

April 19, 2021 Regular City Council Meeting

MINOT CITY COUNCIL – SCHEDULED MEETING – APRIL 19, 2021 AT 5:30 P.M.

ROLL CALL

Members Present:

Jantzer (Teams), Olson, Pitner, Podrygula, Ross, Sipma

Members Absent:

Evans

PLEDGE OF ALLEGIANCE

Mayor Sipma presiding and led the City Council in the Pledge of Allegiance.

COVID UPDATE

Lisa Clute, Director of First District Health Unit, announced the vaccination numbers for Ward County, although she reiterated that the statistics do not include Minot Air Force Base or the VA so they are not completely accurate. In the 75 and older age group, there have been 3,003 people vaccinated for 72.5% of the population. In the 65-74 age range, there have been 3,418 for a rate of 61.7%. In the 18-64 age range, there have been 10,953 people vaccinated for a rate of 25.7%. The state of North Dakota is less than the 50% vaccination rate but Ms. Clute said, she believes it is under reported.

First District Health Unit has been following the Johnson & Johnson vaccine and there will likely be an announcement on Saturday of whether they will continue to use it. There have been six individuals with blood clots, which is actually fewer than what could be expected considering the number of people vaccinated. They are using caution and will follow the recommendations when available. They are still using the Pfizer and Moderna vaccines and she encouraged everyone to call their providers to schedule an appointment. She said, there are probably more vaccines available than there are people interested in taking it. They will continue to take appointments but may schedule a larger clinic if resources allow.

Ms. Clute mentioned the variants of COVID from the UK, South Africa, Brazil, and the U.S. The variants spread more easily and have been known to cause more severe symptoms. The vaccine is working against the variants and they continue to gather information on the vaccine's effectiveness. She said, they are still conducting COVID tests at MSU and will continue through the end of the school year.

Mayor Sipma said, given the progression of the vaccinations, they will no longer request updates at every Council meeting and Ms. Clute may focus her efforts elsewhere.

CITY MANAGER REPORT

The City Manager provided a written update describing events and activities for various departments.

Mr. Stewart announced that the Airport Director, Rick Feltner, will be retiring. He elaborated on the Mr. Feltner's achievements and said his leadership will certainly be missed. He then said, a recruitment process will begin shortly by looking for a recruitment firm to fill the position.

RESOLUTION NO. 3704- CONDITIONAL USE PERMIT- CLIMATE CONTROLLED STORAGE – APPROVED

Alderswoman Olson moved the City Council adopt resolution no. 3704 for a Conditional Use Permit to comply with Resolution No. 3621, a conditional use permit issued on June 3, 2019 for climate-controlled storage that specifies in condition 1. c. that a new or amended conditional use permit must be obtained where a change in ownership occurs.

The property is legally known as the North 200' of Lots 9, 10, and 11, Less Sublot A of Lot 9, South Park Terrace Fourth Addition.

Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

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CITY COUNCIL MINUTES – APPROVED

Alderman Ross moved the City Council approve the minutes of the March 15, 2021 regular City Council meeting.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5546 – REZONE OTL15 NE1/4 S26-156N-83W FROM AG AND RA TO RR – SECOND READING – APPROVED

Alderman Ross moved the City Council place ordinance no. 5546 on second reading to rezone Outlot 15 of NE ¼ Section 26-156N-83W from AG, “Agricultural District” and RA, “Agricultural Residential District” to RR, “Rural Residential District.” Motion seconded by Alderman Pitner and carried unanimously.

Alderman Ross moved the City Council pass ordinance no. 5546 on second reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5582 – ZONING DISTRICT CHANGE - SKJOLDAL ADDITION – SECOND READING – APPROVED

Alderman Ross moved the City Council place ordinance no. 5582 on second reading to change the zone from “AG” Agricultural District to “RR” Rural Residential District for Lot 1, Skjodal Addition and from “AG” Agricultural District to “R1” Single-Family Residential District for Lot 2, Skjodal Addition. Motion seconded by Alderman Pitner and carried unanimously.

Alderman Ross moved the City Council pass ordinance no. 5582 on second reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5588 – AMEND THE 2021 ANNUAL BUDGET- SEWER DEPARTMENT PICKUP – SECOND READING – APPROVED

Alderman Ross moved the City Council place ordinance no. 5588 on second reading to amend the 2021 annual budget to increase the Sewage Pumping capital equipment expenditure for the purchase of a ½ ton 4x4 pickup. Motion seconded by Alderman Pitner and carried unanimously.

