

On November 18, 2024, a Regular City Council Meeting of the Minot City Council was held in the City Council Chambers, City Hall (10 3rd Ave SW). Mayor Ross called the meeting to order at 5:30 PM.

ROLL CALL

Members Present: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson

Members Absent: None

PLEDGE OF ALLEGIANCE

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

MAYOR'S REPORT

Mayor Ross attended a meeting with Sen. Hoeven and the Undersecretary of the Air Force, the Childcare in Minot Committee meeting, a Task Force 21 meeting, a MACEDC Board meeting, a Military Affairs meeting, the Economic Development Plan Review Committee meeting, the Alcohol Ordinance Review and Rewrite Committee meeting, two Special City Council meetings, the MSU Senior Day Football game, a Global Thunder Exercise, the ribbon cutting at the new dome on the Minot AFB, 91st Missile Wing and 5th Bomb Wing 3rd Qtr. Award Ceremonies, a Veterans Day Program at North Plains, and spoke at Dakota Elementary School.

PROCLAMATIONS

Mayor Ross read the National Hunger and Homelessness Proclamation, and the Family Engagement Day Proclamation.

REPORTS

CITY MANAGER'S REPORT

Harold Stewart submitted a written report to the City Council. Jenna Zelinski did a financial report on budget dashboards for 2024. A.C. Capt. Dale Plessas gave thanks to people and organizations for the support last week of the Minot Police Department.

PLANNING COMMISSION

CONSIDER THE REPORT OF THE PLANNING COMMISSION

PUBLIC HEARING: CASE #2024-09-02. ZONING MAP AMENDMENT, FUTURE LAND USE MAP AMENDMENT ENGERS FIRST ADDITION

The motion to close the public hearing and approve the Zoning Map Amendment, and Future Land Use Map Amendment in alignment with the recommendations of the Planning Commission as shown in Attachment A was initiated by City Council Member Blessum, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

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

The motion to close the public hearing and approve the Preliminary Plat in alignment with the recommendation of the Planning Commission as provided in Attachment A was initiated by City Council Member Fuller, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

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

The motion to close the public hearing and approve the Zoning Map Amendment, Preliminary Plat, and Annexation in alignment with the recommendations of the Planning Commission as shown in attachment A was initiated by City Council Member Jantzer, seconded by City Council Member Samuelson and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

CONSENT ITEMS

The motion to approve consent items 6.1-6.10, 6.12-6.13 and 6.15-6.16 was initiated by City Council Member Pitner, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

CITY COUNCIL MINUTES – Approve the minutes of the November 4, 2024 Regular City Council meeting.

ORDINANCES – 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

ADMINISTRATIVE APPROVALS – 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 U-Haul 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).

ALCOHOLIC BEVERAGE LICENSE RENEWALS – 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

MAYORAL APPOINTMENT- 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.

GAMING SITE AUTHORIZATION - COMPANIONS FOR CHILDREN – 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)

2024 STREET SEAL - FINAL PAYMENT (4803) – Approve the final payment of \$325,444.47 to be paid to Asphalt Preservation Company, Inc.

APPROVE ANNUAL RENEWAL OF SALESFORCE SOFTWARE WITH CARASOFT TECHNOLOGY CORP. – Approve the annual renewal of Salesforce software with Carahsoft Technology Corp.

2024 SANITARY SEWER REHABILITATION - FINAL PAYMENT – Approve the final payment for the 2024 Sanitary Sewer Rehabilitation Project to Strata Corporation in the amount of \$103,229.51.

RESOLUTION ADOPTING THE 2025 CITY COUNCIL AND PLANNING COMMISSION MEETING SCHEDULE – Adopt Resolution 3849 establishing the 2025 meeting schedule for the City Council and Planning Commission.

APPROVAL OF ACCOUNTS RECEIVABLE WRITE-OFFS – Approve the October 2024 general accounts receivable write-off.

CONTRACT EXTENSION - AIRPORT FIRE ALARM CONTROL PANEL INSTALLATION – Authorize a 30-day extension to the original service agreement and authorize the Mayor to execute the extension.

LAND LEASE RENEWAL - LAVERNE MIKKELSON – Approve the land lease extension with LaVerne and Kandi Mikkelsen and authorize the Mayor to sign the agreement.

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

APPROVE JOB DESCRIPTION FOR CONTRACT COMPLIANCE OFFICER AND COORDINATOR

The motion to approve the job description for a Contract Compliance Officer and Coordinator was initiated by City Council Member Blessum, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

SEPTAGE RECEIVING STATION - FEASIBILITY ASSESSMENT

The motion to 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 was initiated by City Council Member Fuller, seconded by City Council Member Jantzer and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

MREFPP PHASE VE-1 - VELVA BRIDGE REPLACEMENT

The motion to approve the plans and specifications for the Velva Bridge Replacement project and authorize a call for bids was initiated by City Council Member Fuller, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mike Blessum, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross; nays: Rob Fuller, Scott Samuelson.

