

# City of Minot

Regular City Council Meeting  
Monday, May 20, 2024, 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. PROCLAMATION

Documents:

[PUBLIC WORKS WEEK 2024 PROCLAMATION.PDF](#)

4. REPORTS

4.1. CITY MANAGER'S REPORT

Financial Report from David Lakefield, Finance Director.

Documents:

[5-20-2024 CITY MANAGER REPORT.PDF](#)  
[2024 -5 - MAY BOD AGENDA - VISIT MINOT.PDF](#)

5. PLANNING COMMISSION

5.1. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[5 \(MAY\) RECOMMENDATIONS 2024.PDF](#)

5.2. PUBLIC HEARING: ZONING MAP AMENDMENT - 301 HILLCREST DR

Presented by Doug Diedrichsen

Public hearing request by Marshall Morgan, owner for a request of zone change for a "R1" Single-Family Residential District lot to a "RM" Medium Density Residential district. The legal description for the property is Lots 7 & 8 of Nordstrom & Hanson Subdivision, Section 13, Township 155 north, Range 83 west, County of Ward, North Dakota.

The address for the property is 301 Hillcrest Drive

## RECOMMENDED ACTION

**It is recommended City Council approve a zoning map amendment in alignment with the Planning Commission recommendation.**

Documents:

[2024-03-04 - ZONING MAP AMENDMENT - 301 HILLCREST DRIVE.PDF](#)

## 6. CONSENT ITEMS

### 6.1. CITY COUNCIL MINUTES

- 1. It is recommended City Council approve the minutes of the May 6, 2024 Budget Tour meeting, Regular City Council meeting, and Special City Council meeting;**
- 2. Approve the minutes of the May 7, 2024 Budget Tour meeting; and**
- 3. Approve the minutes of the May 8, 2024 Budget Tour meeting and Special City Council meeting.**

Documents:

[05062024 COUNCIL BUDGET TOUR MEETING MINUTES.PDF](#)

[05062024 COUNCIL MEETING MINUTES.PDF](#)

[05062024 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)

[05072024 COUNCIL BUDGET TOUR MEETING MINUTES.PDF](#)

[05082024 COUNCIL BUDGET TOUR MEETING MINUTES.PDF](#)

[05082024 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)

### 6.2. ORDINANCES

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

- 1. Ordinance No 5963 - Purchase of 100 3rd St NE**
- 2. Ordinance No 5964 - Automatic Doors**
- 3. Ordinance No 5965 - Taxi Clean Up Ordinance**
- 4. Ordinance No 5966 - Great River Federal Credit Union Donation**
- 5. Ordinance No 5967 - Quick Lock Sewer Repair Tool Purchase**
- 6. Ordinance No 5968 - PD Robot Upgrade**
- 7. Ordinance No 5969 - Alley Speed Limit Ordinance**
- 8. Ordinance No 5970 - 16th St SW Reconstruction Eng Amendment (4780)**

Documents:

ORDINANCE NO 5963 - 2024 BA - PURCHASE OF 100 3RD ST NE.PDF  
ORDINANCE NO 5964 - AUTOMATIC DOORS.PDF  
LAND DEVELOPMENT ORDINANCE.PDF  
LIST OF PUBLIC FUNDS OVER 5,000.PDF  
20240422 BAF PROGRAM.PDF  
ORDINANCE NO 5965 - TAXI CLEAN UP ORDINANCE.PDF  
ORDINANCE NO 5966 - GREAT RIVER FEDERAL CREDIT UNION  
DONATION.PDF  
ORDINANCE NO 5967 - QUICK LOCK SEWER REPAIR TOOL  
PURCHASE.PDF  
ORDINANCE NO 5968 - PD ROBOT UPGRADE.PDF  
ORDINANCE NO 5969 - ALLEY SPEED LIMIT ORDINANCE.PDF  
ORDINANCE NO 5970 - 16TH ST SW RECONSTRUCTION ENG  
AMENDMENT (4780).PDF

