

On June 17, 2024, a Regular City Council Meeting of the Minot City Council was held in the City Council Chambers, City Hall (10 3rd Ave SW). called the meeting to order at 12:00 AM.

1. ROLL CALL

Members Present: Scott Burlingame, Mark Jantzer, Lisa Olson, Paul Pitner, Stephan Podrygula, Tom Ross

Members Absent: Carrie Evans

2. PLEDGE OF ALLEGIANCE

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

3. MAYOR'S REPORT

The Mayor attended an MACEDC Business Roundtable, a Military Affairs meeting, the Military Appreciation Day event at Oak Park, one on one with the City Manager and Assistant City Manager, the Flag Day event at Ryan GMC, Dr. Mark Vollmer's Retirement Party, and a First Sgt on MAFB discussion/speaking event. The Mayor also highlighted the Home for the Holiday raffle that has started.

4. REPORTS

4.1. CITY MANAGER'S REPORT

Harold Stewart submitted a written report to the City Council. David Lakefield provided the City Council with a finance presentation.

5. PLANNING COMMISSION

5.1. JUNE 2024 PLANNING COMMISSION MEETING MINUTES

6. CONSENT ITEMS

The motion to approve the remaining consent items 6.1-6.8, 6.10-6.16, 6.18, and 6.20 was initiated by City Council Member Pitner, seconded by City Council Member Jantzer and carried by the following roll call vote: ayes: Scott Burlingame, Mark Jantzer, Lisa Olson, Paul Pitner, Stephan Podrygula, Tom Ross; nays: None.

6.1. CITY COUNCIL MINUTES

Approve the minutes of the June 3, 2024 Regular City Council meeting.

6.2. ORDINANCES

Approve the following ordinances on second reading:

1. Ordinance No 5973 - 2024 BA - Early Warning Sirens- FEMA Grant
2. Ordinance No 5974 - Organizational Meeting
3. Ordinance No 5975 - 2024 BA - Edward Byrne JAG Grant (2022)
4. Ordinance No 5976 - 2024 BA - CDMPO 2024 Budget

6.3. ADMINISTRATIVE APPROVALS

Ratify the following administratively approved requests:

1. Six Special Event Permits for the Blue Rider (118 1st Ave SE).
2. Four Special Event Permits for Sports on Tap (220 S Broadway).
3. Special Event Permit for Starving Rooster (30 1st St NE).
4. Six Special Event Permits for the Pointe of View Winery (8413 19th Ave NW).
5. Special Event Permit for Saul's (105 1st St SE Basement).
6. Special Event Permit for On the Rocks (614 3rd St NE).
7. Special Event Permit for the Lamplighter Lounge (200 16th St SW).
8. Youthworks to conduct a raffle on June 6, 2024 at Corbett Field (1124 E Burdick Expy).
9. Trinity Health Foundation to conduct a raffle on August 12, 2024 at Souris Valley Golf Course (2400 14th Ave SW).
10. Magic City Equality to conduct a raffle on June 9, 2024 at Arny's 2.0 Lounge and Bottle Shop (12 3rd St SE).
11. Trinity Health Foundation to conduct a raffle on September 7, 2024 at Dakota Square Arco (1520 21st Ave SE).
12. Zion Lutheran Church Youth to conduct a raffle on June 11, 2024 at Corbett Field (1124 E Burdick Expy).

13. Minot Area Council of the Arts to conduct a raffle on every Tuesday in June and August at Arts in the City Downtwon Outdoor Event (Main St. between Central Ave and 2nd Ave).
14. Granville FFA to conduct a raffle on June 14, 2024 at Corbett Field (1124 E Burdick Expy).
15. Minot Y's Men Club to conduct a sports pool September 9, 2024 December 31, 2024 at Minot Family YMCA (3515 16th St SW).
16. Souris Valley Ducks Unlimited to conduct a raffle on June 13, 2024 at Corbett Field (1124 E Burdick Expy).

6.4. GAMING SITE AUTHORIZATION RENEWALS

Approve the gaming site authorization for the following organizations to conduct games of chance during the license year of July 1, 2024 through June 30, 2025 at the following locations:

- Minot Junior Golf Association - Trappers Lounge (2401 Elk Drive)
- Loyal Order of Moose Minot Lodge 822 - Moose Lodge (400 9th St SW)

6.5. MINOR SUBDIVISION PLAT TO BE KNOWN AS MEADOWBROOK ESTATES 9TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA

Approve the proposed minor subdivision plat as provided in Attachment A.