Alderman Ross moved the City Council pass ordinance no. 5588 on second reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5589 – AMEND THE 2021 ANNUAL BUDGET- CARGO APRON RECONSTRUCTION AND EXPANSION PHASE II – SECOND READING – APPROVED

Alderman Ross moved the City Council place ordinance no. 5589 on second reading amending the 2021 annual budget to increase the Airport’s capital revenue and expenses for the Cargo Apron reconstruction and expansion Phase II, which will be funded with Federal, State, and airport cash reserves. Motion seconded by Alderman Pitner and carried unanimously.

Alderman Ross moved the City Council pass ordinance no. 5589 on second reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5590 – AMEND THE 2021 ANNUAL BUDGET- USE OF CASH RESERVES FOR ERP PROJECT CENTRAL PROPERTY MODULE (2019160001/G&A018) – SECOND READING – APPROVED

Alderman Ross moved the City Council place ordinance no. 5590 on second reading to amend the 2021 annual budget to increase the Utility Billing Department’s data processing expenditures for the purchase of additional Tyler software to be used to integrate the Tyler Utility Billing software with the City GIS system. Motion seconded by Alderman Pitner and carried unanimously.

Alderman Ross moved the City Council pass ordinance no. 5590 on second reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

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ORDINANCE NO. 5591 – AMEND THE 2021 ANNUAL BUDGET- BUS VIDEO SURVEILLANCE SECURITY EQUIPMENT (BUS036) – SECOND READING – APPROVED

Alderman Ross moved the City Council place ordinance no. 5591 on second reading to amend the 2021 annual budget to increase the Capital Equipment fund State revenue and decrease the Bus Operations fund State revenue for state funding that will replace what was budgeted as a local match and to increase the Bus Operations fund Federal revenue and expenditures and decrease the Capital Equipment fund Federal revenue expenditures for the portion of the video surveillance system that does not meet capital requirements. Motion seconded by Alderman Pitner and carried unanimously.

Alderman Ross moved the City Council pass ordinance no. 5591 on second reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5592 – AMEND THE 2021 ANNUAL BUDGET- USE OF CASH RESERVES FOR INSURANCE EXPENSES OVER BUDGET – SECOND READING – APPROVED

Alderman Ross moved the City Council place ordinance no. 5592 on second reading to amend the 2021 annual budget to increase the Airport fund construction equipment insurance expense and Water and Sewer fund Storm Sewer building, automotive and flood insurance expense. Motion seconded by Alderman Pitner and carried unanimously.

Alderman Ross moved the City Council pass ordinance no. 5592 on second reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5593 – AMEND THE 2021 ANNUAL BUDGET - CYBER INSURANCE PROPOSAL – SECOND READING – APPROVED

Alderman Ross moved the City Council place ordinance no. 5593 on second reading amending the 2021 annual budget to increase the General Fund Data Processing department's general liability insurance expenditure for cyber security insurance. Motion seconded by Alderman Pitner and carried unanimously.

Alderman Ross moved the City Council pass ordinance no. on second reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5594 – AMEND THE 2021 ANNUAL BUDGET- PAVING DISTRICT 499 – SECOND READING - APPROVED

Alderman Ross moved the City Council place ordinance no. 5594 on second reading amending the 2021 annual budget to increase street department expenditures, local operating, and refunding bond revenue for the Minot Park District paving district # 499. Motion seconded by Alderman Pitner and carried unanimously.

Alderman Ross moved the City Council pass ordinance no. 5594 on second reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ADMINISTRATIVE APPROVALS – APPROVED

Alderman Ross moved the City Council ratify the following administratively approved requests:

1. Power of 1 to conduct a raffle August 20, 2021 at Marco's Pizza (1250 4th Ave NW)
2. Souris Valley United Way to conduct a raffle May 1, 2021 at North Hill Bowl (1901 N Broadway)
3. Shakin Parkinson's Up Minot Support Group to conduct a raffle April 19, 2021 at 38 Olive Tree Circle NE
4. Wampa Hunter Squad of the 501st Legion to conduct a raffle April 25, 2021 at Minot Municipal Auditorium (420 3rd Ave SW)
5. Gymagic Gymnastics to conduct a raffle April 25, 2021 at Gymagic Gymnastics (5645 18th Ave SE)
6. MSU Beaver Boosters to conduct raffles, pull tabs, twenty-one and calcuttas on April 7, 2021 at Clarion Hotel & Convention Center (2200 Burdick Expy E)
7. Rocky Mountain Elk Foundation to conduct a raffle May 8, 2021 at the Grand Hotel (1505 N Broadway)

