



Regular City Council Meeting

Monday, January 6, 2025, 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
4. REPORTS
 - 4.1. CITY MANAGER'S REPORT
 - 4.2. CITY ATTORNEY'S REPORT
5. PUBLIC HEARING
 - 5.1. PUBLIC HEARING: CONSIDER FINAL APPROVAL OF RENAISSANCE ZONE CASE M-105, BOOMTOWN ENTERPRISES, LLC, APPLICANT, 117 W. CENTRAL AVENUE

RECOMMENDED ACTION

It is recommended City Council conduct a public hearing, approve the request, and authorize staff to submit the application to the State of North Dakota for final approval.

- 5.2. PUBLIC HEARING: BUILDING RELOCATION REQUEST TO 1019 43RD ST SE

RECOMMENDED ACTION

It is recommended City Council approve the relocation of the manufactured home from 1852 16th St SW, Minot ND, 58701 also known as Walhood Second Addition Lot 1, to 1019 43rd St SE, Minot, ND 58701, also known as Engers First Addition Lot 13 Block 4, subject to the following conditions:

- 1. A ten-thousand-dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work.**
- 2. Application and approval of mechanical, electrical, plumbing,**

- building permits for all new proposed construction.
3. Coordinate all relocation activities with public utilities and traffic authorities.
 4. An approved foundation design in compliance with City of Minot building codes.
 5. If required: plumbing, electrical and HVAC systems must be brought into compliance with current code requirements of the City of Minot.
 6. All work at the new location must be in compliance with City of Minot building codes and zoning ordinances.
 7. The exterior of the structure must be one consistent color arrangement of colors after relocation.
 8. The property must be provided with proper site drainage and must be landscaped in a manner similar to surrounding properties.

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the December 16, 2024 Regular City Council meeting, the December 19, 2024 Special City Council meeting, and the December 27, 2024 Special City Council meeting.

6.2. ORDINANCES

RECOMMENDED ACTION

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

1. Ordinance No 6039 - 2024 BA - FD Community Outreach Program
2. Ordinance No 6040 - 2024 BA - 2024 Traffic Signal Cabinet Award of Bid
3. Ordinance No 6041 - 2024 BA - FY24 Edward Byrne Memorial JAG Grant
4. Ordinance No 6042 - 2024 BA - Snow Blower Attachment Trade
5. Ordinance No 6043 - Hotel Leisure Fee

6.3. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

It is recommended City Council ratify the following administratively

approved requests:

- 1. 791st Dark Horse Association to conduct a raffle on December 14, 2024 at the Clarion Hotel (2200 Burdick Exwy E).**
- 2. First Lutheran Church to conduct a calendar raffle in February 2025 at First Lutheran Church (120 5th Ave NW).**
- 3. Lewis and Clark Elementary School to conduct a raffle and bingo on January 31, 2025 at Lewis and Clark Elementary School (2215 8th St NW).**
- 4. Minot North Girls Basketball Boosters to conduct a raffle on December 28, 2024 at Minot North High School (2100 21st Ave NW).**
- 5. Souris Valley Pheasants Forever to conduct a raffle on January 12, 2025 at North Hill Bowl (1901 N Broadway).**
- 6. Boy Scout Troop 425 to conduct a raffle on March 15, 2025 at the Congregational United Church of Christ (430 N Broadway).**
- 7. Two Special Event Permits for Sports on Tap (220 S Broadway).**
- 8. Special Event Permit for Blue Rider (118 1st Ave SE).**

6.4. BILLS, TRANSFERS, & PAYROLL

It is recommended City Council approve the payroll for the period of November 17, 2024 through December 14, 2024 in the amount of \$2,670,791.25 and the bills and transfers for December in the amount of \$12,025,406.11.

6.5. GAMING SITE AUTHORIZATION - PRAIRIE GRIT ADAPTIVE SPORTS

RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for Prairie Grit Adaptive Sports to conduct a raffle on March 7, 2025 at the Sleep Inn & Suites located at 2400 10th St SW.

6.6. GAMING SITE AUTHORIZATION - COMPANIONS FOR CHILDREN

RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for Companions for Children to conduct a raffle on February 1, 2025 at the Clarion Hotel Convention Center located at 2200 E Burdick Exwy.

6.7. 2024 PAVEMENT MARKINGS - FINAL PAYMENT (4800)

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$19,128.68 to be paid to West River Striping Company.

6.8. 2024 STREET IMPROVEMENT CSA - FINAL PAYMENT (4802.1)

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$45,978.10 to be paid to Keller Paving & Landscaping, Inc.

