

City of Minot

Regular City Council Meeting

Monday, June 19, 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:

[06192023 CITY MANAGER REPORT.PDF](#)
[MINOT COMMISSION ON AGING - MAY 19,2023.PDF](#)
[MOWING RATES 2022.PDF](#)
[2023 MOWING RATES.PDF](#)

5. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[6 \(JUN\) RECOMMENDATIONS 2023.PDF](#)

- 5.1. PUBLIC HEARING: ZONING MAP AMENDMENT AND PRELIMINARY PLAT - 55TH CROSSING 9TH ADDITION

Public hearing request by Ackerman Surveying representing Stonehaven Development, LLC, owner for a zoning map amendment from "R3" Multiple Residence District to "R1" Single-Family Residential District. Further, the application includes a preliminary plat to divide the subject property into ten (10) single-family residential lots. The proposed plat is to be named 55th Crossing 9th Addition. The legal description for the property is Lot 1, Block 5, 55th Crossing 4th Addition to the City of Minot, North Dakota.

The property is unaddressed and lies at the SE corner of the intersection of 18th Ave. SE and 55th St. SE.

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) A major subdivision preliminary plat for 55th Crossing 9th Addition.**

Documents:

[06192023 - ZONING MAP AMENDMENT - 55TH CROSSING 9TH ADDITION.PDF](#)
[06192023 - PRELIMINARY PLAT - 55TH CROSSING 9TH ADDITION.PDF](#)

5.2. MAJOR SUBDIVISION PRELIMINARY PLAT: S & J SUBDIVISION

Consider approval of a preliminary plat to subdivided a quarter section into two platted lots. The proposed plat is to be named S & J Subdivision. The legal description for the property is the Northeast Quarter of Section 27, Township 156N, Range 83W, Ward County, North Dakota.

The property addresses is 6701 16th St. NW.

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

Documents:

[06192023 - PRELIMINARY PLAT - S AND J SUBDIVISION.PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the June 2, 2023, Special City Council meeting and the June 5, 2023, Regular City Council meeting.

Documents:

[06022023 COUNCIL MEETING MINUTES.PDF](#)
[06052023 COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

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

1. **Ordinance No 5860 - 2023 BA - Fire Memorial Table Donation**
2. **Ordinance No 5861 - 2023 BA - JPA with DCB for Center for Tech Ed**
3. **Ordinance No 5862 - 2023 BA MACA Funding Request for Carnegie Center**

Documents:

[ORDINANCE NO 5860 - 2023 BA - FIRE MEMORIAL TABLE DONATION.PDF](#)
[ORDINANCE NO 5861 - 2023 BA - JPA WITH DCB FOR CENTER FOR TECH ED.PDF](#)
[ORDINANCE NO 5862 - 2023 BA MACA FUNDING REQUEST FOR CARNEGIE CENTER.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 06192023.PDF](#)

6.4. GAMING SITE AUTHORIZATIONS

Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended City Council approve the following organizations to conduct games of chance at the following locations:

ND Association for the Disabled, Inc (June 1, 2023 – June 30, 2023)

- **Rockin Horse (2625 E Burdick Exwy)**

Minot Lodge No 822 Loyal Order of Moose (July 1, 2023 – June 30, 2024)

- **Moose Lodge (400 9th St SW)**

Pheasants for the Future (September 1- 15, 2023)

- **City Hall (10 3rd Ave SW)**

Documents:

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

6.5. ENERGY & ENVIRONMENTAL RESEARCH CENTER'S (EERC) LETTER OF SUPPORT
It is recommended City Council authorize the Mayor to sign the letter of support for the Energy & Environmental Research Center's (EERC) proposal.

Documents:

[MAYOR ROSS LETTER TO EERC.PDF](#)

6.6. MINOR SUBDIVISION PLAT: ALBERTSONS 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 Albertsons 3rd Addition.

Documents:

[CC MEMO - ALBERTSONS 3RD ADDITION.PDF](#)
[ATTACHMENT A - ALBERTSONS 3RD ADDITION.PDF](#)

- 6.7. MINOR SUBDIVISION PLAT: NORTHERN STATES DEVELOPMENT 5TH 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 Northern States Development 5th Addition.

