



Regular City Council Meeting

Monday, February 3, 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
 - 3.1. PROCLAMATION
4. REPORTS
 - 4.1. CITY MANAGER'S REPORT
 - 4.2. CITY ATTORNEY'S REPORT
5. CONSENT ITEMS
 - 5.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the January 21, 2025, Regular City Council meeting.

- 5.2. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No 6049 - Rock and Driveway Ordinance**
- 2. Ordinance No 6050 - 2025 BA - FD Donation**

- 5.3. ORDINANCE

RECOMMENDED ACTION

It is recommended City Council approve the following ordinance on

second reading:

- 1. Ordinance No 6045 - Zoning Map Amendment - Ramstad's First Addition**

5.4. ORDINANCE

RECOMMENDED ACTION

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

- 1. Ordinance No 6046 - Annexation - Gerle First Addition**

5.5. ORDINANCE

RECOMMENDED ACTION

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

- 1. Ordinance No 6047 - Zoning Map Amendment - Gerle First Addition**

5.6. ORDINANCE

RECOMMENDED ACTION

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

- 1. Ordinance No 6048 - Midco Franchise Agreement Ordinance**

5.7. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

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

- 1. Trinity Health Foundation to conduct a raffle on March 31, 2025 at Trinity Health East Ridge Foundation Office (1250 21st Ave SE).**
- 2. The Power of 1 to conduct a sports pool on February 9, 2025 at the Old Marco's space (1250 4th Ave NW).**
- 3. Minot Pink Ladies to conduct a raffle on February 7th & 8th, 2025 at the Clarion Hotel & Convention Center (2200 Burdick Exwy E).**
- 4. Minot Y's Men's Club to conduct a raffle on July 7, 2025 at the Minot Family YMCA (3515 16th St SW).**

5. Minot State University Athletics to conduct a sports pool on February 9, 2025 at Minot State University (500 University Ave W).
6. The Power of 1 to conduct a raffle on May 4, 2025 at the ARCO Dakota Square (1520 24th Ave SW).
7. Dakota Rattlers to conduct a raffle on April 30, 2025 at the Dakota Rattlers Westling Club (1522 5th Ave SW).
8. Empire Volleyball Club to conduct a sports pool on February 9, 2025 at SOS Image (2217 16th St NW).
9. Special Event Permit for Saul's (105 1st St SE Basement).
10. Special Event Permit for The Starving Rooster (30 1st St SE).

5.8. BILLS, TRANSFERS, & PAYROLL

RECOMMENDED ACTION

It is recommended City Council approve the payroll for the period of December 15, 2024 through January 25, 2025 in the amount of \$4,076,586.29 and the bills and transfers for January in the amount of \$8,751,891.82.

5.9. ALCOHOLIC BEVERAGE LICENSE

RECOMMENDED ACTION

It is recommended City Council approve the Hotel Equities Group, LLC dba The Grand Hotel (1505 N Broadway) Hotel Liquor, Beer, and Wine license for February 3, 2025 to December 31, 2025.

5.10. MAYORAL APPOINTMENTS

RECOMMENDED ACTION

It is recommended City Council confirm the following Mayoral Appointment:

- Casey Erickson, representing the Minot Association of Builders, to fill a vacant seat on the Planning Commission for a term to expire on December 31, 2025.

5.11. REGIONAL CO2 STORAGE FACILITY - JOINT POWERS AGREEMENT

RECOMMENDED ACTION

1. It is recommended City Council approve the Joint Powers Agreement and authorize the Mayor to sign the document; and
2. Approve the budget amendment in the amount of \$55,000 to cover Minot's share of the costs for project design and the development

of the Joint Powers Agreement.

5.12. PLEDGED ASSETS, DECEMBER 31, 2024

RECOMMENDED ACTION

It is recommended City Council approve the Pledged assets as of December 31, 2024.

5.13. THIRD AMENDMENT TO JOINT POWERS AGREEMENT WITH MINOT PARK DISTRICT TO ALLOW CROSS COUNTRY SKI TRAILS ON CITY LAND (3529)

RECOMMENDED ACTION

It is recommended City Council approve the third amendment to the Joint Powers Agreement with the Minot Park District.

5.14. 16TH STREET SW RECONSTRUCTION COST PARTICIPATION AND MAINTENANCE AGREEMENT WITH THE NDDOT (4780)

RECOMMENDED ACTION

It is recommended City Council approve the Cost Participation and Maintenance agreement with NDDOT and authorize the Mayor sign the agreement.

5.15. PRIORITY DISPATCH ONE PLAN - SERVICE AGREEMENT

RECOMMENDED ACTION

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

5.16. APPROVE BUDGET AMENDMENT FOR IT SERVER REPLACEMENT

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment on first reading for the IT server replacement and ratify the acceptance of the proposal from High Point Networks.

5.17. CASE #2025- 04 - AVERY MAE MEADOWS - MINOR PLAT

RECOMMENDED ACTION

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

5.18. WESTFIELD WATERMAIN REPLACEMENT & UNIVERSITY AVENUE WATERMAIN REPLACEMENT - CONTRACT AMENDMENT (4816 & 4817)

RECOMMENDED ACTION

It is recommended City Council approve the contract amendments in the amount of \$89,750.00 for the University Avenue Watermain Replacement project and \$111,140.00 for the Westfield Watermain Replacement project to Houston Engineering for additional design and construction services.

