



Regular City Council Meeting

Tuesday, January 2, 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
4. CITY MANAGER'S REPORT

Documents:

[01-02-2024 CITY MANAGER REPORT.PDF](#)

5. CITY ATTORNEY'S REPORT

Documents:

[2024-1.PDF](#)

6. CONSENT ITEMS

- 6.1. CITY COUNCIL MINUTES

**It is recommended City Council approve the minutes from the December 18, 2023 Regular City Council meeting.**

Documents:

[12182023 COUNCIL MEETING MINUTES.PDF](#)

- 6.2. ORDINANCES

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

1. **Ordinance No 5931 - 2023 BA - Transit Lift & Engine Repairs**
  2. **Ordinance No 5932 - 2023 BA - USDOT Safe Streets and Roads Grant**
  3. **Ordinance No 5933 - 2024 BA - CityWorks Maintenance Fees**

Documents:

[ORDINANCE NO 5931 - 2023 BA - TRANSIT LIFT AND ENGINE](#)

REPAIRS.PDF  
ORDINANCE NO 5932 - 2023 BA - USDOT SAFE STREETS AND ROADS  
GRANT.PDF  
ORDINANCE NO 5933 - 2024 BA - CITYWORKS MAINTENANCE FEES.PDF

#### 6.3. ADMINISTRATIVE APPROVALS

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

Documents:

ADMIN APPROVALS 01022024.PDF

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

**It is recommended City Council approve the payroll for the period of November 19, 2023 through December 16, 2023 in the amount of \$2,456,478.37 and the bills and transfers for December in the amount of \$9,110,387.39.**

Documents:

GROSS MONTHLY WAGES (3).PDF  
DECEMBER TRANSFERS.PDF  
DECEMBER P CARD TRANSACTION.PDF  
CITY COUNCIL BILLS PAID DECEMBER.PDF

#### 6.5. ALCOHOLIC BEVERAGE LICENSE RENEWALS

Presented by Chief John Klug and Mikayla McWilliams

#### RECOMMENDED ACTION

**It is recommended City Council approve the alcoholic beverage license renewals for the period of January 1, 2024 through December 31, 2024.**

Documents:

MEMO - ALCOHOLIC BEVERAGE LICENSE RENEWALS.PDF

#### 6.6. CONTRACT FOR BOARDING CITY OF MINOT'S INMATES

Presented by John Klug, Chief of Police

#### RECOMMENDED ACTION

**It is recommended City Council approve the Contract for Boarding City of Minot's Inmates with Ward County and authorize the Mayor and Finance Director to sign the contract.**

Documents:

MEMO FOR INMATE BOARDING CONTRACT (2023).PDF  
CONTRACT FOR BOARDING CITY OF MINOT INMATES (2024).PDF

6.7. MINOT INTERNATIONAL AIRPORT RULES AND STANDARDS

Presented by Jennifer K Eckman, Airport Director

**RECOMMENDED ACTION**

- 1. It is recommended City Council authorize City staff to adopt the Rules and Standards;**
- 2. Adopt the City Ordinance for Rules and Standards on first reading; and**
- 3. Authorize the Mayor and/or Airport Director to sign any necessary documentation.**

Documents:

1 - RULES AND STANDARDS - MEMO.PDF  
2 - RULES AND STANDARDS - ORDINANCE.PDF  
RULES AND STANDARDS V6 - 20 DEC 23.PDF

6.8. WARD COUNTY MULTI HAZARD MITIGATION PLAN – RESOLUTION

Presented by Jason Sorenson

**RECOMMENDED ACTION**

**It is recommended City Council authorize the Mayor to sign the resolution to adopt the Ward County Multi Hazard Mitigation Plan upon final approval by the City of Minot and Ward County.**

Documents:

MEMO - WARD COUNTY MULTI HAZARD MITIGATION PLAN  
RESOLUTION.PDF  
CITY OF MINOT MULTI HAZARD MITIGATION PLAN RESOLUTION  
LETTER.PDF

6.9. ADA PARATRANSIT SERVICES AGREEMENT WITH SOURIS BASIN TRANSIT

Presented by Jason Sorenson

**RECOMMENDED ACTION**

- 1. It is recommended City Council ratify the agreement with Souris Basin Transit for Paratransit ADA services for 2024; and**
- 2. Authorize the Mayor to sign the agreement with Souris Basin Transit.**

Documents:

[2024 MEMO - AGREEMENT WITH SBR FOR ADA SERVICE.PDF](#)  
[2024 SOURIS BASIN TRANSIT ADA TRANSIT AGREEMENT.PDF](#)

6.10. WELL F DRILLING AND DEVELOPMENT – FINAL PAYMENT (4681)

Presented by Jason Sorenson

**RECOMMENDED ACTION**

**It is recommended City Council approve the final payment to LTP Enterprises, Inc. in the amount of \$29,913.10.**

Documents:

[4681 - WELL F DRILLING AND DEVELOPMENT - FINAL PAYMENT.PDF](#)