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Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

BID AWARD FOR 1 FIRE DEPARTMENT PUMPER – APPROVED

Alderman Ross moved the City Council accept the bid from Fire Safety USA for 1 E-ONE Fire Department Pumper for the amount of \$585,000.00. Funding for the purchase has been budgeted with 50% being paid from the grant award from Volkswagen.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

BID AWARD & ENGINEERING CONCURRENCE FOR MREFPP - BU-1C BURLINGTON – APPROVED

Alderman Ross moved the City Council concur with the SRJB bid award of BU-1C to Bluestone Construction, concur with the SRJB award of Engineering amendment for construction engineering with Barr Engineers for BU-1C, and concur with the SRJB approval of IEPR review with HDR engineers for BU-1C.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

APPROVE 2021 ROUND 1 DEMOLITION CONTRACT TO BERGER ENTERPRISES, LLC – APPROVED

Alderman Ross moved the City Council award the contract for demolition and site restoration for CDBG-NDR flood buyout structures and CDBG-DR Spot Blight structures for Round 1 work to Berger Enterprises, LLC in the amount of \$502,300.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

2021 WATERMAIN REPLACEMENT - AWARD OF BID (CITY PROJECT NO. 4567) – APPROVED

Alderman Ross moved the City Council award the bid for the 2021 Watermain Replacement Project to Kemper Construction for the lowest bid of \$1,856,793.75 and authorize the Mayor to sign the contract for the project.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5595 – AMEND THE 2021 ANNUAL BUDGET 2021 WATERMAIN REPLACEMENT (4567) – FIRST READING – APPROVED

Alderman Ross moved the City Council place ordinance no. 5595 on first reading to amend the 2021 annual budget to increase Water Distribution watermain maintenance expenditures and decrease Water Plant watermain maintenance expenditures for the 2021 Watermain Replacement project approve the use cash reserves for the budget shortfall to cover the entire project cost. Motion seconded by Alderman Pitner and carried unanimously.

Alderman Ross moved the City Council pass ordinance no. 5595 on first reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5596 - AMEND THE 2021 ANNUAL BUDGET- 2019 SHSG CAPITAL BUDGET – FIRST READING – APPROVED

Alderman Ross moved the City Council place ordinance no. 5596 on first reading amending the 2021 annual budget to increase Fire department Capital fund equipment purchases expenditures and revenues and decrease the General fund supplies expenditures and revenues for the purchase of a service body for a tow vehicle funded by the FY 2019 State Homeland Security Grant. Motion seconded by Alderman Pitner and carried unanimously.

Alderman Ross moved the City Council pass ordinance no. 5596 on first reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

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DISPOSAL OF EXCESS TRANSIT VIDEO SUVEILLANCE EQUIPMENT – APPROVED

Alderman Ross moved the City Council grant approval of the donation of 2 REI video surveillance systems to BisMan Transit and approval of disposal of remaining 8 REI camera surveillance systems through the police auction.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

MS4 PROGRAM NOTICE OF INTENT OBTAIN COVERAGE – APPROVED

Alderman Ross moved the City Council approve the City's MS4 program and authorize the Director of Public Works to sign the Notice of Intent form and submit to the State Department of Environmental Quality.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

RESOLUTION NO. 3705 - ADOPTION OF 2021 OFFICIAL ZONING MAP – APPROVED

Alderman Ross moved the City Council adopt resolution no. 3705 to approve the 2021 Official Zoning Map of the City of Minot and authorize the Mayor and City Clerk to sign the map.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

AMENDMENT TO AIRPORT CONCESSIONAIRE AGREEMENT – APPROVED

Alderman Ross moved the City Council approve the amendment to the agreement between the Airport and Oakwells allowing a temporary hold of the Minimum Annual Guarantee (MAG) annual increase for 2021.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

