

# City of Minot

Regular City Council Meeting  
Monday, April 15, 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. PROCLAMATIONS

Documents:

[ARBOR DAY PROCLAMATION 2024.PDF](#)  
[PARKINSONS WEEK 2024 PROCLAMATION.PDF](#)  
[MSU POWWOW 2024 PROCLAMATION.PDF](#)

4. CITY MANAGER'S REPORT

Documents:

[4-15-2024 CITY MANAGER REPORT.PDF](#)  
[03-MARCH 2024 MONTHLY.PDF](#)

5. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[4 \(APR\) RECOMMENDATIONS 2024.PDF](#)

5.1. PUBLIC HEARING: ANNEXATION & ZONING MAP AMENDMENT - CHS INC.

Presented by Doug Diedrichsen

Public hearing request by Scott McClelland representing CHS, Inc., owner for a request of zone change and annexation for Outlots 26 & 27 of the north half of the southwest quarter less highway right-of-way Section 21, Township 155, Range 82 and Outlot 28 and the West half of Outlot 29 lying in the southeast quarter less highway right-of-way Section 21, Township 155, Range 82, County of Ward, North Dakota. The purpose of the request is the construction of a new truck maintenance facility to replace the existing facility.

The subject property address is 4815 Burdick Expressway East and three (3) unaddressed parcels to the west of that address.

**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; and**
- 2. An ordinance on first reading to annex the subject property.**

Documents:

[2024-02-03 - ZONING MAP AMENDMENT - CHS.PDF](#)  
[2024-02-03 - ANNEXTION - CHS.PDF](#)

**5.2. PUBLIC HEARING: TEXT AMENDMENT - 2024 SPRING ORDINANCE CLEAN-UP**  
Presented by Doug Diedrichsen

Public hearing request by Brian Billingsley, Community Development Director for a text amendment to the Land Development Ordinance of the City of Minot.

The proposed code changes pertain to the following sections: Table 9.1-2 to allow additional sign square footage for building with five (5) or more stories in the "CBD" Central Business District and "P" Public District, Section 4.1-6 C clarifying language regarding Sales or Service of Industrial, Agricultural, and Construction Equipment and Semi-Trucks; Section 10.3-13. B. 3. Clarifying language regarding public utilities easements. Chapter 2.3. Adding a definition for Pet Overnight Boarding Facilities (Up to 5) and Pet Overnight Boarding Facilities (6+), use categories will be added to the Use Table in the Minot Land Development Ordinance for both of these new uses; Section 4.1-6. N-O clarifying language concerning Kennels and Veterinary Clinics with Overnight Boarding Facilities and adding language regarding Pet Boarding Facilities.

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

Documents:

[2024-02-04 TEXT AMENDMENT - SPRING CLEAN-UP.PDF](#)

**6. CONSENT ITEMS**

**6.1. CITY COUNCIL MINUTES**

**It is recommended City Council approved the minutes of the April 1, 2024, Regular City Council meeting and the April 9, 2024, Board of Equalization meeting.**

Documents:

[04012024 COUNCIL MEETING MINUTES.PDF](#)  
[04092024 CC BOARD OF EQUALIZATION MEETING MINUTES.PDF](#)

**6.2. ORDINANCES**

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

- 1. Ordinance No 5952 - 2024 BA - 2024 Watermain Replacement Award of Bid**
- 2. Ordinance No 5953 - 2024 BA - Hydro-Excavator Jetter**

3. **Ordinance No 5954 - 2024 BA - Transit Transfer Center (2023660001)**
4. **Ordinance No 5955 - Yield Signs to Stop Signs - Multiple Locations**

Documents:

[ORDINANCE NO 5952 - 2024 BA - 2024 WATERMAIN REPLACEMENT AWARD OF BID.PDF](#)  
[ORDINANCE NO 5953 - 2024 BA - HYDRO-EXCAVATOR JETTER.PDF](#)  
[ORDINANCE NO 5954 - 2024 BA - TRANSIT TRANSFER CENTER \(2023660001\).PDF](#)  
[ORDINANCE NO 5955 - YIELD SIGNS TO STOP SIGNS - MULTIPLE LOCATIONS.PDF](#)

#### 6.3. ADMINISTRATIVE APPROVALS

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

Documents:

[ADMIN APPROVALS 04152024.PDF](#)

#### 6.4. GAMING SITE AUTHORIZATION – RENEWALS

**It is recommended City Council approve the gaming site authorization for the following organizations to conduct games of chance during the license year of July 1, 2024 through June 30, 2025 at the following locations:**

**Beulah Convention & Visitors Center**

- **Comfort Suites (601 22nd Ave SW)**
- **Uncle Maddio's Pizza (3310 16th St SW #100)**

