



Regular City Council Meeting

Monday, December 16, 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. PROCLAMATION
4. REPORTS
 - 4.1. CITY MANAGER'S REPORT
5. PLANNING COMMISSION
 - 5.1. CONSIDER THE REPORT OF THE PLANNING COMMISSION
6. CONSENT ITEMS
 - 6.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the December 2, 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 6029 - 2024 BA - Puppy Dog Coulee SSD 121**
- 2. Ordinance No 6030 - 2024 BA - RAISE Grant Consulting Fees**
- 3. Ordinance No 6031 - 2025 BA - WCNTF 2025 Grant Award**
- 4. Ordinance No 6032 - 2024 BA - Purchase of (2) Garbage Trucks**
- 5. Ordinance No 6033 - 2025 BA - Purchase of (2) Garbage Trucks**
- 6. Ordinance No 6034 - 2024 BA - Landfill Air Curtain Incinerator**

- Purchase**
- 7. Ordinance No 6035 - 2025 BA - Landfill Air Curtain Incinerator Purchase**
 - 8. Ordinance No 6036 - 2024 BA - Loose Equipment Needs for Used Fire Engines**
 - 9. Ordinance No 6037 - 2024 BA - 2024 Sanitary Sewer Rehab**
 - 10. Ordinance No 6038 - Proposed Ordinance - Downtown Alleyway**

6.3. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

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

- 1. Minot Blue Line Club to conduct raffles at home games from December 14, 2024 through February 22, 2025 at the Maysa Arena (2501 Burdick Exwy W).**
- 2. Minot Wrestling Boosters to conduct a calendar raffle in March 2025 and 50/50 raffles from 12/5/2024 through 1/16/2025 at Magic City Campus (1300 4th Ave NW).**
- 3. Nedrose Cardinals Booster Club to conduct a sports pool on February 9, 2025 at Nedrose High School (5705 15th Ave SE).**
- 4. Three Special Event Permits for Saul's (105 1st St SE Basement).**
- 5. Special Event Permit for Sports on Tap (220 S Broadway).**
- 6. Special Event Permit for 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. AMC Dakota Square 9**
- 2. Aces Lounge & Casino**
- 3. Atypical Brewery & Barrelworks**
- 4. Blue Rider**
- 5. Bootlegz**
- 6. Buffalo Wings and Rings**
- 7. Casa Jalisco**
- 8. Clarion Hotel and Convention Center**
- 9. Dakota Inn Trappers Lounge**

10. Dakota Lounge
11. Enerbase
12. Ironhorse Kitchen & Bar
13. Lamplighter Lounge & Liquor Store
14. Landing Bar & Bottleshop
15. MP Wine & Spirits
16. MP Wine & Spirits Arrowhead
17. MP Wine & Spirits North Hill
18. MP Wine & Spirits S Broadway
19. Minot Hot Tots
20. Minotauros Hockey
21. Nola's Lounge
22. Oishii Ramen
23. Planet Pizza
24. Ranger Lounge
25. Sammy's Pizza
26. Target
27. The Putt District
28. Tilt Studio
29. Try Thai
30. Up Your Axe
31. 19th Hole
32. Arny's 2.0
33. Bones BBQ
34. Brake Time
35. Cashwise
36. Cookies for You
37. Gourmet Chef
38. Hampton Inn & Suites Minot Airport
39. Hotel Revel
40. Longhorn Steakhouse
41. Pizza Ranch
42. Quality Inn & Suites
43. The Olive Garden Italian Restaurant
44. The Spot
45. Urban Winery
46. JL Beers (Supper Club)

6.5. MAYORAL APPOINTMENTS

RECOMMENDED ACTION

It is recommended City Council confirm the following Mayoral Appointments:

Planning Commission:

- Reappoint Kayla Johnson for a term of five-years to the Planning Commission that expires on December 31, 2029
- Appoint Tanner Dockter for a term of five-years to the Planning Commission that expires on December 31, 2029

Renaissance Zone Review Board:

- Reappoint Mark Lyman (MACEDC representative) for a term of three-years to the Renaissance Zone Review Board that expires on December 31, 2027
- Reappoint Pat Bailey (MAB representative) for a term of three-years to the Renaissance Zone Review Board that expires on December 31, 2027

6.6. GAMING SITE AUTHORIZATION - NORTH DAKOTA COWBOY HALL OF FAME

RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for the North Dakota Cowboy Hall of Fame to conduct a raffle on November 22, 2025 at the following location:

- Minot Municipal Auditorium (420 3rd Ave SW)

6.7. MINOT FIRE DEPARTMENT COMMUNITY OUTREACH PROGRAM

RECOMMENDED ACTION

1. It is recommended City Council accept donation funds in the amount of \$18,000 from Community Partners and Gaming Organizations;
2. Authorize the City Mayor to sign the contract for Care Resource Connections, the third-party vendor; and
3. Approve the 2024 Budget Amendment on first reading to increase-General Fund Revenues and the Consultants and Dept. Materials and Supplies line items in the Fire Dept. budget.

6.8. CONTRACT WITH TIMMONS - CITYWIDE PERMITTING PORTAL (4423)

RECOMMENDED ACTION

It is recommended City Council approve the contract with Timmons and authorize the Mayor to sign.

