

# City of Minot

Regular City Council Meeting

Monday, December 18, 2023, 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. PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. MAYOR'S REPORT

3.1. PROCLAMATIONS

Documents:

[MHS BOWLING TEAM PROCLAMATION 2023.PDF](#)

4. CITY MANAGER'S REPORT

Documents:

[12182023 CITY MANAGER REPORT.PDF](#)  
[EMPLOYEE MANUAL-BENEFIT CHAPTERS ONLY.DOCX.PDF](#)  
[11-NOVEMBER 2023 MONTHLY.PDF](#)  
[DECEMBER BOARD PACKET\\_CITY CONTRACT.PDF](#)  
[MINOT COMMISSION ON AGING MINUTES 11-17-23.PDF](#)  
[2023 -12 - DEC SPECIAL BOD MEETING AGENDA.PDF](#)

5. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[12 \(DEC\) RECOMMENDATIONS 2023.PDF](#)

5.1. MAJOR SUBDIVISION PRELIMINARY PLAT: ROSEHILL CEMETERY FOURTH ADDITION

Presented by Doug Diedrichsen

A request by Brian Billingsley, Community and Economic Development Director, for a preliminary plat to consolidate several properties into two (2) lots. The proposed subdivision is to be named Rosehill Cemetery Fourth Addition, being a replat of Outlot 18, Rosehill Cemetery, St. Leo's Cemetery, and St. Anthony Hill Addition, located in the northwest and northeast quarters of Section 25, Township 155N, Range 83W of the Fifth Principal Meridian, to the City of Minot, County of Ward, State of North Dakota provided in Attachment A.

The property includes three unaddressed properties between 3rd St. SE and approximately 950 linear feet east that abut 11th Ave. SE., 700 11th Ave. SE, and 601 16th Ave. SE.

## **RECOMMENDED ACTION**

**It is recommended City Council approve a major subdivision preliminary plat for Rosehill Cemetery Fourth Addition in alignment with the Planning Commission recommendation.**

Documents:

[ATTACHMENT A.PDF](#)

## 6. CONSENT ITEMS

### 6.1. CITY COUNCIL MINUTES

**It is recommended City Council approve the minutes from the December 4, 2023 Regular City Council meeting.**

Documents:

[12042023 COUNCIL MEETING MINUTES.PDF](#)

### 6.2. ORDINANCES

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

- 1. Ordinance No 5928 - 2023 BA - FY22 USDOJ Bulletproof Vest (PD0228)**
- 2. Ordinance No 5929 - 2024 BA - Wetland Mitigation for Airport**
- 3. Ordinance No 5930 - 2023 BA - MINOT JUNIOR GOLF DONATION**

Documents:

[ORDINANCE NO 5928 - 2023 BA - FY22 USDOJ BULLETPROOF VEST \(PD0228\).PDF](#)  
[ORDINANCE NO 5929 - 2024 BA - WETLAND MITIGATION FOR AIRPORT.PDF](#)  
[ORDINANCE NO 5930 - 2023 BA - MINOT JUNIOR GOLF DONATION.PDF](#)

### 6.3. ADMINISTRATIVE APPROVALS

**It is recommended City Council approve the following Administrative Approvals.**

Documents:

6.4. MAYORAL APPOINTMENTS

**It is recommended City Council confirm the following appointments:**

- **Dustin Offerdahl reappointment to the Planning Commission with a term to expire December 31, 2028.**
- **Tom Alexander of the Minot Housing Authority to replace Kerry Candrian on the Renaissance Zone Review Board with a term to expire December 2026.**

6.5. ALCOHOLIC BEVERAGE LICENSE RENEWALS

**It is recommended City Council approve the renewals for the Alcohol Beverage Sales License for the upcoming year as of January 1, 2024 through December 31, 2024.**

Documents:

[MEMO - ALCOHOLIC BEVERAGE LICENSE RENEWALS.PDF](#)

6.6. MAJOR SUBDIVISION FINAL PLAT, DEVELOPMENT AGREEMENTS: SACRED HEART ADDITION

Presented by Doug Diedrichsen

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the proposed major subdivision final plat for Sacred Heart Addition as provided in Attachment A;**
2. **Approve the No Protest Pre-Annexation Agreement provided in Attachment B and Sacred Heart Addition Development Agreement provided in Attachment C; and**
3. **Authorize the Mayor to sign both agreements.**

Documents:

[CC MEMO - SACRED HEART ADDITION.PDF](#)  
[ATTACHMENT A.PDF](#)  
[ATTACHMENT B.PDF](#)  
[ATTACHMENT C.PDF](#)

6.7. AUTHORIZE FINAL PAYEMENT OF \$477,035.98 TO PROJECT BEE

Presented by Chris Plank

**RECOMMENDED ACTION**

**It is recommended City Council approve the final payment of \$477,035.98 to Project Bee from the NDR Grant Allocation.**

Documents:

