

On February 20, 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, Evans, Jantzer, Olson, Pitner, Podrygula, Ross

Members Absent:

None

PLEDGE OF ALLEGIANCE

Mayor Ross, with the FFA Minot Chapter, led the City Council in the Pledge of Allegiance.

MAYOR'S REPORT

Mayor Ross presented a proclamation for FFA Week and one for Engineering Week.

Mayor Ross attended a Visit Minot Stakeholders meeting, State of the City, planning meeting for a suicide symposium, Alcohol Ordinance Review and Rewrite Committee meeting, Home for the Holidays meeting, Task Force 21 Workforce Development meeting, MSU Democracy Café event, a ribbon cutting at the Workforce Academy and spoke to employees at Aspire Credit Union.

CITY MANAGER'S REPORT

Harold Stewart submitted a written report to the council.

MAJOR SUBDIVISION PRELIMINARY PLAT: AVERYS 2ND ADDITION

Alderman Jantzer moved the City Council approve a major subdivision preliminary plat in alignment with the Planning Commission recommendations.

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 6.1-6.25.

6.1 CITY COUNCIL MINUTES - Approve the minutes of the February 5, 2024 Regular City Council meeting.

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

1. Ordinance No 5941 - 2024 BA - FY23 SLCGP Award (2024190002)
2. Ordinance No 5942 - 2024 BA - RAISE Grant Consulting Fees
3. Ordinance No 5943 - 2024 BA - Landfill Consultants reallocation - Cash Reserves
4. Ordinance No 5944 - 2024 BA - Airport Electrical Vault
5. Ordinance No 5945 - 2023 BA - Broadway Circle

(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 North GBB Boosters to conduct a raffle on February 11, 2024 at Landsiedel Residence (1712 13th St NW).
2. Edison PTA to conduct a raffle on March 14, 2024 at Edison Elementary (701 17th Ave SW).
3. Special Event Permit for Duckpond Ventures, LLC dba Saul's (105 1st St SE basement).
4. Special Event Permit for Sports on Tap, Inc. dba Sports on Tap (220 S Broadway).

6.4 MAYORAL APPOINTMENT - Confirm the following Mayoral Appointment:

- Jay Fisher to replace Larry Bellew with a term to expire on December 31, 2025, on the Minot Commission on Aging Board.

6.5 ALCOHOL LICENSING – THE SIX BAR - Approve the Retail Beer and Wine license for The Six Bar at 23 S Main St for the period of February 20, 2024, through December 31, 2024.

6.6 MINOR SUBDIVISION PLAT: AVERY MAE MEADOWS ADDITION - Approve a minor subdivision plat as provided in Attachment A to create Avery Mae Meadows Addition.

6.7 MINOR SUBDIVISION PLAT: NAPA VALLEY 21ST ADDITION - Approve a minor subdivision plat as provided in Attachment A to create Napa Valley 21st Addition.

6.8 MINOR SUBDIVISION PLAT: ENERGY PARK 6TH ADDITION - Approve a minor subdivision plat as provided in Attachment A to create Energy Park 6th Addition.

6.9 MINOR SUBDIVISION PLAT: TRINITY CAMPUS FIRST ADDITION - Approve a minor subdivision plat as provided in Attachment A to create Trinity Campus First Addition.

6.10 MAJOR SUBDIVISION FINAL PLAT: METZ SECOND ADDITION - Approve a major subdivision final plat as provided in Attachment A to create Metz Second Addition.

6.11 MAJOR SUBDIVISION FINAL PLAT, DEVELOPMENT AGREEMENT: CITIZENS ALLEY ADDITION - Approve the proposed major subdivision plat for Citizens Alley as provided in attachment A; and approve the Citizens Alley Addition Development Agreement provided in Attachment B and authorize the Mayor to sign the agreement.

6.12 EPA REGION 8 APPLICATION FOR ASSESSMENT OF THE DOWNTOWN TRINITY HOSPITAL PROPERTY - Direct City Manager to proceed with preparing and submitting an application to Region 8 of the EPA on behalf of Trinity Hospital to conduct a Phase I and Phase II Assessment.

6.13 CITY HALL RETAINING WALL FINAL PAYMENT (4398) - Approve final payment to Rolac Contracting Inc in the amount of \$745,895.00.

6.14 RAISE GRANT LETTER OF SUPPORT (4657) - Approve the letter of support for the MAGIC RAISE Grant application; and authorize the Mayor to sign the letter.

6.15 CITY HALL REHABILITATION FINAL PAYMENT (4466) - Approve the final payment to Rolac Contracting in the amount of \$47,017.60.

6.16 2024 STREET SEAL - AWARD BID (4803) - Award the bid for the 2024 Street Seal to the low bidder, Asphalt Preservation Company Inc., in the amount of \$2,986,234.51 and authorize the Mayor to sign the agreement.