6.9. 2025 FUEL - AWARD OF BID

RECOMMENDED ACTION

It is recommended City Council award the bid for fuel to United Quality Cooperative as the supplier and authorize the Mayor to sign applicable documentation.

6.10. ADOPT THE UPDATED CAPITAL ASSET POLICY

RECOMMENDED ACTION

It is recommended City Council adopt the updated capital asset policy.

6.11. NW AREA WATERMAIN REPLACEMENT - FINAL PAYMENT (4656)

RECOMMENDED ACTION

It is recommended City Council approve the final payment for the NW Area Watermain Project to Wagner Construction, Inc., in the amount of \$60,411.43.

6.12. 2023 S BROADWAY & BURDICK EXPWY W SIGNAL REPLACEMENT - FINAL PAYMENT (4752)

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$68,790.24 to be paid to Main Electric Construction, Inc.

6.13. 2024 SIGNAL IMPROVEMENT - FINAL PAYMENT (4809)

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$124,928.11 to be paid to Main Electric Construction, Inc.

6.14. 2024 SIGNAL CABINET IMPROVEMENT - AWARD OF BID (4885)

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid for the construction portion of the 2024 Signal Cabinet Improvement Project to the low bidder, Main Electric Construction, Inc. in the amount of \$208,740.00;**
- 2. Approve the budget amendment to transfer \$70,527 from the Traffic Division's Signal Maintenance fund to the Traffic Division's Capital Improvement Equipment fund; and**

3. Authorize the Mayor to sign the agreement.

6.15. CASE # 2024-11-01 - CARVER ADDITON - FINAL PLAT

RECOMMENDED ACTION

It is recommended City Council approve the proposed final subdivision plat as provided in Attachment A.

6.16. 3RD STREET AND CENTRAL AVENUE RECONSTRUCTION
ENGINEERING CONSULTANT SELECTION (4826)

RECOMMENDED ACTION

It is recommended City Council select Apex Engineering Group to perform engineering services for the 3rd Street and Central Avenue Reconstruction project; and authorize the City Engineer to negotiate a scope and fee for Task Order 1 and authorize the Mayor to sign the agreement.

6.17. NORTH DAKOTA DRUG RECOGNITION EXPERT (DRE) POLICY AND
PROCEDURE AGREEMENT FOR TABLET COMPUTERS

RECOMMENDED ACTION

It is recommended City Council approve the North Dakota DRE Policy and Procedure Document for tablet computers is an agreement and authorize the DRE officers and Mayor to sign the agreement.

6.18. 2023 SIGNAL CABINET IMPROVEMENT - FINAL PAYMENT (4774)

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$36,814.00 to be paid to Main Electric Construction, Inc.

6.19. BJA FY24 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
(JAG)

RECOMMENDED ACTION

It is recommended City Council accept the FY2024 Local Edward Byrne Memorial Justice Assistance Grant (JAG); authorize the Mayor and Acting Chief of Police to sign the Memorandum of Understanding; and approve the budget amendment on first reading to increase the police grants department operation supplies.

6.20. CORRECTION TO RESOLUTION NO. 3845 ESTABLISHING 2025 RATES,
FEES, AND CHARGES AT THE MINOT INTERNATIONAL AIRPORT (MOT)

RECOMMENDED ACTION

It is recommended City Council approve the corrected rates and charges resolution and authorize the Mayor to sign any applicable documents.

6.21. AUTHORIZE MAYOR TO SIGN CDBG FINANCIAL AWARD FOR ENGLE COURT APARTMENTS

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the CDBG financial award.

6.22. ND ENERGY CONSERVATION GRANT APPLICATION FOR LED LIGHTING

RECOMMENDED ACTION

It is recommended City Council approve the submission of the ND Energy Conservation Grant application for LED Lighting, which will remove and replace outdated, less efficient lighting; and authorize staff and Mayor to sign applicable documentation.

7. ACTION ITEMS

7.1. BUDGET AMENDMENT FOR SNOW BLOWER WITH TRADE-IN

RECOMMENDED ACTION

It is recommended City Council authorize the trade-in of the 36" snow blower attachment and approve the proposed budget amendment on first reading.

7.2. EXTENDED STAY LEISURE FEE ORDINANCE

RECOMMENDED ACTION

It is recommended the City Council should consider the attached ordinance, and if supportive, approve the ordinance on first reading.

7.3. 3RD STREET BRIDGE REPAIR ENGINEERING CONSULTANT SELECTION (4873)

RECOMMENDED ACTION

- 1. It is recommended City Council select KLJ to perform engineering services for the 3rd Street Bridge Repair project;**
- 2. Authorize the City Engineer to negotiate a scope and fee for Task Order 1; and**
- 3. Authorize the Mayor to sign the agreement.**

7.4. RATIFY ACCEPTANCE OF INSURANCE SETTLEMENT AND RELEASE OF
PROPERTY DAMAGE

RECOMMENDED ACTION

It is recommended City Council ratify the acceptance of the insurance settlement and authorize the Mayor to sign the release of property damage.

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. FIRE DEPARTMENT STAFFING PRESENTATION

9.2. VISIT MINOT REPORT

10. LIAISON REPORTS

11. ADJOURNMENT