APPROVE AMENDMENT TO SOURIS HEIGHTS DEVELOPMENT AGREEMENT EXTENDING TIMELINE – APPROVED

Alderman Ross moved the City Council approve an amendment to Souris Heights Development Agreement authorizing an extension of the timeline for the project to October 1, 2022 and authorize the Mayor and other City officials as necessary to sign amendment documents.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

MAGIC CITY DISCOVERY CENTER SUBRECIPIENT AGREEMENTS – APPROVED

Alderman Ross moved the City Council approve the Sub-recipient agreement between the City of Minot and Children's Museum of Minot, Inc. and the Sub-recipient agreement between the City of Minot and Minot Park District for the Magic City Discovery Center Project.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

MINOT ONE BRAND SIGN STRUCTURE AT MAIN AND CENTRAL - INFORMATIONAL ITEM

The Minot One Brand project is intending to install a monument sign at the northeast corner of Main Street and Central Avenue. The One Brand project manager has coordinated the location with staff and the Downtown Business & Professional Association.

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DRIVEWAY PERMIT APPEAL – GREEN ACRES 4TH ADDITION LOT 1

Kenneth Melgaard approached the Council to request a driveway permit to access the back half of Lot 1, Green Acres 4th Addition. The request was denied by the City Engineer so he appealed to the Council to reconsider. He said that he purchased the lot in 2015 but at that time didn't think he would build anything there. Now, he would like to build a 36' x 40' garage to store an RV but access to the property is impossible.

Alderwoman Olson moved the City Council uphold the City Engineer's decision to deny the request for a driveway permit at Green Acres 4th Addition, Lot 1. Motion seconded by Alderman Podrygula.

Alderman Podrygula said the property is an awkward shape and he doesn't see a constructive use for it without having access to it. He commented that it may be the only exception on that road but if approved would be necessary to negotiate the location of the entrance with the City. He said he doesn't like to counter the opinion of City staff but this is an exceptional case.

Alderman Ross asked the City Engineer if the permit would have been approved if the road was developed. Mr. Meyer explained that the current right-of-way adjacent to Mr. Melgaard's property exists so regardless of whether the street is there or not, now would be the time to act on the driveway permit request. They made the recommendation to the Planning Commission in 2015 because they were trying to prevent too many access points on the corridor. He stated, the Council could make an exception but generally the policies in place warrant denial of the request.

Alderwoman Olson said she would be willing to consider an exception had the Planning Commission not addressed the issue in 2015. She said she feels that the Planning Commission already set the course which is why she is supporting denial of the request.

Mayor Sipma sympathized but agreed with the decision. He emphasized the need to follow the growth plan as the City expands in that direction.

Whereupon a vote was taken on the above motion by Alderwoman Olson, seconded by Alderman Podrygula and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Ross, Sipma; nays: Podrygula

AUTHORIZE EVICTION PROCEEDINGS FOR AN INDIVIDUAL ILLEGALLY IN A CITY OWNED HOUSE

Deborah Luetzen spoke to the Council about the acquisition of her property. She said, she was only offered \$166,000 for her home, which is less than she paid for it in 1985. She emphasized that she cannot find a comparable home for that amount of money and the \$3,000 that was offered for moving expenses will not be enough. She also described the history of the house and said it was built by the railroad. The materials used to construct the house should be placed in the Railroad Museum. She then said that she sent letters to Mr. Zakian regarding the acquisition but did not receive adequate response. She described the work that was done on the home after the flood including new plumbing, electrical work, and interior, all of which should increase the value of the offer.

Mayor Sipma sympathized with Ms. Luetzen and said acquisitions are never easy. He explained that the Council was given documentation stating the purchase of the property was already settled in court through eminent domain. It was evident that she did not participate in the process but benefits are still available to her.

Ms. Luetzen said she was not aware of the court proceedings until it was over. She then said she was filing a discrimination suit against the City.

Mayor Sipma encouraged her to discuss the additional relocation benefits with Mr. Zakian the Program Director.

Jesse Luetzen, Deborah Luetzen's son, came before the Council. He asked if there was the possibility of putting a hold on the eminent domain proceedings. He explained that there is a \$30,000 loan that was taken out of the total purchase price, decreasing the amount she would receive. As a supervisor for High Construction, he understands the cost of building a home and does not believe the amount Ms. Luetzen was offered could get her a new home.