Documents:

[CC MEMO - NORTHERN STATES DEVELOPMENT 5TH ADDITION.PDF](#)
[ATTACHMENT A - NORTHERN STATES DEVELOPMENT 5TH ADDITION.PDF](#)

- 6.8. MAJOR SUBDIVISION FINAL PLAT: S & J SUBDIVISION
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 S & J Subdivision.

Documents:

[CC MEMO - S AND J SUBDIVISION.PDF](#)
[ATTACHMENT A - S AND J SUBDIVISION.PDF](#)

- 6.9. 2022 SIGNAL IMPROVEMENT (4600) - FINAL PAYMENT
Presented by Stephen Joersz, Traffic Engineer

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$56,841.23 to be paid to Main Electric Construction, Inc.

Documents:

[4600 - 2022 SIGNAL CABINET IMPROVEMENT FINAL PAYMENT MEMO.PDF](#)
[4600 - MAIN PAY APP 4 - SIGNED.PDF](#)

- 6.10. PAVING & UTILITY DISTRICT 2021-1 (4585) - FINAL PAYMENT
Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$54,892.03 to be paid to Wagner Construction and approve the budget amendment on first reading.

Documents:

4585_MEMO_FINALPAYMENT.PDF
MINOT PU DIST 2021-1 4585_CONSTRUCTION CO 5_BALANCING
CO_ALLSIGNED.PDF
21104 MINOT PAVING DISTRICT_PAY APP 5
FINAL_APPROVED_01JUNE2023.PDF
40. 2023 BA 4585.PDF

- 6.11. SAFE STREETS AND ROADS FOR ALL GRANT (4778)
Presented by Stephen Joersz, Traffic Engineer

RECOMMENDED ACTION

It is recommended City Council authorize city staff to submit a Safe Streets and Roads for All (SS4A) grant application in an effort to obtain federal funding for a Comprehensive Safety Action Plan.

Documents:

[SS4A GRANT COUNCIL MEMO 06.19.2023.PDF](#)

- 6.12. AUTHORIZE SETTLEMENT TO ACQUIRE 1623 8TH AVE SE
Presented by Chris Plank - NDR Grant Manager

RECOMMENDED ACTION

It is recommended City Council approve the motion to acquire the property known as 1623 8th Ave SE for a purchase price of \$250,000 as part of flood control acquisition and authorize the Mayor to execute all settlement related documents necessary to acquire the property.

Documents:

[NELSON - 1623 8TH AVE SE BUYOUT MEMO.PDF](#)
[1623 8TH AVE SE PURCHASE AGREEMENT.PDF](#)

- 6.13. APPROVAL OF SUBRECIPIENT AGREEMENT AMENDMENT #2 FOR THE CENTER FOR TECHNICAL EDUCATION
Presented by Chris Plank, NDR Program Manager

RECOMMENDED ACTION

It is recommended City Council approve the subrecipient agreement amendment #2 for the Center for Technical Education and authorize the Mayor to sign the amendment.

Documents:

[MEMO - 2ND AMENDMENT TO SUBRECIPIENT AGREEMENT.PDF](#)
[SECOND AMENDMENT TO SUBRECIPIENT AGREEMENT MINOT-DCB SIGNED BY DR. SIMONE.PDF](#)

6.14. TRANSIT ROUTE MODIFICATIONS AND ADDITIONS

Presented by Dan Jonasson

RECOMMENDED ACTION

It is recommended City Council approve the changes and additions to Minot City Transit route system.

Documents:

[2023 MTC FOR ROUTE ADDITIONS.PDF](#)
[2023 ROUTE CHANGE PRESENTATION.PDF](#)

6.15. REVISED AWARD OF PSAP EMERGENCY COMMUNICATIONS CONSOLE FURNITURE

Presented by Chief John Klug

RECOMMENDED ACTION

It is recommended City Council approve the revised cost for the design, construction, and installation of Emergency Communication Dispatch Console Furniture for an amount of \$143,111.27 by Xybix Systems and authorize the Mayor to sign the contract.

