

# City of Minot

Regular City Council Meeting  
Monday, May 1, 2023, 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:

[05-01-2023 CITY MANAGER REPORT.PDF](#)  
[2023 -4 - APR 18 - SPECIAL MEETING - BOD AGENDA.PDF](#)  
[MINOT COMMISSION ON AGING BOARD OF DIRECTORS MARCH MEETING.PDF](#)

5. CITY ATTORNEY REPORT

Documents:

[2023-5.PDF](#)

6. CONSENT ITEMS

- 6.1. CITY COUNCIL MINUTES

**It is recommended City Council approve the minutes of the April 11, 2023 Board of Equalization meeting and the April 17, 2023 Regular City Council meeting.**

Documents:

[EQUALIZATION MINUTES 2023.PDF](#)  
[04172023 COUNCIL MEETING MINUTES.PDF](#)

- 6.2. ORDINANCES

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

1. **Ordinance No 5837 - 2023 BA - Police Use of Asset Forfeiture Funds to Purchase Evertel Service**
2. **Ordinance No 5838 - 2023 BA - Landfill Scale House & Relocation of Existing Scales**

3. **Ordinance No 5839 - 2023 BA - Landfill Perimeter Fences & Trees**
4. **Ordinance No 5840 - Human Relations Committee**
5. **Ordinance No 5841 - Reserved Parking Ord - 1st St SE at 1st Ave SE**
6. **Ordinance No 5842 - Annexion - Ridgedale**
7. **Ordinance No 5843 - Zoning Map Amendment - Ridgedale**
8. **Ordinance No 5844 - Zoning Map Amendment - Cenex 4th Addition**

Documents:

[ORDINANCE NO 5837 - 2023 BA - POLICE USE OF ASSET FORFEITURE FUNDS TO PURCHASE EVERTEL SERVICE.PDF](#)  
[ORDINANCE NO 5838 - 2023 BA - LANDFILL SCALE HOUSE AND RELOCATION OF EXISTING SCALES.PDF](#)  
[ORDINANCE NO 5839 - 2023 BA - LANDFILL PERIMETER FENCES AND TREES.PDF](#)  
[ORDINANCE NO 5840 - HUMAN RELATIONS COMMITTEE.PDF](#)  
[ORDINANCE NO 5841 - RESERVED PARKING ORD - 1ST ST SE AT 1ST AVE SE.PDF](#)  
[ORDINANCE NO 5842 - ANNEXION - RIDGEDALE.PDF](#)  
[ANNEXATION EXHIBIT.PDF](#)  
[ORDINANCE NO 5843 - ZONING MAP AMENDMENT - RIDGEDALE.PDF](#)  
[ORDINANCE NO 5844 - ZONING MAP AMENDMENT - CENEX 4TH ADDITION.PDF](#)

#### 6.3. ADMINISTRATIVE APPROVALS

**It is recommended City Council approve the administrative approvals.**

Documents:

[ADMIN APPROVALS 05012023.PDF](#)

#### 6.4. BILLS, TRANSFERS, AND PAYROLL

**It is recommended City Council approve the payroll for the period of March 26, 2023 through April 22,2023 in the amount of \$2,271,781.56 and the bills and transfers for April in the amount of \$5,732,564.85.**

Documents:

[PAYROLL.PDF](#)  
[2023 TRANSFER-ELECTRONIC PAYMENT APRIL.PDF](#)  
[APRIL 2023 CITY COUNCIL BILLS PAID.PDF](#)  
[APRIL 2023 P CARDS.PDF](#)

#### 6.5. ALCOHOL LICENSING – DUTCH MILL BEVERAGES, LLC

Presented by Chief John Klug and Mikayla McWilliams

#### **RECOMMENDED ACTION**

**It is recommended City Council approve the transfer request from Friday’s Inc. dba The Rockin Horse for a Retail Liquor, Beer, and Wine license to Dutch Mill Beverages, LLC dba The Rockin Horse (2625 Burdick Expwy E).**

Documents:

[ALCOHOL LICENSING DUTCH MILL BEVERAGES, LLC.PDF](#)

- 6.6. ALCOHOL LICENSING – PRONGHORN, LLC  
Presented by Chief John Klug and Mikayla McWilliams

**RECOMMENDED ACTION**

**It is recommended City Council approve the request for a Retail Beer license for Pronghorn, LLC dba Highland Suites (1605 35th Ave SW).**

Documents:

