

City of Minot



Regular City Council Meeting
Tuesday, September 6, 2022 at 5:30 PM
City Council Chambers, City Hall (515 2nd 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. MONKEY POX IMPACTS

Documents:

[MONKEY POX PRESENTATION.PDF](#)

- 3.2. SISTER CITY DISCUSSION
4. CITY MANAGER REPORT

Documents:

[09062022 CITY MANAGER REPORT.PDF](#)

5. CONSENT ITEMS

- 5.1. CITY COUNCIL MINUTES

It is recommended the City Council approve the minutes of the August 15, 2022 Regular City Council meeting and the August 24, 2022 Special City Council meeting.

Documents:

[08152022 COUNCIL MEETING MINUTES.PDF](#)

[08242022 SPECIAL COUNCIL MEETING MINUTES.PDF](#)

- 5.2. ORDINANCES

The following ordinances should be considered for second reading:

1. **Ordinance No 5766 - 2022 BA - HVAC Repair**
2. **Ordinance No 5767 - 2022 BA - Paving District 499 (4591)**
3. **Ordinance No 5768 - 2022 BA - Runway Pavement Markings (2022500001)**

4. **Ordinance No 5769 - Zoning Map Amendment -Block 1 Lafarge Second Addition and Outlot 41 of Section 27-155N-83W**
5. **Ordinance No 5770 - Stop Sign Ordinance - Downtown Minot**

Documents:

[ORDINANCE NO 5767 - 2022 BA - PAVING DISTRICT 499 \(4591\).PDF](#)
[ORDINANCE NO 5768 - 2022 BA - RUNWAY PAVEMENT MARKINGS \(2022500001\).PDF](#)
[ORDINANCE NO 5769 - ZONING MAP AMENDMENT -BLOCK 1 LAFARGE SECOND ADDITION AND OUTLOT 41 OF SECTION 27-155N-83W.PDF](#)
[ORDINANCE NO 5770 - STOP SIGN ORDINANCE - DOWNTOWN MINOT.PDF](#)
[ORDINANCE NO 5766 - 2022 BA - HVAC REPAIR.PDF](#)

5.3. ADMINISTRATIVE APPROVALS

It is recommended the City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 09062022.PDF](#)

5.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended the City Council approve payroll for the period of July 17, 2022 through August 13, 2022 in the amount of \$2,173,856.06 and bills and transfers for August in the amount of \$14,283,077.35.

Documents:

[PAYROLL.PDF](#)
[AUGUST - ELECTRONIC PAYMENTS.PDF](#)
[AUGUST 2022 P CARDS.PDF](#)
[CITY COUNCIL BILLS PAID- AUGUST 2022.PDF](#)

5.5. MAYORAL APPOINTMENTS

It is recommended the City Council confirm the following appointments:

1. **Gary Lucy to replace Mary Helen Hasby on the Municipal Limited Parking Authority Committee with a term to expire August 2027.**
2. **Andrew Gudmunson to replace Bonnie Kemper on the Municipal Limited Parking Authority Committee with a term to expire August 2027.**
3. **Mark Lyman to replace Kevin Black on the Renaissance Zone Review Board with a term to expire December 2024.**
4. **Dan Ternes to replace Perry Olson on the Magic Fund Steering Committee with a term to expire June 2025.**

5.6. TARGET CORPORATION BID WINNER OF ALCOHOL LICENSE EXTENSION

Presented by Mikayla McWilliams

RECOMMENDED ACTION

It is recommended the City Council approve the extension of six months until May 15, 2023 for the Target Corporation to begin operations with their alcohol license.

Documents:

[MEMO OF EXTENSION FOR TARGET CORPORATION.PDF](#)
[TARGET LETTER OF EXTENSION.PDF](#)
[TARGET FLOOR PLANS.PDF](#)
[TARGET INVOICE AND PAYMENT RECEIPT.PDF](#)

5.7. FIRE STATION 5 XCEL ENERGY SERVICE CONTRACT

Presented by Kelli Kronschnabel

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the Xcel Energy Underground Distribution Agreement.