Documents:

[MEMO.DISPATCH CONSOLE FURNITURE RFQ AWARD \(ADJUSTED\) 06.14.23.PDF](#)
[PSAP FURNITURE CONTRACT FINAL XYBIX SIGNED.PDF](#)
[APPENDIX A_FLOOR PLAN AND MONITOR LAYOUT_MINOT POLICE DEPARTMENT 0025366 R8\(9 PAGES\) - SIGNED.PDF](#)
[APPENDIX B_MINOTCENTRALPSAP_DISPATCHFURNITURERFQ_DEC2022.PDF](#)
[APPENDIX C_MINOTCENTRALPSAP_DISPATCHFURNITURERFQ_DEC2022_ADDENDUM1.PDF](#)
[APPENDIX D_XYBIX RFQ RESPONSE.PDF](#)
[APPENDIX E_XYBIX UPDATED QUOTE.PDF](#)

6.16. 16TH STREET INTERCHANGE REHABILITATION RFQ SOLICITATION (4727)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council authorize staff to request qualifications from consulting firms to start this project in 2023.

Documents:

[16TH ST INTERCHANGE REHABILITATION RFQ SOLICITATION MEMO.PDF](#)

6.17. CONSIDER BIDS AND CONTRACT FOR TAXILANE AND TAXIWAY B2 RECONSTRUCTION

Presented by Jennifer K. Eckman

RECOMMENDED ACTION

1. **It is recommended City Council authorize City staff to reject all bids from the Taxiway and Taxilane bid opening held on June 6, 2023;**
2. **Recommend City staff to work with SEH to split the project into a base bid (Taxilanes) and bid alternate (Taxiway); and**
3. **Authorize City staff to solicit new bids for the project.**

Documents:

[20230619 MEMO TXY B2 T-HANGAR TAXILANE BIDDING.PDF](#)

- 6.18. STAFF ATTORNEY RECLASSIFICATION TO ASSISTANT CITY ATTORNEY
Presented by Stefani Stalheim

RECOMMENDED ACTION

It is recommended City Council approve reclassifying the Staff Attorney position immediately to a second Assistant City Attorney position, and direct staff to advertise for the position and prepare a budget amendment.

Documents:

[COUNCIL MEMO_2ND ASSISTANT CITY ATTORNEY.PDF](#)
[ASSISTANT CITY ATTORNEY JOB DESCRIPTION.PDF](#)
[STAFF ATTORNEY JOB DESCRIPTION.PDF](#)

- 6.19. REQUEST TO ADD ONE DISPATCHER LEAD POSITION FROM CURRENT DISPATCH STAFF
Presented by Chief Klug

RECOMMENDED ACTION

It is recommended City Council approve to increase the number of Dispatcher Leads in the Police Department from three (3) to four (4) and allocate one additional Dispatcher Lead in the 2023 budget.

Documents:

[REQUEST FOR DISPATCHER LEAD.PDF](#)

- 6.20. APPROVE APPLICATION FI-9 FAÇADE IMPROVEMENT PROGRAM FOR JOHN PITNER TRUST AND IRENE M. PITNER TRUST LOCATED AT 111 MAIN STREET S IN AN AMOUNT NOT TO EXCEED \$100,000.00
Presented by Jonathan Rosenthal

RECOMMENDED ACTION

It is recommended City Council approve a grant application for FI-9 John Pitner Trust & Irene M. Pitner Trust for a property located at 111 Main Street S in an amount not to exceed \$100,000.00, subject to conditions of the program and authorize the Mayor to sign the contract.

Documents:

CC MEMO - FI-9 APPLICATION.PDF
FACADE APPLICATION .PDF
111 MAIN ST. S FACADE IMPROVEMENTS - CONSTRUCTION DRAWINGS
04.14.2023.PDF
111 MAIN ST. S FACADE IMPROVEMENTS - PROJECT MANUAL 04.14.2023
2.PDF
ALUMINUM WINDOWS.PDF
BID 1 CRAFT BUILDERS.PDF
BID 2 HEIB CONSTRUCTION .PDF
COMMENTS ON 111 MAIN ST S DRAFT FACADE DESIGN.PDF
EXISTING PHOTO.PDF
HISTORIC PHOTO.PDF
PROPERTY CARD.PDF
R22101 - HIGHT BID SEEKING.PDF
REPORT ON CONDITION OF PROPERTY FOR FI-8.PDF
FI-9 AGREEMENTS SIGNED PITNERS.PDF