[ALCOHOL LICENSING HIGHLAND SUITES.PDF](#)

- 6.7. GAMING SITE AUTHORIZATION – MINOT HOCKEY BOOSTERS  
Presented by Chief John Klug and Mikayla McWilliams

**RECOMMENDED ACTION**

**It is recommended City Council approve the gaming site authorization for the Minot Hockey Boosters to conduct games of chance during the license year of May 15, 2023 through June 30, 2023 at the following locations:**

- **Highland Suites (1605 35th Ave SW)**

Documents:

[MEMO- GAMING SITE MINOT HOCKEY BOOSTERS 2023.PDF](#)

- 6.8. GAMING SITE AUTHORIZATION- MINOT MAGIC CITY LIONS  
Presented by Chief John Klug and Mikayla McWilliams

**RECOMMENDED ACTION**

**It is recommended City Council approve the gaming site authorization for the Minot Magic City Lions to conduct games of chance during the license year of May 8, 2023 through June 30, 2023 at the following locations:**

- **1685 (1912 Valley Bluffs Drive)**

Documents:

[MEMO- GAMING SITE MINOT MAGIC CITY LIONS.PDF](#)

- 6.9. GAMING SITE AUTHORIZATION – OUR REDEEMER'S  
Presented Chief John Klug and Mikayla McWilliams

## **RECOMMENDED ACTION**

**It is recommended City Council approve the gaming site authorization for Our Redeemer’s Lutheran Brethren Church to conduct games of chance during the license year of July 1, 2023 through June 30, 2024 at the following locations:**

- **Our Redeemer’s Lutheran Brethren Church (700 16th Ave SE)**

Documents:

[MEMO- GAMING SITE OUR REDEEMERS LUTHERAN BRETHERN CHURCH.PDF](#)

### **6.10. GAMING SITE AUTHORIZATION – MINOT HOCKEY BOOSTERS**

Presented by Chief John Klug and Mikayla McWilliams

## **RECOMMENDED ACTION**

**It is recommended City Council approve the gaming site authorization for the Minot Hockey Boosters to conduct games of chance during the license year of July 1, 2023 through June 30, 2024 at the following locations:**

- **28 Tastes and Taps (1603 35th Ave SW)**
- **On the Rocks (614 3rd St NE)**
- **The “O”riginal (720 N Broadway)**
- **Aces Lounge & Casino (1524 S Broadway, Ste 8)**
- **Barley Pop (437 N Broadway)**
- **Nola’s Lounge (919 Burdick Expwy W)**
- **Highlands Suites (1605 35th Ave SW)**
- **X Golf (1621 S Broadway)**

Documents:

[MEMO- GAMING SITE MINOT HOCKEY BOOSTERS.PDF](#)

### **6.11. GAMING SITE AUTHORIZATION- THE AGGIE FOUNDATION**

Presented by Chief John Klug and Mikayla McWilliams

## **RECOMMENDED ACTION**

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

- **Off the Vine (15 S Main St)**
- **Arny’s 2.0 (12 3rd St SE)**

- **Best Kept Secret (2400 10th St SW)**

Documents:

[MEMO- GAMING SITE AGGIE FOUNDATION.PDF](#)

- 6.12. GAMING SITE AUTHORIZATION- FOUNDATION FOR ORTHODOXY, INC  
Presented by Chief John Klug and Mikayla McWilliams

**RECOMMENDED ACTION**

**It is recommended City Council approve the gaming site authorization for the Foundation of Orthodoxy, Inc to conduct games of chance during the license year of July 1, 2023 through June 30, 2024 at the following locations:**

- **Clarion Hotel & Convention Center (2200 Burdick Expwy E)**

Documents:

[MEMO- GAMING SITE FOUNDATION FOR ORTHODOXY.PDF](#)

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

- **1685 (1912 Valley Bluffs Drive)**

Documents:

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

- 6.14. GAMING SITE AUTHORIZATION- COMPANIONS FOR CHILDREN  
Presented by Chief John Klug and Mikayla McWilliams

**RECOMMENDED ACTION**

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

- **Buffalo Wild Wings (3820 S Broadway)**
- **Mi Mexico (3816 S Broadway)**

- **Buffalo Wings and Rings (910 24th Ave SW)**

Documents:

[MEMO- GAMING SITE COMPANIONS FOR CHILDREN.PDF](#)