5.19. REJECT BID FOR RETAIL DEVELOPMENT SERVICES RFQ

RECOMMENDED ACTION

It is recommended City Council reject the bid for Retail Development Services from Retail Strategies.

6. ACTION ITEMS

6.1. CONTRACT WITH SHORT ELLIOT HENDRICKSON, INC. (SEH) FOR AIRPORT SNOW REMOVAL EQUIPMENT (SRE) ACQUISITION (PROJECT NUMBER 2025500000)

RECOMMENDED ACTION

- 1. It is recommended City Council approve the Snow Removal Equipment (SRE) Acquisition assistance proposal to be conducted by Short Elliott Hendrickson Inc. (SEH);**
- 2. Approve the budget amendment on first reading for SRE acquisition;**
- 3. Allow City Staff to apply for the Federal and State grants associated with this project; and**
- 4. Authorize the Mayor, City Attorney, and Airport Director to sign the necessary documentation.**

6.2. 8TH AVE SE AT BURDICK EXPWY E PAVEMENT MARKING CONSIDERATIONS (4867)

RECOMMENDED ACTION

It is recommended City Council adopt the three-lane roadway configuration for 8th Avenue SE between Burdick Expressway E and 20th St SE.

6.3. FALL CLEANUP WEEK DISCUSSION

RECOMMENDED ACTION

It is recommended City Council approve eliminating the curbside pick-up portion of the fall clean up event.

6.4. TRANSIT 2-YEAR PHASED APPROACH / ANALYSIS - ADA &

COMPLEMENTARY (PAIRED) PARATRANSIT PLAN / SERVICE AGREEMENT

RECOMMENDED ACTION

It is recommended City Council:

- 1. Approve and authorize the Mayor and Staff to Sign the ADA Paratransit Plan (Paratransit Service Policies and Riders Guide Developed Based on 49 CFR § 37 Criteria); and**
- 2. Approve and authorize the Mayor and Staff to Sign the Complementary (Paired) Paratransit Service Contract Agreement with SBT from Jan 1, 2025 to Jun 30, 2025.**

6.5. CONTRACT FOR AIRPORT GA ACCESS ROAD REHABILITATION PROJECT – DESIGN SERVICES

RECOMMENDED ACTION

It is recommended City Council approve the GA Access Road Rehabilitation Project – Design Services proposal to be conducted by Short Elliott Hendrickson Inc. (SEH); and authorize the Mayor to sign the agreement.

6.6. CHAPTER 23 LIGHTING ORDINANCE

RECOMMENDED ACTION

It is recommended City Council approve the ordinance on first reading.

6.7. CHAPTER 23 NOISE ORDINANCE

RECOMMENDED ACTION

It is recommended City Council approve ordinance on first reading.

6.8. STATE REVOLVING FUND (SRF) LOAN APPLICATION FOR LEAD SERVICE LINE IDENTIFICATION AND REPLACEMENT

RECOMMENDED ACTION

It is recommended City Council authorize the Utilities Department to apply for an SRF loan to cover the costs of identification and replacement of all lead service lines and authorize the Mayor and Finance Director to sign any applicable documentation.

6.9. ARTICLE III DIV 1 SEC 28-85/86/87 SIDEWALK SNOW ROW, SIGHT, REMOVAL ORDINANCE AMENDMENT

RECOMMENDED ACTION

It is recommended City Council approve the ordinance amendments for

each section listed below and authorize Mayor and Staff to sign applicable documentation:

1. **Section 28-85: Specify “Pedestrian Curb Ramps” to More Clearly Align with Title II (ADA)**
2. **Section 28-86: Add Verbiage for Criminal Infraction: Fine of \$150 (1ST), \$250 (2ND), \$350 (3RD), Class B Misdemeanor with a max penalty of 30 days imprisonment and up to a \$1,500 fine (4TH)**
3. **Section 28-87: Extend Snow Removal Timeframe and Language to Stipulate 72 Hours After Conclusion of Snow Event**
4. **Section 28-87: Specify “Pedestrian Curb Ramps” to More Clearly Align with Title II (ADA)**
5. **Section 28-87: Remove N.D.C.C. 40-29 Abatement Process**
6. **Section 28-87: Add Verbiage for Criminal Infraction: Fine of \$150**

6.10. SETTLEMENT AGREEMENT

RECOMMENDED ACTION

It is recommended City Council approve the attached settlement agreement and authorize the Mayor to sign the agreement.

6.11. APPROVE INTERIM POLICE CHIEF AGREEMENT

RECOMMENDED ACTION

It is recommended City Council approve the contract for Interim Police Chief with Denis Otterness and authorize the Mayor to sign.

6.12. HUMAN RESOURCE DIRECTOR RECRUITMENT SERVICES

RECOMMENDED ACTION

It is recommended City Council:

1. **Approve the budget amendment on first reading;**
2. **Approve the Master Services Agreement with MGT Impact Solutions;**
3. **Authorize payment prior to second reading of the budget amendment; and**
4. **Authorize the Mayor to sign the agreement.**

7. PERSONAL APPEARANCES

8. MISCELLANEOUS AND DISCUSSION ITEMS

8.1. FIRST DISTRICT HEALTH UNIT YEAR-END REPORT AND UPDATE ON WARD COUNTY OPIOID TASKFORCE

9. ADJOURNMENT