



Regular City Council Meeting

Tuesday, January 3, 2023 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:

[01032022 CITY MANAGER REPORT.PDF](#)
[MINOT COMMISSION ON AGING NOVEMBER 18 MEETING MINUTES.PDF](#)
[SNOW EVENTS 2022-2023 - DEC 22-2022.PDF](#)
[DECEMBER BOARD PACKET_CITY CONTRACT.PDF](#)

5. CITY ATTORNEY REPORT

Documents:

[2023-1.PDF](#)

6. PUBLIC HEARING

- 6.1. PUBLIC HEARING: TAX INCREMENT FINANCING DISTRICT #2022-2 (THE TRACKS, PHASE #1)

Presented by Brian Billingsley, Community & Economic Development Director

RECOMMENDED ACTION

1. **It is recommended City Council conduct a public hearing on (1) the proposed TIF District 2022-2 development or renewal plan and (2) the proposed TIF District 2022-2 Master Development Agreement;**
2. **Approve TIF District 2022-2 and authorize the Mayor to execute the related Resolution; and**
3. **Authorize the Mayor and necessary City staff to execute the Master Development Agreement and any related documents.**

Documents:

[CC MEMO - THE TRACKS TIF.PDF](#)
[MASTER DEVELOPMENT AGREEMENT - THE TRACKS V3 \(12.29.22\)
FINAL DRAFT.PDF](#)
[THE TRACKS TIF RESOLUTION, PHASE ONE.PDF](#)
[THE TRACKS - APPLICATION.PDF](#)
[OFFICIAL URBAN RENEWAL PLAN AND GENERAL DEVELOPMENT
PLAN.PDF](#)
[EPICTRACKSTIFPRESENTATION_221229_FINAL_REDUCED.PDF](#)

7. CONSENT ITEMS

7.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes from the December 19, 2022 Special City Council meeting and the December 19, 2022 Regular City Council meeting.

Documents:

[12192022 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)
[12192022 COUNCIL MEETING MINUTES.PDF](#)

7.2. ORDINANCES

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

1. **Ordinance No 5798 - 2022 BA - Gen to Capital FD Fire Battery Fan**
2. **Ordinance No 5799 - 2022 BA - Gen to Capital FD Treadmill**
3. **Ordinance No 5800 - Zoning Map Amendment - Kremer Addition**
4. **Ordinance No 5801 - Text Amendment - Fall Clean-up**

Documents:

[ORDINANCE NO 5798 - 2022 BA - GEN TO CAPITAL FD FIRE BATTERY
FAN.PDF](#)
[ORDINANCE NO 5799 - 2022 BA - GEN TO CAPITAL FD TREADMILL.PDF](#)
[ORDINANCE NO 5800 - ZONING MAP AMENDMENT - KREMER
ADDITION.PDF](#)
[ORDINANCE NO 5801 - TEXT AMENDMENT - FALL CLEAN-UP.PDF](#)

7.3. ADMINISTRATIVE APPROVALS

It is recommended City Council approve the Administrative Approvals.

Documents:

[ADMIN APPROVALS 01032023.PDF](#)

7.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended City Council approve the payroll for the period of November 20, 2022 through December 17, 2022 in the amount of \$2,134,649.58

and the bills and transfers for December in the amount of \$7,707,677.35.

Documents:

[PAYROLL.PDF](#)
[DECEMBER 2022 P CARDS.PDF](#)
[DECEMBER TRANSFERS AND ELECTRIC PAYMENTS.PDF](#)
[CITY COUNCIL BILLS PAID- DECEMBER 2022.PDF](#)

7.5. 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 01032023.PDF](#)

7.6. GAMING SITE AUTHORIZATION- BEULAH CONVENTION & VISITORS BUREAU

Presented by Mikayla McWilliams and Chief John Klug

RECOMMENDED ACTION

It is recommended the City Council approve the gaming site authorization for the Beulah Convention & Visitors Bureau to conduct gaming at the Uncle Maddio's Pizza (3310 16th St SW #100).