6.15. GAMING SITE AUTHORIZATION - MSU BEAVER BOOSTERS

Presented by Chief John Klug and Mikayla McWilliams

**RECOMMENDED ACTION**

**It is recommended City Council approve the gaming site authorization for the MSU Beaver Boosters to conduct games of chance during the license year of July 1, 2023 through June 30, 2024 at the following locations:**

- **Sports on Tap (220 S Broadway)**
- **The Spot (215 E Central Ave)**
- **Lamplighter Lounge (200 16th St SW)**

Documents:

[MEMO- GAMING SITE MSU BEAVER BOOSTERS.PDF](#)

6.16. GAMING SITE AUTHORIZATION – MINOT JUNIOR GOLF ASSOCIATION

Presented by Chief John Klug and Mikayla McWilliams

**RECOMMENDED ACTION**

**It is recommended City Council approve the gaming site authorization for the Minot Junior Golf Association to conduct games of chance during the license year of July 1, 2023 through June 30, 2024 at the following locations:**

- **Trappers Lounge (2401 2 & 52 Bypass)**
- **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)**

Documents:

[MEMO- GAMING SITE MINOT JUNIOR GOLF ASSOCIATION.PDF](#)

6.17. MINOR SUBDIVISION PLAT: 11TH AVENUE N.E. SECOND 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 11th Avenue N.E. Second Addition.**

Documents:

[CC MEMO - 11TH AVE NE 2ND ADDITION - MINOR PLAT.PDF](#)  
[ATTACHMENT A - 11TH AVE NE 2ND ADDITION.PDF](#)

6.18. MINOR SUBDIVISION PLAT: NORTH SIDE 6TH 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 North Side 6th Addition.**

Documents:

[CC MEMO - NORTH SIDE 6TH ADDITION - MINOR PLAT.PDF](#)  
[NORTH SIDE 6TH 8.5X11.PDF](#)

6.19. MINOR SUBDIVISION PLAT: BOLTON HEIGHTS 14TH 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 14th Addition.**

Documents:

[CC MEMO - BOLTON HEIGHTS 14TH ADDITION - MINOR PLAT.PDF](#)  
[ATTACHMENT A - BOLTON HEIGHTS 14TH ADDITION.PDF](#)

6.20. MAJOR SUBDIVISION FINAL PLAT: HIGHLANDS AT NORTH HILL 7TH 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 Highlands at North Hill 7th Addition.**

Documents:

[CC MEMO - HIGHLANDS AT NORTH HILL 7TH FINAL.PDF](#)  
[ATTACHMENT A - HIGHLANDS AT NORTH HILL 7TH FINAL.PDF](#)

6.21. GREAT RIVER FCU FINANCIAL DONATION

Presented by Kelli Kronschnabel, Fire Chief

**RECOMMENDED ACTION**

**It is recommended City Council approve the budget amendment on first reading to amend the 2023 annual budget to increase fire control - operational supplies for the Great River Federal Credit Union Donation.**

Documents:

[2022 GREAT RIVER MEMO.PDF](#)  
[BA - GREAT RIVER AED DONATION.PDF](#)  
[MFD DONATION LETTER.PDF](#)

- 6.22. APPROVE LEASE FOR THE PURCHASE OF A FIRE TRUCK  
Presented by David Lakefield, Finance Director

**RECOMMENDED ACTION**

**It is recommended City Council authorize the Finance Director to negotiate a lease agreement to finance the purchase of a new fire truck and authorize the Mayor and Finance Director to sign the agreement.**

Documents:

[FIRE TRUCK LEASE.PDF](#)  
[INV\\_171633\\_FROM\\_FIRE\\_SAFETY\\_USA\\_INC\\_9296.PDF](#)

- 6.23. ENGINEERING STUDY AT THE INTERSECTION OF 7TH STREET NW AND 1ST AVENUE NW  
Presented by Stephen Joersz, PE, PTOE

**RECOMMENDED ACTION**

**It is recommended City Council pass an ordinance on modifying the 7th Street NW approaches from Yield control to Stop control at the intersection with 1st Avenue NW.**

Documents:

[MEMO\\_STOPS - 7TH ST NW AT 1ST AVE NW.PDF](#)  
[A SIGHT TRIANGLE GRAPHIC FOR 7TH STREET NW AND 1ST AVENUE NW.PDF](#)  
[B PROPOSED ORDINANCE FOR 7TH STREET NW AND 1ST AVENUE NW.PDF](#)

