

# City of Minot



Regular City Council Meeting

Monday, November 7, 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

Led by Randy McDonald, Veteran

3. MAYOR'S REPORT

3.1. "TOGETHER WITH VETERANS"

Randy McDonald will speak about the "Together with Veterans" program.

4. CITY MANAGER REPORT

Documents:

[11072022 CITY MANAGER REPORT.PDF](#)

[MINOT COMMISSION ON AGING BOARD OF DIRECTORS MEETING 9-16-2022.PDF](#)

[OCTOBER BOARD PACKET\\_CITY CONTRACT.PDF](#)

[SEPTEMBER BOARD PACKET\\_CITY CONTRACT.PDF](#)

5. CITY ATTORNEY REPORT

Documents:

[CITY ATTORNEY REPORT 2022-11 \(002\).PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

**It is recommended City Council approve the minutes of the October 17, 2022 Regular City Council meeting.**

Documents:

[10172022 COUNCIL MEETING MINUTES.PDF](#)

6.2. ORDINANCES

**The following ordinances should be considered on second reading:**

1. Ordinance No 5781 - 2022 BA - Landfill Roll Off Tank
2. Ordinance No 5782 - 2022 BA - PD St. Joseph Grant

Documents:

[ORDINANCE NO 5781 - 2022 BA - LANDFILL ROLL OFF TANK.PDF](#)  
[ORDINANCE NO 5782 - 2022 BA - PD ST. JOSEPH GRANT.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

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

Documents:

[ADMIN APPROVALS 11072022.PDF](#)

6.4. BILLS, TRANSFERS, AND PAYROLL

**It is recommended City Council approve the payroll for the period of September 25, 2022 through October 22, 2022 in the amount of \$2,138,588.22 and the bills and transfers for October in the amount of \$19,794,897.73.**

Documents:

[OCT PAYROLL.PDF](#)  
[OCT 2022 PCARDS.PDF](#)  
[OCTOBER 2022 CITY COUNCIL BILLS PAID.PDF](#)  
[OCT TRANSFERS.PDF](#)

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, 2023 through December 31, 2023.**

Documents:

[MEMO- ALCOHOLIC BEVERAGE LICENSE RENEWALS 11072022.PDF](#)

6.6. MAYORAL APPOINTMENTS

**It is recommended City Council approve the following Mayoral Appointments to the Planning Commission:**

1. **Annette Mennem to fulfill remainder of term held by Todd Wegenast – January 1, 2023 – December 31, 2026**
2. **Logan Longtin to fulfill remainder of term held by Charles DeMakis – January 1, 2023 – December 31, 2026**
3. **Serena Pontenila to fulfill remainder of term held by Kelly Barnett – Term expires December 31, 2022**
4. **Reappointment of Serena Pontenila – January 1, 2023 – December 31, 2027**
5. **Reappointment of Erin K. Iverson – January 1, 2023 – December 31, 2027**

6.7. MAYORAL APPOINTMENTS

**It is recommended City Council approve the following Mayoral Appointments:**

1. **Brandyn Hendrickson to fulfill remainder of term held by Karen Engle - Term to expire January 2026 for the Minot Housing Authority Board of Commissioners.**

**2. Terri Phillion to replace Connie Stauffer - Term to expire November 2027 for the Civil Service Commission.**

- 6.8. M & S CONCESSIONS FOR THE TRACKS ALCOHOL LICENSE EXTENSION  
Presented by Mikayla McWilliams

**RECOMMENDED ACTION**

**It is recommended City Council approve an extension to May 1, 2024 for M & S Concessions at the Tracks to begin operations with their alcohol license.**

Documents:

[MEMO OF EXTENSION FOR M AND S CONCESSION.PDF](#)  
[EXTENSION LETTER, FLOOR PLANS, AND RECEIPT OF PAYMENT.PDF](#)

- 6.9. RESOLUTION ADOPTING THE 2023 CITY COUNCIL AND PLANNING COMMISSION MEETING SCHEDULES

**It is recommended City Council adopt a resolution establishing the 2023 meeting schedule for the City Council and Planning Commission.**

Documents:

[RESOLUTION NO 3795.PDF](#)

