMIN APPROVALS 03202023.PDF](#)

7.4. MAYORAL APPOINTMENTS

It is recommended City Council confirm the following Mayoral Appointments for the Renaissance Zone Review Board:

- **Jen Cook (Minot Board of Realtors) with a term to expire December 31, 2025**
- **Michael King (Financial Sector) with a term to expire December 31, 2025**

7.5. GAMING SITE AUTHORIZATION - MSU BEAVER BOOSTERS

Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended the City Council approve the gaming site authorization for MSU Beaver Boosters to conduct gaming on April 5, 2023 at Clarion Hotel Convention Center (2200 Burdick Exwy E).

Documents:

[MEMO- GAMING SITE AUTHORIZATION- MSU BEAVER BOOSTERS AND CLARION HOTEL.PDF](#)

7.6. GAMING SITE AUTHORIZATION- PRAIRIE GRIT ADAPTIVE SPORTS

Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for Prairie Grit Adaptive Sports to conduct games of chance during the license year of July 1, 2023 through June 30, 2024 at the following locations:

- **Sammy's Pizza (400 N Broadway)**
- **Applebee's (2302 15th St SW)**

Documents:

[MEMO- GAMING SITE PRAIRIE GRIT ADAPTIVE SPORTS.PDF](#)

7.7. MINOR SUBDIVISION PLAT: STRUBE 3RD 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 Strube 3rd Addition.

Documents:

[CC MEMO - STRUBE 3RD ADDITION - MINOR PLAT.PDF](#)
[ATTACHMENT A - STRUBE 3RD ADDITION.PDF](#)

7.8. CITY OF MINOT EQUIPMENT RENTAL RATES 2023-2024

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the City of Minot equipment rental rates for 2023-2024.

Documents:

[MEMO TO COUNCIL - 23-24 EQUIPMENT RENTAL RATES.PDF](#)
[RENTAL RATES 2023.PDF](#)

7.9. APPROVAL OF GRANT FUNDS FROM SWC FOR NW CIP WATERMAIN REPLACEMENT

Presented by Jason Sorenson

RECOMMENDED ACTION

1. **It is recommended City Council approve to accept the funding award by the State Water Commission (SWC) for the NW Minot watermain replacement of CIP pipe; and**
2. **Authorize the Mayor to sign the grant agreement amendment.**

Documents:

[4656 - MEMO TO COUNCIL - ACCEPT SWC GRANT AMENDMENT FOR CONSTRUCTION.PDF](#)
[AMENDMENT I NORTHWEST MINOT WATERMAIN REPLACEMENT.PDF](#)

- 7.10. 2023 MICROSURFACING - AWARD BID (4711)
Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid for the 2023 Microsurfacing to the low bidder, Asphalt Surface Technologies Corp., in the amount of \$911,930.46; and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[2023 MICROSURFACING - AWARD BID - 4711.PDF](#)
[4711 - 2023 MICRO SURFACING-SCOPE.PDF](#)
[BIDWORKSHEET_8393326_EVAL.PDF](#)

- 7.11. BEL AIR SRTS – PERMENANT EASEMENT BA (4577)
Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council pass the attached budget amendment on 1st reading.

Documents:

[4577 - BEL AIR SAFE ROUTES TO SCHOOL - BA.PDF](#)
[21 2023 BA - BEL AIR SRTS PERMANENT EASEMENT.PDF](#)

- 7.12. CITY HALL REHABILITATION APPLIANCE AWARD OF QUOTE
Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council award the appliance quote to TJ Appliance Service in the amount of \$19,885.91.

Documents:

[CITY HALL APPLIANCE PROCUREMENT AWARD OF QUOTE MEMO.PDF](#)
[APPLIANCE PROCUREMENT BID TAB.PDF](#)

- 7.13. CITY HALL REHABILITATION MOVING COST APPROVAL (4466)
Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council approve a not to exceed moving cost of \$119,274.00 and authorize the Mayor to sign the contract.

Documents:

[CITY HALL MOVING COST APPROVAL MEMO.PDF](#)
[MOVING COST PROPOSAL.PDF](#)

- 7.14. 2023 STREET SEAL - AWARD BID (4710)
Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid for the 2023 Street Seal to the low bidder, Asphalt Preservation Company, Inc., in the amount of \$3,696,620.55; and**
- 2. Authorize the Mayor to sign the Agreement.**

Documents:

[2023 STREET SEAL - AWARD BID 4710.PDF](#)
[PAGES FROM 2023 STREET SEAL_20230214.PDF](#)
[BIDWORKSHEET_8400937_EVAL.PDF](#)

- 7.15. 2023 STREET PATCHING - AWARD BID (4712)
Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid for the 2023 Street Patching to the low bidder, Minot Paving Company, LLC., in the amount of \$783,207.50; and**
- 2. Authorize the Mayor to sign the Agreement.**

Documents:

[2023 STREET PATCHING - AWARD BID 4712.PDF](#)
[PAGES FROM 2023 STREET PATCHING_20230214.PDF](#)
[BIDWORKSHEET_8400938_EVAL.PDF](#)

- 7.16. RATIFY AWARD FOR STATE AND LOCAL CYBERSECURITY GRANT PROGRAM (SLCGP)
Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

- 1. It is recommended City Council ratify the acceptance of the FY 2022 SLCGP grant award;**
- 2. Authorize the Mayor to sign the award document; and**
- 3. Pass on first reading the attached ordinance to appropriate the grant revenues and expenditures with the use of general fund cash reserves**

Documents:

[FY22 SLCGP ACCEPTANCE COUNCIL MEMO.PDF](#)
[NDES FY22 SLCGP NOTICE OF GRANT AWARD.PDF](#)
[23. 2023 BA - FY22 CYBER SECURITY GRANT \(2023190001\).PDF](#)

7.17. RFQ AWARD FOR PSAP CALL LOGGER EQUIPMENT

Presented by Chief John Klug

RECOMMENDED ACTION

It is recommended City Council award Goserco's response to the request for qualifications for the design, implementation, and overall project management of the PSAP call logger System for a projected cost of \$205,389.70.