- 6.24. ENGINEERING STUDY AT THE INTERSECTION OF 36TH AVENUE NE AND 2ND STREET NE  
Presented by Stephen Joersz, PE, PTOE

**RECOMMENDED ACTION**

**It is recommended City Council pass an ordinance to add stop control to 2nd Street NE at the intersection with 36th Avenue NE.**



Documents:

MEMO\_STOPS - 2ND STREET NE AT 36TH AVENUE NE.PDF  
A SIGHT TRIANGLE GRAPHIC FOR 36TH AVENUE NE AND 2ND STREET  
NE.PDF  
B PROPOSED ORDINANCE FOR 36TH AVENUE NE AND 2ND STREET  
NE.PDF

- 6.25. ENGINEERING STUDY AT THE INTERSECTION OF W CENTRAL AVE AND 30TH STREET W

Presented by Stephen Joersz, PE, PTOE

**RECOMMENDED ACTION**

**It is recommended City Council pass an ordinance to add stop control to W Central Avenue at the intersection with 30th Street W.**

Documents:

MEMO\_STOPS - W CENTRAL AVE AT 30TH ST W.PDF  
A SIGHT TRIANGLE GRAPHIC FOR W CENTRAL AVENUE AND 30TH  
STREET W.PDF  
B PROPOSED ORDINANCE FOR W CENTRAL AVENUE AND 30TH STREET  
W.PDF

- 6.26. ENGINEERING STUDY AT THE INTERSECTION OF 1ST STREET SW AND 5TH AVENUE SW

Presented by Stephen Joersz, PE, PTOE

**RECOMMENDED ACTION**

**It is recommended City Council pass an ordinance on modifying the 1st Street SW approaches from Yield control to Stop control at the intersection with 5th Avenue SW.**

Documents:

MEMO\_STOPS - 1ST ST SW AT 5TH AVE SW.PDF  
A SIGHT TRIANGLE GRAPHIC FOR 1ST STREET SW AND 5TH AVENUE  
SW.PDF  
B PROPOSED ORDINANCE FOR 1ST STREET SW AND 5TH AVENUE  
SW.PDF

- 6.27. ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT (EECBG) PROGRAM

Presented by Stephen Joersz, Traffic Engineer

**RECOMMENDED ACTION**

- 1. It is recommended City Council accept the Energy Efficiency and Conservation Block Grant (EECBG) Program award in the amount of \$76,670;**

2. **Direct staff to apply EECBG funds to perform streetlight luminaire replacements; and**
3. **Approve the proposed budget amendment on first reading.**

Documents:

[MEMO - 2023 EECGB PROGRAM.PDF](#)  
[31. 2023 BA LED STREET LIGHT LUMINAIRE.PDF](#)

- 6.28. US 83 BYPASS CHIP SEAL COST PARTICIPATION AND MAINTENANCE AGREEMENT (4725)  
Presented by Lance Meyer

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the attached Cost Participation and Maintenance Agreement with the NDDOT; and**
2. **Authorize the Mayor to sign the agreement.**

Documents:

[US 83 BYPASS CHIP SEAL CPM MEMO.PDF](#)  
[US 83 BYPASS CHIP SEAL CPM AGREEMENT.PDF](#)

- 6.29. US 2 AND 42ND ST SE CHIP SEAL COST PARTICIPATION AND MAINTENANCE AGREEMENT (4724)  
Presented by Lance Meyer

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the attached Cost Participation and Maintenance Agreement with the NDDOT; and**
2. **Authorize the Mayor to sign the agreement.**

Documents:

[US 2 AND 42ND ST SE CHIP SEAL CPM MEMO.PDF](#)  
[US 2 AND 42ND ST SE CHIP SEAL CPM.PDF](#)

- 6.30. PROPERTY MAINTENANCE SMALL ARTICULATING LOADER – AWARD OF BID (4768)  
Presented by Jason Sorenson

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the bid from General**

**Equipment and Supplies, Inc. in the amount of \$89,150.00 for a small wheel loader; and**

- 2. Approve a budget amendment allocating funds for the loader and snow bucket purchase.**

Documents:

[4748 - MEMO TO COUNCIL - SMALL LOADER.PDF](#)  
[30. 2023 BA PROPERTY MAINTENANCE ARTICULATING LOADER- CA RESERVES.PDF](#)

