



Regular City Council Meeting

Monday, April 7, 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. PROCLAMATIONS

4. REPORTS

4.1. CITY MANAGER'S REPORT

4.2. CITY ATTORNEY'S REPORT

5. PUBLIC HEARING

5.1. PUBLIC HEARING: SPECIAL USE PERMIT FOR ADDITIONAL ANIMALS REQUESTED

RECOMMENDED ACTION

It is recommended City Council close the public hearing and approve the Special Use Permit to allow one additional animal at 3100 11th Ave SE Lot A 47.

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the March 17, 2025, Special City Council Meeting - Executive Session and the March 17, 2025, Regular City Council meeting.

6.2. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No 6068 - 2025 - 07 - Annexation - Simplot**
- 2. Ordinance No 6069 - Zoning Map Amendment - Lot b of Otlit 23**
- 3. Ordinance No 6070 - Zoning Map Amendment - Dawn to Dusk Addition**
- 4. Ordinance No 6071 - Zoning Map Amendment - St. Croix Addition**
- 5. Ordinance No 6072 - 2025 BA - PD Donation**

6.3. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

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

- 1. Magic City Figure Skating Club to conduct a raffle on April 11, 2025 at The Armory (420 3rd Ave SW).**
- 2. Minot Lions Club to conduct a raffle on June 10, 2025 at Oak Park Shelter #10 (1300 4th Ave NW).**
- 3. Benefit for Howard Lemere to conduct a raffle on March 29, 2025 at The Drop Zone (101 S Main St).**
- 4. Gymagic Gymnastics to conduct a raffle on April 5, 2025 at Gymagic Gymnastics (5645 18th Ave SE).**
- 5. Kiddie Korral 2.0 Childcare Center to conduct a raffle on June 10, 2025 at Kiddie Korral 2.0 Childcare Center (3524 Burdick Exwy E).**
- 6. Christ Lutheran Church Women to conduct a raffle on June 17, 2025 at Christ Lutheran Church (502 17th St NW).**
- 7. Minot Downtown Beautification Association to conduct a bingo from May 5-30, 2025 at Trinity Gift Shop (2305 37th Ave SW).**
- 8. F5 Project to conduct a raffle on April 5, 2025 at the Clarion Hotel (2200 E Burdick Exwy).**
- 9. Special Event Permit for Saul's (105 1st St SE).**
- 10. Special Event Permit for Nola's Lounge (919 Burdick Exwy W).**
- 11. Special Event Permit for Sports on Tap (220 S Broadway).**

6.4. BILLS, TRANSFERS, & PAYROLL

RECOMMENDED ACTION

It is recommended City Council approve the payroll for the period of February 23, 2025, through March 22, 2025, in the amount of \$2,711,078.21 and the bills and transfers for March in the amount of \$6,182,688.50.

6.5. MAYORAL APPOINTMENTS

It is recommended City Council confirm the following appointment:

- **Christine Miller to fill a vacant position on the Minot Housing Authority Board of Commissioners with a term to expire in December 2029.**

6.6. THOMPSON REUTERS ORDER AGREEMENT FOR CLEAR PROFELX
ONLINE INVESTIGATION SOFTWARE

RECOMMENDED ACTION

It is recommended City Council approve the order agreement for Thomsom Reuters CLEAR Proflex and authorize the Mayor to sign the agreement.

6.7. DISPOSAL OF EXCESS EQUIPMENT - FILE CABINETS

RECOMMENDED ACTION

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

6.8. TRAFFIC SIGNAL INTERCONNECT AGREEMENT WITH SRT

RECOMMENDED ACTION

1. **It is recommended City Council approve the 5-year contract, starting January 1, 2026, with SRT for increased fiber bandwidth to serve as the City of Minot's signal interconnect system;**
2. **Authorize the Mayor to sign the contract with SRT; and**
3. **Authorize the Traffic Engineer to sign future contract amendments to add new traffic signals, as they become compatible with the City's advanced traffic management system, to the SRT contract.**

6.9. PERKETT DITCH IMPROVEMENTS AWARD OF BID

RECOMMENDED ACTION

It is recommended City Council award Unit 1 of the Perkett Ditch Improvements to the low bidder, Hanson Excavating, Inc., in the amount of \$177,230.00 and authorize the Mayor to sign the agreement.

6.10. ADOPTION OF UPDATED FEDERAL PROCUREMENT POLICY

RECOMMENDED ACTION

It is recommended City Council adopt the updated federal procurement policy.

6.11. MINOT RURAL FIRE DEPARTMENT AUTO AID AGREEMENT - UPDATE

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the updated Auto Aid agreement between the Minot Rural Fire Department and the Minot Fire Department.