Documents:

[XCEL ENERGY DISTRIBUTION AGREEMENT.PDF](#)
[UG DIST AGREEMENT-FIRESTATION.PDF](#)

5.8. ND STATE ENERGY PROGRAM GRANT

Presented by Chief Kelli Kronschnabel

RECOMMENDED ACTION

It is recommended City Council accept the North Dakota State Energy Program Grant that was awarded to Minot Fire Department for the replacement of Fire Station 3 apparatus bay lighting and approve the budget amendment on first reading.

Documents:

[2022 SEP.PDF](#)
[56. BAY LIGHTING UPGRADE.PDF](#)
[SEP-SIGNED AWARD.PDF](#)
[SEP APPLICATION.PDF](#)

5.9. RESOLUTION AUTHORIZING ISSUANCE AND CALLING FOR THE PUBLIC SALE OF GENERAL OBLIGATION TAX INCREMENT BONDS, SERIES 2022A

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended the City Council approve the attached Resolution authorizing the sale of General Obligation Tax Increment Bond Series 2022-A related to the M Building TIF project and authorize the Mayor to sign the Resolution.

Documents:

[2022 BOND MEMO.PDF](#)
[MINOT - INITIAL RESOLUTION \(TIF BONDS\).PDF](#)

5.10. RESOLUTIONS FOR FIRST WESTERN BANK AND TRUST SURETY DEPOSIT ACCOUNT

Presented by David Lakefield

RECOMMENDED ACTION

- 1. It is recommended the City Council approve the resolution to update the authorized signatories on the City's Surety Deposit account with First Western Bank and Trust for the removal of the former Mayor and addition of the newly elected Mayor for the Northside 5th Addition road improvement project account; and**
- 2. Authorize the Mayor, Finance Director, and City Treasurer to sign all documents.**

Documents:

[FIRST WESTERN BANK RESOLUTION MEMO.PDF](#)
[REVISED CITY OF MINOT SURETY ACCOUNT.PDF](#)

5.11. DOMESTIC VIOLENCE CRISIS CENTER 2023 JAG GRANT APPLICATION

Presented by David Lakefield

RECOMMENDED ACTION

- 1. It is recommend the City Council authorize the Mayor to sign the Grant Agreement for Sub-award between the Domestic Violence Crisis Center and the City of Minot; and**
- 2. Authorize the Mayor sign the Grant Application - 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program.**

Documents:

[MEMO 09-06-22.PDF](#)
[JAG_CY2023APPLICATION_DOMESTICVIOLENCECRISISCENTER.PDF](#)

5.12. SPECIAL ASSESSMENT APPROVAL 2022 WEED CUTTING

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended the City Council approve the assessment roll for 2022 weed cutting.

Documents:

[MEMO - SPECIAL ASSESSMENTS - WEED CUTTING.PDF](#)
[2022 WEED CUTTING.PDF](#)

5.13. SPECIAL ASSESSMENT APPROVAL 2022 NUISANCE ABATEMENT (4601/4671)

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended the City Council approve the assessment roll for 2022 Nuisance abatement.

Documents:

[MEMO - SPECIAL ASSESSMENT - NUISANCE ABATEMENT.PDF](#)
[NUISANCE ATTACHMENT.PDF](#)

5.14. DAMAGE RELEASE OF CLAIMS- PROGRESSIVE NORTHWESTERN INSURANCE

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the release of claims form with Progressive Northwestern Insurance Company and settle the claim related to the Library wall that was damaged 1/3/22 by a rolling vehicle.

Documents:

[PROGRESSIVE RELEASE MEMO.PDF](#)
[ND - FIXED PD RELEASE.PDF](#)

5.15. APPROVE ANNUAL RENEWAL OF SALESFORCE SOFTWARE

Presented by Emily Berg

RECOMMENDED ACTION

It is recommended City Council approve the annual renewal of Salesforce software with Carahsoft Technology Corp. in the amount of \$24,874.91.