### 6.3. ADMINISTRATIVE APPROVALS

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

- 1. Downtown Business & Professional Association to conduct a raffle and raffle board on May 18, 2024 at The Spot (6 2nd St NE).**
- 2. Four Special Event Permits for The Blue Rider (105 2nd Ave SW).**
- 3. Special Event Permit for Sports on Tap (220 S Broadway).**
- 4. Special Event Permit for The Depot and Baggage Claim (15 N Main St).**
- 5. Special Event Permit for Saul's (105 1st St SE Basement).**

Documents:

[05202024 ADMINISTRATIVE APPROVALS.PDF](#)

### 6.4. GAMING SITE AUTHORIZATIONS

**It is recommended City Council approve the gaming site authorization for the following organization to conduct games of chance during the license year of July 1, 2024 through June 30, 2025 at the following locations:**

#### **Minot Hockey Boosters**

- **On the Rocks (614 3rd St NE)**
- **The "O"riginal (720 N Broadway)**
- **Aces Lounge & Casino (1524 S Broadway, Ste 8)**
- **The Depot and Baggage Claim (15 N Main St)**
- **Nola's Lounge (919 Burdick Expy W)**

- **Highland Suites (1605 35th Ave SW)**
- **X-Golf (1621 S Broadway)**

Documents:

[GAMING SITE AUTHORIZATIONS.PDF](#)

- 6.5. CDBG WEBSITE POLICY AND PROCEDURES  
Presented by Chris Plank

**RECOMMENDED ACTION**

**It is recommended City Council approve and authorize the Mayor to sign the updated CDBG website policy and procedures.**

Documents:

[CDBG WEBSITE POLICY AND PROCEDURES MEMO.PDF](#)  
[CDBG WEBSITE POLICY AND PROCEDURES.PDF](#)

- 6.6. ADOPT RESOLUTION AND MEMORANDUM OF UNDERSTANDING FOR 2024 MINOT RENAISSANCE ZONE DEVELOPMENT PLAN  
**Presented by Brian Billingsley**

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the 2024 Minot Renaissance Zone Development Plan Resolution and Memorandum of Understanding;**
- 2. Authorize the Mayor to execute both documents; and**
- 3. Authorize staff to submit both documents to the State of North Dakota Commerce Department for ratification.**

Documents:

[CC MEMO - RESOLUTION AND MEMORANDUM OF UNDERSTANDING.PDF](#)  
[RESOLUTION - REN. ZONE EXTENSION.PDF](#)  
[RENAISSANCE ZONE MEMORANDUM OF AGREEMENT \(002\).PDF](#)  
[2024 DEVELOPMENT PLAN - APPROVED VERSION.PDF](#)

- 6.7. TRAFFIC SIGNAL HIGHWAY SAFETY IMPROVEMENT PROGRAM PE AGREEMENT WITH NDDOT (4665)  
Presented by Lance Meyer

**RECOMMENDED ACTION**

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

Documents:

4665 - TRAFFIC SIGNAL HIGHWAY SAFETY IMPROVEMENT PROGRAM PE AGREEMENT WITH NDDOT MEMO.PDF  
NDDOT PE AGREEMENT.PDF

6.8. ADOPT 2025 - 2029 CAPITAL IMPROVEMENT PLAN (4821)

Presented by Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council adopt the 2025 - 2029 Capital Improvement Plan.**

Documents:

ADOPT 2025 - 2029 CAPITAL IMPROVEMENT PLAN (4821).PDF  
CITY OF MINOT CAPITAL IMPROVEMENT PLAN 2025-2029 WITH APPENDICES.PDF

6.9. ACCEPT NDDOT URBAN GRANT FUNDS FOR 3RD STREET AND CENTRAL AVENUE RECONSTRUCTION PROJECT (4826)

Presented by Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council accept the Urban Grant Program funding award and authorize the Mayor to sign the acceptance letter.**

Documents:

ACCEPT NDDOT URBAN GRANT FUNDS FOR 3RD STREET AND CENTRAL AVENUE RECONSTRUCTION PROJECT (4826).PDF  
MAYOR ROSS GRANT ACCEPTANCE LETTER.PDF

