

On March 18, 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 led the City Council in the Pledge of Allegiance.

MAYOR'S REPORT

Mayor Ross attended a CPKC Rail meeting, the MACEDC Annual meeting, a ND League of Cities meeting, the Alcohol Ordinance Review and Rewrite Committee meeting, a Task Force 21 meeting, a suicide symposium planning meeting, a Military Affairs meeting, ribbon cutting for the US Olympics Sled Hockey, welcomed the Western Plains Opera Gala, spoke briefly at the Pheasants for the Future meeting, and attended the sled hockey game on Saturday.

CITY MANAGER'S REPORT

Harold Stewart submitted a written report to the council.

5.1 MAJOR SUBDIVISION PRELIMINARY PLAT: GOLD NUGGET 7TH 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 6.1-6.21.

6.1 CITY COUNCIL MINUTES - Approve the minutes of the March 4, 2024, Regular City Council meeting.

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

1. Ordinance No 5948 - 2023 BA - Line Items Over Budget
2. Ordinance No 5949 - Encroachments on City Property Ordinance

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

6.3 ADMINISTRATIVE APPROVALS - Ratify the following Administrative Approvals:

1. ND State USBC to conduct a raffle on April 6-7, 13-14, 20-21, 2024 at North Hill Bowl (1901 N Broadway).
2. Zion Lutheran Church to conduct a raffle on March 22, 2024 at Zion Lutheran Church (1800 Hiawatha St SE).
3. ND Chapter Backcountry Hunters & Anglers to conduct a raffle on June 6, 2024 at Whiskey Nine (109 W Central Ave).
4. Minot Valley Scottish Rite to conduct a raffle on June 22, 2024 at Minot Valley Scottish Rite (2524 E Burdick Expwy).
5. Nedrose Cardinals Booster Club to conduct a raffle on March 21st & 23rd, 2024 at Magic City Campus (1100 11th Ave SE).
6. API Bakken Chapter to conduct a raffle on March 9, 2024 at Clarion Hotel (2200 E Burdick Expwy).
7. Minot High Cheer Booster Club to conduct a raffle on March 10, 2024 at Minot High School (1100 11th Ave SE).
8. American Legion Department of ND to conduct a raffle on January 25, 2025 at the Grand Hotel (1505 N Broadway).
9. Dakota Clay Busters to conduct a calendar raffle for June 2024 at Centerspace (3100 10th St SW).
10. Power of 1 to conduct a raffle on August 18, 2024 at ARCO Dakota Square (1520 24th Ave SW).
11. Special Event Permit for Sports on Tap, Inc. dba Sports on Tap (220 S Broadway).
12. Special Event Permit for Whiskey Nine, LLC dba Whiskey Nine (111 West Central Ave).

6.4 GAMING SITE AUTHORIZATION - MSU BEAVER BOOSTERS - Approve the gaming site authorization for the MSU Beaver-Boosters to conduct gaming on April 3, 2024, at the Sleep Inn & Suites.

6.5 AUTHORIZE FINAL PAYMENT TO MINOT HOUSING AUTHORITY - Authorize the final payment of \$84,060.00 to Minot Housing Authority for work completed on the Milton Young Towers facility.

6.6 AUTHORIZE FINAL PAYMENT TO DAKOTA COLLEGE AT BOTTINEAU - Authorize the final payment of \$236,340.90 to Dakota College of Bottineau for work completed on the Center for Technical Excellence.

6.7 OVERLAND WEST AIRPORT LEASE - Approve the Rental Car Concession and Lease Agreement with Overland West; and authorize the Mayor to sign the contract.

6.8 MEIER AND COMPANY AIRPORT LEASE - Approve Rental Car Concession and Lease Agreement with Meier & Company; and authorize the Mayor to sign the contract.

6.9 ENTERPRISE RENT A CAR AIRPORT LEASE - Approve the Rental Car Concession and Lease Agreement with Enterprise RAC Company of Montana-Wyoming; and authorize the Mayor to sign the contract.

6.10 SEH CONTRACT FOR TAXIWAY C/C3 RECONSTRUCTION FINAL DESIGN (CITY PROJECT NUMBER #2024500005/ AIP 3-38-0037-72-2024) - Direct staff to apply for state and federal funding to assist with the financing and rehabilitation of Taxiway C/C3 project; approve the supplemental letter agreement with Short Elliott Hendrickson Inc. (SEH) to design the rehabilitation of Taxiway C/C3 in form; and upon receipt of federal and/or state funding, authorize the Mayor, Airport Director, and City Attorney to execute grants and the Supplemental Agreement.

