



Regular City Council Meeting
Monday, May 6, 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

- 3.1. PROCLAMATIONS

Documents:

[MUNICIPAL CLERKS WEEK 2024 PROCLAMATION.PDF](#)
[MENTAL HEALTH MONTH PROCLAMATION.PDF](#)
[MSU ROBOTICS PROCLAMATION.PDF](#)
[PEACE OFFICER MEMORIAL WEEK 2024.PDF](#)

4. CITY MANAGER'S REPORT

Documents:

[CITY MANAGER REPORT 5-6-2024.PDF](#)
[4-APRIL 2023 MONTHLY.PDF](#)
[MINOT COMMISSION ON AGING BOARD MEETING MINUTES.PDF](#)
[2024 - 4 - APR SPECIAL BOD MEETING AGENDA VISIST MINOT.PDF](#)

5. CITY ATTORNEY'S REPORT

Documents:

[2024-5.PDF](#)

6. PUBLIC HEARING

- 6.1. PUBLIC HEARING: APPROVE MINOT 2024 RENAISSANCE ZONE DEVELOPMENT PLAN

Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended City Council approve the 2024 Minot Renaissance Zone Development Plan and authorize staff to submit the Plan to the State of North Dakota Commerce Department for ratification.

Documents:

[CC MEMO - DEVELOPMENT PLAN.PDF](#)
[2024 DEVELOPMENT PLAN - CLEAN1.PDF](#)
[2024 DEVELOPMENT PLAN - MARK-UP.PDF](#)
[2024 MINOT RENAISSANCE ZONE UPDATE.PDF](#)

7. CONSENT ITEMS

7.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the April 15, 2024, Regular City Council meeting and the April 15, 2024, Special City Council meeting.

Documents:

[04152024 COUNCIL MEETING MINUTES.PDF](#)
[04152024 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)

7.2. ORDINANCES

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

- 1. Ordinance No 5956 - 2024 BA - Edward Byrne JAG Grant**
- 2. Ordinance No 5957 - 2024 BA - Articulating Loader Trade In**
- 3. Ordinance No 5958 - 2024 BA - Used Fire Engine**
- 4. Ordinance No 5959 - 2024 BA - Police Interceptor SUVs**
- 5. Ordinance No 5960 - Zoning Map Amendment - CHS**
- 6. Ordinance No 5961 - Annexation - CHS**
- 7. Ordinance No 5962 - Amending the Land Development Ordinance**

Documents:

[ORDINANCE NO 5956 - 2024 BA - EDWARD BYRNE JAG GRANT.PDF](#)
[ORDINANCE NO 5957 - 2024 BA - ARTICULATING LOADER TRADE IN.PDF](#)
[ORDINANCE NO 5958 - 2024 BA - USED FIRE ENGINE.PDF](#)
[ORDINANCE NO 5959 - 2024 BA - POLICE INTERCEPTOR SUVs.PDF](#)
[ORDINANCE NO 5960 - ZONING MAP AMENDMENT - CHS.PDF](#)
[ORDINANCE NO 5961 - ANNEXATION - CHS.PDF](#)
[ORDINANCE NO 5962 - AMENDING THE LAND DEVELOPMENT ORDINANCE.PDF](#)

7.3. ADMINISTRATIVE APPROVALS

It is recommended City Council ratify the following Administrative Approvals.

Documents:

7.4. **BILLS, TRANSFERS, AND PAYROLL**

It is recommended City Council approve the payroll for the period of March 24, 2024, through April 20, 2024, in the amount of \$2,625,024.57 and the bills and transfers for April in the amount of \$8,577,534.18.