[CITY COUNCIL MEMO - PROJECT BEE NDR010 FINAL PAYMENT.PDF](#)  
[NDR010 - FINAL DRAW REQUEST PACKET PROJECT BEE.PDF](#)

- 6.8. AUTHORIZING RESOLUTION FOR TRANSIT GRANT  
Presented by Jason Sorenson

**RECOMMENDED ACTION**

- 1. It is recommended City Council allow the Transit Department to apply for a NDDOT Section 5311 Operating and Maintenance grant; and**
- 2. Authorize the Mayor to sign the Authorizing Resolution and authorize the Transit Superintendent to sign any other documents associated with this grant application.**

Documents:

[2025 MTC TO SIGN TRANSIT 5311 AUTHORIZING RESOLUTION.PDF](#)  
[638326350645327375\\_O\\_FY 2025 AUTHORIZING RESOLUTION -5311.PDF](#)

- 6.9. BUDGET AMENDMENT – TRANSIT HOIST AND ENGINE REPAIRS  
Presented by Jason Sorenson

**RECOMMENDED ACTION**

**It is recommended City Council approve the budget amendment to increase the Transit repair and maintenance revenues and expenditures for unexpected vehicle hoist and engine repairs and approve the use of Transit Department cash reserves to cover any shortfall in funding.**

Documents:

[TRANSIT LIFT BA.PDF](#)  
[82. 2023 BA - TRANSIT LIFT AND ENGINE REPAIRS.PDF](#)

- 6.10. SAFE STREETS AND ROADS FOR ALL GRANT ACCEPTANCE (4778)  
Presented by Stephen Joersz, Traffic Engineer

**RECOMMENDED ACTION**

- 1. It is recommended City Council accept the Safe Street and Roads for All Comprehensive Safety Action Plan Grant from the United States Department of Transportation;**

- 2. Authorize the Mayor to sign and execute the Safe Street and Roads for All Grant Agreement with the United States Department of Transportation; and**
- 3. Pass the attached budget amendment on first reading.**

Documents:

[2023 SS4A GRANT ACCEPTANCE COUNCIL MEMO.PDF](#)  
[83. 2023 BA - USDOT SAFE STREETS AND ROADS GRANT.PDF](#)

- 6.11. CITYWORKS MAINTENANCE FEES BUDGET AMENDMENT (4423)  
Presented by Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council pass the attached budget amendment on 1st reading.**

Documents:

[CITYWORKS MAINTENANCE FEES BUDGET AMENDMENT MEMO.PDF](#)  
[7. 2024 BA - CITYWORKS MAINTENANCE FEES.PDF](#)

- 6.12. CITY HALL RETAINING WALL ENGINEERING AMENDMENT 6 (4398)  
Presented by Lance Meyer

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve contract amendment 6; and**
- 2. Authorize the Mayor to sign the amendment.**

Documents:

[CITY HALL RETAINING WALL ENGINEERING CONTRACT AMENDMENT 6 MEMO.PDF](#)  
[KLJ - RETAINING WALL AMENDMENT 6.PDF](#)

- 6.13. MAPLE STREET SW STREET CLOSURE AT CANADIAN PACIFIC KANSAS CITY RAIL CROSSING (4781)  
Presented by Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council approve the permanent street closure of Maple Street SW at the Canadian Pacific Kansas City crossing.**

Documents:

[MAPLE STREET CLOSURE AT CPKC MEMO.PDF](#)

6.14. JOB RECLASSIFICATION OF NDR FINANCIAL SPECIALIST TO ACCOUNTANT POSITION

Presented by Lisa Jundt

**RECOMMENDED ACTION**

**It is recommended City Council approve the job reclassification of NDR Financial Specialist to and Accountant Position.**

Documents:

[MEMO JOB RECLASSIFICATION OF NDR FINANCIAL SPECIALIST TO ACCOUNTANT.PDF](#)

6.15. RENTAL CAR CONCESSION AGREEMENT AND LEASE

Presented by Jennifer K. Eckman, Airport Director

**RECOMMENDED ACTION**

- 1. It is recommended City Council authorize City Staff to approve the form contract; and**
- 2. Authorize Mayor to sign applicable documents once signed by the Rental Car companies.**

Documents:

[RAC AGREEMENT FINAL 101023.PDF](#)  
[RENTAL CAR CONCESSION AGRMNT - MEMO.PDF](#)

6.16. PROPOSAL FOR EXPENDITURE OF BACK THE BLUE GRANT FUNDS

Presented by John Klug, Chief of Police

**RECOMMENDED ACTION**

**It is recommended City Council approve the expenditure of Back the Blue Grant funds for retention bonuses and recruitment bonuses for sworn police officers as outlined in the Proposed Project.**

Documents:

[MEMO - FIRST PROPOSAL \\_ BACK THE BLUE GRANT.PDF](#)