- 6.10. APPROVE THE 2023 MAGIC FUND SCREENING COMMITTEE MEETING SCHEDULE

**It is recommended City Council approve the 2023 meeting schedule for the MAGIC Fund Screening Committee.**

Documents:

[2023 MEETING SCHEDULE.PDF](#)

- 6.11. MINOR SUBDIVISION PLAT: BOLTON HEIGHTS 13TH 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 Bolton Heights 13th Addition.**

Documents:

[CC MEMO - BOLTON HEIGHTS 13TH ADDITION.PDF](#)  
[ATTACHMENT A - BOLTON HEIGHTS 13TH ADDITION - MINOR PLAT.PDF](#)

- 6.12. MINOR SUBDIVISION PLAT: HACIENDA HILLS 13TH 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 Hacienda Hills 13th Addition.**

Documents:

[CC MEMO - HACIENDA HILLS 13TH ADDITION - MINOR PLAT.PDF](#)  
[ATTACHMENT A - HACIENDA HILLS 13TH ADDITION - MINOR PLAT.PDF](#)

- 6.13. MINOR SUBDIVISION PLAT: HOLBACH HOMESTEAD FIRST 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 Holbach Homestead First Addition.**

Documents:

[CC MEMO - HOLBACH HOMESTEAD FIRST ADDITION - MINOR PLAT.PDF](#)  
[ATTACHMENT A - HOLBACH HOMESTEAD FIRST ADDITION - MINOR PLAT.PDF](#)

- 6.14. MINOR SUBDIVISION PLAT: STRUBE 2ND 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 Strube 2nd Addition.**

Documents:

[CC MEMO - STRUBE 2ND ADDITION MINOR PLAT.PDF](#)  
[ATTACHMENT A - STRUBE 2ND ADDITION MINOR PLAT.PDF](#)

- 6.15. MINOR SUBDIVISION PLAT: RIDGEDALE INDUSTRIAL PARK 5TH 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 Ridgedale Industrial Park 5th Addition.**

Documents:

[CC MEMO - RIDGEDALE INDUSTRIAL PARK 5TH ADDITION - MINOR PLAT.PDF](#)  
[ATTACHMENT A - RIDGEDALE INDUSTRIAL PARK 5TH ADDITION - MINOR PLAT.PDF](#)

- 6.16. MINOR SUBDIVISION PLAT: HIGHLANDS AT NORTH HILL 4TH 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 Highlands at North Hill 4th Addition.**

Documents:

[CC MEMO - HIGHLANDS AT NORTH HILL 4TH ADDITION - MINOR PLAT.PDF](#)

6.17. MAJOR SUBDIVISION FINAL PLAT: RIVERWOOD 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 Riverwood 3rd Addition.**

Documents:

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

6.18. DEVELOPERS AGREEMENT - FIRST AMENDMENT - HIGHLANDS AT NORTH HILL

Presented by John Van Dyke

**RECOMMENDED ACTION:**

**It is recommended City Council approve the amended Development Agreement for Highlands at North Hill as provided in Attachment 2 and authorize the Mayor to sign the agreement.**

Documents:

[CC MEMO - HIGHLANDS AT NORTH HILL - AMENDED DEVELOPMENT AGREEMENT.PDF](#)  
[ATTACHMENT 1 - ORIGINAL DEVELOPMENT AGREEMENT.PDF](#)  
[ATTACHMENT 2 - AMENDED DEVELOPMENT AGREEMENT WITH ATTACHMENTS.PDF](#)  
[ATTACHMENT 3 - LETTER IN SUPPORT FROM PARKS DISTRICT.PDF](#)

6.19. AUTHORIZE A SIX MONTH TIME EXTENSION FOR COMPLETION OF FAÇADE IMPROVEMENTS

Presented by Jonathan Rosenthal

**RECOMMENDED ACTION**

**It is recommended City Council approve a request from Auslander, LLC for a time extension of six months for the completion of façade improvements by March 31, 2023.**

Documents:

[CC MEMO 11-2022 FI-1 EXTENSION FAÇADE PROGRAM.PDF](#)  
[REQUEST FOR EXTENSION FROM AUSLANDER LLC.PDF](#)

6.20. APPROVAL OF 2022 SNOW REMOVAL PLAN

Presented by Jason Sorenson

**RECOMMENDED ACTION**

**It is recommended City Council approve the 2022 Snow Removal Plan.**

Documents:

