



Regular City Council Meeting

Monday, November 18, 2024, at 5:30 PM

City Council Chambers, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. MAYOR'S REPORT
 - 3.1. PROCLAMATIONS
4. REPORTS
 - 4.1. CITY MANAGER'S REPORT
5. PLANNING COMMISSION
 - 5.1. CONSIDER THE REPORT OF THE PLANNING COMMISSION
 - 5.2. PUBLIC HEARING: CASE #2024-09-02. ZONING MAP AMENDMENT, FUTURE LAND USE MAP AMENDMENT ENGERS FIRST ADDITION

RECOMMENDED ACTION

It is recommended City Council approve Zoning Map Amendment, and Future Land Use Map Amendment in alignment with the recommendations of the Planning Commission as shown in Attachment A.

- 5.3. PUBLIC HEARING CASE #2024-09-03. PRELIMINARY PLAT CARVER ADDITION

RECOMMENDED ACTION

It is recommended City Council approve the Preliminary Plat in alignment with the recommendation of the Planning Commission as provided in Attachment A.

- 5.4. PUBLIC HEARING CASE #2024-09-05. ZONING MAP AMENDMENT, PRELIMINARY PLAT, ANNEXATION GERLE FIRST ADDITION

RECOMMENDED ACTION

It is recommended City Council approve the Zoning Map Amendment, Preliminary Plat, and Annexation in alignment with the recommendations of the Planning Commission as shown in attachment A.

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the November 4, 2024 Regular City Council meeting.

6.2. ORDINANCES

RECOMMENDED ACTION

It is recommended City Council approve the following ordinances on second reading:

- 1. Ordinance No 6020 - 2024 BA - Fire Department Damage Claim**
- 2. Ordinance No 6021 - 2024 BA - FY23 SLCGP Project (2024190002)**
- 3. Ordinance No 6022 - 2024 BA - FY24 Fire SHSP**
- 4. Ordinance No 6023 - 2024 BA - Fire Station #1 LED Lighting**

6.3. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

It is recommended City Council ratify the following administratively approved requests:

- 1. Minot Quilt Guild "Prairie Quilters" to conduct a raffle on April 5, 2025 and December 4, 2025 at Vincent Methodist Church (1024 2nd St SE).**
- 2. Hometown Hero Outdoors to conduct a raffle on April 30, 2025 at LEI (4105 S Broadway).**
- 3. Minot High Girls Basketball Boosters conduct raffles at home games and raffle boards for Monday Night Football from 12/2/2024-2/25/2025 at Minot High School (1100 11th Ave SW).**
- 4. Dakota Cruisers to conduct a raffle on June 4, 2025 and September 13, 2025 at the Minot Uhaul Parking Lot (1 20th Ave SE).**
- 5. Minot Board of Realtors to conduct a raffle on November 14, 2024 at the Spot (6 2nd St NE).**
- 6. Four Special Event Permits for the Blue Rider (118 1st Ave SE).**
- 7. Special Event Permit for Bones BBQ (437 N Broadway).**

6.4. ALCOHOLIC BEVERAGE LICENSE RENEWALS

RECOMMENDED ACTION

It is recommended City Council approve the alcoholic beverage license renewals for the period of January 1, 2025 through December 31, 2025 for the following businesses:

- 1. Badlands Grillhouse and Saloon**
- 2. Ebenezer's Eatery & Irish Pub**
- 3. Happy Joe's**
- 4. JL Beers**
- 5. Broadway Liquor**
- 6. Capri Bar**
- 7. Applebee's Neighborhood Grill & Bar**
- 8. El Reparo**
- 9. Buffalo Wild Wings**
- 10. The "O"riginal Bar and Nightclub**
- 11. Highland Suites**
- 12. The Depot and Baggage Claim**
- 13. Sleep Inn & Suites**
- 14. Microtel Inn & Suites**
- 15. Do Eat Asian Cuisine**
- 16. Staybridge Suites Minot**

6.5. MAYORAL APPOINTMENT

RECOMMENDED ACTION

It is recommended City Council confirm the following Mayoral Appointment for the Committee on Childcare in Minot:

- Stacey Boyko to replace Shelbi Lawson as a childcare provider position on the committee.**

6.6. GAMING SITE AUTHORIZATION - COMPANIONS FOR CHILDREN

RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for the following organizations to conduct games of chance during the license year of November 18, 2024 through June 30, 2025 at the following locations:

- Companions for Children - Whiskey Nine (109 W Central Ave)**

6.7. 2024 STREET SEAL - FINAL PAYMENT (4803)

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$325,444.47 to be paid to Asphalt Preservation Company, Inc.

6.8. APPROVE ANNUAL RENEWAL OF SALESFORCE SOFTWARE WITH CARASOFT TECHNOLOGY CORP.

RECOMMENDED ACTION

It is recommended City Council approve the annual renewal of Salesforce software with Carahsoft Technology Corp.

6.9. 2024 SANITARY SEWER REHABILITATION - FINAL PAYMENT

RECOMMENDED ACTION

It is recommended City Council approve the final payment for the 2024 Sanitary Sewer Rehabilitation Project to Strata Corporation in the amount of \$103,229.51.

6.10. RESOLUTION ADOPTING THE 2025 CITY COUNCIL AND PLANNING COMMISSION MEETING SCHEDULE

RECOMMENDED ACTION

It is recommended City Council adopt Resolution 3849 establishing the 2025 meeting schedule for the City Council and Planning Commission.

