

On May 15, 2023, a Regular Meeting of the Minot City Council was held in the Council Chambers at City Hall. Council President Pitner called the meeting to order at 5:30 pm.

ROLL CALL

Members Present:

Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula

Members Absent:

Ross

PLEDGE OF ALLEGIANCE

Alderman Pitner led the City Council in the Pledge of Allegiance.

MAYOR'S REPORT

Alderman Pitner presented a proclamation for National Police Week May 14-20, 2023.

Alderman Pitner presented a proclamation for Public Works Week May 21-27, 2023

CITY MANAGER REPORT

Harold Stewart submitted a written report to the council.

2023 BIENNIUM LEGISLATIVE UPDATE

Shane Goettle discussed the 2023 Biennium Legislative Session, which included funding for flood control, HUB City funding, and NAWS.

8.4 ORDINANCE NO 5840 - HUMAN RELATIONS COMMITTEE

Alderwoman Olson moved the City Council move item 8.4 Ordinance No 5840 – Human Relations Committee next on the agenda for discussion.

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

Alderwoman Evans moved the City Council approve the following ordinance on second reading: Ordinance No 5840 – Human Relations Committee. Motion seconded by Alderman Podrygula.

Alderwoman Evans moved to take the item off the table. Motion was seconded by Alderman Podrygula and carried by the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula; nays: none.

Alderwoman Evans moved the City Council approve the following ordinance on second reading: Ordinance No 5840 – Human Relations Committee. Motion seconded by Alderman Podrygula.

Alderman Podrygula moved the City Council postpone until the Mayor is present.

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

5.1 PUBLIC HEARING: 2040 COMPREHENSIVE PLAN ADOPTION

A public hearing was held at the request of Brian Billingsley, Community and Economic Development Director, on behalf of the City of Minot to adopt a new comprehensive plan known as the City of Minot 2040 Comprehensive Plan. The plan may be reviewed ahead of the meeting at the following online location: <https://minot2040.com/plan-materials/>.

Alderman Podrygula moved the City Council close the public hearing and approve the 2040 Comprehensive Plan in alignment with the Planning Commission recommendation.

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

5.2 PUBLIC HEARING: ZONING MAP AMENDMENT AND PRELIMINARY PLAT - FOREST ACRES 2ND ADDITION

A public hearing was held at the request of the Ackerman Surveying, representing the City of Minot for a zoning map amendment from "R1" Single-Family Residential District to "P" Public Zone and a preliminary plat to consolidate numerous lots into one. The plat includes the vacation of several portions of rights-of-way. The purpose of the zoning map amendment and preliminary plat is to consolidate properties presently utilized for flood control purposes. The proposed plat is to be named Forest Acres 2nd Addition and the legal description for the property is Outlot 34, Section 23, Township 155 North, Range 83 West, Ward County, North Dakota, Lots 1 Thru 7, Block 1, Lots 1, 2, 4 Thru 7, Block 2, Amended Plat & Rearrangement of Forest Acres Addition Lots 30, 31, 48 thru 54 and Lot 57, Westwood Rearrangement of Vallie Addition, Lots 15, 32, 33, 45 thru 47, 55 And 56 Amended Plat of Lots 1 thru 15, 32 thru 47 and Lots 55, 56 & 62 of Westwood Rearrangement of Vallie Addition to the City of Minot, North Dakota plus vacated portions of 3rd Avenue SE, 4th Avenue SW, and Forest Road.

The property addresses are as follows: 303 15th St. SW; 613 16th St. SW; 1200, 1206, 1212, 1304, 1308, 1400, 1401, 1404, and 1409 3rd Ave. SW; 1404, 1405, and 1409 4th Ave. SW; 1510 5th Ave. SW; and 501, 503, 507, 511, 515, 519, 601, 605, 606, 609, 610, 614, 615, 616, 619, and 623 Forest Rd.

Alderman Jantzer 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
2. A Master Plan depicting the general layout and uses related to flood control and open space
3. A major subdivision preliminary plat for Forest Acres 2nd Addition

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

5.3 PUBLIC HEARING: ZONING MAP AMENDMENT AND PRELIMINARY PLAT - NAPA VALLEY 20TH ADDITION

A public hearing was held at the request of the Ackerman Surveying, representing the City of Minot for a zoning map amendment from "R1" Single-Family Residential District to "P" Public Zone and a preliminary plat to consolidate numerous lots into one. The plat includes the vacation of several portions of rights-of-way. The purpose of the zoning map amendment and preliminary plat is to consolidate properties presently utilized for flood control purposes. The proposed plat is to be named Napa Valley 20th Addition and the legal description for the property is Lots 12, 13, 34 thru 44 and a vacated portion of Forest Road, Amended Plat of Lots 1 Thru 15, 65 Thru 47 and Lots 55, 56 & 62 of Westwood Rearrangement of Vallie Addition to the City of Minot, North Dakota.