Documents:

[CITY CLERK REPORT APRIL.PDF](#)
[APRIL ELECTRONIC BILLS AND TRANSFERS.PDF](#)
[CITY COUNCIL BILLS APRIL.PDF](#)
[TRANSACTION REPORT APRIL.PDF](#)

7.5. **GAMING SITE AUTHORIZATION RENEWALS**

It is recommended City Council approve the gaming site authorization for the following organizations to conduct games of chance during the license year of July 1, 2024 through June 30, 2025 at the following locations:

- Our Redeemer's Lutheran Brethren Church**
 - **Our Redeemer's Lutheran Church and Christian School (700 16th Ave SE)**
- North Dakota Association of the Disabled**
 - **Drop Zone (101 S Main St)**
- American Foundation for Wildlife**
 - **Landing Bar and Bottleshop (2015 N Broadway)**

Documents:

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

7.6. **MAYORAL APPOINTMENT**

It is recommended City Council confirm the following Mayoral Appointment:

- **Tonia Vitko to replace Justin Anderson as the MACA representative on the Renaissance Zone Review Board, with a term to expire on December 31, 2026.**

7.7. **MAJOR SUBDIVISION FINAL PLAT: AVERY'S 2ND ADDITION**

Presented by Doug Diedrichsen, Principal Planner

RECOMMENDED ACTION

It is recommended City Council approve a major subdivision final plat as provided in Attachment A to create Avery's 2nd Addition.

Documents:

[ATTACHMENT A - AVERYS 2ND ADDITION.PDF](#)

7.8. MINOR SUBDIVISION PLAT: MINOT NORTH 7TH 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 North Minot 7th Addition.

Documents:

[ATTACHMENT A - NORTH MINOT 7TH ADDITION.PDF](#)

7.9. GREAT RIVER FEDERAL CREDIT UNION DONATION

Presented by Kelli Kronschnabel, Fire Chief

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment for the 2024 annual budget to increase fire control - operational supplies for the purchase of safety equipment for the bike patrol with the generous donation from Great River Federal Credit Union on first reading.

Documents:

[GREAT RIVER CU DONATION .PDF](#)

[MFD DONATION LETTER - GREAT RIVER CREDIT UNION .PDF](#)

7.10. PLEDGED ASSETS, DECEMBER 31, 2023 (REVISED)

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended City Council approve the revised Pledged assets as of December 31, 2023, due to the Pledged assets being received from one of the banks at a later date.

Documents:

[PLEDGED ASSETS MEMO.PDF](#)

[12-31-23 PLEDGED ASSETS REVISED.PDF](#)

7.11. DISPOSAL OF EXCESS EQUIPMENT UTILIZING AUCTION

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the disposal of the below listed excess vehicles/equipment. Items will either be sold at the city auction at the Police Department impound lot or using an online

surplus auction. Auction details will be advertised in the Minot Daily News and available on the city website.

Documents:

[2024 MTC FOR ONLINE AUCTION.PDF](#)

- 7.12. WESTFIELD WATERMAIN REPLACEMENT AWARD OF BID (4817)
Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid for the Westfield Watermain Replacement Project to Dig It Up Backhoe Service, Inc. for the lowest bid of \$4,774,694.00 contingent on the receipt of a DWSRF loan; and**
- 2. Authorize the Mayor to sign contract documents on behalf of the City.**

Documents:

[4817 - WATERMAIN IMPROVEMENTS - AWARD OF BID.PDF](#)
[WESTFIELD WATERMAIN REPLACEMENT BID REVIEW LETTER_2024-04-18.PDF](#)

- 7.13. BUDGET AMENDMENT FOR SEWER PIPE SPOT REPAIR TOOL
Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council approve the sole source procurement and ratify the purchase of the Quick Lock sewer repair equipment; and**
- 2. Approve the budget amendment to move funds from Water/Sewer Department Materials and Supplies to Capital Equipment to make the purchase.**

Documents:

[QUICK LOCK PURCHASE AND BUDGET AMENDMENT.PDF](#)
[26. 2024 BA - QUICK LOCK SEWER REPAIR TOOL PURCHASE.PDF](#)
[SOLE SOURCE CHECKLIST - SPOT REPAIR.PDF](#)

- 7.14. UNIVERSITY WATERMAIN REPLACEMENT AWARD OF BID (4816)
Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid for the University Watermain Replacement Project to Strata Corporation for the lowest bid of \$3,996,985.00 contingent on the receipt of a DWSRF loan; and**
- 2. Authorize the Mayor to sign contract documents on behalf of the City.**

Documents:

[4816 - UNIVERSITY AVE WATERMAIN IMPROVEMENTS - AWARD OF BID.PDF](#)
[UNIVERSITY WATERMAIN REPLACEMENT BID REVIEW LETTER.PDF](#)

- 7.15. 2024 AWARD OF FUEL BID (4857)
Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council award the bid for fuel to Farstad as a primary supplier and Enerbase as a secondary supplier.

