

City of Minot



Regular City Council Meeting

Monday, October 17, 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
4. CITY MANAGER REPORT

Documents:

[10172022 CITY MANAGER REPORT.PDF](#)
[MINOT NORTH DAKOTA UPDATE \(OCTOBER\) \(NO NAMES\).PDF](#)
[2022 -9 - SEPT BOD AGENDA.PDF](#)

5. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[10 \(OCT\) RECOMMENDATIONS 2022.PDF](#)

- 5.1. MAJOR SUBDIVISION PRELIMINARY PLAT: RIVERWOOD 3RD ADDITION

Presented by John Van Dyke

RECOMMENDED ACTION:

It is recommended City Council approve a major subdivision preliminary plat as provided in Attachment A in alignment with the Planning Commission recommendations.

Documents:

[ATTACHMENT A - PRELIMINARY PLAT - RIVERWOOD 3RD ADDITION.PDF](#)

6. CONSENT ITEMS

- 6.1. CITY COUNCIL MINUTES

It is recommended City Council approve the October 3, 2022 Special City Council meeting minutes and the October 3, 2022 Regular City Council meeting minutes.

Documents:

[10032022 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)
[10032022 COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

The following ordinances should be considered for second reading:

1. **Ordinance No 5777 - 2022 BA - 2022-23 Traffic Safety Grants**
2. **Ordinance No 5778 - 2022 BA - Fire Premium Tax Annual Payment**
3. **Ordinance No 5779 - 2022 BA - Airport SRE Plow**
4. **Ordinance No 5780 - 2022 BA - 4585 - Paving and Utility District 2021-1**

Documents:

[ORDINANCE NO 5777 - 2022 BA - 2022-23 TRAFFIC SAFETY GRANTS.PDF](#)
[ORDINANCE NO 5778 - 2022 BA - FIRE PREMIUM TAX ANNUAL PAYMENT.PDF](#)
[ORDINANCE NO 5779 - 2022 BA - AIRPORT SRE PLOW.PDF](#)
[ORDINANCE NO 5780 - 2022 BA - 4585 - PAVING AND UTILITY DISTRICT 2021-1.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 10172022.PDF](#)

6.4. MAYORAL APPOINTMENT

It is recommended City Council approve the following appointment of Dustin Offerdahl to replace Kelly Barnett on the Comprehensive Plan Steering Committee.

6.5. MAJOR SUBDIVISION FINAL PLAT: LENOX PARK 3RD ADDITION

Presented by John Van Dyke

RECOMMENDED ACTION:

It is recommended City Council approve a major subdivision final plat as provided in Attachment A to create Lenox Park 3rd Addition.

Documents:

[CC MEMO - LENOX PARK 3RD ADDITION.PDF](#)
[ATTACHMENT A - LENOX PARK 3RD ADDITION - FINAL PLAT.PDF](#)

6.6. VACATION OF ALLEYWAY - LENOX PARK 3RD ADDITION

Presented by John Van Dyke

RECOMMENDED ACTION

It is recommended that the City Council approve Resolution 3789 as provided in Attachment A.

Documents:

[CC MEMO -VACATION OF ALLEYWAY - LENOX PARK 3RD ADDITION.PDF](#)
[ATTACHMENT A - RESOLUTION NO. 3789.PDF](#)

6.7. APPLICATIONS FOR ABATEMENT OR REFUND OF TAXES - PARK PLACE MINOT, LLC

Presented by Damon Druse

RECOMMENDED ACTION

It is recommended the City Council partially approve the abatement request at \$1,067,000.00.

Documents:

[COUNCIL MEMO-PARK PLACE MINOT, LLC ABATEMENT.PDF](#)
[ABATEMENT LETTER TO HOME OWNER 09.26.2022.PDF](#)
[PARK PLACE MINOT LLC ABATEMENT FORMS. .PDF](#)
[2021 PROPERTY RECORD.PDF](#)
[2022 PROPERTY RECORD.PDF](#)

6.8. AUTHORIZE EXECUTION OF BIG M BUILDING FLEX PACE DOCUMENTS

Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended City Council authorize execution of Bank of North Dakota Flex PACE Documents for Big M Building redevelopment project.

