

On February 21, 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 (via Teams), Olson, Podrygula, Ross

Members Absent

Pitner

PLEDGE OF ALLEGIANCE

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

MAYOR'S REPORT

Mayor Ross proclaimed February 19th-25th Engineers Week.

Mayor Ross attended a meeting with the Minot Park District, Celebrate Cities Event, State of the City Address, legislative updates, MACEDC Board meeting, Task Force 21 meeting, the Rotary Club, the Kiwanis Club, and the 3rd graders at Longfellow School.

CITY MANAGER REPORT

Harold Stewart submitted a written report to the council.

PUBLIC HEARING: ZONING MAP AMENDMENT - PORTION OF HIGHLANDS AT NORTH HILL

Public hearing request by City of Minot for a zoning map amendment to continue to clarify zoning for a portion of the Highlands at North Hill 2nd, 3rd, and 4th Additions. The zoning is proposed to be changed from both "R2" TwoFamily Residential District with a "PUD" Planned Unit Development Overlay and "R4" Planned Residential District to "R2" Two-Family Residential District with a "PUD" Planned Unit Development Overlay alone. The legal descriptions for the properties are as follows: Lots 1A, 1B, 2A, 2B, 3A, 3B, Block 1, Lots 10A, 10B, 11A, 11B, 12A, 12B, 1A, 1B, 2A,2B, 3A, 3B, 4A, 4B, 5A, 5B, 6A, 7B, 8A, 8B, 9A, 9B Block 2, Lots 1A, 1B, 2A, 2B, 3A, 3B, 4A, 4B, 5A, 5B, 6A, 6B, 7A, 7B, 8A, 8B, 9A, 9B Block 4, Lots 1A & 1B Block 5, Highlands at North Hill 2nd Addition AND Lots 1 thru 6, Block 1, Lots 1 thru 10, Block 2, and Lots 1 thru 7, 8A, 8B, 9A, 9B, 10A, & 10B, Block 3, Highlands at North Hill 3rd Addition AND Lots 1, 2, & 3, Highlands at North Hill 4th Addition, all to the City of Minot, Ward County, North Dakota.

The preceding legal descriptions include the following addresses: 2501 – 2617 Granite Dr., 2500 – 2600 Ivory St., and 2320 – 2528 Landmark Dr.

Alderwoman Olson 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, Podrygula, Ross; nays: none.

MAJOR SUBDIVISION PRELIMINARY PLAT: WALSH ADDITION

Alderwoman Olson moved the City Council approve a major subdivision preliminary plat as provided in Attachment A 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, Podrygula, Ross; nays: none.

CONSENT ITEMS

Alderman Burlingame moved the City Council approve consent items 6.1-6.6 and 6.8-6.16.

6.1 CITY COUNCIL MINUTES - Approve the minutes of the February 6, 2023 Regular City Council meeting.

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

1. Ordinance No 5814 - 2023 BA - Airport Infax
2. Ordinance No 5815 - 2023 BA - PD0227 SHSG Swat Grant
3. Ordinance No 5816 - 2023 BA - Puppy Dog Coulee
4. Ordinance No 5817 - 2023 BA - Recycling Carts Purchase & 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 administrative approvals.

1. 125 Motorcycle Club to conduct a raffle on August 12, 2023 at the Landing Bar (2015 N Broadway).
2. Magic City Youth Baseball to conduct a raffle on July 30, 2023 and a calendar raffle in May 2023 at the Jack Hoeven Park (2630 7th Ave SW).
3. MDAD Fundraising to conduct a calendar raffle in April 2023 at the President's residence (1841 15th St SW).
4. Optimist Club of Minot to conduct a raffle on May 24, 2023 at the Grand Hotel (1505 N Broadway).
5. Minot Family YMCA to conduct a raffle on June 4, 2023 at the YMCA (3515 16th St SW).
6. Edison Elementary PTA to conduct a raffle on March 17, 2023 at Edison Elementary (701 17th Ave SW).
7. Bel Air PTA to conduct a raffle on March 31, 2023 at Bel Air (501 25th St NW).
8. MACEDC to conduct a raffle on March 16, 2023 at the Grand Hotel (1505 N Broadway).
9. Our Savior Lutheran Church Youth Ministry to conduct a raffle on March 3, 2023 at the Sleep Inn & Suites Conference Center (2400 10th St SW).
10. Minot State University Athletics to conduct a sports raffle on February 12, 2023 at residence (6810 17th Ave NW).
11. Brick Studio to conduct a raffle on February 11, 2023 at Anne Nicole Nelson - MSU (500 University Ave W).
12. Special Event Permit for Prairie Sky Breads, LLC dba Prairie Sky Breads (3 1st St SE Suite 3).
13. Special Event Permit for Sports on Tap, Inc. dba Sports on Tap (220 S Broadway).
14. Two Special Event Permits for Der Blaue, LLC dba Blue Rider (118 1st Ave SE).

