

**On January 16, 2024, a Regular Meeting of the Minot City Council was held in the Council Chambers at City Hall. Mayor Ross called the meeting to order at 5:30 pm.**

**ROLL CALL**

**Members Present:**

Burlingame, Jantzer, Olson, Pitner, Podrygula, Ross

**Members Absent:**

Evans

**PLEDGE OF ALLEGIANCE**

Mayor Ross led the City Council in the Pledge of Allegiance.

**MAYOR'S REPORT**

Mayor Ross attended the opening of the Children's Library at MPL, community project meetings, an MACEDC meeting, a Visit Minot meeting, provided a media interview, and did a welcoming at Marketplace for Kids at MSU. Mayor Ross asked the City Council if there were any objections to add action item 7.5 Conditional Approval of Alcohol Beverage License. There were no objections from council. Mayor Ross also mentioned items 7.2 & 7.3 were going to be combined for discussion purposes. There were no objections from council.

**CITY MANAGER'S REPORT**

Harold Stewart submitted a written report to the council. Harold Stewart and Jennifer Eckman, the Airport Director, also discussed some of the issues the Airport has been working through from the prior weekend.

**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**

Alderman Jantzer moved the City Council close the public hearing and approve this project and authorize staff to advance it to the State of North Dakota for final approval.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Burlingame, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

**CONSENT ITEMS**

Alderwoman Olson moved the City Council approve consent items 6.1-6.2 #3 and 6.3-6.16.

6.1 CITY COUNCIL MINUTES - 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.

6.2 ORDINANCES – Approval of the following ordinances considered for 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

(Ordinances are available for inspection and copying at the City Hall City Clerk's Office during normal office hours (generally Mon-Friday 8:00am – 4:30pm))

6.3 ADMINISTRATIVE APPROVALS - Approve the following administrative approvals.

1. Minot Majettes Dance Team Booster to conduct a raffle on January 20, 2024 at Magic City Campus (1100 11th Ave SW).
2. Power of 1 to conduct a raffle on May 1, 2024 at ARCO (1520 24th Ave SW).
3. MCDC Booster Club to conduct a raffle on January 7, 2024 at Ann Nicole Nelson Hall (500 University Ave W).
4. Boy Scout Troop 425 to conduct a raffle on March 16, 2024 at the Congregational United Church of Christ (430 N Broadway).
5. Special Event Permit for Whiskey Nine, LLC dba Whiskey Nine (111 W Central Ave).
6. Two Special Event Permits for Sports on Tap, Inc. dba Sports on Tap (220 S Broadway).

6.4 MAYORAL APPOINTMENTS - Confirm the following appointments:

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

6.5 FINAL APPROVAL OF MAGIC FUND GUIDELINES - Approve the final draft of the MAGIC Fund guidelines.

6.6 MAJOR SUBDIVISION FINAL PLAT: ROSEHILL CEMETERY FOURTH ADDITION - Approve a major subdivision final plat for Rosehill Cemetery Fourth Addition in alignment with the Planning Commission recommendation.

6.7 APPROVAL OF 2023 INTEREST DISTRIBUTION - Approve the 2023 interest distribution.

6.8 MINOT AIR FORCE BASE WATER RATE CONTRACT AMENDMENT - 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.

6.9 FIRE STATION 5 – FINAL PAYMENT (FD0024) - Approve the retainage payment to Roers in the amount of \$12,000.00.

6.10 WARD COUNTY MOU FOR CORONER SERVICES - Authorize the Fire and Police Chief to sign the MOU with Ward County for coroner services.

6.11 WARD COUNTY HAZARD MITIGATION PLAN ANNUAL PROGRESS REPORT - Receive and file the Hazard Mitigation Plan Annual Progress Report.

6.12 2024 USGS MONITORING AGREEMENT (4578.3) - 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.

6.13 NEW LANDFILL ENTRANCE – FINAL PAYMENT (4580) - Approve the final payment amount of \$9,556.85 to Farden Construction, Inc. for the New Landfill Entrance project.