[MEMO TO COUNCIL - APPROVE SNOW PLAN.PDF](#)

- 6.21. SAND AWARD OF BID (PROJECT NUMBER 4229)  
Presented by Jason Sorenson

**RECOMMENDED ACTION**

**It is recommended City Council award the bid to Sundre Sand and Gravel, Inc. in the amount of \$14.48 per ton for washed sand for the upcoming winter season.**

Documents:

[4229 - MEMO TO COUNCIL - SAND AWARD.PDF](#)

- 6.22. 2023 WATER AND WASTEWATER CHEMICALS - AWARD OF BID (PROJECT NUMBER 4232)  
Presented by Jason Sorenson

**RECOMMENDED ACTION**

**It is recommended City Council award of bid to the following suppliers for water and wastewater treatment chemicals as follows:**

- **Carbon dioxide awarded to American Welding and Gas for \$250.00/ton**
- **Chlorine awarded to Thatcher Company for \$2300.00/ton**
- **Ammonium Sulfate to Hawkins Water Treatment Group for \$0.5805/lb**
- **Calcium Nitrate awarded to Thatcher Company for \$3.50/gallon**
- **Quicklime awarded to Graymont for \$202.00/ton**

Documents:

[4232 - MEMO TO COUNCIL - WTP CHEMICALS AWARD.PDF](#)

- 6.23. SOUTHWEST ELEVATED WATER TOWER – FINAL PAYMENT (PROJECT NUMBER 4405)  
Presented by Jason Sorenson

**RECOMMENDED ACTION**

**It is recommended City Council approve the final payment to Landmark Structures in the amount of \$99,430.99 for the SW Elevated Water Tower project.**

Documents:

[MEMO - 4405 - SW WATER TOWER - FINAL PAYMENT.PDF](#)  
[4405 SW TANK\\_PAY APP 20\\_FINAL.PDF](#)

- 6.24. RIVERS EDGE DRIVE - OUTFALL – FINAL PAYMENT (CITY PROJECT NO. 4593)  
Presented by Jason Sorenson

**RECOMMENDED ACTION**

**It is recommended City Council approve the final payment for the Rivers Edge Drive – Outfall Project to Wagner Construction, Inc. in the amount of \$144,358.26.**

Documents:

[4593 - RIVERS EDGE DRIVE OUTFALL - FINAL PAYMENT.PDF](#)  
[4593 - PAY ESTIMATE - FINAL SIGNED.PDF](#)

6.25. AWARD OF CASH RENT FARM LEASE

Presented by Jason Sorenson

**RECOMMENDED ACTION**

- 1. It is recommended City Council award the lease of surplus land around the Minot Landfill to Josh Sundsbak in the amount of \$75.00 per acre; and**
- 2. Authorize the Mayor to sign the lease on behalf of the City.**

Documents:

[CASH RENT MEMO.PDF](#)  
[EXHIBIT A.PDF](#)

6.26. 2021 SANITARY SEWER REHABILITATION – FINAL PAYMENT (CITY PROJECT NO. 4569)

Presented by Jason Sorenson

**RECOMMENDED ACTION**

**It is recommended City Council approve the final payment for the 2021 Sanitary Sewer Rehabilitation Project to S.J. Louis Construction, Inc. in the amount of \$38,851.22.**

Documents:

[4569 - 2021 SANITARY SEWER REHAB - FINAL PAYMENT.PDF](#)  
[4569 - PAY APP 4 - FINAL - SIGNED.PDF](#)

6.27. WATER/SEWER BACKHOE – AWARD OF BID (4730)

Presented by Jason Sorenson

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the bid from Butler Machinery Company in the amount of \$11,869.29 per year for a five-year lease for the backhoe;**
- 2. Authorize entering a lease with CAPFIRST Equipment Finance for the new backhoe lease; and**
- 3. Authorize the Mayor and Finance Director to sign the lease documents.**

Documents:

- 6.28. STATE ADA PARATRANSIT SERVICES AGREEMENT WITH SOURIS BASIN TRANSIT  
Presented by Dan Jonasson

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the agreement with Souris Basin Transit for Paratransit ADA services for 2023; and**
2. **Authorize the Public Works Director to sign the agreement with Souris Basin Transit.**

