

On March 20, 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, Pitner, Podrygula, Ross

**Members Absent:**

None

**PLEDGE OF ALLEGIANCE**

Mayor Ross and Boy Scout Troop 425 led the City Council in the Pledge of Allegiance.

**MAYOR’S REPORT**

Mayor Ross presented a proclamation for World Fest Week. Mayor Ross attended an MACEDC Board meeting, MPO meeting, Task Force 21 meeting, Prairie Warrior Auction, legislative meetings, one-on-one meetings with City Manager, provided flood control testimony and attended a downtown business meeting.

**CITY MANAGER REPORT**

Harold Stewart submitted a written report to the council. Harold announced Dan Jonasson’s retirement, Janet Anderson’s resignation, and the new NDR Manager, Chris Plank. Alderwoman Evans asked for an update from Dan on the sidewalk snow removal. Harold asked Damon Druse to discuss the letters that have been sent out from the Assessor’s Department.

**PUBLIC HEARING: M-101 RENAISSANCE ZONE APPLICATION BY 5TH AVE INVESTMENTS, LLC**

A public hearing was held for Jonathon Rued represents 5th Ave Investments, LLC. is requesting conditional approval of a Renaissance Zone application for renovations to two buildings located at 215 5th Avenue NW. The building, which is currently empty, will house a shop and offices. The Renaissance Zone Review Board voted to recommend conditional approval of this Renaissance Zone project on February 23, 2023.

Alderman Jantzer moved the City Council close the public hearing and grant conditional approval of Renaissance Zone Case M-101 for a five-year property tax exemption including improvements and for a State income tax exemption. This will advance to the state for their conditional approval.

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 - HIGHLANDS AT NORTH HILL 7TH ADDITION**

A public hearing was held for Ackerman Surveying, representing 701 Development, LLP, for a zoning map amendment from “R4” Planned Residential District/“R2” Two-Family Residential District with a “PUD Overlay” Planned Unit Development to solely “R2” Two-Family Residential District with a “PUD Overlay” Planned Unit Development. The proposal includes a preliminary plat to consolidate numerous twinhome lots to accommodate single-family dwellings mimicking the development pattern of Highlands at North Hill 3 Addition. Two lots are reserved for future development. The proposed subdivision is Highlands at North Hill 7 Addition. The legal description for the property is Lots 19B thru 27B, Block 4, Lots 9A thru 24B, Block 5, Lots 11B thru 14B, Block 6, Highlands at North Hill 2 Addition AND Lot 10, Block 2, Highlands at North Hill 3 Addition AND Lot 5, Highlands at North Hill 6 Addition and Portions of Ivory Street and 23 Ave. NW to the City of Minot, North Dakota.

The address for the properties is 2300 thru 2501 Ivory St. and 2300 thru 2417 23Ave. NW.

Alderman Pitner moved the City Council close the public hearing and approve the following in alignment with the Planning Commission recommendation:

1. An ordinance on first reading for a zoning map amendment; and
2. A major subdivision preliminary plat for Highlands at North Hill 7th Addition.

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 MAP AMENDMENT - LOT 2, NORHEIM HEIGHTS ADDITION**

A public hearing was held for Alejandro Lopez representing Lopez LLC, owner for a zoning map amendment from “R-3” Multiple Residence District to “C2” General Commercial District for the purpose of developing a commercial recreation facility and a series of commercial shops. The application also includes a conditional use permit for enclosed warehousing related to the commercial shop use. The legal description for the property is Lot 2, Norheim Heights Addition to the City of Minot, Ward County, North Dakota.

The address for the property is 501 40 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 Alderman Jantzer 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 NORTON'S ADDITION**

A public hearing was held for Harry Travis Mowbray on behalf of Mowbray Properties, LLC for a zoning map amendment from “C2” General Commercial District to “M1” Light Industrial District for the purpose of business expansion. The legal description for the property is Lots 18, 19, and the West 10 Feet of Lot 20 in Block 3 of the Replat of Lots 41 thru 49, Block 1, and Blocks 2 & 3 of Norton’s Addition to the City of Minot, Ward County, North Dakota.

The address for the property is 408 20 Ave. SE.

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.

**CONSENT ITEMS**

Alderwoman Olson moved the City Council approve consent items 7.1-7.2 #2 and 7.2 #4-7.21.

