

On January 17, 2023, a Regular Meeting of the Minot City Council was held in the Council Chambers at City Hall. Mayor Ross call the meeting to order at 5:30 pm.

ROLL CALL

Members Present:

Burlingame, Evans, Jantzer, Olson (via Teams), Pitner, Podrygula, Ross

Members Absent

None

PLEDGE OF ALLEGIANCE

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

MAYOR'S REPORT

Mayor Ross attended state legislative meetings, spent time with other City Mayors with Governor Burgum, attended a Trinity Reuse Action Committee meeting, a Community Development meeting, PFAS discussions, Military Affairs meeting, and MACEDC Board meeting.

CITY MANAGER REPORT

Harold Stewart submitted a written City Manager Report to the council.

Jason Sorenson discussed the letters that went out to citizens as an ND Department of Environmental Quality requirement. Alderwoman Evans requested an update on sidewalk snow removal. Harold Stewart mentioned the city is going out for a request for quotes on essential sidewalks with an opening set for February 3, 2023. The remainder of the sidewalks with go out for RFP at a later time.

PUBLIC HEARING: ZONING MAP AMENDMENT - 28 N MAIN

The City Council held a public hearing on an application requested by Kevin and Kalli Black on behalf of Twenty Eight N Main, LLC, owner for a zoning map amendment from "M2" Heavy Industrial District to "CBD" Central Business District. The purpose of the request is to facilitate a mixed-use development. The legal description for the property is Original Minot Addition Lots 3-10 & 1/2 Vac Alley on Lots 3-7; & Lots 34-36 & that part of 37-39 Block 19 being south of a line drawn 150' from out & parallel with Bn Rr on side of same portion of Lots 37 & 38 & 34 thru 39 except Bn R/W. The address for the property is 28 Main St. N.

Alderman Jantzer moved the City Council close the public hearing and approve an ordinance on first reading for a zoning map amendment in alignment with the Planning Commission recommendation.

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

PUBLIC HEARING: ZONING MAP AMENDMENT - PIZZA RANCH

The City Council held a public hearing on an application requested by Mike Christianson on behalf of A & M Properties, LLC for a zoning map amendment from "C4" Planned Commercial District to "C2" General Commercial District. The purpose for the request is to facilitate a future expansion of the existing building. The legal description for the property is Lots 4 & 5, Replat of Lots 4, 5, & 6 Wal-Mart Addition. The address for the property is 305 37th Ave. SW.

Alderman Pitner moved the City Council close the public hearing and approve an ordinance on first reading for a zoning map amendment in alignment with the Planning Commission recommendation.

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

PUBLIC HEARING: ZONING MAP AMENDMENT - PORTION OF SUBDIVISION OF LOT 6

The City Council held a public hearing on an application requested by Austin Gleave on behalf of AW Properties, LLC for a zoning map amendment from "P" Public District to "R1" Single-Family Residential for the purpose of combining with an adjoining residential lot presently zoned "R1" Single Family Residential. The legal description of the property is Subdivision of

Lot 6 Sec 24-155-83 West ½ of the West ½ except north 110'. The property is unaddressed and located just west of 701 10th Ave. SE.

Alderman Pitner moved the City Council close the public hearing and approve an ordinance on first reading for a zoning map amendment in alignment with the Planning Commission recommendation.

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

PUBLIC HEARING: ZONING TEXT AMENDMENT – FENCING

The City Council held a public hearing on an application requested by City of Minot for a zoning text amendment to accommodate changes to the Land Development Ordinance of the City of Minot. The affected sections are as follows: Section 3.1-9. & 11. related to fence regulations and visibility triangles respectively.

Alderman Jantzer moved the City Council close the public hearing and approve an ordinance on first reading for a zoning text amendment in alignment with the Planning Commission recommendation.

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

CONSENT ITEMS

Alderman Pitner moved the City Council approve consent items 6.1-6.16.