Documents:

[MEMO- GAMING SITE AUTHORIZATION- BEULAH CONV AND VISTORS BUREAU AND UNCLE MADDIOS.PDF](#)

7.7. GAMING SITE AUTHORIZATION- MINNDAK RMEF, INC.

Presented by Mikayla McWilliams and Chief John Klug

RECOMMENDED ACTION

It is recommended the City Council approve the gaming site authorization for the Minndak RMEF, Inc. to conduct a raffle at the Grand Hotel (1505 N Broadway).

Documents:

[MEMO- GAMING SITE AUTHORIZATION- MINNDAK RMEF AND GRAND HOTEL.PDF](#)

7.8. 2019 ROUND 2 STRUCTURE DEMOLITION FINAL PAYMENT (3755.13)

Presented by Harold Stewart, City Manager

RECOMMENDED ACTION:

It is recommended City Council approve the final payment to Dig It Up Backhoe Service, Inc. in the amount of \$5,582.00 for the 2019 Round 2 Structure Demolition project.

Documents:

[DIG IT UP DEMO FINAL PAYMENT MEMO \(3755.13\).PDF](#)
[5-31-22 DIG IT UP HOME DEMO RETAINAGE - 2019, ROUND 2.PDF](#)

- 7.9. 2019 ROUND 3 STRUCTURE DEMOLITION FINAL PAYMENT (3755.14)
Presented by Harold Stewart, City Manager

RECOMMENDED ACTION:

It is recommended City Council approve the final payment to Dig It Up Backhoe Service, Inc. in the amount of \$1,697.20 for the 2019 Round 3 Structure Demolition project.

Documents:

[DIG IT UP DEMO FINAL PAYMENT MEMO \(3755.14\).PDF](#)
[9-20-22 DIG IT UP HOME DEMO RETAINAGE - 2019, ROUND 3.PDF](#)

- 7.10. 2020 ROUND 1 STRUCTURE DEMOLITION FINAL PAYMENT (3755.16)
Presented by Harold Stewart, City Manager

RECOMMENDED ACTION:

It is recommended City Council approve the final payment to Dig It Up Backhoe Service, Inc. in the amount of \$2,113.50 for the 2020 Round 1 Structure Demolition project.

Documents:

[DIG IT UP DEMO FINAL PAYMENT MEMO \(3755.16\).PDF](#)
[9-20-22 DIG IT UP HOME DEMO RETAINAGE - 2020, ROUND 1.PDF](#)

- 7.11. 2021 ROUND 2 STRUCTURE DEMOLITION FINAL PAYMENT (3755.19)
Presented by Harold Stewart, City Manager

RECOMMENDED ACTION:

It is recommended City Council approve the final payment to Dig It Up Backhoe Service, Inc. in the amount of \$5,845.85 for the 2021 Round 2 Structure Demolition project.

Documents:

[DIG IT UP DEMO FINAL PAYMENT MEMO \(3755.19\).PDF](#)

- 7.12. ND HOUSING & FINANCE AGENCY SUB-RECIPIENT AGREEMENT AMENDMENT #3
Presented by Harold Stewart, City Manager

RECOMMENDED ACTION

It is recommended City Council approve the ND Housing & Finance Agency subrecipient agreement amendment #3 and authorize the Mayor to sign the agreement.

Documents:

[NDHFA AMENDMENT MEMO.PDF](#)
[NDHFA AMENDMENT 3.PDF](#)

- 7.13. REVISED 2023 FIRST DISTRICT HEALTH UNIT SERVICES AGREEMENT
Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council approve the revised 2023 First District Health Unit (FDHU) service agreement and authorize the Mayor, Finance Director, and City Clerk to sign the agreement.

Documents:

[FDHU SERVICE AGREEMENT MEMO.PDF](#)
[REVISED FDHU AGREEMENT.PDF](#)

- 7.14. 4628 - 2022 PAVEMENT MARKINGS – FINAL PAYMENT
Presented by Stephen Joersz and Lance Meyer

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$149,755.36 to be paid to West River Striping Company.

