

City of Minot

Regular City Council Meeting

Monday, September 18, 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:

[09182023 CITY MANAGER REPORT.PDF](#)

5. CONSIDER THE REPORT OF THE PLANNING COMMISSION
Presented by John Van Dyke

RECOMMENDED ACTION

It is recommended City Council approve the minutes from the September 6, 2023 Planning Commission meeting.

Documents:

[9 \(SEP\) RECOMMENDATIONS 2023.PDF](#)

- 5.1. PUBLIC HEARING: ZONING MAP AMENDMENT - CITIZEN'S ALLEY
Presented by John Van Dyke

Public hearing request by the Aksal Group, LLC, owner for a zoning map amendment from "CBD" Central Business District and "C2" General Commercial District to "CBD" Central Business District with a "PUD Overlay." The purpose for this request is to clean up the entitlements for the respective properties and to accommodate "Citizen Alley", a multi-purpose community-oriented open space. The legal description for the properties are Block 1, Kyle's Addition, Portion of Lots 1, 2, and 3, Block 1, Original Minot Addition West, and Lot 4, Block 1, Original Minot Addition Less the Soo R/W.

The addresses for the properties are as follows: 3 thru 7 1st St. SE and 110 E. Central Ave.

RECOMMENDED ACTION

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

Documents:

[09182023 - ZONING MAP AMENDMENT - CITIZENS ALLEY WPUD PLAN.PDF](#)
[OBJECTION LETTER.PDF](#)

5.2. PUBLIC HEARING - VACATION OF PLAT AND PRELIMINARY PLAT - CITIZENS ALLEY

Presented by John Van Dyke

Aksal Group, LLC, owner, requests to vacate Kyle's Addition under Section 40-50.1-16. of N.D.C.C. Kyle's Addition is described as being a Portion of the Soo Line Right-of-way, Portion of Lots 1-5, Block 1, Original Minot and Lots 1 & 2 and a Portion of Lots 3-5, Block 23, and Lot 9, Block 30, First Addition to the City of Minot, North Dakota, and a portion of condemned Welcome Street. Further, Aksal Group, LLC requests a preliminary plat to establish Citizens Alley Addition, being a three-lot subdivision comprised of the proposed-to-be-vacated plat of Kyle's Addition and West Portion of Lots 1, 2, and 3, Block 1, Original Minot, and Lot 4, Block 1, Original Minot Less the Soo R/W. The legal description for the property is Block 1, Kyle's Addition, Portion of Lots 1, 2, and 3, Block 1, Original Minot Addition West, and Lot 4, Block 1, Original Minot Addition Less the Soo R/W.

The addresses for the properties are as follows: 3 thru 7 1st St. SE and 110 E. Central Ave.

RECOMMENDED ACTION

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

- 1. Vacation of Kyle's Addition under Section 40-50.1-16. 2. of N.D.C.C. (See Attached Resolution 3824)**
- 2. A major subdivision preliminary plat for Citizen's Alley.**

Documents:

[ATTACHMENT A - PRELIMINARY PLAT.PDF](#)
[OBJECTION LETTER 2023-09-02.PDF](#)
[RESPONSE TO OBJECTION LETTER.PDF](#)
[FOLLOW UP COMMENTS.PDF](#)
[RESOLUTION.PDF](#)

5.3. PRELIMINARY PLAT: METZ SECOND ADDITION

Presented by John Van Dyke

A request by Dutch Mill Development, LLC, owner, for a preliminary plat to subdivide one lot into two lots and vacate a portion of 27th St. SE right-of-way. The legal description for the property is Lot 1, Metz Addition to the City of Minot, North Dakota.

The property address is 2625 Burdick Expy E.

RECOMMENDED ACTION

It is recommended City Council approve a major subdivision

preliminary plat for Metz 2nd Addition in alignment with the Planning Commission recommendation.

Documents:

[ATTACHMENT A - PRELIMINARY PLAT.PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the September 5, 2023 Regular City Council meeting.

Documents:

[09052023 COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

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

1. **Ordinance No 5885 - 2023 BA - ARPA Grant Airport**
2. **Ordinance No 5886 - 2023 BA - Fire Department Increase Equipment Expenditures**
3. **Ordinance No 5887 - 2023 BA - City Hall Remodel PSAP SCG Consult Expenses (2016380001)**
4. **Ordinance No 5888 - 2023 BA - Replacement PD Vehicle**

Documents:

[ORDINANCE NO 5885 - 2023 BA - ARPA GRANT AIRPORT.PDF](#)
[ORDINANCE NO 5886 - 2023 BA - FIRE DEPARTMENT INCREASE EQUIPMENT EXPENDITURES.PDF](#)
[ORDINANCE NO 5887 - 2023 BA - CITY HALL REMODEL PSAP SCG CONSULT EXPENSES \(2016380001\).PDF](#)
[ORDINANCE NO 5888 - 2023 BA - REPLACEMENT PD VEHICLE.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the following Administrative Approvals.