Mr. Zakian stated, they have completed 174 acquisitions and have been able to resolve all of them. He reiterated that they are required to follow all applicable federal laws and the time to appeal the courts eminent domain proceedings has expired. He said, the purchase price minus the property's back taxes, was deposited with the court and is available for Ms. Luetzen to

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retrieve. The \$30,000 loan is not attached to the property so the total amount is about \$157,000. He then explained how the process transpired with Ms. Luetzen beginning in 2017. The initial offer of \$166,000 was sent to her but was open for negotiations. They received one letter stating she retained a law firm so further communication was directed to the attorney until the law firm clarified that they did not represent Ms. Luetzen. Follow-up communication was delivered to Ms. Luetzen and confirmed by the Postal Service. He emphasized that they are still willing to work on relocation benefits but Ms. Luetzen needs to address the utility issues and needs to establish evidence the property is her primary residence. He also said, the property is a duplex but she can only receive benefits for her living space. She is eligible to be paid a differential which is separate from the acquisition price. There is also a resilient homebuyer program she may be eligible to apply for.

Alderman Ross moved the City Council authorize outside counsel to commence legal actions to cause someone illegally staying in a City acquired flood buyout property to vacate the property.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5597- RIGHT TURN ON RED PROHIBITION ON W BURDICK EXPWY AT 16TH STREET SW AND 6TH STREET SW (4429) – FIRST READING – APPROVED

Alderman Pitner moved the City Council place ordinance no. 5597 on first reading to add a right turn on red prohibition to the following locations:

1. Northbound 16th Street SW at W Burdick Expressway.
2. Northbound 6th Street SW at W Burdick Expressway.
3. Southbound 6th Street SW at W Burdick Expressway.
4. Westbound W Burdick Expressway at 6th Street SW.

Motion seconded by Alderman Ross and carried unanimously.

Alderman Pitner moved the City Council pass ordinance no. 5597 on first reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

APPROVAL OF JOB DESCRIPTION AND HIRING OF BUSINESS SYSTEMS ANALYST FOR FINANCE DEPARTMENT

Alderman Podrygula moved the City Council approve the job description for Business Systems Analyst and authorize the Finance Director to fill the position. Motion seconded by Alderman Pitner.

Alderman Podrygula said, he was a member of one of the software selection committees, and given the complexities of the project, wondered if we would need this position. He said he appreciates the efforts by staff to move forward without an analyst but understands the need.

Alderman Jantzer clarified, this position will increase a current part-time employee to a full-time position.

The City Manager said, although he is supportive of the motion, the standard procedure for adding a position would be through the budget process. He does not want to create a practice of adding these types of positions outside of the regular budget process.

Whereupon a vote was taken on the above motion by Alderman Podrygula, seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5598 – AMEND THE 2021 ANNUAL BUDGET- BUSINESS SYSTEMS ANALYST FOR FINANCE DEPARTMENT – FIRST READING – APPROVED

Alderman Podrygula moved the City Council place ordinance no. 5598 on first reading amending the 2021 annual budget to increase Finance Department full-time personnel expenditures and decrease the Finance Department part-time personnel expenditures for the addition of a Business Systems Analyst Position with the use of General Fund cash reserves. Motion seconded by Alderman Pitner and carried unanimously.

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Alderman Podrygula moved the City Council pass ordinance no. 5598 on first reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ORDINANCE NO. 5599 - MODIFYING THE PROCESSES REGARDING PERMITTING AND LICENSING – FIRST READING – APPROVED

Alderwoman Olson moved the City Council place ordinance no. 5599 on first reading modifying the City of Minot Code of Ordinances relating to various permits and licenses and grant approval of the updated permit/license applications. Motion seconded by Alderman Ross and carried unanimously.

Alderwoman Olson moved the City Council pass ordinance no. 5599 on first reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

ENGINEERING FOR CITY-WIDE WAYFINDING SIGNAGE – APPROVED

Jonathan Rosenthal, Economic Development Administrator presented some information about the wayfinding signage project. He explained the purpose of wayfinding signage and described the locations they would be placed throughout the city. They will direct traffic to areas of interest such as the State Fairgrounds, City Hall, Library, hospitals, museums, the zoo, downtown, parks and other locations. He also provided some examples of the different types and designs that could be used for the signage. He said, the funding will come from the engineering budget where they will continue engineering the project in 2021. The 2022 budget will include funding for construction and implementing the signs.