Documents:

[CC MEMO - BIG M FLEX PACE BUY-DOWN AGREEMENT.PDF](#)
[BIG M MINOT LLC - PACE DOCUMENTS REVISED 9.15.2021 RS \(1\) \(003\).PDF](#)
[BIG M TIF DEVELOPMENT AGREEMENT \(EXECUTED COPY\).PDF](#)
[EXHIBIT C..PDF](#)

6.9. APPROVAL OF DEPOSIT PLACEMENT AGREEMENT WITH FIRST INTERNATIONAL BANK & TRUST

Presented by David Lakefield

RECOMMENDED ACTION

- 1. It is recommended City Council approve the Deposit Placement Agreement with First International Bank & Trust; and**
- 2. Authorize the Mayor, Finance Director, and City Treasurer to sign all documents.**

Documents:

[ICS MEMO.PDF](#)
[FIRST INTERNATIONAL.PDF](#)

6.10. AUTHORIZE A SEVEN MONTH TIME EXTENSION FOR COMPLETION OF FAÇADE IMPROVEMENTS

Presented by Jonathan Rosenthal:

RECOMMENDED ACTION:

It is recommended City Council approve a request from S-J One Eleven, LLC for a seven-month time extension for the completion of façade improvements.

Documents:

[CC MEMO - FI-2 EXTENSION.PDF](#)
[S-J ONE ELEVEN_FACADE IMPROVEMENT EXTENSION REQUEST.PDF](#)

6.11. LOW HEAD DAM REMEDIATION ENGINEERING CONTRACT(P# 4618.1) LITTLE ROOSEVELT DAM

Presented by Dan Jonasson

RECOMMENDED ACTION

It is recommended City Council approve the engineering agreement with Barr Engineering to begin design work for the low head dam remediation project at the Little Roosevelt Dam and authorize the Mayor to sign the contract.

Documents:

[4618.1 - MEMO TO COUNCIL - LOW HEAD DAM -LITTLE ROOSEVELT DAM.PDF](#)
[E-505 2020 PART 1 MAIN AGREEMENT MINOT-BARR.PDF](#)
[E-505 2020 PART 2 EXHIBITS TO MAIN AGREEMENT MINOT-BARR.PDF](#)
[E-505 2020 PART 3 TASK ORDER FORM MINOT-BARR.PDF](#)
[E-505 2020 PART 4 EXHIBITS TO TASK ORDER MINOT-BARR.PDF](#)
[PART 2 APPENDIX 1 COPY PRODUCTION RATE SCHEDULE_BARR 2022_US.PDF](#)
[PART 2 APPENDIX 1 RENTAL EQUIPMENT RATE SCHEDULE_BARR 2022_US.PDF](#)
[PART 2 APPENDIX 2 FEE SCHEDULE_BARR 2022_US.PDF](#)

6.12. AMENDMENT TO NORTH PRAIRIE WATER SERVICE AGREEMENT

Presented by Dan Jonasson

RECOMMENDED ACTION

It is recommended City Council approve the amendment to the North Prairie rural water service agreement and authorize the Mayor to sign

the amendment.

Documents:

[MEMO ON NPRW AMENDMENT TO WATER SERVICE AGREEMENT.PDF](#)
[DRAFT WATER TRANSMISSION CONTRACT 2022.PDF](#)
[NPRW AMMENDMENT.PDF](#)

6.13. TRAFFIC SIGNAL DISTRICT 2022-1 (4727)

Presented by Lance Meyer

RECOMMENDED ACTION

Recommend that Council pass the following resolutions:

1. **Create Traffic Signal District 2022-1;**
2. **Direct preparation of the Engineer's Report;**
3. **Approve the Engineer's Report;**
4. **Approve the request for Ackerman-Estvold to provide the necessary engineering services and authorize the Mayor to sign the contract on the City's behalf;**
5. **Approve the Resolution of Necessity and call a public hearing for November 21, 2022; and**
6. **Approve the Reimbursement Resolution.**

Documents:

[TRAFFIC SIGNAL DISTRICT 2022-1 CREATE.ENG.RESNEC MEMO.PDF](#)
[SIGNED PETITION 9.22.22.PDF](#)
[TRAFFIC SIGNAL DISTRICT 2022 1 ENGINEERS REPORT FINAL.PDF](#)
[RESOLUTION 3790 - CREATE DISTRICT 2022-1.PDF](#)
[RESOLUTION 3791 - PREPARE ENG REPORT 2022-1.PDF](#)
[RESOLUTION 3792 - APPROVE ENG REPORT 2022-1.PDF](#)
[RESOLUTION 3793 - RESOLUTION OF NECESSITY 2022-1.PDF](#)
[RESOLUTION 3794 - REIMBURSEMENT RESOLUTION 2022-1.PDF](#)

6.14. ANIMAL PERFORMANCE PERMIT – SCHEELS

Presented by John Klug, Chief of Police

RECOMMENDED ACTION

1. **It is recommended City Council approve the Animal Performance Permit for the dwarf goats at the Scheels Trunk or Treat event located at 2400 10th Street SW, Minot, ND; and**
2. **Authorize the Mayor to sign the event permit.**

Documents:

[MEMO FOR ANIMAL PERFORMANCE PERMIT \(10.31.22\).PDF](#)
[ANIMAL PERFORMANCE EVENT APPLICATION \(10.31.2022\).PDF](#)

6.15. ST. JOSEPH'S COMMUNITY FOUNDATION GRANT ACCEPTANCE

Presented by John Klug, Chief of Police

RECOMMENDED ACTION

1. **It is recommended City Council approve the acceptance of the St. Joseph's Community Foundation Grant;**
2. **Authorize the Mayor to sign the grant acceptance letter; and**
3. **Approve the budget amendment.**

Documents:

[ST JOSEPHS COMMUNITY FOUNDATION GRANT ACCEPTANCE.PDF](#)
[SJCHF LETTER OF ACCEPTANCE.PDF](#)
[SJCHF GRANT APPLICATION \(2022-2023\).PDF](#)
[64. 2022 BA - PD ST. JOSEPH GRANT.PDF](#)

- 6.16. OFFER RENEWAL OPTION OF LEASE TERMS TO AEROPORT HOBBY SHOPPE, DBA MINOT AVIATION, FOR LOT 1 BLOCK 1, MINOT INTERNATIONAL AIRPORT, SECOND ADDITION

Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

1. **It is recommended City Council approve renewal option of lease terms to Aeroport Hobby Shoppe, dba Minot Aviation, owned by Stewart Lucke and Eva Lucke; and**
2. **Authorize the Mayor to sign any applicable documentation.**

Documents:

[MEMO LUCKE LEASE RENEWAL.PDF](#)
[LUCKE LETTER AND OPTION.PDF](#)
[LEASE_BLOCK1LOT1_AEROPORT_HOBBY_SHOPPE-MINOT_AVIATION_20200121.PDF](#)
[RENEWAL_REQUEST_BLOCK1LOT1_AEROPORT_HOBBY_SHOPPE-MINOT_AVIATION_20211004.PDF](#)

7. ACTION ITEMS

- 7.1. 21ST AVENUE NW SIDEWALK 9TH ST TO LAKESIDE DRIVE

Presented by Lance Meyer

RECOMMENDED ACTION

There is no staff recommendation to the Council. Staff is awaiting direction from the Council on how to proceed.

Documents:

[21ST AVE NW SIDEWALK ENGINEERING REPORT MEMO.PDF](#)
[21ST AVE NW SIDEWALK ENGINEERING REPORT FINAL.PDF](#)

- 7.2. 30-YARD ROLL-OFF TANK

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve a budget amendment in the amount of \$8,000 from cash reserves to Landfill Capital Equipment.

Documents:

[ROLL OFF TANK BUDGET AMENDMENT.PDF](#)
[62. 2022 BA - LANDFILL ROLL OFF TANK.PDF](#)

8. PERSONAL APPEARANCES
9. MISCELLANEOUS AND DISCUSSION ITEMS
10. LIAISON REPORTS
11. ADJOURNMENT