Documents:

[STATE ADA PARATRANSIT SERVICES AGREEMENT WITH SBT.PDF](#)  
[2023 SOURIS BASIN TRANSIT ADA TRANSIT AGREEMENT.PDF](#)

- 6.29. WATER TREATMENT PLANT LOW HEAD DAM REMEDIATION – AWARD OF BID (4618)  
Presented by Dan Jonasson

**RECOMMENDED ACTION**

1. **It is recommended City Council award the bid for the Water Treatment Plant Low Head Dam Remediation to the low bidder, Wagner Construction, Inc. in the amount of \$261,140; and**
2. **Authorize the Mayor to sign the contracts.**

Documents:

[4618 - MEMO TO COUNCIL - LOW HEAD DAM CONTRACT AWARD.PDF](#)  
[MINOT WTP LOW-HEAD BID REVIEW LETTER.PDF](#)

- 6.30. AMENDMENT TO INTERIM WATER SERVICE AGREEMENT WITH SWC FOR NAWS WATER DELIVERY  
Presented by Dan Jonasson

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the agreement with Department of Water Resources/State Water Commission for interim water services to additional entities; and**
2. **Authorize the Mayor to sign the agreement with DWR/SWC.**

Documents:

[2023 MEMO - AGREEMENT WITH SWC FOR INTERIM WATER AGREEMENT..PDF](#)  
[INTERIM WATER SUPPLY AGREEMENT.PDF](#)  
[EXHIBIT 1.PDF](#)  
[INTERIM WATER SUPPLY AGREEMENT AMENDMENT 2 CLEAN.PDF](#)

- 6.31. BUDGET AMENDMENT FOR PURCHASE OF REPLACEMENT GENFARE EQUIPMENT  
Presented by Dan Jonasson

**RECOMMENDED ACTION**



**It is recommended City Council approve the attached budget amendment to transfer \$15,000.00 from Public Transportation Vehicle Equipment Repair & Maintenance account 20566000-44320 to Public Transportation Capital Equipment Revenue & Expenditure account 42066000-57500 for the purchase of replacement computer equipment for the Genfare Electronic Farebox system.**

Documents:

[2022 BUDGET AMENDMENT FOR GENFARE COMPUTERS MEMO TO COUNCIL.PDF](#)  
[66. 2022 BA - TRANSIT GENFARE COMPUTER EQUIPMENT.PDF](#)

6.32. **ADVANCED TRAFFIC MANAGEMENT SYSTEM INTEGRATION WITH TRAFFIC TECHNOLOGY SERVICES, INC.**

Presented by Lance Meyer and Stephen Joersz

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the Supplier Disclosure Agreement with Traffic Technology Services, Inc.; and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[TTS COUNCIL MEMO.PDF](#)  
[A - PROJECT SUMMARY SHEET - MINOT, ND.PDF](#)  
[B - TTS SUPPLIER AGENCY DATA AUTHORIZATION AGREEMENT \(TTS\\_EXECUTED\).PDF](#)  
[C - TRAFFIC TECHNOLOGY SERVICES\\_CITY OF MINOT COI.PDF](#)

6.33. **FEDERAL HIGHWAY ADMINISTRATION SMART GRANTS PROGRAM APPLICATION**

Presented by Lance Meyer and Stephen Joersz

**RECOMMENDED ACTION**

**It is recommended City Council authorize city staff to submit the SMART Grants Program application on behalf of the City to the Federal Highway Administration.**

Documents:

[SMART GRANT COUNCIL MEMO.PDF](#)

6.34. **SIGNAL EQUIPMENT DONATION FROM THE CITY OF WEST FARGO**

Presented by Lance Meyer and Stephen Joersz

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve a Donation Agreement of Signal Equipment from the City of West Fargo, ND; and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[SIGNAL EQUIPMENT DONATION FROM THE CITY OF WEST FARGO MEMO.PDF](#)  
[PERSONAL PROPERTY DONATION AGREEMENT.PDF](#)

6.35. 2022 STREET IMPROVEMENT - CONTRACT 1 - FINAL PAYMENT (4623.1)

Presented by Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council approve the final payment of \$62,898.21 to be paid to Bechtold Paving, Inc.**

Documents:

[2022 STREET IMPROVEMENT - CONTRACT 1 - FINAL PAYMENT \(4623.1\).PDF](#)  
[4623.1 - APP FOR PAYMENT - 3 - FINAL - SIGNED.PDF](#)

6.36. 2022 SIDEWALK, CURB AND GUTTER REPLACEMENT - FINAL PAYMENT (4626)

Presented by Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council approve the final payment of \$75,683.23 to be paid to Ti-Zack Concrete, Inc.**

Documents:

[2022 SIDEWALK, CURB AND GUTTER REPLACEMENT - FINAL PAYMENT \(4626\).PDF](#)  
[4626 - APP FOR PAYMENT -3 FINAL SIGNED.PDF](#)

6.37. NEW CITY HALL FURNITURE

Presented by Lance Meyer and David Lakefield

**RECOMMENDED ACTION**

**It is recommended City Council approve the budget amendment to move revenue and expenditures from Capital Infrastructure to General Fund for the purchase of furniture for the new City Hall.**

Documents:

[MEMO.PDF](#)  
[67. 2022 BA - CITY HALL REHABILITATION \(CAP032\).PDF](#)

6.38. BURDICK EXPRESSWAY VIADUCT IMPROVEMENTS BID CONCURRENCE (4563)

Presented by Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council concur with the low bid submitted by Industrial Builders Inc.**

Documents:

- 6.39. PUPPY DOG COULEE BROADWAY CULVERT REPLACEMENT PE AGREEMENT (4749)  
Presented by Lance Meyer

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the agreement with the NDDOT; and**
2. **Authorize the Mayor to sign the agreement.**

Documents:

[PUPPY DOG COULEE BROADWAY CULVERT REPLACEMENT PE AGREEMENT  
MEMO.PDF](#)  
[PE AGREEMENT.PDF](#)

- 6.40. OFFER AMENDED CONTRACT RENEWAL FOR SNOW REMOVAL SERVICES AT THE MINOT  
INTERNATIONAL AIRPORT (MOT)  
Presented by Jennifer K. Eckman, Airport Director

**RECOMMENDED ACTION**

1. **It is recommended City Council approve renewal option of amended  
contract terms to Double L Loaderworks; and**
2. **Authorize the Mayor to sign any applicable documentation.**

Documents:

[MEMO DOUBLE L SNOW REMOVAL RENEWAL.PDF](#)  
[FIRST EXTENSION AND AMENDMENT - DOUBLE L LOADERWORKS\\_SIGNED.PDF](#)  
[SERVICESAGREEMENT\\_SNOWREMOVAL\\_DOUBLELLOADERWORKS\\_EXECUTED.PDF](#)

- 6.41. INTERCOM SYSTEM SUPPORT AGREEMENT  
Presented by Jennifer Eckman

**RECOMMENDED ACTION**

1. **It is recommended City Council approve the annual support agreement with  
Atlas IED for the Airport's intercom system; and**
2. **Authorize the Mayor to sign the agreement.**

Documents:

[MEMO ATLAS IED SUPPORT AGREEMENT 2022.PDF](#)  
[ATLAS IED AGREEMENT - 2022-2025.PDF](#)

- 6.42. FIRE ALARM MONITORING SYSTEM SUPPORT AGREEMENT WITH NEWVISION SECURITY,  
LLC  
Presented by Jennifer K. Eckman

#### **RECOMMENDED ACTION**

- 1. It is recommended City Council approve the annual support agreement with NewVision Security, LLC for the Airport's fire alarm monitoring system; and**
- 2. Authorize the Mayor to sign the agreement.**

Documents:

[AIRPORT CONTRACT\\_NEWVISION SECURITY.PDF](#)  
[MEMO NEWVISION SECURITY SYSTEM SUPPORT AGREEMENT.PDF](#)

#### **6.43. AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) UPDATED PROGRAM GOALS**

Presented by Jennifer K. Eckman, Airport Director

#### **RECOMMENDED ACTION**

- 1. It is recommended City Council approve the ACDBE updated program goals; and**
- 2. Authorize Jennifer K. Eckman, Airport Director, to sign applicable documentation.**

Documents:

[20221107 MEMO ACDBE UPDATED PROGRAM GOALS.PDF](#)  
[MOT UPDATED ACDBE GOALS 2022.PDF](#)