6.11. APPROVE JOB DESCRIPTION FOR CONTRACT COMPLIANCE OFFICER AND COORDINATOR

RECOMMENDED ACTION

It is recommended City Council approve the job description for a Contract Compliance Officer and Coordinator.

6.12. APPROVAL OF ACCOUNTS RECEIVABLE WRITE-OFFS

RECOMMENDED ACTION

It is recommended City Council approve the October 2024 general accounts receivable write-off.

6.13. CONTRACT EXTENSION - AIRPORT FIRE ALARM CONTROL PANEL INSTALLATION

RECOMMENDED ACTION

It is recommended City Council authorize a 30-day extension to the original service agreement and authorize the Mayor to execute the extension.

6.14. SEPTAGE RECEIVING STATION - FEASIBILITY ASSESSMENT

RECOMMENDED ACTION

It is recommended City Council approve a task order with Apex Engineering in the amount of \$26,250.00 to perform a feasibility assessment of constructing a septage receiving station.

6.15. LAND LEASE RENEWAL - LAVERNE MIKKELSON

RECOMMENDED ACTION

It is recommended City Council approve the land lease extension with LaVerne and Kandi Mikkelson and authorize the Mayor to sign the agreement.

6.16. FY 2024 STATE HOMELAND SECURITY GRANT PROGRAM AWARD – BOMB SQUAD

RECOMMENDED ACTION

It is recommended City Council accept the FY2024 State Homeland Security Grant Program award; authorize the Mayor to sign the grant award; and approve a budget amendment on first reading.

6.17. MREFPP PHASE VE-1 - VELVA BRIDGE REPLACEMENT

RECOMMENDED ACTION

It is recommended City Council approve the plans and specifications for the Velva Bridge Replacement project and authorize a call for bids.

7. ACTION ITEMS

7.1. APPROVAL OF 2025 SERVICE AGREEMENTS

RECOMMENDED ACTION

It is recommended City Council approve the 2025 services agreements with Minot Area Council of the Arts, First District Health Unit, Minot Commission on Aging, Minot Area Chamber EDC, and Souris Basin Planning Council; and authorize the Mayor and Finance Director to sign the agreements.

7.2. PROCESS IMPROVEMENT AND INNOVATION TRAINING - BA

RECOMMENDED ACTION

It is recommended City Council accept the proposal from Raftelis; and approve a budget amendment on first reading to reallocate funds for Process Improvement and Innovation Training for City staff.

7.3. APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN

THE CITY OF MINOT AND THE CENTRAL DAKOTA METROPOLITAN
PLANNING ORGANIZATION

RECOMMENDED ACTION

It is recommended City Council approve the MOU and authorize the Mayor to sign.

7.4. APPROVE THE OFFICE LEASE AGREEMENT WITH THE CENTRAL
DAKOTA METROPOLITAN PLANNING ORGANIZATION

RECOMMENDED ACTION

It is recommended City Council approve the office lease agreement with the Central Dakota Metropolitan Planning Organization (CDMPO) and authorize the City Manager to sign the agreement.

7.5. NDDOT FEDERAL AID PROJECT SOLICITATIONS

RECOMMENDED ACTION

Staff recommends City Council approve the following projects be submitted to the NDDOT for programming:

Planning and Rail:

Priority 1 8th Avenue SE/CPKC Crossing (2026 or later)

Priority 2 Amtrak Crossing Signalization (2026 or later)

Urban and Urban Regional:

3rd Street Bridge Preliminary Engineering (2026)

Transportation Alternatives:

Edison Safe Routes to School (2027)

Highway Safety Improvement Program (HSIP):

Option 1: All Low Lighting Schools (2029)

7.6. APPROVE BUDGET AMENDMENT FOR EMPLOYMENT INVESTIGATION
SERVICES

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment for employment investigation services on first reading, authorize the Mayor to sign any retainer documents, and approve the payment for services rendered prior to second reading of the budget amendment.

7.7. MINOT PARK DISTRICT 1/2 CENT SALES TAX

RECOMMENDED ACTION

If Council is supportive of scheduling a special election for the electorate to decide whether or not to impose a one-half percent sales tax dedicated to the Minot Park District as proposed – City staff proposes the following motion:

- 1. Pass the attached ordinance on first reading; and**
- 2. Adopt the attached resolution scheduling a special election date for April 29, 2025 for the electorate to consider the question of whether or not to impose a one-half percent (1/2%) sales and use tax for the Minot Park District to construct an indoor turf facility, finance general park district operations and finance future park district capital projects; and**
- 3. Approve the attached ballot language.**

These three items can be considered collectively, or separately if the Council wishes to propose amendments.

Note: The Resolution scheduling a resolution will require a supermajority vote of the City Council (5 of 7 votes, without regard to whether there are vacancies, absences, or abstentions) in order to pass. See Minot City Ordinances 2-21 and 11 ½-6.

- 8. PERSONAL APPEARANCES**
- 9. MISCELLANEOUS AND DISCUSSION ITEMS**
 - 9.1. BRUCE WALKER - PARK SOUTH II LURA**

RECOMMENDED ACTION

City Council to provide direction to Essential Living, Inc. with regards to filing a LURA with NDHFA.

- 10. LIAISON REPORTS**
- 11. ADJOURNMENT**