7. CHRISTMAS PERFORMANCE BY MINOT HIGH CHANGE OF PACE

**City Council will recess for the Change of Pace Choir performance. The Regular**

**City Council meeting will resume following the performance.**

8. ACTION ITEMS

- 8.1. PUBLIC HEARING - ANNEXATION OF LOT 1 OF DAWN TO DUSK TO THE CITY OF MINOT, WARD COUNTY, NORTH DAKOTA

Presented by Doug Diedrichsen

**RECOMMENDED ACTION**

**It is recommended that City Council approved the ordinance provided in attachment A for annexation of Lot 1 of Dawn to Dusk Addition on first reading. The Annexation Exhibit is provided in Attachment B.**

Documents:

[12182023 - CC MEMO - ANNEXATION - DAWN TO DUSK.PDF](#)  
[ATTACHMENT A.PDF](#)  
[ATTACHMENT B.PDF](#)

- 8.2. STIPULATED SETTLEMENT FOR THE SPOT LIQUOR LICENSE VIOLATIONS

Presented by Chief John Klug

**RECOMMENDED ACTION**

**The Conflict City Attorney recommends the City Council approve the Proposed City Council Order with The Spot for violations of the City's liquor license ordinances.**

Documents:

[AGENDA FORMAT WITH ASPIRATIONS - V2.PDF](#)  
[COUNCIL ORDER SUSPENDING LICENSE \(PROPOSED\).PDF](#)

- 8.3. TRANSIT CENTER APPROVE PLANS AND SPECIFICATIONS AND 1ST STREET SW TRAFFIC REVISIONS (4171)

Presented by Jason Sorenson

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve plans and specifications and authorize a call for bids for the transit center; and**
- 2. Pass the following parking related ordinances due to the Minot Transit Center relocation:**
  - **Restrict parking on the west side of 1st Street SW between Burdick Expwy W and 3rd Avenue SW**
  - **Restrict parking on the west side of 1st Street SW between**

### **3rd Avenue SW and 2nd Avenue SW**

- **Restrict parking on the west side of 1st Street SW for 210-feet north of 2nd Avenue SW**
- **Restrict parking to transit vehicles only for the east side of 1st Street SW between 3rd Avenue SW and 2nd Avenue SW**

Documents:

[TRANSIT CENTER 1ST ST SW REVISIONS AND APPROVAL FOR BIDS 4171.PDF](#)  
[TRANSIT CENTER RENDERING.PDF](#)  
[TRANSIT CENTER DESIGN FLOORPLAN.PDF](#)  
[TRANSIT CENTER 1ST STREET SW PARKING REVISIONS.PDF](#)

#### 8.4. MAGIC FUND GUIDELINES AD HOC COMMITTEE RECOMMENDATIONS

Presented by Harold Stewart, City Manager and Brekka Kramer, MACEDC Executive Director

#### **RECOMMENDED ACTION**

**It is recommended City Council review and consider the proposed MAGIC Fund Guideline amendments alongside the information and suggestions prepared in this memo, and provide further direction to city staff.**

Documents:

[DECEMBER MEMO TO COUNCIL ON MAGIC FUND GUIDELINES.PDF](#)  
[NOVEMBER MEMO TO COUNCIL ON MAGIC FUND GUIDELINES.PDF](#)  
[MAGIC FUND CURRENT GUIDELINES.PDF](#)  
[MAGIC FUND GUIDELINES 11.16.23 DRAFT REDLINES.PDF](#)  
[MAGIC FUND GUIDELINES 11.16.23 DRAFT.PDF](#)  
[MAGIC FUND NOVEMBER PRESENTATION.PDF](#)  
[MAGIC FUND GUIDELINES\\_2023-11-21\\_RED LINES \(CITY COUNCIL DISCUSSION CHANGES\).PDF](#)  
[5247.PDF](#)

#### 8.5. HUMAN RELATIONS AD HOC COMMITTEE RECOMMENDATIONS

Presented by Alderwoman Lisa Olson and Alderman Scott Burlingame

#### **RECOMMENDED ACTION**

**It is recommended City Council approve the updated version of Chapter 2, Article V, Division 4 (Human Relations Committee) should the City Council deem that the Human Relations Committee should continue.**

Documents:

[MEMO - HUMAN RELATIONS AD HOC COMMITTEE RECOMMENDATIONS.PDF](#)  
[THE HUMAN RELATIONS AD HOC COMMITTEE FINAL REPORT-1.PDF](#)



[DRAFT\\_11.28.23\\_REDLINE.PDF](#)  
[DRAFT\\_11.28.23\\_CLEAN.PDF](#)  
[11282023 HUMAN RELATIONS AD HOC COMMITTEE MINUTES.PDF](#)

9. PERSONAL APPEARANCES

10. MISCELLANEOUS AND DISCUSSION ITEMS

10.1. VISIT MINOT REPORT

Documents:

[TRRF REPORT VERT \(1\).PDF](#)

11. LIAISON REPORTS

12. ADJOURNMENT