

On June 19, 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 5:35 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 multiple fundraising project meetings, a few speaking engagements, a Task Force 21 meeting, a 1685 event, the Flight Day celebration, one-on-ones with the City Manager and City Attorney, the Air Show and a softball tournament.

**CITY MANAGER REPORT**

Harold Stewart submitted a written report to the council.

**PUBLIC HEARING: ZONING MAP AMENDMENT AND PRELIMINARY PLAT - 55TH CROSSING 9TH ADDITION**

The City Council held a public hearing requested by Ackerman Surveying representing Stonehaven Development, LLC, owner for a zoning map amendment from "R3" Multiple Residence District to "R1" Single-Family Residential District. Further, the application includes a preliminary plat to divide the subject property into ten (10) single-family residential lots. The proposed plat is to be named 55th Crossing 9th Addition. The legal description for the property is Lot 1, Block 5, 55th Crossing 4th Addition to the City of Minot, North Dakota.

The property is unaddressed and lies at the SE corner of the intersection of 18th Ave. SE and 55th St. SE.

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 55th Crossing 9th Addition.

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

**MAJOR SUBDIVISION PRELIMINARY PLAT: S & J SUBDIVISION**

Consider approval of a preliminary plat to subdivided a quarter section into two platted lots. The proposed plat is to be named S & J Subdivision. The legal description for the property is the Northeast Quarter of Section 27, Township 156N, Range 83W, Ward County, North Dakota.

The property addresses is 6701 16th St. NW.

Alderwoman Olson moved the City Council approve a major subdivision preliminary plat 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 6.1-6.21 except 6.20.

6.1 CITY COUNCIL MINUTES - Approve the minutes of the June 2, 2023, Special City Council meeting and the June 5, 2023, Regular City Council meeting.

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

1. Ordinance No 5860 - 2023 BA - Fire Memorial Table Donation
2. Ordinance No 5861 - 2023 BA - JPA with DCB for Center for Tech Ed
3. Ordinance No 5862 - 2023 BA MACA Funding Request for Carnegie Center

(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 - Approve the administrative approvals.

1. NoDak Heat to conduct a raffle on July 11, 2023 at Bishop Ryan Catholic School (316 11th Ave SW).
2. MACEDC to conduct a raffle on July 10, 2023 at the Minot Country Club (1912 Valley Bluffs Dr).
3. MARCO to conduct a raffle on June 13, 2023 at Corbett Field (1124 E Burdick Exwy).
4. Minot Y's Mens Club to conduct a sports pool during September 11, 2023 through January 7, 2024 at the Minot Family YMCA (3515 16th St SW).
5. Ward County 4-H Junior Ambassadors to conduct a raffle on June 28, 2023 at Corbett Field (1124 E Burdick Exwy).
6. Trinity Health Foundation to conduct a raffle on September 9, 2023 at the Dakota Square Arcó (1250 24th Ave SW).
7. Independence Inc. to conduct a raffle on June 8, 2023 at Corbett Field (1124 E Burdick Exwy).
8. Trinity Health Auxiliary to conduct bingo on July 1, 2023 through December 30, 2023 at Trinity Health Gift Shop (2305 37th Ave SW C1101).
9. Minot Public Schools to conduct a calendar raffle for September 2023 at Minot Public Schools Foundation (215 2nd St SE).
10. First Lutheran Church to conduct a raffle on June 21, 2023 at Corbett Field (1124 E Burdick Exwy).
11. Minot Social Club for Exceptional Persons, Inc to conduct a calendar raffle during July 2023 at 2nd Story (13 1st Ave SW).
12. Magic City Youth Baseball to conduct a raffle on June 27, 2023 at Corbett Field (1124 E Burdick Exwy).
13. Minot Commission on Aging to conduct a raffle and bingo during July 1, 2023 through June 30, 2023 at The Parker (21 1st Ave SE).
14. Special Event Permit for KP2, Inc dba The Spot (6 2nd St NE).
15. Special Event Permit for Elite Golf, LLC dba X-Golf Minot (1621 S Broadway).
16. Special Event Permit for Bricks, Inc dba Ranger Lounge (1218 S Broadway).
17. Special Event Permit for Sports on Tap, Inc dba Sports on Tap (220 S Broadway).
18. Special Event Permit for SheDars, Inc. dba Capri Bar (2030 Burdick Exwy E).
19. Special Event Permit for Casey's Cookies, Inc. dba Cookies for You (117 Main St S).
20. Special Event Permit for VennMitchell, Inc. dba The Landing Bar and Bottleshop(2015 N Broadway).
21. Special Event Permit for KnR, LLC dba Nok Back Tavern (100 3rd St NE).
22. Two Special Event Permits for Der Blaue, LLC dba Blue Rider (118 1st Ave NE).
23. Special Event Permit for The Starving Rooster, LLC dba The Starving Rooster (30 1st St NE).

