



Regular City Council Meeting
Monday, July 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

4. REPORTS

4.1. CITY MANAGER'S REPORT

ORGANIZATIONAL STRUCTURE EFFICACY PROJECT - HERRONPALMER

4.2. CITY ATTORNEY'S REPORT

5. PUBLIC HEARING

5.1. PUBLIC HEARING: CASE M-110: REQUEST BY AKSAL GROUP, LLC, FOR
CONDITIONAL APPROVAL OF AN EIGHT (8) YEAR PROPERTY TAX
BENEFIT FOR THE REHABILITATION OF A COMMERCIAL BUILDING
LOCATED AT 110 E CENTRAL AVE

RECOMMENDED ACTION

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

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the June 16, 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 6095 - Annexation - Liechty Homes 7th Addition**
- 2. Ordinance No 6096 - Zoning Map Amendment - Liechty Homes 7th Addition**
- 3. Ordinance No 6097 - 2025 BA - Paratransit ADA Services**
- 4. Ordinance No 6098 - 2025 BA - K9 Ballistic Vest**
- 5. Ordinance No 6099 - 2025 BA - Airport PA System Upgrades**

6.3. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

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

- 1. Delight & Co. Diaper Pantry to conduct a raffle on June 23, 2025, at Corbett Field (1124 E Burdick Exwy).**
- 2. Kickin it with Craig Klein Benefit to conduct a raffle on June 28, 2025, at The Spot (6 2nd St SE).**
- 3. Northern Infidels Motorcycle Club to conduct a raffle on June 14, 2025, at Northern Infidels Motorcycle Clubhouse (305 4th Ave NW).**
- 4. Special Event Permit for Nola's Lounge (919 Burdick Exwy W).**
- 5. Special Event Permit for Arny's 2.0 (12 3rd St SE).**
- 6. Special Event Permit for The "O"riginal Bar and Nightclub (720 N Broadway).**
- 7. Three Special Event Permits for Minot State University (500 University Ave W).**
- 8. Special Event Permit for the Blue Rider (118 1st Ave SE).**
- 9. Two Special Event Permits for Saul's (105 1st St SE Basement).**

6.4. BILLS, TRANSFERS, & PAYROLL

RECOMMENDED ACTION

It is recommended City Council approve the payroll for the period from May 18, 2025, through June 14, 2025, in the amount of \$2,683,498.87 and the bills and transfers for June in the amount of \$9,340,208.64.

6.5. GAMING SITE AUTHORIZATION RENEWALS

RECOMMENDED ACTION

It is recommended City Council approve the following gaming site authorizations for the following organizations to conduct games of chance during the license year of July 5, 2025, through June 30, 2026, at the following locations:

**Minot Lodge No 822 Loyal Order of the Moose
Minot Lodge No 822 Loyal Order of the Moose (400 9th St SW)**

6.6. MAYORAL APPOINTMENTS

RECOMMENDED ACTION

It is recommended City Council approve the following Mayoral Appointment:

- **Kate Rock to replace Lindsay Ulrickson on the Library Board, with a term to expire in July 2028.**

6.7. SALT STORAGE BUILDING - FINAL PAYMENT

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$22,708.50 for the completion of the Salt and Sand Storage building.

6.8. UPDATED COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZEN PARTICIPATION PLAN

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the updated version of the Citizen Participation Plan.

6.9. NORTHWEST AREA WATER SUPPLY (NAWS) PROJECT WATER SUPPLY AND TREATMENT AGREEMENT

RECOMMENDED ACTION

It is recommended City Council approve the NAWS Supply and Treatment Agreement and authorize the Mayor to sign on behalf of the city.

6.10. APPROVE LEASE RENEWAL WITH THE MEN'S WINTER REFUGE

RECOMMENDED ACTION

It is recommended City Council approve the lease renewal between the City of Minot and Men's Winter Refuge and authorize the acting Mayor to sign.

6.11. APPROVE ANNUAL RENEWAL OF SALESFORCE SOFTWARE WITH CARASOFT TECHNOLOGY CORP.

RECOMMENDED ACTION

It is recommended City Council approve the annual renewal of Salesforce software with Carasoft Technology Corp.

