



Regular City Council Meeting

Monday, August 18, 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. SWEARING IN OF NEWLY ELECTED MAYOR & SIGNING OF OATH OF OFFICE
 - 3.2. ELECTION OF CITY COUNCIL PRESIDENT
4. REPORTS
 - 4.1. CITY MANAGER'S REPORT

BROWN & BROWN PRESENTATION

RECOMMENDED ACTION

1. It is recommended City Council approve the 2026 employee health plan renewal with Blue Cross Blue Shield of North Dakota (BCBSND) on the following commercial terms: Plan design Option 1 (\$250 deductible / 80% coinsurance / \$7,000 MOOP), NetResults formulary, \$175,000 specific stop-loss, and fixed administrative pricing at \$72 PEPM (replacing "% of claims");
2. Approve the 2026 ancillary dental and vision renewals; and
3. Authorize the Acting City Manager to execute the renewal once pre-implementation items are completed (final administrative terms; delivery of specified data files; standard certifications).

5. CONSENT ITEMS
 - 5.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the August 4,

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 6105 - 2025 BA - Dispatch Other Professional Services**
- 2. Ordinance No 6106 - 2025 BA - FD Medical Professional Services**
- 3. Ordinance No 6107 - 2025 BA - Nuisance Abatement**

5.3. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

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

- 1. Minot North Volleyball to conduct a raffle on August 4, 2025, at Corbett Field (1124 E Burdick Exwy).**
- 2. Taube Museum of Art to conduct a raffle on August 9, 2025, at Taube Museum of Art (2nd N Main Street).**
- 3. Nedrose Cardinals Booster Club to conduct a sports pool and a raffle on August 29, 2025, through February 17, 2026, at Nedrose High School (5705 15th Ave SE).**
- 4. Minot State University to conduct raffles from September 13, 2025, through February 21, 2026, at MSU Dome and Herb Parker Stadium (500 University Ave W).**
- 5. Minot State University to conduct raffles from September 27, 2025, through February 28, 2026, at Maysa Arena (2501 W Burdick Exwy).**
- 6. Magic City Discovery Center to conduct a raffle on August 12, 2025, at Magic City Discovery Center (1545 1st St NW).**
- 7. Dance Team Booster of Minot to conduct a calendar raffle from November 17, 2025, through December 15, 2025, at Tabitha Deaton Residence (1502 4th St SW).**
- 8. Minot Social Club for Exceptional Persons, 2nd Story, to conduct a raffle on September 5, 2025, at The Spot (6 2nd St NE).**
- 9. MCDC Booster Club to conduct a calendar raffle in November 2025 and February 2026 at Magic City Dance Club (1300 4th Ave NW).**
- 10. Minot High School Girls Volleyball Boosters to conduct a sports pool from September 4, 2025, through December 25, 2025, at Minot High School (1100 11th Ave SW).**
- 11. Two Special Event Permits for the Ranger Lounge (1218 S Broadway).**

12. Three Special Event Permits for Bones BBQ (437 N Broadway).
13. One Special Event Permit for Sports on Tap (220 S Broadway).
14. Seven Special Event Permits for the Blue Rider (118 1st Ave SE).
15. Special Event Permit for the 19th Hole (2400 14th Ave SW).
16. Special Event Permit for The Starving Rooster (30 1st St NE).

5.4. MAYORAL APPOINTMENTS

RECOMMENDED ACTION

It is recommended City Council confirm the following Mayoral Appointments:

- **Alderman Paul Pitner to the Pension Board, with a term to expire in June 2026.**
- **Kasper Ziegler to replace Logan Longtin as the representative for the Minot Association of Builders on the Planning Commission, with a term to expire in December 2026.**

5.5. ALCOHOLIC BEVERAGE LICENSE - HAMPTON BY HILTON MINOT AIRPORT

RECOMMENDED ACTION

It is recommended City Council approve the Retail Beer and Wine license for the Hampton by Hilton Minot Airport at 1400 N Broadway for the period of August 18, 2025, through December 31, 2025.

5.6. APPROVAL OF ACCOUNTS RECEIVABLE WRITE-OFFS

RECOMMENDED ACTION

It is recommended City Council approve the July 2025 general accounts receivable write-offs.

5.7. ORDINANCE UPDATE FOR PUBLIC WORKS OPERATIONS & UTILITIES

RECOMMENDED ACTION

It is recommended City Council approve the ordinance amendments as written and authorize the Mayor and Staff to sign applicable documentation.