6.4 GAMING SITE AUTHORIZATIONS - Approve the following organizations to conduct games of chance at the following locations:

- ND Association for the Disabled, Inc (June 1, 2023 – June 30, 2023)
  - Rockin Horse (2625 E Burdick Exwy)
- Minot Lodge No 822 Loyal Order of Moose (July 1, 2023 – June 30, 2024)
  - Moose Lodge (400 9th St SW)
- Pheasants for the Future (September 1- 15, 2023)
  - City Hall (10 3rd Ave SW)

6.5 ENERGY & ENVIRONMENTAL RESEARCH CENTER'S (EERC) LETTER OF SUPPORT - Authorize the Mayor to sign the letter of support for the Energy & Environmental Research Center's (EERC) proposal.

6.6 MINOR SUBDIVISION PLAT: ALBERTSONS 3RD ADDITION - Approve a minor subdivision plat as provided in Attachment A to create Albertsons 3rd Addition.

6.7 MINOR SUBDIVISION PLAT: NORTHERN STATES DEVELOPMENT 5TH ADDITION - Approve a minor subdivision plat as provided in Attachment A to create Northern States Development 5th Addition.

6.8 MAJOR SUBDIVISION FINAL PLAT: S & J SUBDIVISION - Approve a major subdivision final plat as provided in Attachment A to create S & J Subdivision.

6.9 2022 SIGNAL IMPROVEMENT (4600) - FINAL PAYMENT - Approve the final payment of \$56,841.23 to be paid to Main Electric Construction, Inc.

6.10 PAVING & UTILITY DISTRICT 2021-1 (4585) - FINAL PAYMENT - Approve the final payment of \$54,892.03 to be paid to Wagner Construction and approve the budget amendment on first reading.

6.11 SAFE STREETS AND ROADS FOR ALL GRANT (4778) - Authorize city staff to submit a Safe Streets and Roads for All (SS4A) grant application in an effort to obtain federal funding for a Comprehensive Safety Action Plan.

6.12 AUTHORIZE SETTLEMENT TO ACQUIRE 1623 8TH AVE SE - Approve the motion to acquire the property known as 1623 8 Ave SE for a purchase price of \$250,000 as part of flood control acquisition and authorize the Mayor to execute all settlement related documents necessary to acquire the property.

6.13 APPROVAL OF SUBRECIPIENT AGREEMENT AMENDMENT #2 FOR THE CENTER FOR TECHNICAL EDUCATION - Approve the subrecipient agreement amendment #2 for the Center for Technical Education and authorize the Mayor to sign the amendment.

6.14 TRANSIT ROUTE MODIFICATIONS AND ADDITIONS - Approve the changes and additions to Minot City Transit route system.

6.15 REVISED AWARD OF PSAP EMERGENCY COMMUNICATIONS CONSOLE FURNITURE - Approve the revised cost for the design, construction, and installation of Emergency Communication Dispatch Console Furniture for an amount of \$143,111.27 by Xybix Systems and authorize the Mayor to sign the contract.

6.16 16TH STREET INTERCHANGE REHABILITATION RFQ SOLICITATION (4727) - Authorize staff to request qualifications from consulting firms to start this project in 2023.

6.17 CONSIDER BIDS AND CONTRACT FOR TAXILANE AND TAXIWAY B2 RECONSTRUCTION - Authorize City staff to reject all bids from the Taxiway and Taxilane bid opening held on June 6, 2023; recommend City staff to work with SEH to split the project into a base bid (Taxilanes) and bid alternate (Taxiway); and authorize City staff to solicit new bids for the project.

6.18 STAFF ATTORNEY RECLASSIFICATION TO ASSISTANT CITY ATTORNEY - Approve reclassifying the Staff Attorney position immediately to a second Assistant City Attorney position, and direct staff to advertise for the position and prepare a budget amendment.

6.19 REQUEST TO ADD ONE DISPATCHER LEAD POSITION FROM CURRENT DISPATCH STAFF - Approve to increase the number of Dispatcher Leads in the Police Department from three (3) to four (4) and allocate one additional Dispatcher Lead in the 2023 budget.