6.12. DEMAND RESPONSE & PARATRANSIT CONTRACT CORRECTIONS

RECOMMENDED ACTION

- 1. It is recommended that City Council authorize staff to correct minor clerical errors in both the Paratransit and SBT Demand Response agreements;**
- 2. Update agreement verbiage for both documents as necessary for any additional clerical updates; and**
- 3. Approve the Interim Mayor and staff to sign the corrected and updated agreements once complete.**

6.13. CASE #2025-29 - HIGHLANDS AT NORTH HILL 8TH ADDITION - FINAL PLAT

RECOMMENDED ACTION

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

6.14. CASE #2025-31 - SUNDRE VALLEY 2ND ADDITION, LOT 1 - MINOR PLAT

RECOMMENDED ACTION

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

6.15. CASE #2025-32 - LIECHTY HOMES 7TH ADDITION - FINAL PLAT

RECOMMENDED ACTION

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

6.16. MOU 5 CES AND CITY OF MINOT FIRE DEPARTMENT EMS SUPPORT

RECOMMENDED ACTION

It is recommended City Council approve the MOU to work with the USAF for EMS support in bike patrol operations and authorize the Mayor to sign the agreement.

6.17. PERKETT DITCH IMPROVEMENTS - RIGHT OF ENTRY AGREEMENT WITH CP RAIL

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the right of entry agreement with CP Rail.

6.18. QUENTIN BURDICK JOB CORPS MOU

RECOMMENDED ACTION

It is recommended City Council approve the MOU to continue to assist Quentin Burdick Job Corp Center and authorize the Mayor to sign the attached agreement.

6.19. NDPERS RETIREMENT PLAN - DISPATCH ENROLLMENT IN PUBLIC SAFETY RETIREMENT PLAN

RECOMMENDED ACTION

- 1. It is recommended City Council move to notify NDPERS that the City of Minot is expanding the Public Safety Defined Benefit Retirement Plan per HB 1419 and will offer the plan to all eligible Public Safety Telecommunicator (Dispatch) employees effective January 1, 2026; and**
- 2. Authorize the Mayor to sign the NDPERS Public Safety Retirement Employer Participation Agreement.**

6.20. NDPERS RETIREMENT PLAN - OPT-OUT OF DEFINED CONTRIBUTION RETIREMENT PLAN

RECOMMENDED ACTION

It is recommended City Council move to notify NDPERS that, per HB 1602 (2025 legislative session), the City of Minot is discontinuing participation in the NDPERS Defined Contribution (DC) Plan, effective October 1, 2025.

6.21. WIRELESS MICROPHONES FOR COUNCIL CHAMBERS BUDGET AMENDMENT

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment on first reading to purchase two wireless microphones for the Council Chambers.

7. ACTION ITEMS

7.1. PATHFINDER SERVICES OF ND (PSND) AGREEMENTS

RECOMMENDED ACTION

It is recommended City Council approve the Operations and Maintenance

Lease, Commercial Lease along with the reassignment of the commercial leases for Oishii Ramen and The Lord's Cupboard.

7.2. COLUMBARIUM SECTION BID APPROVAL AND BUDGET AMENDMENT

RECOMMENDED ACTION

- 1. It is recommended City Council approve the budget amendment on first reading;**
- 2. Approve the selection of Kyber Columbarium and Construction as the lowest bidder; and**
- 3. Authorize the Mayor and staff to update & sign applicable documentation.**

7.3. MI-8/9 ALIGNMENT CONSENT AND ACQUISITION APPROVAL

RECOMMENDED ACTION

It is recommended City Council adopt the alignment presented by the Souris River Joint Board (SRJB) and approve the acquisition of four additional properties.

7.4. PUBLIC COMMENT/PERSONAL APPEARANCES POLICY RESOLUTION

RECOMMENDED ACTION

It is recommended City Council review and consider moving approval of the attached public comment policy.

7.5. FACADE IMPROVEMENT PROGRAM CASE #FI-15, A REQUEST BY AKSAL GROUP, LLC, FOR IMPROVEMENTS TO BE MADE AT 110 E. CENTRAL AVENUE

RECOMMENDED ACTION

It is recommended City Council approve this request and authorize the Mayor to execute the contract.

7.6. 6TH STREET SW SOUTH OF 11TH AVENUE SW PARKING REVISION

RECOMMENDED ACTION

It is recommended City Council pass an ordinance to remove the parking restriction on the east side of 6th St SW for a distance 100-feet to 190-feet south from the center of the 6th St SW and 11th Ave SW intersection.

7.7. JOB DESCRIPTION AND CLASSIFICATION OF DEPUTY POLICE CHIEF

RECOMMENDED ACTION

It is recommended City Council approve the job description and pay

grade for the Deputy Police Chief.

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. AIRPORT TERMINAL ROADWAY PLANNING STUDY

9.2. LOCAL PREFERENCE FOR BIDDING CONSTRUCTION PROJECTS

This is an informational item with no recommendation for Council.

9.3. CHARITABLE GAMING SITE AUTHORIZATION POLICY - DISCUSSION ONLY

Review and consider whether the Council wants to impose additional restrictions on charitable gaming site authorizations.

10. ADJOURNMENT