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

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

1. Ordinance No 5823 - 2023 BA - Citywide Priority Snow Removal - Cash Reserves
2. Ordinance No 5824 - 2022 BA - Line Items Over Budget
4. Ordinance No 5826 - Burdick Expressway Bridge Parking Ordinance

(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))

7.3 ADMINISTRATIVE APPROVALS - Approve the administrative approvals.

1. Souris Valley Ducks Unlimited to conduct a raffle on March 23, 2023 at Sleep Inn& Suites (2400 10th St SW).
2. Minot High School FBLA to conduct a raffle on April 10, 2023 at Magic City Campus (1100 11th Ave SW).
3. Magic City Figure Skating Club to conduct a raffle on March 31, 2023 at Minot Municipal Auditorium (420 3rd Ave SW).
4. Minot Prairie Quilt Guild to conduct a raffle on March 18, 2023 at Clarion Hotel & Convention Center (2200 E Burdick Exwy).
5. Trinity Health Auxiliary to conduct a raffle on June 17, 2023 at Dakota Lounge (1525 31st Ave SW Suite A).
6. Special Event Permit for Bones BBQ, Inc. dba Bones BBQ (1412 2nd Ave SW).
7. Two Special Event Permits for VennMitchell, Inc. dba The Landing Bar & Bottleshop (2015 N Broadway).
8. Special Event Permit for Atypical, LLC dba Atypical Brewery & Barrelworks (510 E Central Ave).

7.4 MAYORAL APPOINTMENTS - confirm the following Mayoral Appointments for the Renaissance Zone Review Board:

- Jen Cook (Minot Board of Realtors) with a term to expire December 31, 2025
- Michael King (Financial Sector) with a term to expire December 31, 2025

7.5 GAMING SITE AUTHORIZATION - MSU BEAVER BOOSTERS – approve the gaming site authorization for MSU Beaver Boosters to conduct gaming on April 5, 2023 at Clarion Hotel Convention Center (2200 Burdick Exwy E).

7.6 GAMING SITE AUTHORIZATION- PRAIRIE GRIT ADAPTIVE SPORTS. - Approve the gaming site authorization for Prairie Grit Adaptive Sports to conduct games of chance during the license year of July 1, 2023 through June 30, 2024 at the following locations:

- Sammy's Pizza (400 N Broadway)
- Applebee's (2302 15th St SW)

7.7 MINOR SUBDIVISION PLAT: STRUBE 3RD ADDITION - Approve a minor subdivision plat as provided in Attachment A to create Strube 3rd Addition.

7.8 CITY OF MINOT EQUIPMENT RENTAL RATES 2023-2024 - Approve the City of Minot equipment rental rates for 2023-2024.

7.9 APPROVAL OF GRANT FUNDS FROM SWC FOR NW CIP WATERMAIN REPLACEMENT - Approve to accept the funding award by the State Water Commission (SWC) for the NW Minot watermain replacement of CIP pipe; and authorize the Mayor to sign the grant agreement amendment.

7.10 2023 MICROSURFACING - AWARD BID (4711) - Award the bid for the 2023 Microsurfacing to the low bidder, Asphalt Surface Technologies Corp., in the amount of \$911,930.46; and authorize the Mayor to sign the agreement.

7.11 BEL AIR SRYS -- PERMENANT EASEMENT BA (4577) - Pass the attached budget amendment on 1st reading.

7.12 CITY HALL REHABILITATION APPLIANCE AWARD OF QUOTE - Award the appliance quote to TJ Appliance Service in the amount of \$19,885.91.

7.13 CITY HALL REHABILITATION MOVING COST APPROVAL (4466) - Approve a not to exceed moving cost of \$119,274.00 and authorize the Mayor to sign the contract.

7.14 2023 STREET SEAL - AWARD BID (4710) - Award the bid for the 2023 Street Seal to the low bidder, Asphalt Preservation Company, Inc., in the amount of \$3,696,620.55; and authorize the Mayor to sign the Agreement.

7.15 2023 STREET PATCHING - AWARD BID (4712) - Award the bid for the 2023 Street Patching to the low bidder, Minot Paving Company, LLC., in the amount of \$783,207.50; and authorize the Mayor to sign the Agreement.

7.16 RATIFY AWARD FOR STATE AND LOCAL CYBERSECURITY GRANT PROGRAM (SLCGP) – Ratify the acceptance of the FY 2022 SLCGP grant award; authorize the Mayor to sign the award document; and pass on first reading the attached ordinance to appropriate the grant revenues and expenditures with the use of general fund cash reserves.

7.17 RFQ AWARD FOR PSAP CALL LOGGER EQUIPMENT - Award Goserco's response to the request for qualifications for the design, implementation, and overall project management of the PSAP call logger System for a projected cost of \$205,389.70.

7.18 BUDGET AMENDMENT - LIBRARY INVENTORY SCANNER - Approve an ordinance to amend the 2023 annual budget to decrease the Library's capital revenues and expenditures and increase the Library's furniture and equipment revenues and expenditures for an inventory scanner.

7.19 FAA AND STATE OF NORTH DAKOTA 2023 AIRPORT IMPROVEMENT PROGRAMS (AIP) GRANTS - Recommend application of the 2023 AIP Grant from the FAA and the State of North Dakota, once bids are received and application process is opened; and authorize the Mayor, City Attorney, and Airport Director to sign necessary documents.