6.1 CITY COUNCIL MINUTES - Approve the minutes from the January 3, 2022 Regular City Council meeting.

6.2 ORDINANCES – Approval of the following ordinances considered for second reading:

1. Ordinance 5802 - 2023 BA - United Pulse Trading (AGT Foods) MAGIC Fund
2. Ordinance 5803 - 2023 BA - Streetlight Improvement Cost Participation- Cash Reserves
3. Ordinance 5804 - 2023 BA - NW Minot Water Replacement

(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 - Approval of the following administrative approvals:

1. Minot Chapter – National Wild Turkey Federation to conduct a raffle on February 11, 2023 at the Grand Hotel (1505 N Broadway).
2. The Fallen Outdoors Team North Dakota to conduct a raffle on January 28, 2023 at the Clarion Hotel (2200 E Burdick Exwy).
3. Nedrose Cardinals Athletic Boosters to conduct a calendar raffle in April 2023 at Nedrose High School (5705 15th Ave SE).
4. Minot High School Dance Team to conduct a raffle on January 15, 2023 at Magic City Campus (1100 11th Ave SW).
5. Sottish Rite Minot Valley to conduct a raffle on May 22, 2023 at the Minot Masonic Center(2524 Burdick Expwy E).
6. Minot Social Club for Exceptional Persons, 2nd Story to conduct a raffle on March 4, 2023 at the Moose Lodge (400 9th St SW).
7. Special Event Permit for Sports on Tap, Inc dba Sports on Tap (220 S Broadway).

6.4 MAYORAL APPOINTMENTS - Confirm the following reappointments to the Renaissance Zone Review Board all with 3-year terms to expire December 31, 2025:

- Pete Hugret, Private Sector
- Pat Bailey, Minot Area Builders
- Jason Bentley, Financial Sector
- Betty Fedorchak, Private Sector

6.5 PLEDGED ASSETS, DECEMBER 31, 2022 - Approve the pledged assets as of December 31, 2022.

6.6 2022 INTEREST DISTRIBUTION - Approve the 2022 interest income distribution.

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

6.8 PAVEMENT MAINTENANCE CONSULTING ENGINEERING SELECTION (4782) - Approve the selection of Ackerman- Estvold, Apex Engineering Group, AE2S, Houston Engineering, Moore Engineering, and Prairie Engineering to provide consulting services; authorize the City Engineer to negotiate a contract with each firm; and authorize the Mayor to sign a contract with each firm.

6.9 RECYCLING PARTNERSHIP GRANT ACCEPTANCE - Accept the grant from Recycling Partnership in an amount not to exceed \$206,000.00 to support the purchase of carts for the upcoming recycling program; and authorize the Mayor to sign the agreement.

6.10 2022 WATERMAIN REPLACEMENT – FINAL PAYMENT (PROJECT NUMBER 4632) - Approve the final payment for the 2022 Watermain Replacement Project to Post Construction, Inc. in the amount of \$521,349.44.

6.11 10TH STREET NW STORM SEWER REHAB – FINAL PAYMENT (PROJECT NUMBER 4616) - Approve the final payment for the 10th St. NW Storm Sewer Rehab Project to Post Construction, Inc. in the amount of \$57,445.90.

6.12 WATER TASK ORDER AGREEMENT (PROJECT #4421.1) - Authorize the Mayor to sign the water modeling task order in the amount of \$30,000.00.

6.13 MAJOR SUBDIVISION FINAL PLAT: KDDS SUBDIVISION - Approve a major subdivision final plat as provided in Attachment A to create KDDS Subdivision.

6.14 MAJOR SUBDIVISION FINAL PLAT: KREMER ADDITION - Approve a major subdivision final plat as provided in Attachment A to create Kremer Addition.

6.15 LEARY FOUNDATION EXTRACTOR DONATION - Authorize the Mayor to sign the grant agreement for the Leary Foundation Grant for the purchase of an extractor for Station 5.

6.16 FI-6 FACADE IMPROVEMENT PROGRAM FOR BRADLEY 5 PROPERTIES, LLC - Approve a grant application for FI-6 Bradley 5 Properties, LLC for a property located at 10 First Street SW in an amount not to exceed \$100,000.00 subject to conditions of the program. Due the property being sold this will replace application FI-5 from Hogan Douglas First, LLC approved by the City Council on October 3, 2022.

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

ACTION ITEMS

7.1 2021 ABATEMENT REQUEST FOR RESIDENTIAL PARCEL MI 14.276.000.2170 OWNED BY DENISE PETTIT – APPROVED

Alderman Jantzer moved the City Council approve the City Assessor’s recommendation to deny the abatement request.