Alderwoman Olson moved the City Council approve the Wayfinding engineering contract with Ackerman-Estvold. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma; nays: Ross

ORDINANCE NO. 5600 – AMEND THE 2021 ANNUAL BUDGET- ENGINEERING FOR CITY-WIDE WAYFINDING SIGNAGE – FIRST READING – APPROVED

Alderwoman Olson moved the City Council place ordinance no. 5600 on first reading amending the 2021 annual budget to increase the Planning Department Engineering expenditures for the Wayfinding Signage Design with the use of Sales Tax Improvements cash reserves. Motion seconded by Alderman Pitner and carried.

Alderwoman Olson moved the City Council pass ordinance no. 5600 on first reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Sipma; nays: Ross.

CITY HALL PROGRAM AND PRE-DESIGN SUBMITTAL (4466)

City Engineer, Lance Meyer introduced Doug Larson and Eric Hoffer of JLG Architects who were hired to design the new City Hall Building. JLG has sought input from City staff regarding the amount of space needed to operate their departments both now and in the future.

Mr. Hoffer, Project Manager, provided a brief presentation to the Council to summarize the pre-design phase of the project. He described the goals and aspirations of the Building Committee in order to help define what success looks like. He then provided the project schedule which includes periodic updates to Council. The Building Program takes into consideration input from all departments and the Building Committee. Suggestions are refined to fit within the building and balance the wants and needs of staff. Considering the space needs, there are two primary options; one option includes the Community Development and Engineering departments in the new building, the other would keep those departments at the current Public Works building. He reviewed the total budget for the project of \$12.8 million which was identified during the building assessment. They will continue to refine the details as they start to design the renovation. They are still working to understand the full scope and costs to relocate Central Dispatch but will modify expenses as the design moves forward.

Mayor Sipma pointed out that the Police Department may be able to capitalize on grants to assist with new PSAP equipment.

Alderman Podrygula said in general, he is pleased with the process so far. He mentioned a request from Downtown Business and Professional Association for City Hall to include public restrooms although is unsure how feasible that may be. He requested the engineers consider environmentally friendly features such as solar panels and greenery on the roof. Since they have determined the building will need new windows, he requested they be windows that can be opened for fresh air. He

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emphasized the need to balance between security and accessibility and he mentioned the importance of creating good working conditions for a stressful job like central dispatch.

Mr. Hoffer responded by saying, environmental responsibility is a priority. They will build an energy model of the project to test and understand energy savings.

Alderman Pitner moved the City Council approve the program space analysis and authorize staff to proceed to the schematic design phase. Motion seconded by Alderman Ross.

The City Manager asked if the motion should include one of the two options mentioned by the engineers. Mr. Meyer stated, it is so early in the design, they can proceed with both options at this time.

Alderman Olson reminded, they funded a significant expansion not long ago at Public Works and said it makes sense for Community Development and Engineering to stay there.

Alderman Podrygula said he is glad the exercise room is no longer in the plan since it was a controversial topic in the original space analysis. He also suggested exploring alternatives for paper record storage.

Alderman Pitner shared his opinion that he would prefer to move staff downtown to maintain the one-stop-shop point of view.

Whereupon a vote was taken on the above motion by Alderman Pitner, seconded by Alderman Ross and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

CITY FLAG POLICY

Alderman Podrygula moved the City Council postpone discussion until a meeting in May when Alderman Evans could attend. Motion seconded by Alderman Pitner and failed by the following roll call vote: ayes: Pitner, Podrygula; nays: Jantzer, Olson, Ross, Sipma.

Alderman Ross moved the City Council approve option #1 as provided by the City Manager and adopt the proposed policy. Motion seconded by Alderman Olson.

The City Manager described the four options that were outlined in the memo; adopt a policy that limits flags on City property to the U.S. flag, State flag, and City Flag, dedicate a Free Speech Zone, identify a community Flag Pole not on City property, or adopt a policy of Government Speech. He said, if the Council wishes to approve option number one, he recommends adopting the attached policy but striking sections d and e.

Alderman Ross amended his motion to adopt the Flag Policy striking sections d and e from the final version. Alderman Olson, as the second, agreed.