7.20 SNOW REMOVAL EQUIPMENT (SRE) ACQUISITION ADVERTISEMENT FOR BIDS - Approve the specifications and authorize a call for bids.

7.21 WARD COUNTY EMERGENCY OPERATIONS PLAN - Adopt the Ward County Emergency Operations Plan and authorize the Mayor to sign.

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

**7.2 ORDINANCES – ORDINANCE NO 5825 - 2023 BA – PLACEMAKING PLANNING GRANT – APPROVED**

Alderman Jantzer moved the City Council approve the ordinance on second reading.

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

## **ACTION ITEMS**

### **8.1 PUBLIC HEARING: SPECIAL USE PERMIT FOR ADDITIONAL ANIMALS REQUESTED – APPROVED**

A public hearing was held for a Special Use Permit from Kasey Breuer for her residence at 25 19th Avenue SE. This permit is a request for additional animals, which would allow for her to have two additional dogs or cats, above the 4 dogs or cats currently permitted under city ordinance, Chapter 7-15. This section also provides a method for a resident to request an exception. The application submitted contains all pertinent information and it has been confirmed by Animal Control Officer, Mary Lovro, with exception of the 4 undetermined animals.

Alderswoman Evans moved the City Council approve the Special Use Permit to allow the two additional animals at 25 19<sup>th</sup> Ave SE but deny the four undetermined animals, due to the lack of information about the specific breed for consideration.

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

### **8.2 BEL AIR & WASHINGTON SRTS – REJECT BID (4577) – APPROVED**

Alderman Jantzer moved the City Council reject all bids for the project.

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

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

Alderswoman Olson moved the City Council approve the recommendation of the Magic Fund Screening Committee award a grant to Souris Basin Planning Council in the amount of \$805,300 to fund the Business Accelerator Fund; approve the attached budget amendment; and authorize the Mayor and City Clerk to sign the agreement.

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

### **8.4 ALCOHOL LICENSING – DUCKPOND VENTURES, LLC – APPROVED**

Alderman Pitner moved the City Council approve the transfer of the Retail Liquor, Beer, & Wine license for Duckpond Ventures, LLC dba Dad's/Saul's to the basement of 105 1st St SE, more specifically described on the attached diagram of the licensed premises.

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

## **PERSONAL APPEARANCES**

Justin Anderson with the Minot Area Council of the Arts discussed the upcoming events for World Fest Week.

Trails 4 Transplants brought awareness to the upcoming event from June 1<sup>st</sup> – June 3<sup>rd</sup> that will be awareness for organ donation. They will be riding horses from Mohall, ND to Minot, ND.

Anthony Barrette, the owner of the Drop Zone, wanted to address a cancelled event with the City Council.

Bailey Saltsmen addressed the council about adding chickens into the city limits. She answered frequently asked questions and provided statistics from other cities that allow chickens within city limits.

Elizabeth Hoffman addressed the council about her concerns if the council were to allow chickens into city limits.

## **MISCELLANEOUS AND DISCUSSION ITEMS**

**10.1 CONSIDER THE REPORT OF THE MAGIC FUND SCREENING COMMITTEE**

Jordan Nelson, Chairman of the MAGIC Fund Screening Committee, discussed the annual compliance report and stood for any questions from the council.

**OTHER MISCELLANEOUS AND DISCUSSION**

Alderwoman Olson spoke with council about her being hesitant in opening up discussions on ordinances that have already been visited. It would need to be comprehensive and it will take time to properly look at them.

Alderman Pitner mentioned he believes it is healthy to look at ordinances as the community change and citizens needs change.

**LIAISON REPORT**

Alderwoman Olson attended the USPS Office tour and roundtable, the engineering interviews for the 16<sup>th</sup> St Reconstruction, and will be attending the PD Facility meeting on Wednesday. Alderman Podrygula attended the Minot Commission on Aging meeting, Emergency Resource Council meeting, a Ward County 911 meeting, and a Ward County Planning meeting.

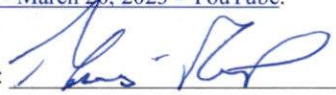
Alderwoman Evans attended a Library Board meeting. Alderman Jantzer and Burlingame attended the Employee Benefits and Wage Review Ad Hoc Committee meeting. Alderman Pitner attended a Visit Minot meeting and the Tourism Recovery and Resilience meeting. Mayor Ross reminded everyone he believed there would only be 3 meetings left in the old City Hall.

**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 7:16 pm.

For the full March 20, 2023 Regular City Council meeting video, see: [City Council - March 20, 2023 - YouTube](#).

ATTEST: Mikayla McWilliams  
Mikayla McWilliams, City Clerk

APPROVED:   
Thomas Ross, Mayor