Documents:

[4857 - AWARD OF FUEL BIDS \(2024\).PDF](#)

- 7.16. APPOINTMENT OF SPECIAL CITY ATTORNEY - STEPHANIE DAVIS
Presented by Stefanie Stalheim

RECOMMENDED ACTION

- 1. It is recommended City Council consent and approve of the appointment of Stephanie Davis, Assistant Ward County States Attorney, to act as Special Assistant City Attorney in Minot Municipal Court Case Nos. MI-2024-CR-00364, MI-2024-TR-01277, and MI-2024-TR-1278; and**
- 2. Authorize the City Attorney and Mayor to sign any necessary paperwork to complete the appointment.**

Documents:

[COUNCIL MEMO.PDF](#)
[5. APPOINTMENT AND OATH - PLEADING.SIGNED.PDF](#)
[6. COUNCIL APPOINTMENT.SIGNED.PDF](#)

- 7.17. APPOINTMENT OF SPECIAL CITY ATTORNEY - SHANE GOETTLE
Presented by Harold Stewart, City Manager

RECOMMENDED ACTION

- 1. It is recommended City Council approve and authorize the Mayor to sign the Consulting and Legal Services Agreement between the City of Minot and Shane Goettle; and**
- 2. Continue the appointment of Shane Goettle as Special Assistant City Attorney.**

Documents:

[CC MEMO GOETTLE LAW 2024 RENEWAL \(002\).PDF](#)
[MINOT SERVICE AGREEMENT 2024-2026_GOETTLE SIGNED V2.PDF](#)

7.18. TAXI FARE FEES AND ORDINANCE

Presented by Tom Joyce and Stefanie Stalheim

RECOMMENDED ACTION

It is recommended City Council adopt the ordinance on first reading regarding the taxi business.

Documents:

[COUNCIL MEMO TAXI.PDF](#)
[TAXI CLEAN UP ORDINANCE_CLEAN.PDF](#)
[TAXI CLEAN UP ORDINANCE_REDLINE.PDF](#)
[TAXI FARE RESOLUTION.PDF](#)

7.19. APPROVE TIME EXTENSION FOR FACADE IMPROVEMENT APPLICATION FI-8 (BIG M BUILDING)

Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended City Council approve a time extension request for Big M Minot, LLC to December 31, 2024.

Documents:

[CC MEMO - FI-8 EXTENSION.PDF](#)
[FACADE AMENDMENT M BLDG 240419.PDF](#)

7.20. PAINTED BUMP-OUTS

Presented by Stephen Joersz

RECOMMENDED ACTION

It is recommended City Council approve the concept, by Prairie Sky Breads, to install “Art in the Right-of-Way” inside the painted bulb-outs

at the E Central Avenue and 1st Street E intersection; and authorize city staff to execute an encroachment permit.

Documents:

[2024 - ART IN THE RIGHT-OF-WAY - E CENTRAL AND 1ST ST E.PDF](#)
[2024 ART IN THE RIGHT-OF-WAY ATTACHMENT A.PDF](#)

7.21. ALLEY SPEED LIMIT ORDINANCE

Presented by Stephen Joersz

RECOMMENDED ACTION

It is recommended City Council approve the attached ordinance on first reading clarifying the 25 miles-per-hour speed on all streets and avenues in the City unless otherwise posted and establishing a 15 miles-per-hour speed limit in alleys.

