



Regular City Council Meeting

Monday, March 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
4. REPORTS

4.1. CITY MANAGER'S REPORT

LEGISLATIVE TOPIC DISCUSSION WITH SHANE GOETTLE

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 February 18, 2025 Regular City Council meeting.

5.2. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No 6059 - 2025 BA - Minot Public Library Collection**
- 2. Ordinance No 6060 - 2025 BA - FD Cordico App Implementation**
- 3. Ordinance No 6061 - 2025 BA - Recruitment Fee for Hiring Police Chief Position**
- 4. Ordinance No 6062 - Zoning Map Amendment - Ehr Hills Addtion**

5.3. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No 6063 - Text Amendment - Day Care Clean Up**

5.4. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No 6064 - Text Amendment - Winter 2025 Clean-up**

5.5. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

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

- 1. Power of 1 to conduct a raffle on August 18, 2025 at ARCO Dakota Square (1520 24th Ave SW).**
- 2. Sigma Omicron Tau Chapter to conduct a calendar raffle for May 2025 at Sigma Omicron Tau (426 21st St NW).**
- 3. Minot High School FBLA to conduct a raffle on April 4, 2025 at Minot High School (1100 11th Ave SW).**
- 4. Our Savior Lutheran Church Youth to conduct a raffle on March 14, 2025 at The Sleep Inn & Suites (2400 10th St SW).**
- 5. Magic City Figure Skating Club to conduct a raffle on March 23, 2025 at the MAYSA Arenda (1501 Burdick Exwy W).**
- 6. Bel Air PTA to conduct a raffle on April 11, 2025 at Bel Air Elementary (501 25th St NW).**
- 7. Two Special Event Permits for the Blue Rider (118 1st Ave SE).**

5.6. BILLS, TRANSFERS, & PAYROLL

RECOMMENDED ACTION

It is recommended City Council approve the payroll for the period of January 26, 2025, through February 22, 2025, in the amount of \$2,711,078.21 and the bills and transfers for February in the amount of \$7,061,561.97.

5.7. MAYORAL APPOINTMENT

RECOMMENDED ACTION

It is recommended City Council confirm the following Mayoral Appointment:

- **Dan Jonnason, to replace Bob Schempp, on the NAWS Authority Board.**

5.8. TRANSIT DEPARTMENT MOBILE HOISTS PIGGYBACK PROCUREMENT APPROVAL

RECOMMENDED ACTION

It is recommended City Council approve the (piggyback) procurement of the mobile post hoists and axle stands from D&J Equipment Sales utilizing the NASPO ValuePoint State bid service; and authorize the Mayor and City Staff to sign applicable documentation.

5.9. APPROVAL OF YEAR-END BUDGET AMENDMENT

RECOMMENDED ACTION

It is recommended City Council approve the proposed budget amendment on first reading.

5.10. FLEET DEPT DISPOSAL OF EXCESS EQUIPMENT UTILIZING AUCTION SERVICES

RECOMMENDED ACTION

It is recommended City Council approve the disposal of the identified excess equipment, so items can be sold through an online surplus auction.

5.11. ADDITION OF RESTRICTIVE COVENANTS FOR PROPERTY ACQUISITIONS

RECOMMENDED ACTION

It is recommended City Council approve the restrictive covenants for the listed properties and authorize the Mayor and Finance Director to sign the covenants.

5.12. CITYWORKS SOFTWARE UPGRADE CONTRACT (4922)

RECOMMENDED ACTION

1. **It is recommended City Council approve the contract and authorize the Mayor to sign the contract; and**

- 2. Authorize future contract amendments not to exceed a total contract amount of \$25,000.00 and authorize the Mayor to sign as necessary.**

5.13. DIG IT UP BACKHOE SERVICES, INC FINAL PAYMENT FOR STRUCTURE DEMOLITION AND SITE RESTORATION

RECOMMENDED ACTION

It is recommended City Council approve the final payment to Dig It Up Backhoe Services, Inc for structure demolition and site restoration in the amount of \$3,025.

5.14. NDDOT BROADWAY ADA IMPROVEMENTS PRELIMINARY ENGINEERING AGREEMENT (4920)

RECOMMENDED ACTION

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

5.15. CASE #2025-08 - LARSON ADDITION - FINAL PLAT

RECOMMENDED ACTION

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

5.16. VISIT MINOT SERVICES AGREEMENT - LEISURE FEE/LODGING TAX

RECOMMENDED ACTION

It is recommended City Council approve the attached services agreement with Visit Minot and authorize the Mayor to sign the agreement.