Documents:

[MEMO.CALL LOGGER RFQ AWARD.PDF](#)
[MINOTND_RECORDERRFQANALYSIS_MAR2023_FINAL.PDF](#)
[MINOTND_LOGGINGRECORDRFQ_DEC2022.PDF](#)
[RFQ LOGGER GOSERCO MINOT LOGGING RECORDER EQUIPMENT RFQ _PDF](#)
[RFQ LOGGER EQUATURE CITY OF MINOT, ND RFQ.PDF](#)
[RFQ LOGGER VOICE PRODUCTS QUALIFICATIONS SUBMITTAL FOR VOICE LOGGING RECORDER EQUIPMENT.PDF](#)
[RFQ LOGGER NORTHLAND BUSINESS SYSTEMS PROPOSAL - CITY OF MINOT_FINAL.PDF](#)
[RFQ LOGGER MOTOROLA MINOT ND PROPOSAL V2.PDF](#)
[RFQ LOGGER MOTOROLA MINOT ND PROPOSAL V3 UPDATED 022023.PDF](#)

7.18. BUDGET AMENDMENT - LIBRARY INVENTORY SCANNER

Presented by Janet Anderson, Library Director

RECOMMENDED ACTION

It is recommended that the City Council approve an ordinance to amend the 2023 annual budget to decrease the Library's capital revenues and expenditures and increase the Library's furniture and equipment revenues and expenditures for an inventory scanner.

Documents:

[MEMO 20. 2023 BA - LIBRARY-INVENTORY SCANNER \(002\).PDF](#)
[INVENTORY SCANNER QUOTE.PDF](#)
[20. 2023 BA - LIBRARY-INVENTORY SCANNER \(002\).PDF](#)

7.19. FAA AND STATE OF NORTH DAKOTA 2023 AIRPORT IMPROVEMENT PROGRAMS (AIP) GRANTS

Presented by Jennifer Eckman, Airport Director

RECOMMENDED ACTION

- 1. Recommend application of the 2023 AIP Grant from the FAA and the State of North Dakota, once bids are received and application process is opened; and**
- 2. Authorize the Mayor, City Attorney, and Airport Director to sign necessary documents.**

Documents:

[20230320_MEMO_FAA_AIP_NDAC_GRANTS_FINAL.PDF](#)

7.20. SNOW REMOVAL EQUIPMENT (SRE) ACQUISITION ADVERTISEMENT FOR BIDS

Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

It is recommended City Council approve the specifications and authorize a call for bids.

Documents:

[20230320 MEMO AIRPORT SRE ACQUISITION AD FOR BID.PDF](#)
[PROJECT MANUAL_CFME_03142023.PDF](#)
[PROJECT MANUAL_BLOWER 031423.PDF](#)

7.21. 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.PDF](#)
[2023 WARD COUNTY - FINAL.PDF](#)

8. ACTION ITEMS

8.1. 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 two additional animals at 25 19th Avenue Southeast. It is also recommended City Council deny the four undetermined animals, due to the lack of information about the specific breed for consideration.

Documents:

[PUBLIC HEARING - SPECIAL USE PERMIT FOR ADDITIONAL ANIMALS REQUESTED - 25 19 AVE SE.PDF](#)
[SPECIAL USE PERMIT - 25 19 AVE SE.PDF](#)
[AEL BROCHURE.PDF](#)

8.2. BEL AIR & WASHINGTON SRTS – REJECT BID (4577)

Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council reject Keller Paving and Landscaping’s bid.

Documents:

[4577 - BEL AIR AND WASHINGTON SRTS - REJECT BID MEMO.PDF](#)
[PCN 23244 KELLER PAVING AND LANDSCAPING 3-13-23.PDF](#)

8.3. MAGIC FUND GRANT TO SOURIS BASIN PLANNING COUNCIL TO FUND THE BUSINESS ACCELERATOR FUND

Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

- 1. It is recommended City Council approve the recommendation of the Magic Fund Screening Committee award a grant to Souris Basin Planning Council in the amount of \$805,300 to fund the Business Accelerator Fund;**
- 2. Approve the attached budget amendment; and**
- 3. Authorize the Mayor and City Clerk to sign the agreement.**

Documents:

[SBPC MEMO.PDF](#)
[SBPC MAGIC FUND AGREEMENT.PDF](#)
[17. 2023 BA - SBPC BUSINESS ACCELERATOR FUND.PDF](#)
[SBPC HANDOUT.PDF](#)

8.4. ALCOHOL LICENSING – DUCKPOND VENTURES, LLC

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

RECOMMENDED ACTION

It is recommended City Council approve the transfer of the Retail Liquor, Beer, & Wine license for Duckpond Ventures, LLC dba Dad's/Saul's to the basement of 105 1st St SE, more specifically described on the attached diagram of the licensed premises.

Documents:

[COUNCIL MEMO_DUCKPOND VENTURES LLC.PDF](#)
[DIAGRAM OF PROPOSED LICENSED PREMISES.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. LIAISON REPORTS

12. ADJOURNMENT