Documents:

[SALESFORCE RENEWAL MEMO.PDF](#)
[CARAHSOFT - SALESFORCE.COM - 07.28.2022 - QUOTE 34920805.PDF](#)

5.16. WELL F SITE PIPING AND ELECTRICAL WORK (PROJECT NUMBER 4681)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended the City Council award the bid for Well F site piping in the Sundre Wellfield to Wagner Construction in the amount of \$253,715.00; and**

2. Authorize the mayor to sign contracts on behalf of the City.

Documents:

[4681 - WELL F SITE PIPING AND ELECTRICAL WORK - AWARD OF BID.PDF](#)
[BID REVIEW LETTER - PIPE AND ACCESS.PDF](#)

5.17. MINOR SUBDIVISION PLAT: LAKESIDE 23RD ADDITION

Presented by John Van Dyke

RECOMMENDED ACTION:

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create Lakeside 23rd Addition.

Documents:

[CC MEMO - LAKESIDE 23RD ADDITION MINOR PLAT.PDF](#)
[ATTACHMENT A - LAKESIDE 23RD ADDITION MINOR SUBDIVISION PLAT.PDF](#)

5.18. INFAX ELECTRONIC VISUAL INFORMATION DISPLAY SYSTEM (EVIDS) SUPPORT AGREEMENTS

Present by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

- 1. It is recommended City Council approve the annual support agreement with Infax Incorporated for the Airport's Electronic Visual Information Display (EVID) system;**
- 2. Approve the Flightview Data Feed support agreement; and**
- 3. Authorize the Mayor to sign any applicable documentation.**

Documents:

[MEMO INFAX SUPPORT AGREEMENT 2022.PDF](#)
[MINOT INTERNATIONAL AIRPORT BASIC SSA 2022.PDF](#)
[MOT FLIGHTVIEW AGREEMENT 2022.PDF](#)

5.19. ARCHITECT CONTRACT - CHILDREN'S LIBRARY

Presented by Janet Anderson

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the submitted contract between the City of Minot and Ackerman-Estvold for the previously approved project to remodel the Children's Library at the Minot Public Library.

Documents:

ARCHITECT CONTRACT_MEMO.PDF
MPL CHILDREN LIBRARY_AGREEMENT_2022-08-02 SIGNED.PDF

5.20. 16TH ST SW & 37TH AVE SW MILL & OVERLAY - ENGINEERING CONTRACT AMENDMENT (4592)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council approve the engineering amendment for Moore Engineering and authorize the Mayor to sign the amendment.

Documents:

4592 - 16TH ST 37TH AVE SW MILL OVERLAY - ENGINEERING AMENDMENT MEMO.PDF
21741_E-500_ENGINEERINGAMENDMENTNO.2_20220825.PDF

6. ACTION ITEMS

6.1. APPROVE CDBG-DR ALLOCATION 1 SUBSTANTIAL AMENDMENT #17

Presented by Emily Berg and Harold Stewart

RECOMMENDED ACTION

It is recommended City Council approve CDBG-DR Allocation 1 Substantial Amendment #17 authorizing submission to HUD following public comment period.

Documents:

SUBSTANTIAL AMENDMENT 17 MEMO.PDF
AMENDMENT 17.PDF

6.2. SELECT A METHOD OF SALE FOR HOME SWEET HOME PROPERTY

Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended the City Council select a method (Auction or RFP) for disposing property located at 110 4th Ave. NW containing "Home Sweet Home".

Documents:

CC MEMO - HOME SWEET HOME.PDF
22-0305 LETTER WITH AG INFO.PDF
HOME SWEET HOME LETTER FROM ASSISTANT AG.PDF
HOME SWEET 2ND FL BR (002).PDF
HOME SWEET ADDITION (002).PDF

HOME SWEET ENTRY FOYER (002).PDF
HOME SWEET FRONT SOUTH (002).PDF
HOME SWEET WEST SIDE (002).PDF
HOME SWEET HOME FLOOR, PLAN, FOOTPRINT AND ASSESSORS
CARDS.PDF

6.3. APPLICATIONS FOR ABATEMENT OR REFUND OF TAXES - HL DEVELOPMENT
LLC

Presented by Ryan Kamrowski

RECOMMENDED ACTION

It is recommended City Council deny the abatement request in its entirety.