6.4 MAYORAL APPOINTMENT - Approve the following Mayoral Appointment for the Renaissance Zone Review Board:

- Christine Staley to replace Josh Wolsky as the member of the board from the Downtown Business and Professional Association with a term to expire December 2023.

6.5 ALCOHOL LICENSING – TILT STUDIO - Approve the Supper Club license for Nickels and Dimes, Inc dba Tilt Studio operating at 2400 10th St SW Building E, Minot.

6.6 ALCOHOLIC BEVERAGE LICENSE RENEWAL - Approve the renewal for the alcohol beverage sales license for January 1, 2023 through December 31, 2023.

6.8 2023 PAVEMENT MARKINGS – AWARD OF BID (4718) - Award the bid for the 2023 Pavement Markings Project to the low bidder, West River Striping Company, in the amount of \$225,728.75; and authorize the Mayor to sign the agreement for the project.

6.9 37TH AVE SW AND 23RD ST SW RIGHT TURN RESTRICTIONS (4727) - Pass an ordinance to add a right-turn restriction for the following locations:

- Southbound 23rd Street SW at 37th Avenue SW
- 1 Northbound 23rd Street SW at 37th Avenue SW
- 1 Eastbound 37th Avenue SW at 23rd Street SW
- 1 Westbound 37th Avenue SW at 23rd Street SW

6.10 2023 STREETLIGHT IMPROVEMENT AWARD OF BID (4706) - Award the low bid to Main Electric Construction, Inc. in the amount of \$328,141.40; and authorize the Mayor to sign the agreement upon concurrence of award from the North Dakota Department of Transportation (NDDOT).

6.11 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.

6.12 TRAFFIC SIGNAL DISTRICT 2022-1 APPROVE PLANS AND SPECS AUTHORIZE A CALL FOR BIDS (4727) - Pass the attached resolution approving plans and specifications and authorize a call for bids.

6.13 RECLASSIFICATION OF NDR/CDBG ADMINISTRATIVE POSITIONS TO CIVIL SERVICE - Approve the reclassification of three NDR/CDBG positions from temporary status to Civil Service status.

6.14 RATIFY APPLICATION FOR STATE AND LOCAL CYBERSECURITY GRANT PROGRAM (SLCGP) - Ratify the submission of the FY 2022 SLCGP application and authorize the Finance Director to sign the application.

6.15 MODIFICATION TO STEVENS WELDING DEVELOPMENT AGREEMENT - Authorize staff to modify the Business Incentive Agreement with Stevens Welding to align the FTE requirements in the agreement with the date of the agreement and authorize the Mayor and Finance Director to sign the agreement.

6.16 UTILITY BILLING MAIL INSERTER MACHINE - Approve and authorize the Mayor to sign the purchase and lease agreement with Quadient Leasing USA Inc. for the replacement of the Utility Billing mail inserter machine.

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

6.7 RESOLUTION ADOPTING FEE SCHEDULES FOR BUILDING PERMITS, MOVING PERMITS, ELECTRICAL PERMITS, MECHANICAL PERMITS, AND PLUMBING PERMITS – APPROVED

Alderwoman Olson moved the City Council adopt the attached resolution setting the City's fees for building permits, electrical permits, mechanical permits, and plumbing permits with retroactive date of January 1, 2023.

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

ACTION ITEMS

7.1 AMENDMENTS TO THE FACADE IMPROVEMENT PROGRAM – APPROVED

Alderwoman Evans moved the City Council approve the amendments to the façade improvement program as submitted by the Renaissance Zone Review Board from their regular meeting on September 29, 2022.

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

7.2 CONTRACT AMENDMENT FOR FI-1 (AUSLANDER, LCC) – APPROVED

Alderwoman Evans moved the City Council approve an amendment to Case No. FI-1 for Auslander, LLC for façade renovation work to be performed at 24 1 Street NE, as amended in an amount not to exceed \$180,000, subject to terms and conditions and authorize the mayor to execute all necessary documents. The agreement shall replace the earlier agreement executed on November 19, 2021 including a provision not to construct a building in the parking lot in order to maintain the view of the south face from the street, and allow work to be performed by the existing contractor chosen by the low bid.