Documents:

[ALLEY SPEED LIMIT ORDINANCE_MEMO.PDF](#)
[ALLEY SPEED LIMIT ORDINANCE_REDLINE.PDF](#)

7.22. TITLE VI MASTER PLAN, TITLE VI ASSURANCES AND TITLE VI NON-DISCRIMINATION ADA POLICY STATEMENT

Presented by Lisa Jundt and Lance Meyer

RECOMMENDED ACTION

It is recommended City Council approve the updated Title VI Master Plan, Title VI Assurances and Title VI Non-Discrimination and ADA Policy Statement; and further, authorize the Mayor and Human Resource Director to sign the required documents.

Documents:

[MEMO APPROVING UPDATE TO TITLE VI MASTER PLAN, ASSURANCES AND POLICY STATEMENT.PDF](#)
[TITLE VI MASTER PLAN - FINAL DRAFT.PDF](#)
[TITLE VI ASSURANCES AND TITLE VI NON-DISCRIMINATION - ADA POLICY STATEMENT.PDF](#)

7.23. LANGUAGE INTERPRETATION SERVICES AGREEMENT

Presented by Lisa Jundt

RECOMMENDED ACTION

It is recommended City Council approve the contract with Propio LS, LLC for language interpretation services; and further, authorize City staff to sign the contract on the City's behalf.

Documents:

- 7.24. BID AWARD AND BUDGET AMENDMENT – ROMOTE CONTROL ROBOT UPGRADE
– BOMB SQUAD (2023200010)
Presented by Chief Klug

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid to Remotec, Inc in the amount of \$224,271.00;**
- 2. Approve the proposed budget amendment on first reading; and**
- 3. Authorize the Police Chief to sign any necessary documentation.**

Documents:

[COUNCIL MEMO FORM - BOMB SQUAD ROBOT UPGRADE BID.PDF](#)
[25. 2024 BA - PD ROBOT UPGRADE.PDF](#)

- 7.25. NDSWC COST-SHARE REIMBURSEMENT AGREEMENT
Presented by Chris Plank

RECOMMENDED ACTION

It is recommended City Council approve and authorize the Mayor to sign the Agreement for Cost-Share Reimbursement City of Minot 23-25 Biennium Mouse River Enhanced Flood Protection Project Contract.

Documents:

[CITY COUNCIL MEMO - NDSWC COST - SHARE SOURIS RIVER JOINT BOARD.PDF](#)
[CITY OF MINOT AGREEMENT MREFPP 23 25 BIENNIUM.MAS EDITS.PDF](#)

- 7.26. APPROVE THE FIRST EXTENSION TO THE CONTRACT ASSIGNMENT AGREEMENT
BETWEEN CITY OF MINOT AND MATTSON CONSTRUCTION
Presented by Chris Plank

RECOMMENDED ACTION

It is recommended City Council approve the construction contract amendment and authorize the Mayor to sign the amendment.

Documents:

COUNCIL MEMO - MATTSON CONSTRUCTION EXTENSION.PDF
MATTSON CONSTRUCTION CONTRACT.PDF
CONSTRUCTION CONTRACT ASSIGNMENT_S_MATTSON.PDF
MATTSON AMENDMENT - FINAL 5-2-24.PDF

7.27. CONTRACT AWARDS FOR ELECTRIC VAULT (AIP 3-38-0037-072-2024)

Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

1. **It is recommended City Council award the contract to the lowest compliant bidder, Gefroh Electric, Inc., contingent upon receipt of FAA grant funding;**
2. **Approve contract for construction administration services to be conducted by Short Elliott Hendrickson (SEH) for the project; and**
3. **Direct City staff to apply for additional funding, accept if awarded, and have the Mayor, City Attorney and the Airport Director sign contracts, grants, and necessary documents.**

Documents:

MEMO ELEC VAULT REHAB BID ACCEPTANCE.PDF
BID TAB.PDF
SEH PROPOSAL_CONSTRUCTION ADMIN FOR ELEC VAULT
RELOCATION.PDF

8. ACTION ITEMS

8.1. PUBLIC HEARING: WAYNE JOHNSON MOVE REQUEST

Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended the Committee and Council approve the relocation of the single-family residence from 19101 72nd St NE, Minot ND, 58701 also known as SE S12-157-82 Tatman-S26 GFD A 160, to 3200 County Rd 19 S, Minot, ND 58701, also known as Olt 27 of SESW SWSE S32-155-82 Nedrose-S4 A 11.74, 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.**

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](#)
[WAYNE JOHNSON MOVE APPLICATION.PDF](#)
[ASSESSORS REPORT.PDF](#)
[INSPECTORS REPORT.PDF](#)
[WAYNE JOHNSON LTR.PDF](#)
[PROPERTY OWNERS LTR.PDF](#)

8.2. 16TH STREET SW RECONSTRUCTION ENGINEERING CONTRACT AMENDMENT 1 (4780)

Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

1. **It is recommended City Council approve contract amendment 1 with Apex Engineering Group;**
2. **Authorize the Mayor to sign the amendment; and**
3. **Approve the budget amendment on 1st reading.**

Documents:

[16TH ST SW RECONSTRUCTION ENGINEERING CONTRACT AMENDMENT 1 MEMO \(1\).PDF](#)
[CONTRACT AMENDMENT 1.PDF](#)
[24. 2024 BA - 16TH ST SW RECONSTRUCTION ENG AMENDMENT \(4780\).PDF](#)

8.3. 16TH STREET SW RECONSTRUCTION DOCUMENTED CATEGORICAL EXCLUSION APPROVAL (4780)

Presented by Lance Meyer

RECOMMENDED ACTION

1. **It is recommended City Council approve the Documented Categorical Exclusion document (DCE) and concur with the concepts proposed. Also, to proceed with Alternative B**

**(Build Option), Pond Scenario 4 (Two-Tiered Pond)
\$15,017,400; and**

2. Authorize the Mayor to sign the decision document.

Documents:

[16TH ST SW RECONSTRUCTION DOCUMENTED CATEGORICAL
EXCLUSION APPROVAL MEMO.PDF](#)
[DRAFT DCE_PCN 23860 MINOT 16TH ST SW.PDF](#)
[FINAL PUBLIC INVOLVEMENT REPORT_PCN 23860 MINOT 16TH ST
SW_01-24-24.PDF](#)
[FINAL PRESENTATION_MINOT 16TH ST SW_COUNCIL_2024-05-06.PDF](#)

8.4. AUTOMATIC DOOR ORDINANCE
Presented by Stefanie Stalheim

RECOMMENDED ACTION

**It is recommended City Council review and consider the follow-up
information provided in this memo and direct staff on how to proceed.**

Documents:

[COUNCIL MEMO_AUTOMATIC DOORS_5.6.24.PDF](#)
[ORDINANCE_AUTOMATIC DOORS_5.6.24.DOCX.PDF](#)

9. PERSONAL APPEARANCES

10. MISCELLANEOUS AND DISCUSSION ITEMS

10.1. CDBG CONSOLIDATED PLAN PRESENTATION

**Elizabeth McNannay from Resource Consultants presenting on the
Consolidated Plan process for Entitlement funding.**

10.2. MINOT HOUSING AUTHORITY - MILTON YOUNG PRESENTATION

**Tom Alexander from Minot Housing Authority will do a brief
presentation on the completion of Milton Young Towers.**

Documents:

[MYT_CITY COUNCIL.PDF](#)

10.3. 2025 – 2029 CAPITAL IMPROVEMENT PLAN PRESENTATION (4821)

Prepared by Lance Meyer

**No recommended action for this meeting. This is the presentation of
the plan.**

Documents:

2025 - 2029 CAPITAL IMPROVEMENT PLAN PRESENTATION MEMO .PDF
CITY OF MINOT CAPITAL IMPROVEMENT PLAN 2025-2029 DRAFT WITH
APPENDICES.PDF
2025 - 2029 CIP PRESENTATION.PDF

11. ADJOURNMENT