Documents:

COUNCIL MEMO-HL DEVELOPMENT LLC ABATEMENT.PDF
ASSESSORS OFFICE SUPPORT DATA.PDF
ABATEMENT APPLICATIONS AND INFORMATION PROVIDED BY THE
APPLICANT.PDF

6.4. AD HOC COMMITTEE: "MAGIC FUND GUIDELINES REVIEW COMMITTEE"

Presented by Alderwoman Carrie Evans

RECOMMENDED ACTION

It is recommended City Council approve the establishment of an ad hoc committee, comprised of no more than six (6) members, to be appointed by the Mayor, to review and offer recommendations to the City Council of the General Policy Guidelines of the MAGIC Fund.

Documents:

MAGIC FUND GUIDELINES AD HOC COMMITTEE MEMO .PDF
MAGIC FUND GUIDELINES_201902071342129655.PDF

6.5. REPEAL OF ORDINANCE 7-34 (REGULATION OF PIT BULL DOGS)

Presented by Alderwoman Carrie Evans

RECOMMENDED ACTION

It is recommended City Council approve the attached ordinance, on first reading, to repeal section 7-34 (Regulation of pit bulldogs) of the City of Minot Code of Ordinances.

Documents:

EVANS MEMO .PDF
OPERATION OF 7-27 AND 7-34 (2019-2021).PDF
ORDINANCE_REGULATION OF PIT BULL DOGS REPEAL.PDF
ALDERWOMAN EVANS PRESENTATION.PDF
BREED ID SLIDESHOW.PDF
BSL REMARKS.PDF

6.6. TEMPORARY WAIVER OF RENTAL FEES FOR NORTHLAND DENTAL IT

Presented by Harold Stewart

RECOMMENDED ACTION

It is recommended City Council consider waiving monthly rental fees for Northland Dental IT in the new City Hall building from May 2021 until the first full month in the newly finished space.

Documents:

[NORTHLAND IT RENTAL FEE MEMO.PDF](#)
[LETTER FROM NORTHLAND.PDF](#)
[NORTHLAND IT LEASE AGREEMENT.PDF](#)

6.7. UPDATE ON IEDC PLAN

Presented by Jonathan Rosenthal

RECOMMENDED ACTION

It is recommended City Council provides staff direction regarding implementation of the IEDC report recommendations.

Documents:

[CC MEMO - IEDC STUDY UPDATE\).PDF](#)
[DOWNTOWN WHITEPAPER TECHNICAL TEAM.PDF](#)
[DRIVING FOOT TRAFFIC COMMITTEE WHITE PAPER.PDF](#)
[ECONOMIC RECOVERY AND RESILIENCY STRATEGIES FOR THE CITY OF MINOT REPORT_2019.PDF](#)
[FINANCIAL TOOLBOX WHITEPAPER.PDF](#)
[GAPS IDENTIFIED BY IEDC COMMITTEE WHITE PAPERS - 2019.PDF](#)
[IEDC PRIORITIES BY STAFF 2019.PDF](#)
[IEDC PROGRESS SPREADSHEET- FEB. 2021.PDF](#)
[IEDC SUMMARY.PDF](#)
[IEDC TECHNICAL ASSISTANCE EXECUTIVE SUMMARY.PDF](#)
[METRICS FOR PEER CITIES.PDF](#)
[NEIGHBORHOOD ZONES.PDF](#)
[TALLY OF IEDC COMMITTEE PRIORITIES.PDF](#)
[A BRIEF REVIEW OF THE IEDC 2018 REPORT.PDF](#)
[AGENDA MAY 2021 IEDC STEERING COMMITTEE MTG.PDF](#)
[APPENDIX IV DOWNTOWN VACANT BUILDINGS MAP.PDF](#)
[CITY OF MINOT ECON. DEV. ACTIVITY RESPONSIBILITY CHART.PDF](#)
[DOWNTOWN MINOT STRATEGIC PLAN 2019.PDF](#)
[DOWNTOWN MINOT STRATEGIC PLAN REV 2021.PDF](#)
[DOWNTOWN OPPORTUNITY WHITEPAPER_2019.PDF](#)
[DOWNTOWN PRIVATE INVESTMENT WHITE PAPER .PDF](#)
[IEDC PRESENTATION.PDF](#)

7. PERSONAL APPEARANCES

8. MISCELLANEOUS AND DISCUSSION ITEMS

8.1. BUDGET Q & A

9. ADJOURNMENT