6.17 2024 MICROSURFACING - AWARD BID (4804) - Award the bid for the 2024 Microsurfacing to the low bidder, Asphalt Surface Technologies Corp. in the amount of \$846,361.37 and authorize the Mayor to sign the agreement.

6.18 CITYWORKS AND GIS SUPPORT CONTRACT AMENDMENT (4705) - Approve the contract amendment with Timmons Group and authorize the Mayor to sign the contract amendment; and approve the budget amendment on first reading.

6.19 EDISON SAFE ROUTES TO SCHOOL ENGINEERING SELECTION (4667) - Select Moore Engineering as the most qualified consultant; authorize the City Engineer to negotiate a scope and fee; and authorize the Mayor to sign the contract.

6.20 CONTRACT ATTORNEY, URBAN REDEVELOPMENT AND PUBLIC INFRASTRUCTURE PROJECTS - Retaining Kate Johnson & Jay Lindgren with Dorsey & Whitney to assist the City of Minot with urban redevelopment and public infrastructure projects, and authorize the Mayor to sign the attached engagement letter.

6.21 CONTRACT ATTORNEY STORM SEWER PROJECT 121 - Approve the contract with Swanson & Warcup, Ltd. for eminent domain legal services related to completion of Storm Sewer District 121, and authorize the Mayor to sign the attached contract.

6.22 16th ST CLOSURE SILL REPAIR – AWARD OF BID (3673A) - Award the 16th St Closure Sill Repair project to Keller Paving and Landscaping, Inc in the amount of \$264,725.00 and authorize the Mayor to sign the construction contract.

6.23 CITY OF MINOT EQUIPMENT RENTAL RATES 2024-2025 - Approve City of Minot equipment rental rates for 2024-2025.

6.24 APPROVE REQUEST FOR RENEWAL OF AIRPORT HAY LAND/CROP AGREEMENT - Approve the Request for Renewal of the Airport's Hay Land/Crop agreement; and authorize the Mayor to sign any necessary documents.

6.25 SERVICE AGREEMENT BETWEEN CITY OF MINOT AND RESOURCE CONSULTANTS, LLC - Authorize the Mayor to sign the Service Agreement between Resource Consultants and The City of Minot, ND to aid in the development of a 2024-2029 Consolidated Plan; and approve the budget amendment on the first reading.

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

ACTION ITEMS

7.1 AMENDMENTS TO TIF DISTRICT 2022-1 (BIG M BUILDING) - APPROVED

Alderman Pitner moved the City Council approve the amendments to the Urban Renewal and Development Plan and the Development Agreement for TIF District 2022-1; approve the amended Big M Resolution; and authorize the Mayor and necessary City staff to execute the amended Urban Renewal and Development Plan, amended Development Agreement, and any related documents.

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

7.2 M & S CONCESSIONS FOR THE TRACKS BID WINNER OF ALCOHOL LICENSE SECOND EXTENSION – APPROVED

Alderwoman Olson moved the City Council approve the second extension to July 1, 2025, for M & S Concessions at the Tracks to begin operations with their Retail Liquor, Beer, & Wine license.

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

PERSONAL APPEARANCES

Billi Gunderson addressed the council about ADA accessibility. Tim Baumann presented the City Council the results of the Minot Sustainability Conversations.

MISCELLANEOUS AND DISCUSSION ITEMS

9.1 ADA DISCUSSION

Kimberly Paarlberg from the International Code Council (ICC) presented to the City Council. Alderman Podrygula directed staff to write a draft ordinance similar to the City of Mandan Ordinance Section 111.2-9 and present it to council at the March 4, 2024 Regular City Council meeting.

9.2 LEAD AND COPPER INFORMATIONAL PRESENTATION

Jason Sorenson presented to the council about lead and copper pipping.

LIAISON REPORT

Alderman Podrygula mentioned an upcoming event at the MPL “How to run for office in ND?”, attending a two-day Airport training, a Minot Commission on Aging meeting, an Emergency Resource Council meeting and a Ward County Planning Commission meeting. Alderwoman Evans attending a Library Board meeting and a Ward County Planning Commission meeting. Alderman Pitner attended the Alcohol Ordinance Review and Rewrite Committee meeting, there is an upcoming Renaissance Zone meeting, and mentioned upcoming events for Visit Minot.

Alderwoman Olson attended a Liaison meeting, a Central Dakota MPO meeting, and the State of the City. Alderman Burlingame attended the State of the City and the Childcare Committee meeting. Alderman Jantzer attended the Central Dakota MPO meeting and the Liaison meeting.

ADJOURNMENT

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderman Jantzer and carried unanimously. Meeting adjourned at 7:29 pm.

For the full February 20, 2024 Regular City Council meeting video, see: [Minot City Council Meeting 2/20/24 \(youtube.com\)](https://www.youtube.com/watch?v=Minot-City-Council-Meeting-2-20-24).

ATTEST: Mikayla McWilliams
Mikayla McWilliams, City Clerk

APPROVED: 
Thomas Ross, Mayor