6.12. CDBG WEB SITE POLICY AND PROCEDURES

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the updated CDBG Website Policy and Procedures.

6.13. TREE REMOVAL FOR 16TH ST SW RECONSTRUCT - FINAL PAYMENT (4780)

RECOMMENDED ACTION

It is recommended City Council approve the final payment to DL Barkie Construction, Inc. in the amount of \$53,740.00.

6.14. JOINT POWERS AGREEMENT WITH MINOT PARK DISTRICT

RECOMMENDED ACTION

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

6.15. UPDATED CDBG POLICIES AND PROCEDURES

RECOMMENDED ACTION

It is recommended City Council approve the updated CDBG Policies and Procedures Manual.

6.16. HOME PURCHASE FOR FUTURE FLOOD CONTROL

RECOMMENDED ACTION

It is recommended City Council authorize an appraisal of the property, and begin negotiations to purchase the property and authorize the Mayor to sign the contract amendment with CDM Smith to facilitate the acquisition.

6.17. CHLORINE ANALYZER REPLACEMENT - BUDGET AMENDMENT

RECOMMENDED ACTION

It is recommended City Council approve the purchase of replacement

chlorine analyzers for the total cost of \$20,156.25 and approve a budget amendment on first reading to move funds from water treatment plant maintenance to the capital equipment line item.

**6.18. SUBSCRIPTION TO DECISION BLUE WATER TREATMENT
OPTIMIZATION PLATFORM - BUDGET AMENDMENT**

RECOMMENDED ACTION

- 1. It is recommended City Council approve entering into a one-year service agreement with Fontus Blue for their Decision Blue® platform at the discounted first-year cost of \$24,000;**
- 2. Approve a budget amendment on first reading to move funds to the appropriate line item; and**
- 3. Authorize the Mayor to sign the agreement on behalf of the city.**

6.19. FY2022 STATE HOMELAND SECURITY GRANT- ROUND 2

RECOMMENDED ACTION

It is recommended City Council accept the FY2022 SHSP Grant to harden City Hall and authorize the Mayor sign the document.

**6.20. PSAP ORGANIZATIONAL RESTRUCTURING AND PAY GRADE
REALIGNMENT**

RECOMMENDED ACTION

It is recommended City Council approve the PSAP organizational restructuring and pay grade realignment.

6.21. 2025 WATERMAIN REPLACEMENT - AWARD OF BID (4877)

RECOMMENDED ACTION

It is recommended City Council approve the bid from Wagner Construction in the amount of \$1,655,086.00 for the 2025 Watermain Replacement project and authorize the Mayor to sign the contract on behalf of the City of Minot.

6.22. WARD COUNTY ALL HAZARDS EMERGENCY OPERATIONS PLAN

RECOMMENDED ACTION

It is recommended City Council adopt the Ward County Emergency Operations Plan and authorize the Mayor and assigned department heads to sign.

**6.23. PROJECT MANAGEMENT SOFTWARE PURCHASE - BUDGET
AMENDMENT**

RECOMMENDED ACTION

- 1. It is recommended City Council approve the purchase of Virtual Project Manager;**
- 2. Authorize the Mayor to sign the service agreement on behalf of the City; and**
- 3. Approve the budget amendment to move funds between line items in the Water Distribution budget.**

6.24. CASE #2025-12 - CLAUSON ADDITION - MINOR PLAT

RECOMMENDED ACTION

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

6.25. CITY TRANSIT RESOLUTION APPROVAL FOR FEDERAL FINANCIAL ASSISTANCE

RECOMMENDED ACTION

- 1. It is recommended City Council under *49 U.S.C. Chapter 53, title 23, United States Code*, grant the Transit Superintendent the approval authority to file various applications with the Federal Transit Administration;**
- 2. Authorize the Transit Superintendent to execute grant and cooperative agreements with the Federal Transportation Administration on behalf of the City;**
- 3. Approve the Transit Superintendent to file the Annual Certifications and Assurances documentation along with other Federally required documentation; and**
- 4. Authorize the Mayor and staff to sign all applicable documentation.**

6.26. 2025 WASHINGTON SRTS CONSULTANT SELECTION (4720)

RECOMMENDED ACTION

- 1. It is recommended City Council select Moore Engineering as the most qualified consultant;**
- 2. Authorize the City Engineer to negotiate a scope and fee; and**
- 3. Authorize the Mayor to sign the agreement.**

6.27. 2025 WASHINGTON SRTS - AWARD OF BID (4720)

RECOMMENDED ACTION

- 1. It is recommended that Council award the bid for the 2025 Washington SRTS project to the low bidder, Keller Paving & Landscaping Inc., in the amount of \$847,066.33, contingent upon the NDDOT's review of DBE requirements; and**
- 2. Authorize the Council President to sign the agreement upon concurrence of award from the North Dakota Department of Transportation (NDDOT).**

6.28. TRAFFIC CONTROL CHANGE AT THE INTERSECTION OF 8TH STREET SE AND RIVERSIDE DRIVE

RECOMMENDED ACTION

It is recommended City Council pass an ordinance to add stop control for 8th Street SE at its intersection with Riverside Drive.