The property addresses are as follows: 1601 and 1603 7th Ave. SW; and 708, 709, 711, 712, 715, 716, 800, 801, 802, 803, 804, 805, and 807 Forest Rd.

Alderwoman Olson 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
2. A Master Plan depicting the general layout and uses related to flood control, open space, and a parking lot
3. A major subdivision preliminary plat for Napa Valley 20th Addition

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

5.4 PUBLIC HEARING: ZONING MAP AMENDMENT - MAIN STREET NORTH

Public hearing request by Rolly Ackerman, owner for a zoning map amendment from "M1" Light Industrial District and "M2" Heavy Industrial District to "CBD" Central Business District. The purpose of the request is to bring the existing and potential future use of the property in alignment with others in the area as the neighborhood continues to transition away from industrial and closer to downtown-oriented commercial uses. The legal description for the property is all of Lots 9, 10, 22, 23 and parts of Lots 7, 8, 24 and 25, Block 20, Original Townsite of Minot, Ward County, North Dakota AND Lots 2, 3, 4 Less Railroad Right of Way and Lot 5, Block 20, Original Townsite Of Minot, Ward County, North Dakota.

The property addresses are 15 Main St. N. and 25 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 Alderwoman Olson and carried by the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula; nays: none.

5.5 MAJOR SUBDIVISION PRELIMINARY PLAT - HOME ACRES 5TH 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 Alderman Podrygula and carried by the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula; nays: none.

6.1 PUBLIC HEARING: RENAISSANCE ZONE CONDITIONAL APPROVAL: PROJECT M-104, KEN AND GAIL MOMERAK, 1945 SKYLINE DRIVE

Alderman Podrygula moved the City Council close the public hearing and grant conditional approval of Renaissance Zone Case M-104 by Ken and Gail Momerak for a five-year property tax exemption including improvements. Advances to State for their conditional approval.

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

6.2 PUBLIC HEARING: RENAISSANCE ZONE CONDITIONAL APPROVAL: PROJECT M-102, INTEGRITY HOLDINGS LLC, 108 MAIN ST S, WAYNE AND MELINDA HOWE

Alderman Jantzer moved the City Council close the public hearing and grant conditional approval of Renaissance Zone Case M-102 by Integrity Holdings LLC for a five-year property tax exemption including improvements and for a State income tax exemption. Advances to State for their conditional approval.

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

CONSENT ITEMS

Alderman Podrygula moved the City Council approve consent items 7.1-7.15.

7.1 CITY COUNCIL MINUTES - Approve the minutes of the May 1, 2023 Regular City Council meeting and the amended minutes of the April 11, 2023 Board of Equalization meeting.

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

1. Ordinance No 5845 - 2023 BA LED Street Light Luminaire
2. Ordinance No 5846 - 7th Street NW and 1st Avenue NW
3. Ordinance No 5847 - 1st Street SW and 5th Avenue SW
4. Ordinance No 5848 - 36th Avenue NE and 2nd Street NE
5. Ordinance No 5849 - Property Maintenance Articulating Loader
6. Ordinance No 5850 - Great River AED donation
7. Ordinance No 5851 - Firehouse Subs Grant
8. Ordinance No 5852 - W Central Ave and 30th St W

(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. MSU Staff Senate to conduct a raffle on May 22-26, 2023 at MSU (500 University Ave W).
2. Guns and Hoses Hockey Game to conduct a raffle on May 20, 2023 at Maysa (2601 Burdick Exwy W).
3. Mckinley Elementary Fundraising to conduct a raffle on May 16, 2023 at Mckinley Elementary (5 5th Ave NE).
4. Special Event Permit for Der Blaue, LLC dba The Blue Rider (105 2nd Ave SE).
5. Special Event Permit for Army's 2.0, LLC dba Army's 2.0 (12 3rd St SE)
6. Special Event Permit for 10 Partners, LLC dba 10 North Main (10 N Main St).

7.4 ALCOHOL LICENSING – EL AREPAZO, LLC - Approve the request for a Specialty Restaurant Beer and Wine license for El Arepazo, LLC dba El Arepazo (2035 N Broadway).

7.5 GAMING SITE AUTHORIZATION – RENEWALS - Approve the following organizations to conduct games of chance during the license year of July 1, 2023 through June 30, 2024 at the following locations:

Magic City Lions Club

- Ebenezer’s Eatery and Irish Pub (300 E Central Ave)
- Nok Back Tavern (100 3rd St NE)

Minot State University Alumni Association

- Grand International Inn (1505 N Broadway)

MSU Beaver Boosters

- Pour Farm (201 37th Ave SW)

7.6 2022 EDISON ELEMENTARY SAFE ROUTES TO SCHOOL FINAL PAYMENT (4505) - Approve the final payment to the NDDOT in the amount of \$4,363.69.