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

7.3 AWARD OF QUOTES FOR PRIORITY AREA CITY OWNED SIDEWALKS AND BIKE PATHS P4755 – APPROVED

Alderman Jantzer moved the City Council approve entering into a contract for snow removal on priority sidewalk and bike path areas with Birdy's Hydromulching; authorize the Mayor to sign the contract; and approve the budget amendment for funding of snow removal service.

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

7.4 AWARD OF QUOTES FOR SNOW REMOVAL ON SIDEWALKS AND BIKE PATHS CITYWIDE (4755.1) – APPROVED

Alderman Podrygula moved the City Council approve entering into a contract for snow removal on the citywide sidewalk and bike path areas with Schultz Property Maintenance, LLC; authorize the Mayor to sign the contract; and approve the budget amendment for funding of snow removal service.

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

7.5 APPROVE 2023 WATER/SEWER FEES FOR MATERIALS AND SERVICES – APPROVED

Alderman Olson moved the City Council approve the rate structure for services and materials provided by Water and Sewer Department.

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

7.6 SOUTHBOUND S BROADWAY RIGHT TURN RESTRICTION AT BURDICK EXPWY W (4752) – APPROVED

Alderman Olson moved the City Council pass an ordinance to add a right-turn restriction for the following location:

- Southbound S Broadway at Burdick Expwy W.

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

7.7 4TH AVENUE NW LANE RECONFIGURATION STUDY – APPROVED

Alderman Evans moved the City Council approve to convert 4th Avenue NW from N Broadway to 26th Street NW from a four-lane roadway to a three-lane roadway with bicycle lanes as part of the 2023 City of Minot Street Seal maintenance project.

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

7.8 BUDGET AMENDMENTS AND AWARD OF BID - CHILDREN'S LIBRARY REMODEL – APPROVED

Alderman Evans moved the City Council approve the Budget Amendment appropriating unspent funds from the Library's 2022 budget to the 2023 budget and transferring funds from sales tax improvements; and award Rolac the bid for the Children's Library Remodel in the amount of \$426,600 for the base bid and alternate 1 and authorize the Mayor to sign contracts.

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

MOTION TO MOVE AGENDA ITEM

Alderman Evans moved the City Council swap Personal Appearances and Miscellaneous and Discussion agenda items.

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

MISCELLANEOUS AND DISCUSSION ITEMS

Alderman Podrygula moved the City Council reconsider the adopted at the last meeting regarding the free parking at the one downtown parking ramp.

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

Then the council voted on the original motion where Alderman Evans moved the City Council approve making the parking fee in the garage for everyone, employees and citizens, and reserve sections for employees; and carried by the following roll call vote: ayes: none; nays: Burlingame, Evans, Jantzer, Olson, Podrygula, Ross.

Alderman Evans moved the City Council approve waiving parking fees in the Renaissance Parking Garage for City Employees upon relocation to the new City Hall downtown.

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

PERSONAL APPEARANCES

Leroy Bile addressed the council about a group home in his neighborhood.

LIAISON REPORTS

Alderman Burlingame and Alderman Jantzer both attended the Ad Hoc Committee for Employee Benefits and Wage Review. Alderwoman Evans attended a Library Board meeting, discussions on the family shelter, and the Student Nursing Convention.


Alderwoman Olson attended an EAPC meeting on the facility needs study, the Student Nursing Convention, DCB Dental Task Force, Souris Basin Planning Council Full Board meeting, and Celebrate Cities Day. Alderman Podrygula attended the Minot Commission on Aging meeting, the Comprehensive Plan Review Steering Committee meeting, Emergency Resource Council meeting, and the Ward County Planning Committee meeting.

ADJOURNMENT

There being no further business, Alderwoman Evans moved the City Council meeting be adjourned. Motion seconded by Alderman Jantzer and carried unanimously. Meeting adjourned at 7:01 pm.

For the full February 21, 2023 Regular City Council meeting video, see: [City Council - February 21, 2023 - YouTube](#).

ATTEST: Mikayla McWilliams
Mikayla McWilliams, City Clerk

APPROVED: 
Thomas Ross, Mayor