- 6.21. APPROVE APPLICATION FI-7 FAÇADE IMPROVEMENT PROGRAM FOR JK HURT RENTALS, LLC LOCATED AT 121 MAIN STREET S IN AN AMOUNT NOT TO EXCEED \$83,006.00

Presented by Jonathan Rosenthal

RECOMMENDED ACTION

It is recommended City Council approve a grant application for FI-7 JK Hurt Rentals, LLC for a property located at 121 Main Street S in an amount not to exceed \$83,006.00 subject to conditions of the program and authorize the Mayor to sign the contract.

Documents:

CC MEMO - FI-7 APPLICATION.PDF
FI-7 FACADEAPPLICATION.PDF
OLD PHOTO 1.PDF
OLD PHOTO 2.PDF
OLD PHOTO 3.PDF
PROPERTY CARD.PDF
REPORT ON CONDITION OF PROPERTY FOR FI-7.PDF
ROOF BID.PDF
TWO BEST BID.PDF
ALUMINUM WINDOWS.PDF
ANDERSON SHOE INITIAL RENDERING OF CHAOS GAMES ON MAIN
STREET.PDF
ARCHITECTPLANS.PDF
ARCHITETPLANS2.PDF
FI-7 CONTRACT.PDF

7. ACTION ITEMS

7.1. ORDINANCE NO 5840 - HUMAN RELATIONS COMMITTEE

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

1. Ordinance No 5840 - Human Relations Committee

Documents:

[ORDINANCE NO 5840 - HUMAN RELATIONS COMMITTEE.PDF](#)
[ORDINANCE NO 5840 - ALDERMAN JANTZER REVISIONS.PDF](#)

7.2. CITY MANAGER CONTRACT

Presented by Stefanie Stalheim and Lisa Jundt

RECOMMENDED ACTION

It is recommended City Council review and consider the attached employment contract with Harold Stewart.

Documents:

[MEMO_CM CONTRACT.PDF](#)
[EMPLOYMENT CONTRACT_2023_2028 _REDLINES.PDF](#)
[EMPLOYMENT CONTRACT_2023_2028 _NO REDLINES.PDF](#)

7.3. CONTRACT WITH DORMAKABA FOR EXIT LANE UPGRADES

Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

1. **It is recommended City Council approve the emergency purchase of exit lane equipment and associated technologies;**
2. **Approve the attached Budget Amendment on first reading; and**
3. **Authorize the Mayor, City Attorney, and Airport Director to negotiate and sign the agreement with Dormakaba not to exceed \$98,750.00 and move forward with purchasing the exit lane prior to second reading of the budget amendment.**

Documents:

[20230605 MEMO EXIT LANE - DORMAKABA V2.PDF](#)
[20230614_EXIT_LANE QUOTES.PDF](#)
[EMERGENCY OR EXIGENT CIRCUMSTANCE CHECKLIST.PDF](#)
[QUOTE PAGE_EXIT_LANE_DORMAKABA.PDF](#)
[41. 2023 BA - AIRPORT EXIT LANE FUNDING TRANSF.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. COMMUNITY CONTRIBUTION PRESENTATIONS

This is an informative presentation on the funding applications for the 2024 budget. City Council will not need to take action on this item.

1. Minot Commission on Aging
2. First District Health
3. Project Bee
4. MACEDC
5. Minot Area Council of the Arts
6. Souris Basin Planning Commission

Documents:

MCA APPLICATION FOR FUNDING 2024.PDF
FDHU REQUEST OF FUNDS APPLICATION.PDF
BEE PROJECT FOR FUNDING 2024.PDF
MACEDC 2024 APPLICATION FOR FUNDING.PDF
MINOT AREA COUNCIL OF THE ARTS APPLICATION FOR FUNDING 2024.PDF
20230531 2024 APPLICATION FOR FUNDING_CITY OF MINOT.PDF
SBPC PROGRAM IMPACT 2019-2022.PDF

10. LIAISON REPORTS

11. ADJOURNMENT