

City of Minot

Regular City Council Meeting

Tuesday, January 16, 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:

[01-16-2024 CITY MANAGER REPORT.PDF](#)

5. PUBLIC HEARING

- 5.1. PUBLIC HEARING: RENAISSANCE ZONE FINAL APPROVAL ON PROJECT M-83 BY ALEX AND NIKI BEACH ON PROPERTY LOCATED AT 501 MAIN STREET SOUTH
Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended City Council approve this project and authorize staff to advance it to the State of North Dakota for final approval.

Documents:

[M-83 FINAL APPROVAL MEMO.PDF](#)
[M-83 TAX EXEMPTION MEMO.PDF](#)
[POST-WORK PICTURE.PDF](#)

6. CONSENT ITEMS

- 6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes from the December 22, 2023, Special City Council meeting, the January 2, 2024, Regular City Council meeting, and the January 10, 2024, Special City Council meeting.

Documents:

[12222023 COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

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

1. **Ordinance No 5934 - Annexation of Lot 1, Dawn to Dusk Addition**
2. **Ordinance No 5935 - Airport Rules and Standards Ordinance**
3. **Ordinance No 5936 - 2024 BA - NDDOT State Planning & Research Grant**
4. **Ordinance No 5937 - HRC Repeal - Ordinance**

Documents:

[ORDINANCE NO 5934 - ANNEXATION OF LOT 1, DAWN TO DUSK ADDITION.PDF](#)
[ORDINANCE NO 5935 - AIRPORT RULES AND STANDARDS ORDINANCE.PDF](#)
[ORDINANCE NO 5936 - 2024 BA - NDDOT STATE PLANNING AND RESEARCH GRANT.PDF](#)
[ORDINANCE NO 5937 - HRC REPEAL - ORDINANCE.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council ratify the following Administrative Approvals.

Documents:

[ADMIN APPROVALS 01162024.PDF](#)

6.4. MAYORAL APPOINTMENTS

It is recommended City Council confirm the following appointments:

- o **Amy Rogers to replace Jen Cook on the Renaissance Zone Review Board, with a term to expire December of 2025.**
- o **Kevin Black to replace Adam Hoffman on the Alcohol Ordinance Review and Rewrite Committee.**

6.5. FINAL APPROVAL OF MAGIC FUND GUIDELINES

Presented by Harold Stewart, City Manager

RECOMMENDED ACTION

It is recommended City Council approve the final draft of the MAGIC Fund guidelines.

Documents:

[MAGIC FUND GUIDELINES MEMO.PDF](#)
[MAGIC FUND GUIDELINES_2024-1_MACEDC AND STAFF TRACKED CHANGES.PDF](#)

6.6. MAJOR SUBDIVISION FINAL PLAT: ROSEHILL CEMETERY FOURTH ADDITION
Presented by Doug Diedrichsen

A request by Brian Billingsley, Community and Economic Development Director, or a preliminary plat to consolidate several properties into two (2) lots. The proposed subdivision is to be named Rosehill Cemetery Fourth Addition, being a replat of Outlot 18, Rosehill Cemetery, St. Leo's Cemetery, and St. Anthony Hill Addition, located in the northwest and northeast quarters of Section 25, Township 155N, Range 83W of the Fifth Principal Meridian, to the City of Minot, County of Ward, State of North Dakota.

The property includes three unaddressed properties between 3rd St. SE and approximately 950 linear feet east that abut 11th Ave. SE., 700 11th Ave. SE, and 601 16th Ave. SE.

RECOMMENDED ACTION

It is recommended City Council approve a major subdivision final plat for Rosehill Cemetery Fourth Addition in alignment with the Planning Commission recommendation.

Documents:

CC MEMO -ROSEHILL CEMETERY FOURTH ADDITION.PDF
ATTACHMENT A.PDF

6.7. APPROVAL OF 2023 INTEREST DISTRIBUTION
Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council approve the 2023 interest distribution.

Documents:

COUNCIL MEMO INTEREST DISTRIBUTION.PDF
2023 INTEREST DISTRIBUTION.PDF

6.8. MINOT AIR FORCE BASE WATER RATE CONTRACT AMENDMENT
Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council approve the ratification of the Finance

Director for signing the Minot Air Force Base (MAFB) water rate contract amendment. The amendment is pertaining to the water rates for the Air Force Base and was effective January 1, 2024.