6.11. STATE WATER COMMISSION AGREEMENT ACCEPTANCE

Presented by Jason Sorenson

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve to accept the funding awarded by the State Water Commission (SWC) for the University Ave. Watermain Improvements project and the Westfield Watermain Improvements project; and**
- 2. Authorize the Mayor to sign both grant agreements.**

Documents:

[STATE WATER COMMISSION AGREEMENT ACCEPTANCE MEMO.PDF](#)  
[AGREEMENT MINOT WESTFIELD.PDF](#)  
[AGREEMENT MINOT UNIVERSITY.PDF](#)

6.12. STATE PLANNING AND RESEARCH AGREEMENT WITH NDDOT FOR CDMPO STARTUP COSTS (4757)

Presented by Lance Meyer

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the agreement;**
- 2. Authorize the Mayor to sign; and**
- 3. Approve the attached budget amendment on 1st reading.**

Documents:

STATE PLANNING AND RESEARCH AGREEMENT MEMO.PDF  
8. 2024 BA - NDDOT STATE PLANNING RESEARCH GRANT.PDF  
STATE PLANNING AND RESEARCH AGREEMENT.PDF

6.13. RESOLUTION TO DESIGNATE DEPOSITORYES FOR CITY FUNDS

Presented by David Lakefield

**RECOMMENDED ACTION**

**It is recommended City Council pass the resolution to designate all financial institutions and brokerage firms located in the City of Minot and Stifel, Nicolaus & Company as depositories of the City of Minot and authorize the Mayor to sign the Master Agreement for professional services and project assignment.**

Documents:

2024 MEMO - DESIGNATE DEPOSITORYES.PDF  
RESOLUTION TO DESIGNATE DEPOSITORYES OF THE FUNDS OF THE CITY OF MINOT.PDF

6.14. GALLAGHER ACTUARIAL CONSULTING AGREEMENT

Presented by David Lakefield, Finance Director

**RECOMMENDED ACTION**

**It is recommended City Council approve the contracts with Gallagher Benefit Services Inc, for their actuarial services for the calendar year 2024 and authorize the Mayor to sign the Master Agreement for professional services and project assignment.**

Documents:

MEMO FOR GALLAGHER CONTRACT.PDF  
CITY OF MINOT\_PROFESIONAL SERVICES AGREEMENT FOR ACTUARIAL AND RETIREMENT SERVICES 2024.PDF  
CITY OF MINOT\_PROJECT ASSIGNMENT (ONGOING ACTUARIAL AND ADMINISTRATION) 2024 - 3 YEAR.PDF

6.15. APPOINTMENT OF SPECIAL CITY ATTORNEY

Presented by Stefanie Stalheim, City Attorney

**RECOMMENDED ACTION**

- 1. It is recommended City Council consent and approve of the appointment of Tina Snellings, Assistant Ward County States Attorney, to act as Special Assistant City Attorney to review Minot Police Department Case Number 23-39862 and**

**prosecute if necessary; and**

**2. Authorize the City Attorney and Mayor to sign any necessary paperwork to complete the appointment.**

Documents:

COUNCIL MEMO.PDF  
2 - APPOINTMENT OF SPECIAL ASSISTANT CITY ATTORNEY.PDF  
3 - APPOINTMENT AND OATH.PDF

## 7. ACTION ITEMS

**7.1. AMEND CHAPTER 13 OF THE CITY OF MINOT'S CODE OF ORDINANCES TO ALLOW THE CITY COUNCIL TO ESTABLISH FIRE PERMIT, LICENSE, INSPECTION FEES BY RESOLUTION, AND MAKE GENERAL UPDATES.**

Presented by Kelli Kronschnabel, Fire Chief

### **RECOMMENDED ACTION**

- 1. It is recommended City Council approve the Fire Inspection Fees Resolution; and**
- 2. Approve the Fire Inspection Fees Ordinance on first reading.**

Documents:

COUNCIL MEMO (002) KK.PDF  
FIRE INSPECTION FEES\_RESOLUTION\_COUNCIL.PDF  
1. FIRE INSPECTION FEES\_ORDINANCE.PDF  
FIRE INSPECTION FEES\_ORDINANCE\_COUNCIL DRAFT KK.PDF

**7.2. HUMAN RELATIONS COMMITTEE (REPEAL)**

Presented by Stefanie Stalheim, City Attorney

### **RECOMMENDED ACTION**

**It is recommended City Council approve the ordinance repealing Chapter 2, Article V, Division 4 (Human Relations Committee) on first reading, and reserve Division 4 for further use.**

Documents:

1) MEMO- ORDINANCE - HRC REPEAL.PDF  
1) HRC REPEAL - ORDINANCE.PDF

## 8. PERSONAL APPEARANCES

## 9. MISCELLANEOUS AND DISCUSSION ITEMS

**9.1. ONLINE LICENSING AND PERMITTING UPDATE (4423)**

Presented by Emily Huettl, PE, Assistant City Engineer

**There is no recommended action for this item. This is an informational presentation.**

Documents:

[ONLINE LICENSING AND PERMITTING UPDATE MEMO.PDF](#)

10. ADJOURNMENT