Documents:

[4628 - 2022 PAVEMENT MARKINGS FINAL PAY MEMO.PDF](#)
[4628 - FINAL PAYMENT APP AND CHANGE ORDER - REVISED 12.16.22 - SIGNED.PDF](#)

- 7.15. BEL AIR AND WASHINGTON ELEMENTARY SAFE ROUTES TO SCHOOL COST PARTICIPATION AND MAINTENANCE AGREEMENT (4577)
Presented by Lance Meyer

RECOMMENDED ACTION

1. **It is recommended City Council approve the Cost Participation and Maintenance Agreement for Bel Air Safe Routes to School Project;**
2. **Approve the Cost Participation and Maintenance Agreement for Washington Safe Routes to School Project; and**
3. **Authorize the Mayor to sign both agreements.**

Documents:

[4577 - BEL AIR AND WASHINGTON SAFE ROUTES TO SCHOOL CPM AGREEMENT MEMO.PDF](#)
[BEL AIR CPM.PDF](#)
[WASHINGTON CPM.PDF](#)
[TAU-4-989\(126\) AND TAU-4-989\(127\)_FINAL COST ESTIMATE.PDF](#)

- 7.16. LANDFILL CELL 7 - APPROVE PLANS AND SPECS (PROJECT NUMBER 4241.1)
Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the plans and specifications for Cell 7 at the Minot Landfill and authorize a call for bids.

Documents:

[4241.1 - LANDFILL CELL 7 - APPROVE PLANS AND SPECS.PDF](#)

- 7.17. LITTLE ROOSEVELT LOW HEAD DAM REMEDIATION – ACCEPTANCE OF STATE WATER COMMISSION GRANT (PROJECT #4618.1)
Presented by Jason Sorenson

RECOMMENDED ACTION

1. **It is recommended City Council approve to accept the funding awarding by the State Water Commission (SWC) for the low head dam remediation engineering and**
2. **Authorize the Mayor to sign the grant agreement.**

Documents:

[4618.1 - MEMO TO COUNCIL - ACCEPT SWC GRANT.PDF](#)
[SWC MEMO LITTLE ROOSEVELT DAM\[3\].PDF](#)

- 7.18. FAA FY 2022 AIP SUPPLEMENTAL DISCRETIONARY GRANTS – STORMWATER IMPROVEMENTS
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

1. **It is recommended City Council approve the application of the FY 2022 Airport Improvement Program Supplemental Discretionary Grants from the FAA; and**
2. **Authorize the Mayor, City Attorney, and Airport Director to sign necessary documents for the application.**

Documents:

[20230103 MEMO FAA SUPPLEMENTAL APPLICATION.PDF](#)
[FR DOC. 2022-28285 FY22 NOFO SUPPLEMENTAL DISCRETIONARY GRANTS.PDF](#)

7.19. CONTRACT FOR TAXIWAY B2 RECONSTRUCTION

Presented by Jennifer Eckman

RECOMMENDED ACTION

1. **It is recommended City Council approve the Taxiway B2 Reconstruction design to be conducted by Short Elliott Hendrickson Inc. (SEH);**
2. **Approve the proposed ordinance on first reading; and**
3. **Authorize the Mayor to sign the agreement.**

Documents:

[2023-01-03 MEMO ENGINEERING DESIGN - SEH - TXY B2.PDF](#)
[MOT_TXY B2 RECON_DESIGN PROPOSAL_REVISED.PDF](#)

8. ACTION ITEMS

- 8.1. 2020 & 2021 ABATEMENT REQUEST BY STONEHAVEN DEVELOPMENT, LLC & 55TH CROSSING, INC FOR 733 VACANT LOT PARCELS IN NUMEROUS 55TH CROSSING ADDITIONS

Presented by Damon Druse

RECOMMENDED ACTION

The City Assessor's Office recommends denial of the abatement request for Residential and Commercial zoned lots.