Documents:

[ADMIN APPROVALS 09182023.PDF](#)

6.4. ALCOHOL LICENSING – TACO FELIZ, LLC

It is recommended City Council approve the request for a Supper Club License for Taco Feliz, LLC dba Taco Feliz (1535 South Broadway).

Documents:

[ALCOHOL LICENSING TACO FELIZ.PDF](#)

- 6.5. BUDGET AMENDMENT (BA) RUNWAY 13/31 PAVEMENT MARKING (PROJECT NUMBER: MOT-GLG-3-38-0037-064-2022)

Presented by Jennifer Eckman

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment on first reading to increase the airport federal and state revenues and airside runway maintenance expenditures for additional costs associated with the Runway 13/31 Pavement Marking Project.

Documents:

[20230918-MEMO BA PVMT MKG RUBBER_REMOVAL.PDF](#)
[2023 BA - RUNWAY 13-31 RUBBER REMOVAL CONTRACT.PDF](#)

- 6.6. MAJOR SUBDIVISION FINAL PLAT: HOME ACRES 5TH 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 Home Acres 5th Addition.

Documents:

[CC MEMO - HOME ACRES 5TH ADDITION.PDF](#)
[ATTACHMENT A - HOME ACRES 5TH ADDITION.PDF](#)

- 6.7. EMINENT DOMAIN LEGAL SERVICES CONTRACT RENEWAL

Presented by Chris Plank, NDR Program Administrator

RECOMMENDED ACTION

It is recommended City Council authorize the extension of existing eminent domain services contracts for work being performed by Swanson & Warcup, Ltd. and authorize the Mayor to sign the extensions.

Documents:

[COUNCIL MEMO - SWANSON WARCUP.PDF](#)
[S-W CONTRACT EXTENSION FOR AGREEMENT 92121.PDF](#)
[S-W CONTRACT EXTENSION FOR AGREEMENT 7012017.PDF](#)
[S-W PROPOSAL 083121.PDF](#)

- 6.8. WATER TREATMENT PLANT BUDGET AMENDMENT

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment in the amount of \$600,000 for water treatment supplies and \$10,000 for advertising.

Documents:

[WATER TREATMENT PLANT - BA FOR CHEMICALS.PDF](#)
[55. WATER TREATMENT PLANT SUPPLIES AND ADVERTISING.PDF](#)

7. ACTION ITEMS

7.1. PUBLIC HEARING: MINOT HOUSING AUTHORITY PILOT REQUEST

Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended City Council approve an application for “Payments In Lieu of Property Taxes” (PILOT) by the Minot Housing Authority of Ward County.

Documents:

[CC MEMO - MHA PILOT APPLICATION.PDF](#)
[MHA PILOT APPLICATION.PDF](#)
[MHA RENDERING AND SITE PLAN.PDF](#)
[INCENTIVES-FOR-NEW-OR-EXPANDING-BUSINESSES.PDF](#)

7.2. PUBLIC HEARING: SICKLES MOVE REQUEST

Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended City Council approve the relocation of the detached garage from 2723 12th Ave SW, Minot ND, 58701 also known as Brekke’s S/D Lot 6, to 7520 15th Ave SE, Minot, ND 58701, also known as Sunny Slope 2nd Addn. Lot 38, Nedrose-S4, subject to the following conditions:

- 1. A ten-thousand-dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work.**
- 2. Application and approval of mechanical, electrical, plumbing, building permits for all new proposed construction.**
- 3. Coordinate all relocation activities with public utilities and traffic authorities.**

4. **An approved foundation design in compliance with City of Minot building codes.**
5. **If required: plumbing, electrical and HVAC systems must be brought into compliance with current code requirements of the City of Minot.**
6. **All work at the new location must be in compliance with City of Minot building codes and zoning ordinances.**
7. **The exterior of the structure must be one consistent color arrangement of colors after relocation.**
8. **The property must be provided with proper site drainage and must be landscaped in a manner similar to surrounding properties.**

Documents:

[MEMO TO CITY COUNCIL.PDF](#)
[SICKLES MOVE APPLICATION.PDF](#)
[SICKLES PROPERTY OWNERS LTR.PDF](#)
[SICKLES LETTER.PDF](#)
[ASSESSORS REPORT.PDF](#)
[INSPECTORS REPORT.PDF](#)

7.3. PUBLIC HEARING: 2024 PRELIMINARY ANNUAL BUDGET

Pursuant to NDCC 40-40-08, the City of Minot is required to conduct a public hearing of protests and objections to any items or amounts set forth in the preliminary budget.

Documents:

[2024 PROPOSED BUDGET.PDF](#)

7.3.i. 2024 PROPOSED ANNUAL BUDGET ORDINANCE

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended City Council approve the 2024 budget ordinance on first reading.

Documents:

[2024 BUDGET ORDINANCE.PDF](#)

8. PERSONAL APPEARANCES
9. MISCELLANEOUS AND DISCUSSION ITEMS
10. LIAISON REPORTS
11. ADJOURNMENT

