

City of Minot

The logo for the City of Minot features a blue star above the letter 'i' in 'Minot', with three blue wavy lines extending from the top right of the word.

Regular City Council Meeting
Monday, March 4, 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 ATTORNEY'S REPORT

Documents:

[2024-3.PDF](#)
[ORDER AFFIRMING THE CITY OF MINOT RULING.PDF](#)

5. CONSENT ITEMS

5.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the February 20, 2024, Regular City Council meeting and the February 26, 2024, Special City Council meeting.

Documents:

[02202024 COUNCIL MEETING MINUTES.PDF](#)
[02262024 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)

5.2. ORDINANCES

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

1. **Ordinance No 5946 - 2024 BA - Engineering Consultant Fees**
2. **Ordinance No 5947 - 2024 BA - Entitlement Consultant Fees**

Documents:

[ORDINANCE NO 5946 - 2024 BA - ENGINEERING CONSULTANT FEES.PDF](#)
[ORDINANCE NO 5947 - 2024 BA - ENTITLEMENT CONSULTANT FEES.PDF](#)

5.3. ADMINISTRATIVE APPROVALS

It is recommended City Council ratify the following Administrative Approvals.

Documents:

[ADMIN APPROVALS 3042024.PDF](#)

5.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended City Council approve the payroll for the period of January 14, 2024, through February 10, 2024, in the amount of \$2,593,724.41 and the bills and transfers for February in the amount of \$6,130,443.30.

Documents:

[FEBRUARY PAYROLL.PDF](#)
[FEBRUARY CITY COUNCIL BILLS PAID.PDF](#)
[FEBRUARY ELECTRONIC PAYMENTS.PDF](#)
[FEBRUARY P CARD TRANSACTION.PDF](#)

5.5. ALCOHOLIC BEVERAGE LICENSE - THE DEPOT & BAGGAGE CLAIM

Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended City Council approve the Supper Club License for The Depot & Baggage Claim at 15 N Main St. for the premise outlined in the application during the period of March 4, 2024 through December 31, 2024.

Documents:

[MEMO - ALCOHOLIC BEVERAGE LICENSE.PDF](#)

5.6. ALCOHOLIC BEVERAGE LICENSE - DAKOTA INN/TRAPPERS LOUNGE

Presented by Chief John Klug and Mikayla McWilliams

RECOMMENDED ACTION

It is recommended City Council approve the Hotel License for Dakota Inn/Trappers Lounge at 2401 Elk Drive for the period of March 4, 2024 through December 31, 2024.

Documents:

[MEMO - ALCOHOLIC BEVERAGE LICENSE - DAKOTA INN TRAPPERS LOUNGE.PDF](#)

5.7. GAMING SITE AUTHORIZATION - MULE DEER FOUNDATION

It is recommended City Council approve the Mule Deer Foundation to conduct a raffle on April 27, 2024, at Sports on Tap in Room 221 (220 S

Broadway).

Documents:

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

5.8. GAMING SITE AUTHORIZATION – MINOT HOCKEY BOOSTERS

It is recommended City Council approve the gaming site authorization from Minot Hockey Boosters, Inc. from March 5, 2024 through June 30, 2024 at the Depot (15 N Main St).

Documents:

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

5.9. MINOR SUBDIVISION PLAT: THOMPSON'S 20TH ADDITION

Presented by Doug Diedrichsen, Principal Planner

RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat as provided in ATTACHMENT A to create Thompson's 20th Addition.

Documents:

[CC MEMO - THOMPSONS 20TH ADDITION.PDF](#)
[ATTACHMENT A.PDF](#)

5.10. 15th ST NW STORM SEWER IMPROVEMENTS

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council award the base bid and bid alternate 1 for the 15th St. NW Storm Sewer Rehabilitation to the low bidder, Dig It Up Backhoe Service, Inc., in the amount of \$268,834.65; and authorize the Mayor to sign the agreement.

Documents:

[4771.5 - 15TH ST.PDF](#)

5.11. 2024 SANITARY SEWER REHAB

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council award the bid for the 2024 Sanitary

Sewer CIPP Project to Hydro-Klean, LLC for the lowest bid of \$992,835.31; and authorize the Mayor to sign contract documents on behalf of the City.