Documents:

[MAFB CONTRACT AMENDMENT.PDF](#)
[2024 MAFB SIGNED AMENDMENT.PDF](#)

- 6.9. FIRE STATION 5 – FINAL PAYMENT (FD0024)
Presented by Chief Kelli Kronschnabel

RECOMMENDED ACTION

It is recommended City Council approve the retainage payment to Roers in the amount of \$12,000.00.

Documents:

[FS 5 FINAL MEMO ROERS.PDF](#)
[ROERS APPLICATION 18_FINAL.PDF](#)

- 6.10. WARD COUNTY MOU FOR CORONER SERVICES
Presented by Chief Kelli Kronschnabel

RECOMMENDED ACTION

It is recommended City Council authorize the Fire and Police Chief to sign the MOU with Ward County for coroner services.

Documents:

[WARD COUNTY CORONER MOU MEMO.PDF](#)
[WARD COUNTY CORONER MOU.PDF](#)

- 6.11. WARD COUNTY HAZARD MITIGATION PLAN ANNUAL PROGRESS REPORT
Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council receive and file the Hazard Mitigation Plan Annual Progress Report.

Documents:

[HMP MEMO TO COUNCIL.PDF](#)
[MITIGATION ACTION PROGRESS REPORT - MINOT.PDF](#)

6.12. 2024 USGS MONITORING AGREEMENT (4578.3)

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the standard joint funding agreement with the USGS for operation of two (2) water quality gauges on the Souris River; and authorize the Mayor and Public Works Director to sign the agreement.

Documents:

[MEMO - 2024 USGS MONITORING AGREEMENT.PDF](#)
[24NTJFA0045_JFA PKG.PDF](#)

6.13. NEW LANDFILL ENTRANCE – FINAL PAYMENT (4580)

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the final payment amount of \$9,556.85 to Farden Construction, Inc. for the New Landfill Entrance project.

Documents:

[4580 - NEW LANDFILL ENTRANCE - FINAL PAYMENT.PDF](#)
[MINOT LANDFILL PAY APP 4 FINAL_FARDEN_CPS_SIGNED.PDF](#)

6.14. APPROVE THE EXTENSION TO THE SUBRECIPIENT AGREEMENT BETWEEN CITY OF MINOT AND THE MINOT HOUSING AUTHORITY

Presented by Chris Plank

RECOMMENDED ACTION

It is recommended City Council approve the Fourth Amendment to the Subrecipient Agreement between the City of Minot and the Minot Housing Authority extending the period of performance to March 1, 2024, except for those activities required for closeout.

Documents:

[CITY COUNCIL MEMO - MHA 4TH EXTENSION 1-31-24.PDF](#)
[MHA 4TH AMENDMENT SIGNED - 1-10-24.PDF](#)

6.15. ACCEPTANCE OF LAW ENFORCEMENT RESILIENCY GRANT

Presented by Chief John Klug

RECOMMENDED ACTION

- 1. It is recommended City Council accept the law enforcement resiliency grant;**
- 2. Approve the proposed ordinance on the first reading; and**
- 3. Authorize the Mayor, Finance Director, and project director to sign the grant award.**

Documents:

[COUNCIL MEMO BA ND LAW ENFORCEMENT RESILIENCY GRANT.PDF](#)
[9. 2024 BA - LAW ENFORCEMENT RESILIENCY GRANT.PDF](#)
[2024 RESILIENCY GRANT RS25003 AWARD DOCUMENTS.PDF](#)

6.16. FACADE IMPROVEMENT PROGRAM FOR JORDAN ROSS AND MEGAN ROSS
LOCATED AT 23 2ND AVE SE

Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended City Council approve a forgivable loan application FI-11 for Jordan Ross and Megan Ross for a property located at 23 2nd Ave. SE in an amount not to exceed \$125,362.00, subject to conditions of the program.

Documents:

[FACADE APPLICATION MEMO.PDF](#)
[FACADE PROGRAM APPLICATION REDACTED.PDF](#)
[PROOF OF OWNERSHIP LEGAL DESCRIPTION.PDF](#)
[HISTORICAL PHOTO.PDF](#)
[2011 PHOTO.PDF](#)
[FACADE RESTORATION JGL.PDF](#)
[BID TAB.PDF](#)
[DLC MEMO REDACTED.PDF](#)
[ROOF CONTRACT.PDF](#)
[FI-11 DRAFT CONTRACT - ROSS.PDF](#)

7. ACTION ITEMS

7.1. CHAPTER 13 CITY ORDINANCE UPDATES AND FIRE INSPECTION FEES

Presented by Kelli Kronschnabel, Fire Chief

RECOMMENDED ACTION

- 1. Approve the proposed ordinance on first reading; and**
- 2. Review and consider the draft resolution setting fire inspection fees.**

Staff will include the final resolution and any edits to the Council on second reading of the proposed ordinance.