**Prairie Grit Adaptive Sports**

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

**Aggie Foundation**

- **Off the Vine (15 S Main St)**
- **Arny's 2.0 (12 3rd St SE)**
- **Best Kept Secret (2400 10th St SW)**

**Minot Junior Golf Association**

- **Bootlegerz (515 20th Ave SE Suite 2B)**
- **Rangers Lounge (1218 S Broadway)**
- **Capri Bar (2030 Burdick Expwy E)**
- **Dakota Lounge (1525 31st Ave SW)**
- **Lucky Strike Casino (1901 N Broadway)**

**MSU Beaver Boosters Inc.**

- **Sports on Tap (220 S Broadway)**
- **Poor Farm (201 37th Ave SW)**
- **Lamplighter Lounge (200 16th St SW)**

Documents:

- 6.5. MINOR SUBDIVISION PLAT: COMMERCIAL WEST 2ND ADDITION  
Presented by Doug Diedrichsen, Principal Planner

**RECOMMENDED ACTION**

**It is recommended City Council approve a minor subdivision plat in ATTACHMENT A to create Commercial West 2nd Addition.**

Documents:

[CC MEMO COMMERCIAL WEST 2ND ADDITION.PDF](#)  
[ATTACHMENT A - COMMERCIAL WEST 2ND ADDITION.PDF](#)

- 6.6. AUTHORIZE ADVERTISEMENT FOR AUCTION/DEMOLITION OF FLOOD BUYOUT PROPERTIES  
Presented by Chris Plank

**RECOMMENDED ACTION**

**It is recommended City Council authorize advertisement for auction and/or demolition of the property located at 1623 8<sup>th</sup> Ave SE, Minot, ND 58701.**

Documents:

[CITY COUNCIL MEMO - AUCTION-DEMO MEMO 4-15-24.PDF](#)

- 6.7. 2024 STRUCTURE DEMOLITION/SITE RESTORATION CONTRACT AWARD – 309 1ST AVE NE  
Presented by Chris Plank

**RECOMMENDED ACTION**

**It is recommended City Council approve and authorize the Mayor to sign a contract with Dig It Up Backhoe Services, Inc. for structure demolition /site restoration located at 309 1<sup>st</sup> Ave NE, Minot ND 58701 in the amount of \$32,400.**

Documents:

[CITY COUNCIL MEMO - DEMOLITION AWARD 4-15-24.PDF](#)  
[AWARD LETTER 309 1ST AVE NE STRUCTURE DEMOLITION 3755.22.PDF](#)  
[DEMOLITION AGREEMENT 309 1ST AVE NE STRUCTURE DEMOLITION 3755.22.PDF](#)

- 6.8. FY2023 LOCAL EDWARD BYRNE JUSTICE ASSISTANCE GRANT  
Presented by Captain Justin Sundheim

#### **RECOMMENDED ACTION**

- 1. It is recommended City Council approve the acceptance of the FY 2023 Local Edward Byrne Memorial Justice Assistance Grant (JAG);**
- 2. Authorize the Mayor to sign the Memorandum of Understanding; and**
- 3. Pass an ordinance to amend the 2024 annual budget to increase the Police Department operation supplies and capital revenues and expenditures for the FY2023 Edward Byrne JAG Grant.**

Documents:

[FY23 JAG GRANT COUNCIL MEMO.PDF](#)  
[2023 JAG MOU.PDF](#)  
[16. 2024 BA - EDWARD BYRNE JAG GRANT.PDF](#)

- 6.9. CONSULTING ENGINEERING - PRAIRIE ENGINEERING TASK ORDER (4782)  
Presented by Stephen Joersz

#### **RECOMMENDED ACTION**

- 1. It is recommended City Council approve a task order for Prairie Engineering to provide engineering support services for street lighting and traffic signals as requested by the Engineering Department;**
- 2. Approve a task order for Prairie Engineering to provide construction engineering services for Street Lighting District 65; and**
- 3. Authorize the Mayor to sign the task orders.**

Documents:

[PRAIRIE ENGINEERING TASK ORDER MEMO 4782.PDF](#)  
[24016 TASK ORDER NO1 - 2024 WORK.PDF](#)  
[24016 TASK ORDER NO2 - STREET LIGHT DISTRICT 65.PDF](#)

- 6.10. NDDOT COMMUNITY WAYFINDING AGREEMENT  
Presented by Stephen Joersz

#### **RECOMMENDED ACTION**

**It is recommended City Council approve the Community Wayfinding Agreement with the North Dakota Department of Transportation; and authorize the Mayor to sign the agreement.**