5.17. AIRPORT PREVENTATIVE MAINTENANCE AGREEMENT WITH MOWBRAY AND SON

RECOMMENDED ACTION

It is recommended City Council approve the Mowbray & Son Preventative Maintenance Proposal and authorize the Mayor to sign the agreement.

5.18. 2025 SANITARY SEWER REHABILITATION - CIPP AWARD OF BID

RECOMMENDED ACTION

It is recommended City Council award the bid for the 2025 Sanitary Sewer Rehabilitation - CIPP Project to Hydro-Klean, LLC for the lowest bid of \$730,342.87 and authorize the Mayor to sign contract documents

on behalf of the City.

5.19. EECBG STREETLIGHT LUMINAIRE PROCUREMENT (4788)

RECOMMENDED ACTION

- 1. It recommended City Council award the bid for the EECBG Streetlight Luminaire procurement to the low bidder, Main Electric Construction, Inc. in the amount of \$78,604.00; and**
- 2. Authorize the Mayor to sign the agreement.**

5.20. 2025 STREET SEAL - AWARD OF BID (4867)

RECOMMENDED ACTION

It is recommended City Council award the bid for the 2025 Street Seal project to the low bidder, Asphalt Preservation Company Inc., in the amount of \$2,836,229.92 and authorize the Mayor to sign the agreement.

5.21. 2025 MICROSURFACING - AWARD OF BID (4868)

RECOMMENDED ACTION

It is recommended City Council award the bid for the 2025 Microsurfacing project to the low bidder, Asphalt Surface Technologies Corp., in the amount of \$732,614.74 and authorize the Mayor to sign the agreement.

5.22. AIRPORT PARKING FEE WAIVER FOR WESTERN ND HONOR FLIGHT

RECOMMENDED ACTION

It is recommended City Council direct the Airport staff to work with Western ND Honor Flight and LAZ Parking to validate and offer fee waivers for any parking-related costs not covered by the sponsorship of the Western ND Honor Flight staff, participants and volunteers for the flights on April 27, 2025, and April 28, 2025.

5.23. CONSENT AND WAIVER - FIREFIGHTERS LOCAL 1157 AND JOHN WARCUP

RECOMMENDED ACTION

It is recommended City Council approve the consent and waiver of conflict of interest and authorize the Mayor and Finance Director to execute the document.

6. ACTION ITEMS

6.1. TRANSIT PHASE I WORKFORCE ANALYSIS WITH BUDGET AMENDMENT AND FTE APPROVAL (MOBILITY MANAGER)

RECOMMENDED ACTION

It is recommended City Council approve the addition of a new FTE (Mobility Manager) for the MCT department (which will be eligible for an 80/20 federal cost share) and approve the proposed budget amendment on the first reading.

6.2. CDBG FISCAL YEAR 2024 GRANT AGREEMENT TRANSMITTAL

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the Funding Approval Agreement authorizing HUD to release FY 2024 Entitlement funds to the City of Minot.

6.3. 3RD STREET BRIDGE ENGINEERING CONTRACT AMENDMENT (4873)

RECOMMENDED ACTION

- 1. It is recommended City Council first make a decision on Option 1 or Option 2, then:**
- 2. Authorize the Mayor to sign contract amendment 1 for the engineering amount shown in the selection option.**

6.4. INFRASTRUCTURE REVOLVING LOAN APPLICATION FOR FLOOD CONTROL

RECOMMENDED ACTION

It is recommended City Council authorize applying for an Infrastructure Revolving Loan through the Bank of North Dakota to cover the City's share of costs for phases MI-6 and MI-7.

6.5. SOURIS BASIN PLANNING COUNCIL MAGIC FUND REQUEST

RECOMMENDED ACTION

- 1. It is recommended City Council approve the MAGIC Fund request from SBPC in the amount of \$250,000 to capitalize the BAF;**
- 2. Direct staff to draft the Grant Agreement; and**
- 3. Authorize the Mayor to sign the agreement when completed.**

7. PERSONAL APPEARANCES

8. MISCELLANEOUS AND DISCUSSION ITEMS

8.1. ISO REPORT PRESENTATION

8.2. MINOT POLICE DEPARTMENT AND MSU CRIMINAL JUSTICE PROGRAM
PARTHERSHIP

9. ADJOURNMENT