



Regular City Council Meeting
Monday, April 17, 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:

[MHS SWIM TEAM PROCLAMATION 2023 2.PDF](#)

4. CITY MANAGERS REPORT

Documents:

[04-17-2023 CITY MANAGER REPORT.PDF](#)
[MINOT ND CITY COUNCIL RETREAT REPORT 2023.PDF](#)
[MINOT \(APRIL UPDATE\).PDF](#)
[03-MARCH 2023 MONTHLY.PDF](#)
[APRIL BOARD PACKET_CITY CONTRACT \(003\).PDF](#)
[2023 -4 - APR - SPECIAL MEETING - BOD AGENDA.PDF](#)

5. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[4 \(APR\) RECOMMENDATIONS 2023.PDF](#)

- 5.1. PUBLIC HEARING: ANNEXATION & ZONING MAP AMENDMENT - RIDGEDALE 2ND ADDITION

Public hearing request by Eric Bretheim, owner for a zoning map amendment from "C2" General Commercial District to "M1" Light Industrial District for Lot 2, Ridgedale Industrial Park 2nd Addition. The request also includes annexation of the subject property and adjoining right-of-way. The purpose for the request is for unspecified future light industrial development.

The property is unaddressed and is located east of 225 45th Ave. NE.

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:

[04172023 - ZONING MAP AMENDMENT - RIDGEDALE.PDF](#)
[04172023 - ANNEXION - RIDGEDALE WEXHIBIT.PDF](#)

5.2. PUBLIC HEARING: ZONING MAP AMENDMENT - CENEX 4TH ADDITION

Public hearing request by Sherry McGlaughlin on behalf of SM Real Estate, owner for a zoning map amendment from "M1" Light Industrial District to "CBD" Central Business District. The purpose for the request is to align the zoning with existing use of the property as a pool hall. The legal description for the property is Lots 1 and 3, Cenex 4th Addition.

The address for the property is 215 E. Central Ave. and 11 3rd St. NE.

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

Documents:

[04172023 - ZONING MAP AMENDMENT - CENEX 4TH ADDITION.PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the April 3, 2023 Regular City Council meeting.

Documents:

[04032023 COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

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

1. **Ordinance No 5834 - 2023 BA - Polaris Park SSD #124**
2. **Ordinance No 5835 - 2023 BA - Traffic Signal District #2022-1**
3. **Ordinance No 5836 - 2023 BA - Recycling Processor Selection**

Documents:

[ORDINANCE NO 5834 - 2023 BA - POLARIS PARK SSD 124.PDF](#)
[ORDINANCE NO 5835 - 2023 BA - TRAFFIC SIGNAL DISTRICT 2022-1.PDF](#)
[ORDINANCE NO 5836 - 2023 BA - RECYCLING PROCESSOR SELECTION.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the administrative approvals.

Documents:

[ADMIN APPROVALS 04172023.PDF](#)

6.4. MAYORAL APPOINTMENT

It is recommended City Council confirm the following Mayoral Appointment for the Minot Housing Authority Board of Commissioners:

- **Linda Madsen to replace Ron LaCount on the Minot Housing Authority Board of Commissioners with a term to expire December 31, 2027.**

6.5. GAMING SITE AUTHORIZATION- BEULAH CONVENTION AND VISITOR'S BUREAU

Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for Beulah Convention & Visitor's Bureau to conduct games of chance during the license year of July 1, 2023 through June 30, 2024 at the following locations:

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

Documents:

[MEMO- GAMING SITE BEULAH CONVENTION AND VISITORS BUREAU.PDF](#)

6.6. GAMING SITE AUTHORIZATION- BISHOP RYAN CATHOLIC SCHOOL

Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for Bishop Ryan Catholic Schools to conduct games of chance during the license year of July 1, 2023 through June 30, 2024 at the following location:

- **Bishop Ryan (316 11th Ave NW)**

Documents:

[MEMO- GAMING SITE BISHOP RYAN CATHOLIC SCHOOLS.PDF](#)

6.7. GAMING SITE AUTHORIZATION- EPIC CHARITIES, INC

Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for

EPIC Charities, Inc to conduct games of chance during the license year of July 1, 2023 through June 30, 2024 at the following locations:

- **Rockin' Horse (2625 E Burdick Expwy)**
- **Spicy Pie (1100 N Broadway)**

Documents:

[MEMO- GAMING SITE EPIC CHARITIES, INC.PDF](#)

6.8. ALCOHOL LICENSING – 1685, LLC

Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended City Council approve the request for a Private Golf Course license for 1685, LLC dba 1685 (1912 Valley Bluffs Drive).