7.7 31ST AVENUE SE RECONSTRUCTION FINAL PAYMENT (4331) - Approve the final payment to the NDDOT in the amount of \$45,110.84.

7.8 2023 SIDEWALK, CURB & GUTTER - REJECT BID (4713) - Reject all bids received for the 2023 Sidewalk, Curb & Gutter Replacement Project.

7.9 APPROVAL OF CONTRACT WITH HOUSTON ENGINEERING FOR CEMETERY PLATTING - Approve a not to exceed contract with Houston Engineering for platting the Rosehill Cemetery, approve the budget amendment and approve the Mayor and Public Works Director so sign the required documents.

7.10 DISPOSAL OF EXCESS SURPLUS EQUIPMENT - Approve the disposal of the below listed excess vehicles/equipment using the GovDeals online auction service or City auction.

7.11 PROPERTY MAINTENANCE FLOOR SCRUBBER - Approve a budget amendment allocating funds for the purchase of a floor scrubber.

7.12 REQUEST FOR QUALIFICATIONS - AVIATION BUSINESS CONSULTANT SERVICES - Terminate the Landrum and Brown contract per the terms and conditions; and approve the publication of the request for qualifications.

7.13 SMALL COMMUNITY AIR SERVICE DEVELOPMENT GRANT - Approve the application for the 2023 Small Community Air Service Development Grant; and authorize the Mayor, City Attorney, and Airport Director to sign necessary documents.

7.14 BUDGET AMENDMENT FOR LIBRARY CONSULTANT - Approve the ordinance on first reading to amend the 2023 annual budget to decrease the Library salaries and revenue by \$9,000 and increase the Library consultant fees revenues and expenditures for a library consultant.

7.15 APPROVE CONTRACT WITH ACKERMAN ESTVOLD REGARDING EDA PUBLIC SPACE INITIATIVE GRANT- Approve Engineering and Planning services agreement with Ackerman Estvold for work associated with EDA Public Space Initiative (Placemaking) Grant with the State of North Dakota Department of Commerce in the Amount of \$55,350.00

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

ACTION ITEMS

8.1 2023 WATERMAIN REPLACEMENT - AWARD OF BID (4726)– APPROVED

Alderman Jantzer moved the City Council award the bid for the 2023 Watermain Replacement Project to Post Construction, Inc. for the lowest bid of \$3,394,820.00 which includes the base bid (units 1-3) plus bid alternate 1; pass on 1st reading the attached budget amendment; and authorize the Mayor to sign contract documents on behalf of the City..

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

8.2 RESOLUTION AMENDING JULY 2023 REGULAR CITY COUNCIL MEETING DATES AND LOCATION– APPROVED

Alderman Olson moved the City Council adopt a resolution amending the location of the Council Chambers for the remainder of 2023 and amending the July meeting dates to be the 10th and 24th.

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

8.3 RECOMMENDATION OF CURALINC HEALTHCARE FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES – APPROVED

Alderman Burlingame moved the City Council approve CuraLinc Healthcare for City of Minot Employee Assistance Program Services; and further, authorize the Mayor to sign the contract on behalf of the City.

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

PERSONAL APPEARANCES

Margie Zietz, Employee Benefits and Wage Review Committee member, discussed the people that made up the committee and shared some comments with the council on the recommendations coming from the committee.

MISCELLANEOUS AND DISCUSSION ITEMS

MI-6 AND MI-7 PHASES FLOODWALL AND STORM WATER PUMP STATION AESTHETICS

Dan Jonasson presented to the City Council some of the proposed floodwall and pump station design aesthetics for MI-6 and MI-7 floodwalls.

EMPLOYEE BENEFITS AND WAGES AD HOC RECOMMENDATION SUMMARY

Alderman Jantzer presented the recommendations from the Ad Hoc: Employee Benefits and Wage Review Committee.

LIAISON REPORTS

Alderman Burlingame attending the Childcare in Minot Committee meeting and the Zoning Ordinance Steering Committee meeting. Alderman Olson attended the Souris Basin Planning Council Executive Board and Loan Committee meetings, the Childcare in Minot Committee meeting, the Grand Opening at the Magic City Discovery Center, attended virtually the NDSU Architectural Presentation, and the City Hall Ribbon Cutting event.


Alderman Podrygula was out of town and unable to attend any meetings. Alderman Evans attended the Library Board meeting. Alderman Pitner attended the Visit Minot Board meeting and PlaceMaking Grant Selection panel.

ADJOURNMENT

There being no further business, Alderman Evans moved the City Council meeting be adjourned. Motion seconded by Alderman Olson and carried unanimously. Meeting adjourned at 7:32 pm.

For the full May 15, 2023 Regular City Council meeting video, see: [City Council - May 15, 2023 - YouTube](#).

ATTEST: Mikayla McWilliams
Mikayla McWilliams, City Clerk

APPROVED: 
Thomas Ross, Mayor