6.6. MINOR SUBDIVISION PLAT TO BE KNOWN AS MURPHY ADDITION TO THE CITY OF MINOT, NORTH DAKOTA

Approve the proposed minor subdivision plat as provided in Attachment A.

6.7. LEASE RENEWAL HANGAR S1, SOUTHSIDE LOT 1

Approve the option of lease terms for hangar S1 owned by Scott Rustad; and authorize the Mayor to sign the contracts.

6.8. ACCEPTANCE OF WELLNESS CANINE DONATION FROM BLUEGRASS BERNADOODLES

Accept the donation of the wellness comfort canine from Bluegrass Bernadoodles.

6.10. DEAD LOOP REHAB STUDY

Approve the project and authorize the Mayor to sign contract documents; and approve a budget amendment in the amount of \$24,160.00

6.11. PROFESSIONAL ENGINEERING AGREEMENT WITH NDDOT FOR 16TH STREET INTERCHANGE REHABILITATION STRUCTURE PAINTING (4753.1)

Approve the professional engineering agreement with the NDDOT and authorize the Mayor to sign the agreement.

6.12. 16TH STREET INTERCHANGE REHABILITATION ENGINEERING AGREEMENT WORK ORDER 2 (4753)

Approve Amendment 1 to Work Order 1; approve Work Order 2; and authorize the Mayor to sign Amendment 1 and Work Order 2.

6.13. BIDDING OF FIRE ALARM CONTROL PANEL SYSTEM AND INSTALLATION FOR AIRPORT

Authorize City staff to advertise and solicit bids for the fire alarm control panel system and installation; and authorize the Mayor to execute a contract.

6.14. BID FOR PICKUPS (4863)

Approve the bid from Westlie Motor Company in the amount of \$44,073.00.

6.15. APPOINTMENT OF SPECIAL ASSISTANT CITY ATTORNEY, SEYMOUR JORDAN

Approve the appointment of Seymour Jordan, Divide County States Attorney, to act as Special Assistant City Attorney in Minot Municipal Court Case Nos. MI-2024-CR-00141, MI-2024-CR-00142/Ward County District Court Case Nos. 51-2024-CR-00795, 51-2024-CR-00796; and authorize the City Attorney and Mayor to sign any necessary paperwork to complete the appointment.

6.16. MINOT PUBLIC LIBRARY - BUDGET AMENDMENT

Accept the donation from the Patrons of the Library group to enhance the Minot Public Library's Story Stroll and approve the budget amendment on first reading.

6.18. ORDINANCE CHANGE FOR SECTION 7-35 ANIMAL PERFORMANCE PERMITS

Approve the proposed ordinance on first reading.

6.20. APPROVE BUDGET AMENDMENT FOR REMAINING MILESTONES OF NEW DISPATCH CENTER

Approve the budget amendment for the remaining milestone payments for the new dispatch center and authorize payment to be made prior to the second reading.

6.9. TELEWORK POLICY

The motion to approve the telework policy was initiated by City Council Member Podrygula seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Scott Burlingame, Mark Jantzer, Lisa Olson, Paul Pitner, Stephan Podrygula, Tom Ross; nays: None.

6.17. ACCOUNTS RECEIVABLE POLICY UPDATE

The motion to approve the proposed Accounts Receivable Policy was initiated by City Council Member Podrygula and seconded by City Council Member Jantzer.

City Council Member Podrygula motioned to amend the original motion to include these six changes:

1. Make contact with the individual for accounts 30 days overdue.
2. Advise all departments to contact the Finance Department on any customer accounts overdue.
3. Implement late payment fees with Municipal Court fees being exempt.
4. City Council be advised to any account over \$500.
5. City Council approve any write-offs over \$500.
6. Monthly reporting on Accounts Receivables.

The motion was seconded by City Council Member Olson.

The motion to table the item until the first meeting in July was initiated by City Council Member Olson, seconded by City Council Member Jantzer and carried by the following roll call vote: ayes: Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross; nays: Scott Burlingame, Stephan Podrygula.

6.19. BACK THE BLUE GRANT FUNDING HIRING BONUS

The motion to approve a \$1,000 hiring bonus to applicants hired as sworn police officers by the Minot Police Department (payable in their first check), and a \$4,000 hiring bonus upon completion of their 8-week in-house training with funds from the "Back-the-Blue" grant; and authorize the Police Chief to sign any necessary documentation was initiated by City Council Member Pitner seconded by City Council Member Jantzer and carried by the following roll call vote: ayes: Scott Burlingame, Mark Jantzer, Lisa Olson, Paul Pitner, Stephan Podrygula, Tom Ross; nays: None.