6.31. LANDFILL CELL 7 – CONTRACT AMENDMENT (PROJECT NUMBER 4241.1)

Presented by Jason Sorenson

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve a contract amendment with CPS Engineering in the amount of \$303,000 for the construction administration of Cell 7; and**
- 2. Authorize the Mayor to sign the amendment.**

Documents:

[4241 - CELL 7 - CONTRACT AMENDMENT.PDF](#)  
[AMNDMT01\\_4241\(MSWLF7\).PDF](#)

6.32. ENGINEERING TASK ORDER AGREEMENT FOR 16TH STREET CLOSURE REPAIR

Presented by Dan Jonasson

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the Task Order Agreement 2 with Houston Engineering for design work for sill repair on 16th Street SW flood closure; and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[ENGINEERING DESIGN MEMO 3673A - SILL REPAIR.PDF](#)  
[3673A DESIGN ENG AGREEMENT HOUSTON.PDF](#)

6.33. SNOW REMOVAL EQUIPMENT (SRE) ROTARY BLOWER ACQUISITION CONTRACT AWARD

Presented by Jennifer Eckman, Airport Director

**RECOMMENDED ACTION**

- 1. It is recommended City Council authorize City staff to acceptance of the**

- Rotary Blower bids which were opened on April 24, 2023;
2. Authorize City staff to award the bid to lowest bidder, M-B Companies contingent on FAA approval of Buy American, submittal documentation, and funding; and
  3. Approval to apply for funding, accept if awarded, and have the Mayor, City Attorney and the Airport Director sign contracts, grants, and necessary documents.

Documents:

[20230501 MEMO AIRPORT BLOWER AWARD RECOMMENDATION.PDF](#)  
[RECOMMENDATION OF AWARD LETTER.PDF](#)  
[BID TAB\\_SNOW BLOWER.PDF](#)

- 6.34. FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT  
Presented by Kelli Kronschnabel, Fire Chief

**RECOMMENDED ACTION**

1. It is recommended City Council accept the grant award from Firehouse subs for the purchase of a firefighter gear washer/extractor;
2. Ratify the Mayor's signature on the acceptance letter; and
3. Approve the budget amendment on 1st reading.

Documents:

[FIREHOUSE MEMO.PDF](#)  
[APPLICATION \(5\) JAN 2023.PDF](#)  
[FIREHOUSE AWARD CONFIRMATION.PDF](#)  
[33. 2023 BA - FIREHOUSE SUBS GRANT \(002\).PDF](#)

7. ACTION ITEMS

- 7.1. REQUEST FOR PROPOSALS FOR COPIER SERVICES CITY-WIDE  
Presented by David Lakefield, Finance Director

**RECOMMENDED ACTION**

**It is recommended City Council approve the RFP for copier services, authorize the Finance Director to negotiate a contract with the selected proposer and authorize the Mayor and Finance Director to sign the agreements.**

Documents:

[COPIER RFP.PDF](#)  
[COPIER RFP 2023.PDF](#)  
[SPECIFICATIONS HIGH VOLUME COPIER.PDF](#)  
[SPECIFICATIONS MEDIUM VOLUME COPIER.PDF](#)

- 7.2. MACA REQUEST FOR CARNEGIE BUILDING FUNDING  
Presented by Harold Stewart

**RECOMMENDED ACTION**

**It is recommended City Council consider the funding request from MACA for improvements at the Carnegie Building.**

Documents:

[COUNCIL MEMO ON CARNEGIE BUILDING IMPROVEMENTS.PDF](#)  
[CARNEGIE CENTER BUILDING ASSESSMENT NOTES INTERIOR 2023.PDF](#)  
[NEEDS PRIORITIES.PDF](#)

- 7.3. CAPITAL IMPROVEMENT PLAN APPROVAL (4754)  
Presented by Lance Meyer, City Engineer

**RECOMMENDED ACTION**

**It is recommended City Council approve the 2024 - 2028 Capital Improvement Plan.**

Documents:

[2024 - 2028 CAPITAL IMPROVEMENT PLAN APPROVAL MEMO.PDF](#)  
[CITY OF MINOT CAPITAL IMPROVEMENT PLAN 2024 - 2028.PDF](#)  
[2024 - 2028 CIP WAYFINDING SIGNS.PDF](#)  
[ATTACHMENT A - DESIGN DRAWINGS.PDF](#)

8. PERSONAL APPEARANCES  
9. MISCELLANEOUS AND DISCUSSION ITEMS  
10. ADJOURNMENT