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

6.15 ACCEPTANCE OF LAW ENFORCEMENT RESILIENCY GRANT - Accept the law enforcement resiliency grant; approve the proposed ordinance on the first reading; and authorize the Mayor, Finance Director, and project director to sign the grant award.

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

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Burlingame, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

## **6.2 #4 HUMAN RELATIONS COMMITTEE (REPEAL) – APPROVED**

Alderman Podrygula moved the City Council approve Ordinance No 5937 Human Relations Committee Repeal on second reading.

Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Burlingame, Jantzer, Olson, Ross; nays: Pitner, Podrygula.

## **ACTION ITEMS**

### **7.1 CHAPTER 13 CITY ORDINANCE UPDATES AND FIRE INSPECTION FEES - APPROVED**

Alderman Pitner moved the City Council approve the proposed ordinance on first reading; and review and consider the draft resolution setting fire inspection fees.

Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Burlingame, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

## **7.2 TRANSIT CENTER APPROVE PLANS AND SPECIFICATIONS AND 1ST STREET SW TRAFFIC REVISIONS (4171) & 7.3 DOWNTOWN PARKING GARAGE RFP PROPOSALS – APPROVED**

Alderman Pitner moved the 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) with the following friendly amendments:

- Acquire outside counsel to review the contract; and
- Complete a PFM Group Cost/Benefit Analysis.

Motion seconded by Alderwoman Olson and carried by the following roll call vote: ayes: Burlingame, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

Alderwoman Olson moved the City Council approve plans and specifications and authorize a call for bids for the transit center; and 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

Motion seconded by Alderman Podrygula and carried by the following roll call vote: ayes: Burlingame, Jantzer, Olson, Podrygula, Ross; nays: Pitner. The council members also suggested signage for publicly accessible restrooms not only at the transit center, but also on the North entrance to City Hall.

## **7.4 EXTEND MAGIC FUND GRANT TO SOURIS BASIN PLANNING COUNCIL TO FUND THE BUSINESS ACCELERATOR FUND – APPROVED**

Alderwoman Olson moved the 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 authorize the Mayor and Clerk to sign the agreement.

Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Burlingame, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

## **7.5 ALCOHOLIC BEVERAGE LICENSE – APPROVED**

Alderman Pitner moved the City Council conditionally approve 28 Tastes & Taps pending departmental approval.

Motion seconded by Alderwoman Olson and carried by the following roll call vote: ayes: Burlingame, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

## **PERSONAL APPEARANCES**

Billi Gunderson addressed the council about ADA accessibility. Lisa Hermosillo talked to the City Council about a new mental health support group called Talk United Minot. Scott Samuelson discussed the downtown parking garage project, Economic Development, and property tax.

## **MISCELLANEOUS AND DISCUSSION ITEMS**

David Lakefield mentioned the City of Minot was just awarded the Achievement of Excellence and Reporting for the 44<sup>th</sup> consecutive year.

## **9.1 MACEDC BIENNIAL PRESENTATION**

Brekka Kramer presented the MACEDC biennial presentation to the City Council.

## **9.2 HOUSING STUDY UPDATE**

Tom Leighton presented to the City Council the Minot Housing Needs and Market Study.

## **LIAISON REPORTS**

Alderman Burlingame and Alderman Podrygula had no meetings to report. Alderman Jantzer and Alderwoman Olson mention the upcoming Liaison meeting and Central Dakota MPO meeting. Alderman Pitner attended the Renaissance Zone Review Board meeting and a Visit Minot meeting.

**ADJOURNMENT**

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderwoman Olson and carried unanimously. Meeting adjourned at 8:25 pm.

For the full January 16, 2024 Regular City Council meeting video, see: [Minot City Council Meeting 1/16/24 - YouTube](#).

ATTEST: \_\_\_\_\_  
Mikayla McWilliams, City Clerk

APPROVED: \_\_\_\_\_  
Thomas Ross, Mayor