6.11 MIDCO EASEMENT ON AIRPORT PROPERTY - Approve the easement and subordination agreement and authorize the Mayor to sign the contracts.

6.12 BIDDING OF ELECTRICAL VAULT REHABILITATION - Approve staff apply for state and federal funding to assist with the financing of the electrical vault rehabilitation; authorize City staff to advertise and solicit bids for the Electrical Vault Rehabilitation project; and upon receipt of federal and/or state funding, authorize the Mayor, Airport Director, and City Attorney to execute grants.

6.13 PURCHASE OF TRANSIT FIXED ROUTE SOFTWARE (4833) - Approve the purchase of Transit Fixed Route Software from TripSpark Technologies to replace RouteMatch and approve the Mayor or Transit Superintendent to sign the necessary agreements.

6.14 WELLS 5 & 6 RAW WATER LINE REPLACEMENT - AWARD OF BID (4758) - Approve the bid in the amount of \$552,699.50 from Steen Construction for the Riverside Park Raw Water Line project; authorize the Mayor to sign the contract; and approve the budget amendment to allocate remaining unspent funds for the construction contract.

6.15 2024 STREET IMPROVEMENT CEMENT STABILIZATION - AWARD OF BID (4802.1) - Award the bid for the 2024 Street Improvement Cement Stabilization to the low bidder, Keller Paving & Landscaping, Inc. in the amount of \$2,409,475.33 and authorize the Mayor to sign the agreement.

6.16 2024 PAVEMENT MARKINGS - AWARD OF BID (4800) - Award the bid for the 2024 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.

6.17 2024 CONCRETE PAVEMENT REHAB - AWARD OF BID (4807) - Award the bid for 2024 Concrete Pavement Rehab to the low bidder, Keller Paving & Landscaping, Inc., in the amount of \$327,905.75; and authorize the Mayor to sign the Agreement.

6.18 2024 STREET PATCHING - AWARD OF BID (4805) - award the bid for the 2024 Street Patching to the low bidder, Keller Paving & Landscaping, Inc., in the amount of \$557,660.00 and authorize the Mayor to sign the Agreement.

6.19 2024 SIDEWALK, CURB & GUTTER - AWARD OF BID (4806) - Award the bid for the 2024 Sidewalk, Curb & Gutter to the low bidder, Ti-Zack Concrete, LLC, in the amount of \$247,288.78 and authorize the Mayor to sign the agreement.

6.20 2024 STREET IMPROVEMENT MILL & OVERLAY - AWARD OF BID (4802.2) - Award the bid for the 2024 Street Improvement Mill and Overlay to the low bidder, Bechtold Paving, Inc., in the amount of \$2,520,844.25 and authorize the Mayor to sign the agreement.

6.21 FACADE IMPROVEMENT PROGRAM CASE NO. FI-12 (KAMP COLLECTIVE, LLC) - Approve the forgivable loan application FI-12 for Kamp Collective, LLC for a property located at 11 Central Avenue East in an amount not to exceed \$130,554.00, subject to conditions of the program.

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 FIRST READING OF ORDINANCE AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE III (CITY OFFICERS), DIVISION 2 (CITY MANAGER) OF THE CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA **- APPROVED**

Alderwoman Olson moved the City Council approve first reading of the ordinance.

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

Joan Hubbaker, Amanda Shappell, and Amber Wright all spoke to the council about the article in the Minot Daily News discussing local hotel concerns.

MISCELLANEOUS AND DISCUSSION ITEMS

9.1 HOTEL LICENSING

Lisa Westman from First District Health Unit described the hotel/motel licensing and renewal process. First District does the licensing, along with the complaint-based inspections. Harold Stewart, City Manager, and David Lakefield, Finance Director, talked about the issues the City of Minot has had with lodging taxes. Stephanie Schoenrock from Visit Minot provided her prospective on the issues, such as not every hotel is operating as a true hotel and possibly updating the ordinance on collection of lodging tax.

LIAISON REPORTS

Alderman Pitner, Alderman Burlingame, and Alderwoman Evans had no liaison report. Alderman Jantzer attended the Central Dakota MPO Policy Board meeting, along with Alderwoman Olson. Alderwoman Olson also attended a tour of the CTE Center. Alderman Podrygula attended the Minot Commission on Aging meeting, an Emergency Preparedness meeting, and the Ward County 911 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 6:49 pm.

For the full March 18, 2024 Regular City Council meeting video, see: [Minot City Council Meeting 3/18/24 \(youtube.com\)](https://www.youtube.com/watch?v=...).

ATTEST: Mikayla McWilliams
Mikayla McWilliams, City Clerk

APPROVED: Thomas Ross
Thomas Ross, Mayor