6.10. SKYDANCER ADVERTISING AGREEMENTS

Presented by Jennifer Eckman, Airport Director

**RECOMMENDED ACTION**

**It is recommended City Council approve the advertising contracts between Skydancer Casino and City of Minot located at Minot Intentional Airport; and authorize the Mayor to sign contracts.**

Documents:

20240514 MEMO SKYDANCER ADVERTISING CONTRACT - CONTRACTS INCLUDED.PDF

6.11. 2024 STORM SEWER REHAB – BUDGET AMENDMENT

Presented by Jason Sorenson

**RECOMMENDED ACTION**

**It is recommended City Council approve the budget amendment in the amount of \$400,000 to increase the storm sewer rehab budget to allow more projects to get completed.**

Documents:

[2024 STORM SEWER REHAB.PDF](#)  
[30. 2024 BA - 2024 STORM SEWER REHAB.PDF](#)

6.12. BIDDING OF TAXIWAY C PAVEMENT REHABILITATION AND EDGE LIGHTING REPLACEMENT (AIP 3-38-0037-073-2024)

Presented by Jennifer Eckman, Airport Director

**RECOMMENDED ACTION**

**It is recommended City Council authorize City staff to advertise and solicit bids for the Taxiway C Pavement Rehabilitation and Edge Lighting Replacement Project.**

Documents:

[20240520\\_MEMO\\_TWYC\\_C3.PDF](#)

7. ACTION ITEMS

7.1. PUBLIC HEARING: CDBG ENTITLEMENT PROCESS

Presented by Chris Plank

**RECOMMENDED ACTION**

**It is recommended City Council hold a public hearing for residents to either voice support or concerns for the CDBG Entitlement Program and authorize staff to continue completion of the 5-year Consolidated Plan.**

Documents:

[COUNCIL MEMO - CDBG PUBLIC HEARING.PDF](#)  
[CDBG ENTITLEMENT PUBLIC HEARING 5-20-24.PDF](#)

7.2. PUBLIC HEARING: LIQUOR LICENSE NO. BL24-0322 (DUCKPOND VENTURES, LLC)

Presented by Stefanie Stalheim

**RECOMMENDED ACTION**

**It is recommended City Council hold a hearing on this matter, and staff recommends to suspend license no. BL24-0322 for 45 days if the Council agrees that the licensee violated Sec. 5-40 on six different occasions since October 19, 2023.**

Documents:

[PUBLIC HEARING DUCKPOND VENTURES MEMO.PDF](#)  
[SIGNED COMPLAINT - NOTICE - AFF.PDF](#)  
[NOTICE OF HEARING.PDF](#)  
[AMENDED COMPLAINT AND SPECIFICATION OF ISSUES - SIGNED.PDF](#)  
[AFFIDAVIT OF SERVICE - SIGNED.PDF](#)

7.3. CONTRACT COUNSEL – ALCOHOL ORDINANCES

Presented by Stefanie Stalheim, Mikayla McWilliams, and Chief John Klug

**RECOMMENDED ACTION**

**It is recommended City Council retain Ohnstad Twichell, P.C. as contract counsel to assist the City Attorney's Office with reviewing and advising the City Council on proposed modifications to the City's current liquor license ordinances.**

Documents:

[CONTRACT COUNSEL - ALCOHOL ORDINANCES MEMO.PDF](#)  
[RETAINER AGREEMENT - MINOT \(LIQUOR LICENSES\).PDF](#)

7.4. TRAFFIC BUILDING DEMOLITION RECOMMENDATION

Presented by Lance Meyer

**RECOMMENDED ACTION**

**It recommended City Council proceed with the low bid from Dig It Up Backhoe Service to demolish the building at 309 1st Avenue NE.**

Documents:

[MEMO - TRAFFIC BUILDING DEMOLITION RECOMMENDATION.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. GIS MAP: MINOT CONSTRUCTION PROJECTS 2024

Presented by Lance Meyer and Jason Sorenson

10. LIAISON REPORTS

11. ADJOURNMENT