6.9. 2024 WATERMAIN REPLACEMENT - FINAL PAYMENT (4798)

RECOMMENDED ACTION

It is recommended City Council approve the final payment for the 2024 Watermain Replacement Project to Post Construction, Inc. in the amount of \$25,380.91.

6.10. 2024 SIDEWALK, CURB & GUTTER - FINAL PAYMENT (4806)

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$27,129.59 to be paid to Ti-Zack Concrete, LLC.

6.11. 2024 SANITARY SEWER CIPP PROJECT - FINAL PAYMENT

RECOMMENDED ACTION

It is recommended City Council approve the final payment for the 2024 Sanitary Sewer CIPP project to Hydro-Klean, LLC in the amount of \$47,531.99.

6.12. 2024 MICROSURFACING - FINAL PAYMENT (4804)

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$150,898.63 to be paid to Asphalt Surface Technologies Corp.

6.13. UPDATE AIRPORT'S SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN

RECOMMENDED ACTION

It is recommended City Council approve the Spill Prevention, Control, and Countermeasure (SPCC) plan update to be conducted by Short Elliott Hendrickson Inc. (SEH); and authorize the Mayor to sign the agreement.

6.14. INFAX ELECTRONIC VISUAL INFORMATION DISPLAY SYSTEM (EVIDS) SUPPORT AGREEMENTS FOR AIRPORT

RECOMMENDED ACTION

- 1. It is recommended City Council approve the annual support**

- agreement with Infax Incorporated for the Airport's Electronic Visual Information Display (EVID) system;
2. Approve the Flightview Data Feed support agreement; and
 3. Authorize the Mayor to sign contracts.

6.15. 2025 SIGNAL IMPROVEMENT - AWARD OF BID (4883)

RECOMMENDED ACTION

It is recommended City Council award the 2025 Signal Improvement Project to the low bidder, Main Electric Construction Inc. in the amount of \$609,271.00; and authorize the Mayor to sign the agreement.

6.16. APPROVE BUDGET AMENDMENT FOR PUPPY DOG COULEE EASEMENTS

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment on first reading to appropriate the temporary and permanent easements for Puppy Dog Coulee - Storm Sewer District #121.

6.17. SALT STORAGE BUILDING CONTRACT AMENDMENT

RECOMMENDED ACTION

It is recommended City Council approve the contract amendment and authorize the Mayor to sign applicable documentation.

6.18. CEMETERY ADMINISTRATIVE SPECIALIST / EQUIPMENT OPERATOR LEAD POSITION DESCRIPTION MODIFICATION

RECOMMENDED ACTION

It is recommended City Council approve the position description modification.

6.19. CASE# 2024 -12-01 GERLE FIRST ADDITION - FINAL PLAT

RECOMMENDED ACTION

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

6.20. APPROVAL OF COMPENSATION CONSULTING PROPOSAL WITH HERRONPALMER

RECOMMENDED ACTION

It is recommended City Council approve the Consulting Contract with Herronpalmer; and further, allow the Mayor to sign the contract on behalf of the City.

6.21. 2025 USGS MONITORING AGREEMENT (4578.3)

RECOMMENDED ACTION

It is recommended City Council approve the standard joint funding agreement with the USGS for operation of two (2) water quality gauges on the Souris River; and authorize the Mayor and Utilities Director to sign the agreement.

6.22. APPROVE THE SUBSTANTIAL AMENDMENT #10 FOR CDBG ALLOCATION 2

RECOMMENDED ACTION

It is recommended City Council approve the Substantial Amendment for Allocation 2 authorizing submission to HUD following the public comment period and public hearing.

6.23. BID FOR ROLL-OFF TRUCK (PROJECT NUMBER 4896)

RECOMMENDED ACTION

It is recommended City Council approve the bid from Westlie Truck Center in the amount of \$177,883.00 for the roll-off truck.

6.24. MINOT AIR FORCE BASE WATER RATE CONTRACT AMENDMENT

RECOMMENDED ACTION

It is recommended City Council ratify the Finance Director signature on the MAFB water rate contract amendment.

6.25. MAYORAL APPOINTMENT

RECOMMENDED ACTION

It is recommended City Council confirm the appointment of Scott Burlingame to replace Laurie Davis on the Civil Service Commission with a term to expire April 2026.

7. ACTION ITEMS

7.1. 2025 ALCOHOL LICENSE REFUND - HIGHLAND SUITES

RECOMMENDED ACTION

It is recommended City Council refund the fees for the 2025 Retail Beer license for Highland Suites.

7.2. CITY MANAGER RECOMMENDATIONS FOLLOWING THE MINOT POLICE DEPARTMENT EXTERNAL INVESTIGATION

8. PERSONAL APPEARANCES
9. MISCELLANEOUS AND DISCUSSION ITEMS
10. ADJOURNMENT