Documents:

[COUNCIL MEMO.PDF](#)
[FIRE INSPECTION FEES_ORDINANCE -16 JAN 24.PDF](#)
[FIRE INSPECTION FEES_ORDINANCE - REDLINE.PDF](#)
[FIRE INSPECTION FEES_RESOLUTION_COUNCIL DRAFT.PDF](#)

7.2. TRANSIT CENTER APPROVE PLANS AND SPECIFICATIONS AND 1ST STREET SW TRAFFIC REVISIONS (4171)

Presented by Jason Sorenson

RECOMMENDED ACTION

1. It is recommended City Council approve plans and specifications and authorize a call for bids for the transit center; and

2. Pass the following parking related ordinances due to the Minot Transit Center relocation:

a. Restrict parking on the west side of 1st Street SW between Burdick Expwy W and 3rd Avenue SW

b. Restrict parking on the west side of 1st Street SW between 3rd Avenue SW and 2nd Avenue SW

c. Restrict parking on the west side of 1st Street SW for 210-feet north of 2nd Avenue SW

d. Restrict parking to transit vehicles only for the east side of 1st Street SW between 3rd Avenue SW and 2nd Avenue SW

Documents:

[TRANSIT CENTER 1ST ST SW REVISIONS AND APPROVE PLANS AND SPECS.PDF](#)
[TRANSIT CENTER PRESENTATION FOR COUNCIL UPDATED BH.PDF](#)
[TRANSIT CENTER RENDERING.PDF](#)
[TRANSIT CENTER DESIGN FLOOR PLAN.PDF](#)
[TRANSIT CENTER 1ST STREET PARKING REVISIONS.PDF](#)
[ATTACHMENT B - PROPOSED ORDINANCE.PDF](#)

7.3. DOWNTOWN PARKING GARAGE RFP PROPOSALS

Presented by Harold Stewart, City Manager

RECOMMENDED ACTION

It is recommended City Council accept the proposals, the recommendations of the review committee, and direct staff to proceed with negotiating a development agreement with Edgewood Real Estate

Investment Trust to develop the Central Garage (Project 2-2023).

Documents:

[COUNCIL MEMO FOR DOWNTOWN GARAGE RFP RESPONSES.PDF](#)
[2023 DOWNTOWN PARKING GARAGE RFP COMMITTEE SCORING RESULTS.PDF](#)
[CITY PROJECT 2-2023 \(CENTRAL RAMP\).PDF](#)
[CITY PROJECT 1-2023 \(RENAISSANCE RAMP\).PDF](#)
[EDGEWOOD PROPOSAL \(CENTRAL RAMP\).PDF](#)
[RFP DOWNTOWN PARK RAMPS JULY23.PDF](#)
[23060 MINOT CENTRAL PARKING RAMP EXPANSION PRESENTATION 240116_REDUCED.PDF](#)

- 7.4. EXTEND MAGIC FUND GRANT TO SOURIS BASIN PLANNING COUNCIL TO FUND THE BUSINESS ACCELERATOR FUND

Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

- 1. It is recommended City Council approve staff to draft an amendment to extend the agreement with Souris Basin Planning Council to fund the Business Accelerator Fund until June 30, 2024; and**
- 2. Authorize the Mayor and Clerk to sign the agreement.**

Documents:

[SBPC MEMO 2024.PDF](#)
[GRANT FUNDING AGREEMENT.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

- 9.1. MACEDC BIENNIAL PRESENTATION

Documents:

[JANUARY 2024_MACEDC REPORT TO THE CITY.PDF](#)
[ATTACHMENT A_MACEDC STRATEGIC PLAN.PDF](#)
[ATTACHMENT B_MACEDC BOD AND TEAM.PDF](#)
[ATTACHMENT C_MACEDC BRE REPORT.PDF](#)
[ATTACHMENT D_MACEDC LPND COMMITTEE.PDF](#)
[ATTACHMENT E_MACEDC TASK FORCE 21.PDF](#)
[ATTACHMENT F_WAYFINDERS.PDF](#)
[2024.1.16 MACEDC REPORT PRESENTATION_FINAL.PDF](#)

- 9.2. HOUSING STUDY UPDATE

Presented by Brian Billingsley and Tom Leighton.

This is an informational presentation. No action is required.

10. LIAISON REPORTS

11. ADJOURNMENT