7. ACTION ITEMS

7.1. PUBLIC HEARING: DEMOLITION OF DANGEROUS BUILDING LOCATED AT 511 7TH ST NE, MINOT, ND 58703

The motion to close the public hearing and find that the damaged residence located at 511 – 7th St NE, Minot, ND 58703 is a dangerous building as defined by City Ordinance Sec. 9-2 (11) and 9-11(1) - (§); and direct City staff to collect three bids and select the best and most cost-effective bid was initiated by City Council Member Jantzer, seconded by City Council Member Podrygula and carried by the following roll call vote: ayes: Scott Burlingame, Mark Jantzer, Lisa Olson, Paul Pitner, Stephan Podrygula, Tom Ross; nays: None.

7.2. FINAL SUBDIVISION PLAT TO BE KNOWN AS FOREST ACRES 2ND ADDITION TO THE CITY OF MINOT, NORTH DAKOTA

The motion to approve the proposed final subdivision plat as provided in Attachment A was initiated by City Council Member Pitner, seconded by City Council Member Olson and carried by the following roll call vote: ayes: Scott Burlingame, Mark Jantzer, Lisa Olson, Paul Pitner, Stephan Podrygula, Tom Ross; nays: None.

7.3. FINAL SUBDIVISION PLAT TO BE KNOWN AS NAPA VALLEY 20TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA

The motion to approve the proposed final subdivision plat as provided in Attachment A was initiated by City Council Member Pitner seconded by City Council Member Olson and carried by the following roll call vote: ayes: Scott Burlingame, Mark Jantzer, Lisa Olson, Paul Pitner, Stephan Podrygula, Tom Ross; nays: None.

7.4. REGIONAL CARBON DIOXIDE STORAGE FACILITY

The motion to support the project and authorize staff to assist in developing a joint powers agreement with other western ND water systems to seek funding and construction of a regional carbon dioxide storage facility was initiated by City Council Member Jantzer, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Scott Burlingame, Mark Jantzer, Lisa Olson, Paul Pitner, Stephan Podrygula, Tom Ross; nays: None.

7.5. NOK BACK TAVERN EXECUTIVE SESSION RECORDINGS AND RECORDS

The motion to approve the release the documents of Nok Bak Tavern as addressed in recommended action was initiated by City Council Member Pitner, seconded by City Council Member Podrygula and carried by the following roll call vote: ayes: Scott Burlingame, Mark Jantzer, Lisa Olson, Paul Pitner, Stephan Podrygula, Tom Ross; nays: None.

7.6. DRIVEWAY APPEAL - 1109 HIAWATHA ST

The motion to uphold the staff recommendation to not grant the special permit was initiated by City Council Member Jantzer, seconded by City Council Member Podrygula and carried by the following roll call vote: ayes: Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross; nays: Scott Burlingame, Stephan Podrygula.

7.7. APPROVE TIME EXTENSION FOR APPLICATION FI-9 (111 S. MAIN)

The motion to approve an amendment to the facade improvement program loan agreement between the City and the Irene Pitner Trust to afford the applicant until July 31, 2024 to complete their facade improvements was initiated by City Council Member Burlingame, seconded by City Council Member Olson and carried by the following roll call vote: ayes: Scott Burlingame, Mark Jantzer, Lisa Olson, Stephan Podrygula, Tom Ross; nays: None; abstain: Paul Pitner.

8. PERSONAL APPEARANCES

There were no personal appearances.

9. MISCELLANEOUS AND DISCUSSION ITEMS

There were no miscellaneous and discussion items.

10. LIAISON REPORTS

Alderman Pitner attended the Alcohol Ordinance Review and Rewrite Committee meeting. Alderman Jantzer mentioned an upcoming CDMPO meeting. Alderman Burlingame had no meeting to attend. Alderwoman Olson attended a DCB Policy Board meeting, a CDMPO meeting, and has an upcoming SBPC Executive Board meeting. She also mentioned July 19th will be the ribbon cutting for the CTE. Alderman Podrygula attended an Emergency Resource Council meeting, a 911 Committee meeting, and there is an upcoming Minot Commission on Aging meeting.

11. ADJOURNMENT

The motion to adjourn was initiated by City Council Member Pitner, seconded by City Council Member Olson and carried by the following roll call vote: ayes: Scott Burlingame, Mark Jantzer, Lisa Olson, Paul Pitner, Stephan Podrygula, Tom Ross; nays: None. The meeting adjourned at 7:16 pm.

ATTEST:


Mikayla McWilliams, City Clerk

APPROVED:


Thomas Ross, Mayor