5.8. SUBRECIPIENT AGREEMENT: MINOT COMMISSION ON AGING MEALS ON WHEELS

RECOMMENDED ACTION

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

5.9. SUBRECIPIENT AGREEMENT: MINOT COMMISSION ON AGING HEALTH MAINTENANCE CLINIC

RECOMMENDED ACTION

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

5.10. CASE #2025-41 - CORNERSTONE BANK ADDITION - MINOR PLAT

RECOMMENDED ACTION

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

5.11. 2025 STRUCTURE DEMOLITION AND SITE RESTORATION #3755.23 AWARD

RECOMMENDED ACTION

It is recommended City Council approve the contract and authorize the Mayor to sign the agreement with Dig It up Backhoe Services, Inc.

5.12. 2025 NDDOT FLEX FUND SUBMITTAL APPROVAL (4960)

RECOMMENDED ACTION

It is recommended City Council authorize city staff to apply to the NDDOT's Flexible Transportation Fund Program (Flex Fund) for the following projects and related applications in order of priority:

- 1. 3rd St NE Bridge - Engineering**
- 2. 16th St SW Interchange Rehabilitation (4753) - Local Funding**
- 3. 2026 Lewis & Clark and Bel Air Safe Routes to School (4823) - Local Funding**
- 4. 2027 Edison Safe Routes to School (4891) - Local Funding**

5.13. CASE #2025-42 - MANTZ ADDITION - MINOR PLAT

RECOMMENDED ACTION

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

5.14. 2025 WATERMAIN REPLACEMENT - NW ALLEYS - FINAL PAYMENT

RECOMMENDED ACTION

It is recommended City Council approve the final payment for the 2025 Watermain Replacement - NW Alleys Project to Post Construction, Inc. in the amount of \$20,552.93.

5.15. NDPERS RETIREMENT PLAN: MOVE TO PUBLIC SAFETY PLAN ON OCTOBER 1, 2025

RECOMMENDED ACTION

1. It is recommended City Council move to amend notification to 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 October 1, 2025; and
2. Authorize the Mayor to sign the NDPERS Public Safety Retirement Employer Participation Agreement.

5.16. RATIFY PERMISSION TO APPLY FOR INSPIRITUS GRANT FOR POLICE DEPARTMENT

RECOMMENDED ACTION

It is recommended City Council ratify the Police Department's application for the grant and the signature of the Mayor on the endorsement letter.

5.17. EQUIPMENT DISPOSAL AND AUCTION APPROVAL

RECOMMENDED ACTION

It is recommended City Council approve the disposal of the identified excess equipment to allow staff to begin the online surplus auction actions.

5.18. CITY OF MINOT AND MINOT STATE UNIVERSITY STUDENT APPRENTICESHIP CONTRACT

RECOMMENDED ACTION

It is recommended City Council approve the City of Minot and Minot State University Student Apprenticeship contracts and approve the Chief of Police or his designee to sign the agreements with each student.

5.19. MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF MINOT AND MINOT PUBLIC SCHOOL DISTRICT # 1

RECOMMENDED ACTION

It is recommended City Council approve the Memorandum of Understanding between the City of Minot and Minot Public School District #1 and authorize the Mayor to sign the agreement.

5.20. DONATION FUNDS FROM AMERICAN LEGION POST #91

RECOMMENDED ACTION

- 1. It is recommended City Council accept the donation from the American Legion Post #91 through the gaming site of Devils Fire, Surrey ND; and**
- 2. Approve the budget amendment on first reading to increase 46101- Department materials and supplies by \$250 for the purchase of drinking water.**

6. ACTION ITEMS

6.1. APPROVAL OF AMENDMENT 12 TO CDM SMITH MASTER SERVICE AGREEMENT FOR MI-8 PROPERTY ACQUISITIONS

RECOMMENDED ACTION

It is recommended City Council approve the contract amendment with CDM Smith, Inc. for future floodway acquisitions and authorize the Mayor to sign the amendment on behalf of the City.

6.2. AIRPORT TERMINAL LEASE WITH MINOT AREA CHAMBER EDC

RECOMMENDED ACTION

- 1. It is recommended City Council approve the lease contract between MACEDC and the City of Minot located at the Minot International Airport;**
- 2. Allow Airport staff the authority to approve the in-kind marketing; and**
- 3. Authorize the Mayor to sign the contract and the Airport Director to sign associated in-kind marketing contracts.**

6.3. CITY COUNCIL MEMBER VACANCY

RECOMMENDED ACTION

It is recommended City Council determine how it intends to move forward with filling the vacant alderman position - either by appointment (at least 15 days after August 18, 2025), or by calling a special election.

7. PERSONAL APPEARANCES

8. MISCELLANEOUS AND DISCUSSION ITEMS

8.1. COUNCIL PRESIDENT'S LETTER OF RECOMMENDATION ON 2026 BUDGET

9. LIAISON REPORTS

10. ADJOURNMENT