Documents:

[4723 - 2024 SANITARY SEWER CIPP AWARD OF BID MEMO.PDF](#)

- 5.12. 2024 WATERMAIN IMPROVEMENTS (4816 & 4817)
Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council approve the plans and specifications for the Westfield Ave and University Ave watermain projects and authorize a call for bids;**
- 2. Approve the attached resolution to apply for a SRF loan; and**
- 3. Authorize the Mayor to sign application documents.**

Documents:

[MEMO - 2024 WATERMAIN IMPROVEMENTS \(4816 AND 4817\).PDF](#)
[RESOLUTION OF GOVERNING BODY OF APPLICANT.PDF](#)

- 5.13. AMEND CHAPTER 28 – ENCROACHMENTS ON CITY PROPERTY (4541)
Presented by Lance Meyer, PE, City Engineer

RECOMMENDED ACTION

It is recommended City Council pass an ordinance on 1st reading amending Chapter 28 of the Code of Ordinances.

Documents:

[CODE OF ORDINANCES CHAPTER 28 ENCROACHMENT AMENDMENT MEMO.PDF](#)
[ENCROACHMENTS ON CITY PROPERTY ORDINANCE.PDF](#)

- 5.14. 16TH STREET SW RECONSTRUCTION PROJECT PHASING (4780)
Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council split the 16th St SW Reconstruction project into two phases.

Documents:

5.15. CPKC RAIL QUIET ZONE ENGINEERING AGREEMENTS (4781)

Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

It is recommended City Council approve the professional engineering agreements with CPKC and authorize the Mayor to sign the agreements.

Documents:

[CPKC RAIL DOWNTOWN QUIET ZONE ENGINEERING AGREEMENT MEMO.PDF](#)
[PE AGREEMENT 3RD STREET SE MINOT ND 2-29-2024.PDF](#)
[PE AGREEMENT CENTRAL AVENUE E MINOT ND 2-29-2024.PDF](#)
[PE AGREEMENT 3RD STREET SW - AMTRAK MINOT ND 2-29-2024.PDF](#)

5.16. 2028 NDDOT URBAN PROGRAM SOLICITATION (4829)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council concur with the staff recommendations and submit the requests to the NDDOT.

Documents:

[2028 NDDOT URBAN PROGRAM SOLICITATION MEMO.PDF](#)
[BROADWAY RECONSTRUCTION SCOPING REPORT SIGNED.PDF](#)
[BROADWAY INTERCHANGE RECONSTRUCTION SCOPING REPORT SIGNED.PDF](#)
[16TH ST RECONSTRUCTION BURDICK TO 14TH AVE SCOPING REPORT.PDF](#)
[16TH ST RECONSTRUCTION BURDICK TO 2ND AVE SCOPING REPORT.PDF](#)

5.17. 2024-2025 NUISANCE ABATEMENT - AWARD BID (4831)

Presented by Brian Billingsley, Community and Economic Development Director

RECOMMENDED ACTION

It is recommended City Council award the bid for the 2024-2025 Nuisance Abatement Project to the low bidder, Hanson's Excavating, Inc., in the amount of \$66,350.00; and authorize the Mayor to sign the agreement.

Documents:

[4831 - 2024 NUISANCE ABATEMENT AWARD OF BID MEMO.PDF](#)
[BIDWORKSHEET_8956716_EVAL.PDF](#)

5.18. LEASE RENEWAL LOT 9 WESTSIDE DEVELOPMENT

Presented by Jennifer Eckman, Airport Director

RECOMMENDED ACTION

It is recommended City Council approve the renewal option of lease terms for Lot 9, Westside Development owned by Nach, LLC.

Documents:

[MEMO NACH LLC LEASE RENEWAL.PDF](#)
[NACH LEASE RENEWAL.PDF](#)
[RENEWAL REQUEST.PDF](#)

5.19. 2023 BUDGET AMENDMENT

Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

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

Documents:

[COUNCIL MEMO 2023 LINE ITEMS OVER BUDGET.PDF](#)
[85. 2023 BA - LINE ITEMS OVER BUDGET.PDF](#)

5.20. WARD COUNTY EMERGENCY OPERATIONS PLAN

Presented by Kelli Kronschnabel, Fire Chief

RECOMMENDED ACTION

It is recommended City Council adopt the Ward County Emergency Operations Plan and authorize the Mayor to sign.

Documents:

[WARD COUNTY EMERGENCY RESPONSE PLAN 2024.PDF](#)
[2024 WARD CO. EOP - FINAL.PDF](#)

6. ACTION ITEMS

6.1. ORDINANCE REQUIRING BUILDINGS AND BUSINESSES RECEIVING PUBLIC FUNDS TO INSTALL AN AUTOMATIC DOOR

Presented by Stefanie Stalheim, City Attorney

RECOMMENDED ACTION

It is recommended City Council review and consider passing the attached ordinance on first reading.

Documents:

[COUNCIL MEMO_AUTOMATIC DOORS.PDF](#)
[ORDINANCE_ AUTOMATIC DOORS_ART 8_SEC. 9-137.PDF](#)

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