ACTION ITEMS

APPROVAL OF 2025 SERVICE AGREEMENTS

The motion to 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 was initiated by City Council Member Olson, seconded by City Council Member Jantzer and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

PROCESS IMPROVEMENT AND INNOVATION TRAINING - BA

The motion to 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 was initiated by City Council Member Pitner, seconded by City Council Member Jantzer and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF MINOT AND THE CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION

The motion to approve the MOU and authorize the Mayor to sign was initiated by City Council Member Jantzer, seconded by City Council Member Olson and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

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

The motion to approve the office lease agreement with the Central Dakota Metropolitan Planning Organization (CDMPO) and authorize the City Manager to sign the agreement was initiated by City Council Member Olson, seconded by City Council Member Jantzer and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

NDDOT FEDERAL AID PROJECT SOLICITATIONS

Council Member Jantzer moved the City Council approve the following projects to be submitted to the NDDOT for programming:

Planning and Rail:

Priority 1 5th 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)

The motion was seconded by Council Member Fuller.

The motion to amend the original motion to remove the transportation alternatives for Edison SRTS from the original motion was initiated by City Council Member Blessum, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Scott Samuelson; nays: Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross. The motion to amend the original motion failed.

Whereupon the City Council returned to the original motion from Council Member Jantzer, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

APPROVE BUDGET AMENDMENT FOR EMPLOYMENT INVESTIGATION SERVICES

The motion to 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 was initiated by City Council Member Fuller, seconded by City Council Member Jantzer and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

MINOT PARK DISTRICT 1/2 CENT SALES TAX

The motion to pass the attached ordinance on first reading; adopt the attached resolution scheduling a special election date for April 29, 2025 for the electorate to consider the question 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 approve the attached ballot language was initiated by City Council Member Olson and seconded by City Council Member Pitner.

The motion to amend the original motion to change the date in the ordinance and resolution to June 10, 2025, was initiated by City Council Member Fuller, seconded by City Council Member Jantzer and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross; nays: Scott Samuelson.

The motion to amend the original motion to move the implementation date to October 1, 2025, in the ordinance was initiated by City Council Member Blessum, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

The motion to approve the original motion with the approved amendments was initiated by City Council Member Olson, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross; nays: Scott Samuelson.

PERSONAL APPEARANCES

Joan Hubaker spoke to the City Council about the idea of bringing the two libraries (Minot Public Library and Ward County Library) back together to discuss merging together. She also discussed the EAPC Space Needs analysis options as well if there was a merger with the libraries.

MISCELLANEOUS AND DISCUSSION ITEM - BRUCE WALKER - PARK SOUTH II LURA

Bruce Walker came to the City Council to discuss filing a Land Use Restrictions Agreement with NDHFA for Essential Living, Inc.

The motion to grant the approval of the LURA for Essential Living, Inc was initiated by City Council Member Jantzer, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

MISCELLANEOUS AND DISCUSSION ITEMS

Council Member Olson wanted to discuss the EAPC presentation and high-level idea for the Police Department Space Needs Analysis. The idea would be to consider the cost of adding the Police Department to the parking ramp, because we own the property.

The motion to consider an option of building the PD Department on top of the parking ramp downtown was initiated by City Council Member Olson, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Tom Ross, Scott Samuelson; nays: Paul Pitner.

LIAISON REPORTS

Alderwoman Olson attended a Central Dakota MPO meeting, a Souris Basin Planning Council Annual meeting, a Souris Basin Planning Council Loan Review Committee, and the Childcare in Minot Committee meeting. Alderman Blessum attended the Economic Development Plan Review Committee meeting and the Minot Commission on Aging meeting. Alderman Pitner will be attending the upcoming Visit Minot meeting and CDMPO meeting. He was in attendance at the Alcohol Ordinance Review and Rewrite Committee meeting, the Economic Development Plan Review Committee meeting and a meeting with staff and developers. Alderman Samuelson and Alderman Fuller attended the Ward County Planning and Zoning meeting. Alderman Jantzer attended the CDMPO meeting.

ADJOURNMENT

The motion to adjourn the meeting at 8:05 pm was initiated by City Council Member Pitner, seconded by City Council Member Samuelson and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

ATTEST: Mikayla McWilliams
Mikayla McWilliams, City Clerk

APPROVED: 
Thomas Ross, Mayor