6.29. NDDOT COST PARTICIPATION AND MAINTENANCE (CPM) AGREEMENT FOR PUPPY DOG COULEE BROADWAY CULVERT REPLACEMENT (4749)

RECOMMENDED ACTION

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

6.30. 2024 BEL AIR & WASHINGTON SAFE ROUTES TO SCHOOL (SRTS) PROJECT - FINAL PAYMENT (4577)

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$5,519.19 to be paid to the North Dakota Department of Transportation and authorize the Mayor and Finance Director to sign the final certification of local match.

6.31. US 2-42ND ST SE AND US 83 BYPASS CHIP SEAL FINAL PAYMENTS TO NDDOT (4724, 4725)

RECOMMENDED ACTION

It is recommended City Council approve the final pay applications for both projects and pay the NDDOT \$474.23 and authorize the acting Mayor and Finance Director to sign the final certification of local match.

6.32. CITY TRANSIT TITLE VI UPDATE APPROVAL

RECOMMENDED ACTION

1. It is recommended City Council approve the updates to MCT's Title VI program;
2. Authorize the Staff to make minor corrections as needed for state and federal submission requirements;
3. Approve Staff to submit the updated MCT Title VI program to appropriate state and federal entities; and
4. Authorize the Mayor and staff to sign applicable documentation.

6.33. BIDDING 2025 HIGH-SPEED PLOW ACQUISITION PROJECT (2025500000/AIP 3-38-0037-076-2025)

RECOMMENDED ACTION

It is recommended City Council authorize City staff to advertise and solicit bids for the 2025 High-Speed Plow Acquisition project.

6.34. APPROVE A BUDGET AMENDMENT FOR THE FY2023 SHSG GRANT TO TRANSFER FUNDS BETWEEN CAPITAL AND OPERATING

RECOMMENDED ACTION

It is recommended City Council approve the proposed budget amendment on first reading for the FY2023 SHSG grant.

7. ACTION ITEMS

7.1. LEASE AGREEMENT WITH OISHII RAMEN

RECOMMENDED ACTION

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

7.2. MASTER SERVICES AGREEMENT WITH FLOCK GROUP INC. FOR FLOCK SERVICES

RECOMMENDED ACTION

It is recommended City Council approve the Master Services Agreement with Flock Group Inc. and authorize the Mayor to sign the document.

7.3. APPROVAL OF 2026 BUDGET SCHEDULE

RECOMMENDED ACTION

It is recommended City Council approve the 2026 budget schedule.

7.4. ND ENERGY CONSERVATION GRANT (LED LIGHTING) APPROVAL WITH BUDGET AMENDMENT

RECOMMENDED ACTION

1. It is recommended City Council ratify the acceptance of the ND Energy Conservation Grants;
2. Approve the budget amendment on 1st reading; and
3. Authorize staff and the Mayor to sign applicable documentation.

7.5. ORDINANCE AND BUDGET AMENDMENT - TOBACCO HEARINGS

RECOMMENDED ACTION

It is recommended City Council approve the attached ordinance on first reading and authorize payment to be made prior to the second reading.

7.6. APPROVE BUDGET AMENDMENT FOR EMPLOYMENT INVESTIGATION SERVICES

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment for employment investigation services on first reading and approve the payment for services rendered prior to second reading of the budget amendment.

7.7. PROPERTY TAX EXEMPTION RESOLUTION FOR CHILDCARE CENTERS

RECOMMENDED ACTION

It is recommended City Council adopt the attached resolution related to property tax exemptions on Childcare Centers.

7.8. 2025 AIRPORT PASSENGER FACILITY CHARGE (PFC) APPLICATION

RECOMMENDED ACTION

1. It is recommended City Council approve the 2025 Passenger Facility Charge (PFC) Application and SEH Proposal to be conducted by Short Elliott Hendrickson Inc. (SEH);
2. Approve the attached BA on the first reading; and
3. Authorize the Mayor to sign the agreement.

7.9. ALCOHOLIC BEVERAGE LICENSE

RECOMMENDED ACTION

It is recommended City Council approve the Ironwood Hospitality, LLC dba the Beowulf Grill (1912 Valley Bluffs Dr Se) Private Golf Course license for April 7, 2025 to December 31, 2025.

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