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

7.2 BID FOR PICKUPS AND SUVS (PROJECT NUMBER 4731) – APPROVED

Alderwoman Evans moved the City Council approve to forgo the sealed bid process for an item over \$50,000 and award based on quotes; award the vehicles to Westlie Motor Company as follows:

Engineering Department	(2) midsize 4x4 SUV	\$85,800.00
Property Maintenance	½ ton 4x4 super cab	\$52,980.00
Water Department	½ ton 4x4 extended cab	\$50,085.00
Water Department	¾ ton 4x4 ex cab with service body	\$68,770.00
Traffic Department	¾ ton extended cab	\$51,890.00;

approve the budget amendments to cover the funding shortfall on first reading.

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

7.4 GARBAGE COLLECTION, LANDFILL, WATER AND STORM SEWER RATE SETTING – APPROVED

Alderman Evans moved the City Council approve the attached ordinance on first reading, which removes garbage collection, landfill, water and storm sewer fees from the code of ordinances and instead sets fees by resolution.

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

7.3 GARBAGE COLLECTION RATES – APPROVED

Alderman Jantzer moved the City Council approve option A .

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

7.5 BUILDER’S AND HOMEOWNER’S PROPERTY TAX EXEMPTIONS - APPROVED

Alderman Pitner moved the City Council approve a Builder’s Property Tax Exemption and authorize the Mayor to sign the resolution; and approve a Homeowner’s Property Tax Exemption and authorize the Mayor to sign the resolution.

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

7.6 HOUSING STUDY RFP BUDGET AMENDMENT – APPROVED

Alderman Evans moved the City Council authorize staff to post an RFP for a Housing Needs and Market Analysis Study for the City of Minot approve a budget amendment to fund the proposed Housing Study on first reading.

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

7.7 PURCHASE OF EIGHT (8) 2023 POLICE FORD UTILITY VEHICLES – APPROVED

Alderman Burlingame moved the City Council authorize the purchase of eight (8) 2023 Ford Interceptor Utility Vehicles using the North Dakota State Contract for a purchase amount of \$320,993.28; and approve the proposed ordinance to amend the 2023 annual budget to increase the police capital equipment expenditures for the purchase of patrol vehicles, using fund cash reserves on the first reading.

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

7.8 WARD COUNTY CONNECTOR RAISE GRANT REQUEST (4657) – APPROVED

Alderman Jantzer moved the City Council approve the funding request to submit a RAISE grant for the environmental study and approve the budget amendment on 1st reading.

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

PERSONAL APPEARANCES

Curt Sather addressed the council about issues with his property temporary easements for the Hiawatha Sidewalk Project.

MISCELLANEOUS AND DISCUSSION ITEMS

9.1 PFAS LAWSUIT DISCUSSION

Hank Naughton and Christian Clapp presented to the council about the possibility of joining the PFAS lawsuit. The council requested this item come back to them on March 6, 2023.

9.2 MACEDC SEMI-ANNUAL PRESENTATION

Brekka Kramer presented the semi-annual report from MACEDC to the City Council. Her presentation included the MACEDC Vision, Strategic Plan, Strategic Partnerships, Workforce and Economic Development.

9.3 MINOT’S METROPOLITAN PLANNING ORGANIZATION (MPO) STATUS (4757)

Lance Meyer, City Engineer, provided the council with an informational memo about the City of Minot becoming an MPO.

LIAISON REPORTS

Alderman Podrygula attended the Emergency Resource Council meeting, a 911 Ward County meeting, a Ward County Planning Commission meeting, the Ad Hoc: Employee Benefits meeting, and a mental health program meeting. Alderwoman Olson attended the Liaison Committee meeting.

Alderwoman Evans attended the Library Board meeting and a meeting on the Family Shelter Broadway Circle project. Alderman Burlingame attended the Ad Hoc: Employee Benefits meeting. Alderman Jantzer attended the Ad Hoc: Employee Benefits meeting and the Liaison Committee meeting. Alderman Pitner has an upcoming Visit Minot meeting.

ADJOURNMENT

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderwoman Evans and carried unanimously. Meeting adjourned at 7:59 pm.

For the full January 17, 2023 Regular City Council meeting video, see: [City Council - January 17, 2023 - YouTube](#).

ATTEST: Mikayla McWilliams
Mikayla McWilliams, City Clerk

APPROVED: Thomas Ross
Thomas Ross, Mayor