6.21 APPROVE APPLICATION FI-7 FAÇADE IMPROVEMENT PROGRAM FOR JK HURT RENTALS, LLC LOCATED AT 121 MAIN STREET S IN AN AMOUNT NOT TO EXCEED \$83,006.00 - Approve a grant application for FI-7 JK Hurt Rentals, LLC for a property located at 121 Main Street S in an amount not to exceed \$83,006.00 subject to conditions of the program and authorize the Mayor to sign the contract.

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

**6.20 APPROVE APPLICATION FI-9 FAÇADE IMPROVEMENT PROGRAM FOR JOHN PITNER TRUST AND IRENE M. PITNER TRUST LOCATED AT 111 MAIN STREET S IN AN AMOUNT NOT TO EXCEED \$100,000.00 – APPROVED**

Alderswoman Olson moved the City Council approve a grant application for FI-9 John Pitner Trust & Irene M. Pitner Trust for a property located at 111 Main Street S in an amount not to exceed \$100,000.00, subject to conditions of the program and authorize the Mayor to sign the contract.

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

**ACTION ITEMS**

### **7.1 ORDINANCES – ORDINANCE NO 5840 – HUMAN RELATIONS COMMITTEE – APPROVED**

Alderman Evans moved the City Council approve Ordinance No 5840 – Human Relations Committee on second reading. The motion was seconded by Alderman Podrygula.

Mayor Ross opened the floor for the public to speak to the City Council.

Alderman Jantzer moved the City Council amend the motion to include his revisions. Motion was seconded by Alderman Podrygula.

The City Council discussed the changes Alderman Jantzer made to Ordinance No 5840 – Human Relations Committee.

Whereupon a vote was taken to amend the original motion and carried by the following roll call vote: ayes: Jantzer, Podrygula; nays: Burlingame, Evans, Olson, Pitner, Ross. Motion to amend failed.

The City Council then voted on the original motion from Alderman Evans with the following roll call vote: ayes: Burlingame, Evans; nays: Jantzer, Olson, Pitner, Podrygula, Ross. The original motion failed.

Alderman Pitner moved the City Council re-enact the Human Relations Committee to include Alderman Evans and Alderman Olson as co-chairs, the remaining 7 members of committee to be appointed by the City Council, and the first order of business to be advise the City Council on any ordinance changes.

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

### **7.2 2022 CITY MANAGER CONTRACT – APPROVED**

Alderman Olson moved the City Council approve the attached employment contract with Harold Stewart.

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

### **7.3 CONTRACT WITH DORMAKABA FOR EXIT LANE UPGRADES – APPROVED**

Alderman Jantzer moved the City Council approve the emergency purchase of exit lane equipment and associated technologies; approve the attached Budget Amendment on first reading; and authorize the Mayor, City Attorney, and Airport Director to negotiate and sign the agreement with Dormakaba not to exceed \$98,750.00 and move forward with purchasing the exit lane prior to second reading of the budget amendment.

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**

There were no personal appearances.

### **MISCELLANEOUS AND DISCUSSION ITEMS**

#### **COMMUNITY CONTRIBUTION PRESENTATIONS**

The City Council heard informative presentations on the funding applications for the 2024 budget from the following organizations:

1. Minot Commission on Aging
2. First District Health
3. Project Bee
4. MACEDC
5. Minot Area Council of the Arts
6. Souris Basin Planning Commission

### **LIAISON REPORTS**

Alderman Pitner attended the Renaissance Zone Board meeting. Alderman Olson attended the Committee on Childcare in Minot meetings, the Souris Basin Planning Council Executive Board meeting and Loan meeting, and met with downtown business owners on parking options. Alderman Burlingame attended Committee on Childcare in Minot meetings and the Pension Board meeting.

Alderman Jantzer attended the Pension Board meeting. Alderwoman Evans mentioned the MPL Board meeting has been postponed. Alderman Podrygula attended the Ward County Emergency Preparedness meeting and the Ward County Planning meeting.

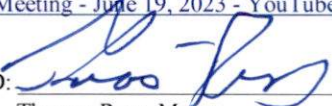
**ADJOURNMENT**

Reminder to the City Council and the public the July meeting dates were changed to July 10<sup>th</sup> and 24<sup>th</sup>.

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderman Burlingame and carried unanimously. Meeting adjourned at 8:12 pm.

For the full June 19, 2023 Regular City Council meeting video, see: [City Council Meeting - June 19, 2023 - YouTube](#).

ATTEST: Mikayla McWilliams  
Mikayla McWilliams, City Clerk

APPROVED:   
Thomas Ross, Mayor