Documents:

[ALCOHOL LICENSING 1685, LLC.PDF](#)

6.9. MINOR SUBDIVISION PLAT: BOLTON HEIGHTS 13TH 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 Bolton Heights 13th Addition.

Documents:

[CC MEMO - BOLTON HEIGHTS - MINOR PLAT.PDF](#)
[ATTACHMENT A - BOLTON HEIGHTS 13TH ADDITION.PDF](#)

6.10. MAJOR SUBDIVISION FINAL PLAT: WALSH ADDITION

Presented by John Van Dyke

RECOMMENDED ACTION

It is recommended City Council approve a major subdivision final plat as provided in Attachment A to create Walsh Addition.

Documents:

[CC MEMO - WALSH FINAL PLAT.PDF](#)
[ATTACHMENT A - WALSH FINAL PLAT.PDF](#)

6.11. APPROVE REQUEST FOR RENEWAL OF AIRPORT HAY LAND/CROP AGREEMENT

Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

- 1. It is recommended City Council approve the Request for Renewal of the Airport's Hay Land/Crop agreement; and**
- 2. Authorize the Mayor to sign any necessary documents.**

Documents:

[MEMO HAY CONTRACT RENEWAL_2023.PDF](#)
[2022 HAY CONTRACT.PDF](#)
[RENEWAL OPTION REQUEST_2023.PDF](#)

- 6.12. T-HANGAR TAXILANE AND TAXIWAY B2 ADVERTISEMENT FOR BIDS
Presented By Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

- 1. Recommend approval of the specifications and authorize a call for bids; and**
- 2. Authorize the Mayor, City Attorney, and Airport Director to sign the necessary documentation.**

Documents:

[20230417 MEMO TAXIWAY AND TAXILANE AD FOR BIDS.PDF](#)
[FULLY EXECUTED SEH MASTER AGREEMENT FOR PROFESSIONAL SERVICES_SIGNED.PDF](#)
[SUPPLEMENTAL LETTER AGREEMENT - MOT_TAXILANE RECON_DESIGN PROPOSAL_SIGNED.PDF](#)
[2023 MOT TXY B2 AND TXLNS - 90 PERCENT DRAFT PLANS.PDF](#)
[2023 MOT TXY B2 AND TXLNS - 90 PERCENT DRAFT SPEC.PDF](#)
[00 11 13 ADVERTISEMENT FOR BIDS_ONLINE BIDDING.PDF](#)

- 6.13. S BROADWAY AND BURDICK EXPWY W SIGNAL REPLACEMENT AWARD OF BID (4752)
Presented by Stephen Joersz

RECOMMENDED ACTION

- 1. It is recommended City Council award the low bid to Main Electric Construction, Inc. in the amount of \$388,003.00; and**
- 2. Authorize the Mayor to sign the Agreement.**

Documents:

[4752 - 2023 SIGNAL IMPROVEMENT AWARD OF BID.PDF](#)
[2023 S BROADWAY AND BURDICK EXPWY W SIGNAL REPLACEMENT COVER SHEET.PDF](#)

6.14. REQUEST TO USE ASSET FORFEITURE FUNDS TO PURCHASE EVERTEX COMMUNICATIONS PLATFORM

Presented by John Klug, Chief of Police

RECOMMENDED ACTION

1. **It is recommended City Council approve the request to use asset forfeiture funds to purchase the first 8 months of the Evertel Technologies communication platform for the Police Department; and**
2. **Approve the amendment to the Police Department's budget.**

Documents:

[MEMO - SIEZURE FUND EXPENDITURE REQUEST \(4.17.23\).PDF](#)
[EVERTEL ADJUSTED QUOTE PARTIAL YEAR A555528E-645B-4DE6-B4B2-187422BA90B5.PDF](#)
[29. 2023 BA - POLICE USE OF ASSET FORFEITURE FUNDS TO PURCHASE EVERTEL SERVICE.PDF](#)

6.15. RETIREMENT OF K9 MACIE AND AGREEMENT OF SALE AND RELEASE OF CLAIMS

Presented by John Klug, Chief of Police

Recommended Action

1. **It is recommend City Council approve the retirement of Police K-9 Macie;**
2. **Approve the Sale and Transfer of Ownership of Police K-9 Macie; and**
3. **Authorize the Mayor to sign the Agreement.**

Documents:

[SALE AND RETIREMENT OF K9 MACIE.PDF](#)
[SALE OF MACIE AND WAIVER OF LIABILITY AGREEMENT.PDF](#)

6.16. LANDFILL SCALES RELOCATION - AWARD OF BID (4580.3)

Presented by Jason Sorenson

RECOMMENDED ACTION

1. **It is recommended City Council award the bid for the 2023 Landfill Truck Scales Relocation Project to Prairie Scale Systems, Inc. for the lowest bid of \$239,680.00;**
2. **Authorize the Mayor to sign contract documents on behalf of the City; and**
3. **Approve the budget amendment to allocate funds for relocating the scale house and scales.**

Documents:

[4580.3 - LANDFILL SCALES RELOCATION AWARD OF BID MEMO.PDF](#)
[27. 2023 BA - LANDFILL SCALE HOUSE AND RELOCATION OF EXISTING SCALES.PDF](#)

6.17. LANDFILL PERIMETER FENCE - AWARD OF BID (4738)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid for the Landfill Perimeter Fence Project to American Security and Gate for the lowest bid of \$21.65 per foot;**
- 2. Authorize the Mayor to sign contract documents on behalf of the City; and**
- 3. Approve the budget amendment to allocate funds for the project.**

Documents:

[LANDFILL PERIMETER FENCE MEMO.PDF](#)
[28. 2023 BA - LANDFILL PERIMETER FENCE AND TREES.PDF](#)

7. ACTION ITEMS

7.1. PARKING RESTRICTIONS – 1ST STREET SE AND 1ST AVENUE SE

Presented by Stephen Joersz

RECOMMENDED ACTION

It is recommended City Council pass an ordinance to modify parking restrictions near the intersection of 1st Street SE and 1st Avenue SE:

- 1. Modify the east side of 1st Street SE, south 60-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 1-hour 9:00 AM to 5:00 PM**
- 2. Modify the south side of 1st Avenue SE, east 55-feet to east 100-feet from the center of the 1st Street SE intersection from 2-hour 9:00 AM to 5:00 PM to 1-hour 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_20230412.PDF](#)

7.2. REVISION OF CHAPTER 2, ARTICLE V, DIVISION 4 (HUMAN RELATIONS COMMITTEE)

Presented by Alderwoman Evans

RECOMMENDED ACTION

It is recommended City Council approve the attached ordinance, on first reading, to revise Chapter 2, Article V, Division 4 (Human Relations Committee) of the City of Minot Code of Ordinances.

Documents:

[HRC REVISION APRIL 2023.PDF](#)
[ORDINANCE HUMAN RELATIONS COMMITTEE.PDF](#)

- 8. PERSONAL APPEARANCES
- 9. MISCELLANEOUS AND DISCUSSION ITEMS
 - 9.1. CAPITAL IMPROVEMENT PLAN PRESENTATION (4754)
Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

There is no recommended action for this meeting. This is the presentation of the plan.

Documents:

[CITY OF MINOT CAPITAL IMPROVEMENT PLAN PRESENTATION 4.17.23.PDF](#)
[2024 - 2028 CAPITAL IMPROVEMENT PLAN PRESENTATION MEMO.PDF](#)
[CITY OF MINOT CAPITAL IMPROVEMENT PLAN 2024 - 2028 DRAFT WITH APPENDICES 4.10.23.PDF](#)

- 9.2. SISTER CITY INVITATION AND TRIP
- 10. LIAISON REPORTS
- 11. ADJOURNMENT