#### **6.44. APPROVE THE SALE OF GENERAL OBLIGATION TAX INCREMENT BONDS, SERIES 2022A**

Presented by David Lakefield

#### **RECOMMENDED ACTION**

**It is recommended City Council approve the sale of General Obligation Tax Increment Bond Series 2022A related to the M Building TIF project and authorize the Mayor to sign any necessary documents.**

Documents:

[BOND 2022A RESOLUTION MEMO.PDF](#)

#### **6.45. BRIDGEPAY CREDIT CARD PROCESSING CONTRACT**

Presented by David Lakefield

#### **RECOMMENDED ACTION**

- 1. It is recommended City Council approve the contact with BridgePay Network Solutions, for the required integration between Tyler and Paymentus for the required upgrade of Tyler cashiering, and**
- 2. Authorize the Finance Director to sign the agreement with BridgePay Network Solutions.**

Documents:

[MEMO FOR BRIDGEPAY CONTRACT.PDF](#)  
[GOVERNMENT PRODUCT AND SERVICES AGREEMENT 2021 11.PDF](#)  
[BP\\_TYLER\\_CHASE PAYMENTTECH SETUP FORM\\_EMV.PDF](#)

- 6.46. NDDDES 2022 STATE HOMELAND SECURITY GRANT (2022300005/FD0122)  
Presented by Kelli Kronschnabel

**RECOMMENDED ACTION**

- 1. It is recommended City Council authorize to accept the North Dakota Department of Emergency Services (NDDDES) FY 2022 State Homeland Security Grant and the Mayor to sign the award; and**
- 2. Approve the attached budget amendment of the 2022 annual budget to increase the general fund and capital equipment fund fire department revenues and expenditures for a State Homeland Security Grant.**

Documents:

[2022 SHSG MEMO.PDF](#)  
[2022 SHSP SPECIAL CONDITIONS.PDF](#)  
[MINOT-FIRE-DEPT-2022-STATE-HOMELAND-SECURITY-GRANT-PROGRAM-AWARD-DOCUMENTS-74688-65914.PDF](#)  
[69. 2022 BA - FY22 FIRE SHSG \(2022300005\).PDF](#)

- 6.47. MDU FINANCIAL DONATION  
Presented by Kelli Kronschnabel

**RECOMMENDED ACTION**

**It is recommended City Council amend the 2022 annual budget to increase fire control - operational supplies to go towards equipment for Station 5.**

Documents:

[FINANCIAL DONATION MEMO - FIRE DEPARTMENT.PDF](#)  
[68. 2022 BA - MDU DONATION.PDF](#)

- 6.48. FY 2022 STATE HOMELAND SECURITY GRANT PROGRAM (PD2022200006)  
Presented by Chief John Klug

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the FY 2022 State Homeland Security Grant Program application and acceptance of award; and**
- 2. Pass an ordinance on first reading to amend the 2023 annual budget for the award amount.**

Documents:

6.49. REQUEST TO USE ASSET FORFEITURE FUNDS TO PURCHASE DESKS FOR POLICE RECORDS

Presented by John Klug, Chief of Police

**RECOMMENDED ACTION**

- 1. It is recommended City Council approve the request to use asset forfeiture funds to purchase new desks for the Police Records Office; and**
- 2. Approve the amendment to the Police Department's budget.**

Documents:

MEMO - SIEZURE FUND EXPENDITURE REQUEST (11.7.2022) .PDF  
70. 2022 BA - PD DESK PURCHASE - FUNDED BY ASSET FORFEITURE.PDF  
UPLIFT DESK QUOTE.PDF

7. ACTION ITEMS

7.1. CONSIDER THE RECOMMENDATION OF THE MAGIC FUND SCREENING COMMITTEE

Presented by David Lakefield

**RECOMMENDED ACTION**

**Consider the recommendation of the Magic Fund Screening Committee:**

- 1. To approve the request from AGT Foods for a grant in the amount of \$269,230.71 for the local match for a PACE loan through BND for a new extrusion plant.**
- 2. To approve a request from Trinity Health in the amount of \$3,000,000 to support the purchase of equipment for the Emergency Room in the new hospital facility with modified requirements.**

Documents:

MEMO - MAGIC FUND RECOMMENDATION.PDF  
MAGIC FUND MEETING MINUTES.PDF  
MAGIC FUND APPLICATION - FINAL.PDF  
MINOT CHAMBER EDC\_MAGIC FUND MEMO\_UNITED PULSE\_101022.PDF  
UPT MACEDC CONFIRMATION OCT 2022.PDF  
ADD APPLICATION - EXTRUSION\_FINAL.PDF  
AGT FOODS USA 2020 REVIEWED FINANCIALS.PDF  
MAGIC FUND SCREENING COMMITTEE MEETING MINUTES 10-21-2022 .PDF  
AGT FOODS USA 2021 REVIEWED FINANCIALS.PDF  
TRINITY HEALTH MAGIC FUND APPLICATION \_09.13.22.PDF  
MINOT CHAMBER EDC\_MAGIC FUND MEMO\_TRINITY HEALTH\_101022.PDF  
MAGICFUNDSCREENINGCMTE\_PRESENTATION 2 (1)- TRINITY HEALTH.PDF  
EQUIPMENT LIST.PDF  
ITEM VI B - LITIGATION.PDF  
ITEM VIII A - 6.30.19 - TRINITY FINANCIAL STATEMENT 6-30-19.PDF  
ITEM VIII A - 6.30.20 - TRINITY HEALTH 6-30-2020 FINAL FINANCIAL STATEMENTS.PDF  
ITEM VIII A - 6.30.21 TRINITY 2021 FINANCIALS - FINAL.PDF  
ITEM VIII B - JANUARY FY22 COMBINED FINANCIALS.PDF  
ITEM VIII E - PROPOSAL NARRATIVE.PDF  
J ZIMMERMAN\_MAGIC FUND LETTER ABSTAIN FROM VOTE.PDF  
R SCHWAN\_MAGIC FUND LETTER ABSTAIN FROM VOTE.PDF  
BALANCE SHEET - SEPTEMBER 2022.PDF

7.2. AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF) TRUCK PROCUREMENT

Presented by Jennifer Eckman

**RECOMMENDED ACTION**

1. **It is recommended City Council accept the ARFF truck bids;**
2. **Authorize City staff to award the bid to lowest bidder, Rosenbauer Minnesota, LLC contingent on FAA approval of Buy American and submittal documentation;**
3. **Authorize Mayor, City Attorney, and the Airport Director to sign any necessary documents; and**
4. **Approve the budget amendment on first reading.**

Documents:

[MEMO - ARFF TRUCK.PDF](#)  
[MOT\\_ARFF TRUCK BID TAB.PDF](#)  
[ARFF TRUCK BID PROPOSAL - ROSENBAUER.PDF](#)  
[63. 2021 BA - AIRPORT ARFF TRAINING.PDF](#)

7.3. MINOT PARK DISTRICT SOUTH HILL COMPLEX UPGRADES

Presented by David Lakefield

**RECOMMENDED ACTION**

**It is recommended City Council approve the budget amendment on first reading to increase the Sales Tax Community Facilities/Flood Control expenditures for the Minot Park District South Hill Complex concessions, restrooms, & press box building updates.**

Documents:

[65. MPD SOUTH HILL SALES TAX PROJECT.PDF](#)  
[65. 2022 BA - PARK SOUTH HILL COMPLEX WORK.PDF](#)

7.4. CITY ATTORNEY HIRING RECOMMENDATION

Presented by Carrie Evans, Lisa Jundt, and Harold Stewart

**RECOMMENDED ACTION**

**It is recommended City Council approve the committee's recommendation and offer the City Attorney position to Stefanie Stalheim at a salary of \$135,741.00.**

Documents:

[CITY ATTORNEY MEMO FOR 11\\_07\\_22 AGENDA.PDF](#)  
[ANDREW SCHULTZ APPLICATION PACKET\\_REDACTED.PDF](#)  
[ASHLEI NEUFELD APPLICATION PACKET\\_REDACTED.PDF](#)  
[STEFANIE STALHEIM APPLICATION PACKET\\_REDACTED.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

## 9.1. THE RETAIL COACH PRESENTATION

Documents:

[MINOTND\\_PRESENTATION\\_11\\_22.PDF](#)

## 10. ADJOURNMENT