Alderman Olson said she spent a lot of time pondering the issue to determine what was best for the City and the citizens. She said she hasn't had issues with any of the flags previously flown at City Hall but it is a slippery slope to determine as a Council which flags should be flown. She supported the idea of a community flag pole that should be outside of City property.

Alderman Ross agreed and said as a Council, they deal with issues on City property. He hoped the community will rise up to collaborate and take the opportunity to bring diverse groups together to come up with a plan.

Alderman Podrygula supported the motion and described why he would not be in favor of the other options.

Mayor Sipma pointed out various heritage flags but said we can all come together under one flag. A community flag pole provides an opportunity to find common ground while avoiding controversy and division. He said he is confident in the community.

Whereupon a vote was taken on the above motion by Alderman Ross, seconded by Alderman Olson and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

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ORDINANCE NO. 5601 - BUDGET AMENDMENT FOR COMMUNITY SURVEY AND FACILITATOR – FIRST READING – APPROVED

The City Manager stated, it has been a common assessment among Council members that we need a facilitated process to work through recent events. He searched for facilitators who specialize in working with City Councils and staff through similar issues. He emphasized that he believes the money would be well invested to ensure they can move forward productively. The proposed budget amendment takes into consideration the proposal from the Novak Consulting Group for a two-day conversation as well as one-on-one consultation with the Council. Based on personal experience, he reiterated his confidence in the facilitators in his recommendation.

Mr. Stewart then addressed the Community Survey which was another topic the Council has requested. He stated the importance of having statistically valid data on which to base future decisions. ETC Institute is a company he has worked with in the past and is an ICMA partner. The quote includes options for a virtual presentation as well as an interactive data dashboard that describes the results.

Alderman Podrygula moved the City Council place ordinance no. 5601 on first reading amending the 2021 annual budget to increase City Council Expert Professional Advice line item for the addition of a Community Survey and City Council and Management Facilitator utilizing The Novak Consulting Group and ETC Institute. Motion seconded by Alderman Pitner and carried unanimously.

Upon questioning by Alderman Pitner, Mr. Stewart said the work session would take place June 11th and 12th, with a Management Team session in mid-July.

Mayor Sipma commented that the session will be open to the public in accordance to applicable open meeting laws. He said it could provide great insight to community leadership who wish to attend.

Alderman Podrygula moved the City Council pass ordinance no. 5601 on first reading. Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

PERSONAL APPEARANCES

Annette Mennem, MSU Native American Center Director, invited the Council to a few upcoming events, including the 31st Annual Spring Honor Dance & Powwow Celebration, Tipi Teachings from the Plains Tribes and Raising of MSU Tipi, and Aki Onizhishin Garden Gathering.

MISCELLANEOUS & DISCUSSION

Alderman Podrygula thanked Stephan Joersz, the Traffic Engineer for giving him a tour. He said it was fascinating and informative.

LIAISON REPORTS

Alderman Pitner said the Renaissance Zone meeting was cancelled. Visit Minot hosted a hockey tournament and is continuing to look for new events to bring to Minot.

Alderman Ross said the Zoning Ordinance Steering Committee hasn't met but will kick off the revisions to the subdivision section of the ordinance in May or June.

Mayor Sipma attended the Chamber EDC meeting where they discussed contractual obligations. Task Force 21 is preparing for a General's visit and there have been inspections taking place.

Alderwoman Olson said they have had hours of discussion with the City Hall Building Committee. She provided an update on the CTE by saying she is confident the details have been worked out and there should be a purchase discussion at the May 3rd Council meeting.

Alderman Podrygula said the Ward County Planning Commission will review a draft of the ordinance in May. Commission on Aging continues with their regular activities and is being cautious about COVID. He said they appreciate the guidance from City staff regarding the parking lot improvement bid. The Ecological Restoration committee met with the Audubon

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Society to discuss ongoing plans to revitalize the valley. Mr. Zakian will present a formal report solidifying a partnership between the City, the Park District, Audubon Society and other organizations.

Alderman Jantzer said the Liaison Committee hasn't met. The Broadway Corridor Study continues to solicit public comments.

ADJOURNMENT

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderman Ross and carried unanimously. Meeting adjourned at 7:43 pm.

ATTEST: _____
Kelly Matalka, City Clerk

APPROVED: _____
Shaun Sipma, Mayor