Documents:

[4620 WAYFINDING NDDOT AGREEMENT.PDF](#)  
[COMMUNITY WAYFINDING SIGNING AGREEMENT\\_MINOT.PDF](#)

6.11. CORRECTED RATES AND CHARGES RESOLUTION

Presented by Jennifer K, Eckman, Airport Director

**RECOMMENDED ACTION**

**It is recommended City Council approve the corrected rates and charges resolution and authorize the Mayor to sign the corrected resolution.**

Documents:

[1. CORRECTED 2024 AIRPORT RATES AND CHARGES RESOLUTION - COUNCIL MEMO.PDF](#)  
[1 - AIRPORT RATES AND CHARGES CORRECTED RESOLUTION 2024.PDF](#)  
[1. AIRPORT RATES AND CHARGES CORRECTED RESOLUTION 2024 - REDLINE.PDF](#)

6.12. PROPERTY MAINTENANCE SMALL ARTICULATING LOADER – BUCKET EXCHANGE (4768)

Presented by Jason Sorenson

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the exchange of the small articulating loader winged blade attachment for a bucket attachment; and**
- 2. Approve a budget amendment allocating funds for the trade-in value and the purchase of the bucket attachment.**

Documents:

[4748 - MEMO TO COUNCIL - SMALL LOADER - BUCKET EXCHANGE.PDF](#)  
[21. 2024 BA - ARTICULATING LOADER TRADE IN.PDF](#)

7. ACTION ITEMS

7.1. USED FIRE ENGINE BUDGET REQUEST

Presented by Kelli Kronschnabel, Fire Chief

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the purchase of a used fire engine and waive the City of Minot procurement requirements; and**
- 2. Approve a budget amendment of \$400,000 for the purchase and up fit of a used fire engine on first reading.**

Documents:

[BUDGET MEMO FOR RESERVE ENGINE.PDF](#)  
[23. 2024 BA - USED FIRE ENGINE.PDF](#)

7.2. CAPITAL PURCHASE OF 2025 FORD POLICE UTILITY INTERCEPTORS FROM  
STATE BID

Presented by Captain Justin Sundheim

**RECOMMENDED ACTION**

- 1. It is recommended City Council authorize the purchase of five (5) 2025 Ford Interceptor Utility vehicles using the North Dakota State Contract for a purchase amount of \$235,644.75; and**
- 2. Approve the proposed ordinance to amend the 2024 annual budget to increase the police capital equipment expenditures for the purchase of patrol vehicles, using fund cash reserves on the first reading.**

Documents:

[PATROL VEHICLES FY2024 PURCHASE.PDF](#)  
[22. 2024 BA - POLICE INTERCEPTOR SUVS.PDF](#)  
[MINOT PD SSP7-7 K8A GAS 25MY QUOTE.PDF](#)  
[NELSON AUTO CONTRACT SUMMARY.PDF](#)  
[376 377 STATE CONTRACT SUMMARY \(1\).PDF](#)

7.3. APPOINTMENT OF PUBLIC WORKS OPERATIONS DIRECTOR

Presented by Tom Joyce, Assistant City Manager

**RECOMMENDED ACTION**

**It is recommended City Council approve the appointment of Bryan Banfill as the Public Works Operations Director.**

Documents:

[COUNCIL MEMO APPOINTMENT OF PW OPERATIONS DIRECTOR.PDF](#)

7.4. ADOPT MINOT HOUSING NEEDS AND MARKET ASSESSMENT STUDY

Presented by Brian Billingsley and Tom Leighton

**RECOMMENDED ACTION**

**It is recommended City Council adopt the Minot Housing Needs and Market Assessment Study as a supplement to the City's housing policy**

**and direct staff to use its strategies as a work plan.**

Documents:

[CC MEMO - HOUSING STUDY.PDF](#)  
[MINOT HOUSING STUDY\\_FULL REPORT 04-02-2024.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. CPSM STUDY PRESENTATION

**Representatives of CPSM will present the reports and provide an overview of their findings.**

**Staff contacts are:**

- **Harold Stewart, City Manager**
- **Chief John Klug (will be absent from the meeting)**
- **Chief Kelli Kronschnabel**

Documents:

[MINOT.ND\\_FIRE ANALYSIS\\_DRAFT FINAL REPORT\\_04082024.PDF](#)  
[MINOTPD\\_OPS\\_REPORT\\_FINAL\\_EDITED26FEB.PDF](#)  
[CPSM PRESENTATION FIRE.PDF](#)  
[CPSM PRESENTATION PD.PDF](#)

10. LIAISON REPORTS

11. ADJOURNMENT