Documents:

[COUNCIL MEMO FOR 55TH CROSSING LOTS 2020 AND 2021.PDF](#)
[MAP SHOWING LOCATION OF ABATEMENTS AND UTILITES.PDF](#)
[MAP OF 55TH CROSSING ADDITIONS 2020 AND 2021 ASSESSMENTS.PDF](#)
[SPREADSHEET OF 2020 AND 2021 ASSESSMENTS AND REQUESTED VALUES.PDF](#)
[55TH CROSSING PROPERTY RECORD CARDS 2020 AND 2021.PDF](#)
[MAP OF 2019 AND 2020 COMPARABLE MARKET DATA.PDF](#)
[STONEHAVEN LISTING BROCHURE.PDF](#)
[55TH CROSSING 2ND ADDN-PLAT.PDF](#)

55TH CROSSING 3RD ADDN-PLAT.PDF
55TH CROSSING 4TH ADDN-PLAT.PDF
55TH CROSSING 5TH ADDN-PLAT.PDF
55TH CROSSING 7TH ADDN-PLAT.PDF
55TH CROSSING ADDN-PLAT.PDF
ABATEMENT DOCUMENTS.PDF

8.2. APPROVAL OF MAGIC FUND GRANT FOR UNITED PULSE TRADING, INC.

Presented by David Lakefield

RECOMMENDED ACTION

1. **It is recommended City Council approve the Magic Fund request from United Pulse Trading, Inc.;**
2. **Approve the Development Agreement with United Pulse Trading, Inc.;**
3. **Approve the budget amendment on first reading; and**
4. **Authorize the Mayor and Finance Director to sign the necessary documents including the BND Pace/Flex Pace agreements.**

Documents:

MEMO MAGIC FUND AGT FOODS.PDF
UNITED PULSE TRADING_BIA_DRAFT_SS (002).PDF
5. 2023 BA - UNITED PULSE TRADING (AGT FOODS) MAGIC FUND.PDF
UNITED PULSE TRADING INC - LOAN 1 - PACE DOCUMENTS.PDF
UNITED PULSE TRADING INC - LOAN 2 - PACE DOCUMENTS.PDF
INTEREST BUYDOWN AGREEMENT-ADD BUYDOWN.PDF
INTEREST BUYDOWN AGREEMENT-ADD BUYDOWN (1).PDF

8.3. 2023 STREETLIGHT IMPROVEMENT COST PARTICIPATION AND MAINTENANCE AGREEMENT (4706)

Presented by Stephen Joersz, Traffic Engineer

RECOMMENDED ACTION

1. **It is recommended City Council approve the Cost Participation and Maintenance Agreement for 2023 Streetlight Improvement Project;**
2. **Authorize the Mayor to sign the agreement; and**
3. **Approve the proposed budget amendment on first reading.**

Documents:

2023 STREETLIGHT IMPROVEMENT MEMO.PDF
A - 2023 STREET LIGHT IMPROVEMENT_11.28.2022 1.PDF
B - CPM AGREEMENT.PDF
C - 4706 - COST ESTIMATE 11.28.2022.PDF
4. 2023 BA - STREETLIGHT IMPROVEMENT COST PARTICIPATION- CASH RESERVES.PDF

8.4. NW AREA WATERMAIN REPLACEMENT – BID AWARD (4656)

Presented by Jason Sorenson

RECOMMENDED ACTION

1. **It is recommended City Council award the bid for the NW Area Watermain Replacement Project to Wagner Construction for the lowest bid of \$3,793,297.50;**
2. **Authorize the Mayor to sign the contract for the project; and**
3. **Approve a budget amendment to allocate the funds for the project in 2023.**

Documents:

[4656 - NW AREA WATERMAIN REPLACEMENT - AWARD OF BID.PDF](#)
[3. 2023 BA - NW MINOT WATER REPLACEMENT.PDF](#)

9. PERSONAL APPEARANCES
10. MISCELLANEOUS AND DISCUSSION ITEMS
11. ADJOURNMENT