



Regular City Council Meeting

Monday, July 15, 2024, at 5:30 PM

City Council Chambers, City Hall (10 3rd 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. REPORTS
 - 4.1. CITY MANAGER'S REPORT
5. PLANNING COMMISSION
 - 5.1. JULY 2024 PLANNING COMMISSION MEETING MINUTES
 - 5.2. PUBLIC HEARING: ZONING MAP AMENDMENT - THOMPSON'S FIFTH ADDITION

Public hearing request by Scott Louser, representing Henslayer, LLC, owner for a request of a zone change for a "C2" General Commercial District lot to a "RH" High Density Residential district. The legal description for the property is Lots 13, 14 & Sublot A of Lot 15 of Thompson's Fifth Addition, East ½ Section 35, Township 155 north, Range 83 west, County of Ward, North Dakota.

Subject property address is 3205 4th Street SW

RECOMMENDED ACTION

It is recommended City Council approve the Zoning Map Amendment on first reading based on the recommendation of the Planning Commission.

6. PUBLIC HEARING
 - 6.1. RENAISSANCE ZONE FINAL APPROVAL: CASE NO. M-102 - 108 MAIN STREET S.

RECOMMENDED ACTION

It is recommended City Council approve the request and authorize staff to submit the application to the State of North Dakota for Final Approval.

6.2. RENAISSANCE ZONE CONDITIONAL APPROVAL: CASE NO. M-106 - 110 4TH AVE. NW

RECOMMENDED ACTION

It is recommended City Council approve the request and authorize staff to submit the application to the State of North Dakota for Conditional Approval.

6.3. SPECIAL USE PERMIT FOR ADDITIONAL ANIMALS REQUESTED

RECOMMENDED ACTION

It is recommended City Council approve the Special Use Permit and allow three additional animals at 801 11th Avenue Southeast.

7. CONSENT ITEMS

7.1. CITY COUNCIL MEETING MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the July 1, 2024 Special City Council meeting and the July 1, 2024 Regular City Council meeting.

7.2. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

It is recommended City Council ratify the following administratively approved requests:

- 1. Special Event Permit for Atypical Brewery & Barrelworks (510 E Central Ave).**
- 2. Two Special Event Permits for the Blue Rider (118 1st Ave SE).**
- 3. Two Special Event Permits for Sports on Tap (220 S Broadway).**
- 4. Special Event Permit for The Ranger Lounge (1218 S Broadway).**
- 5. Special Event Permit for the 19th Hole (2400 14th Ave SW).**
- 6. Two Special Event Permits for Saul's (105 1st St SE Basement).**
- 7. Throttle n Gears to conduct a raffle on July 8, 2024 at Corbett Field (1124 E Burdick Exwy).**
- 8. Dance Team Boosters of Minot to conduct a calendar raffle and raffle boards during September 9, 2024 through December 23, 2024 at Minot High School (1100 11th Ave SW).**
- 9. Project Bee to conduct a raffle on July 4, 2024 at Corbett Field (1124 E Burdick Exwy).**
- 10. The Difference - A - Holistic Approach to conduct a raffle on**

August 10, 2024 at Corbett Field (1124 E Burdick Exwy).

- 11. Minot Social Club for Exceptional Persons, 2nd Story to conduct a calendar raffle in August 2024 at 2nd Story Social Club (13 1st Ave SW).**
- 12. Souris Valley United Way to conduct a raffle on July 18, 2024 at Minot Country Club (1912 Valley Bluffs Dr).**
- 13. Hardy Family Benefit to conduct a raffle on August 11, 2024 at the Moose Lodge (400 9th St SW).**
- 14. Ronald McDonald House Charities Bismarck to conduct a raffle on June 28, 2024 at Corbett Field (1124 E Burdick Exwy).**
- 15. 705 MUNS Rising Five to conduct a raffle on June 31, 2024 at Starbucks (1780 22nd Ave SW).**

7.3. BONES BBQ TRANSFER OF ALCOHOL LICENSE PREMISES

RECOMMENDED ACTION

It is recommended City Council approve the transfer of alcohol premises for license BL23-0491 for Bones BBQ to 437 N Broadway, Minot, ND contingent on the final inspections, certificate of occupancy, and approval of Chief John Klug.

7.4. GAMING SITE AUTHORIZATION - BISHOP RYAN CATHOLIC SCHOOL

RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for Bishop Ryan Catholic Schools to conduct games of chance during the licensing year of July 15, 2024, through June 30, 2025, at Bones BBQ Smokehouse & Grill located at 437 N Broadway, contingent on the issuance of a certificate of occupancy for the building.

7.5. GAMING SITE AUTHORIZATION AMENDMENTS

RECOMMENDED ACTION

It is recommended City Council approve the amendment to add calcuttas to the gaming site authorizations for July 1, 2024, through June 30, 2025, at the following locations with the following organizations:

- MSU Beaver Boosters, Inc. - Sports on Tap (220 S Broadway)**
- Minot Junior Golf Association, Inc. - Capri (2030 Burdick Exwy E)**
- Minot Junior Golf Association, Inc. - Lucky Strike (1901 N Broadway)**

7.6. BID FOR 2-TON PICKUPS (X2) WITH DUMP BEDS (4848)

RECOMMENDED ACTION

It is recommended City Council approve the bid from Nelson Auto Center for the two 2-ton (7.3L gas) trucks with dump beds in the amount of \$73,801 per vehicle (\$147,602.00 total).

7.7. LEASE AMENDMENT L3HARRIS TECHNOLOGIES, INC

RECOMMENDED ACTION

It is recommended City Council approve the first amendment to the lease between Minot International Airport and L3Harris Technologies, Inc., and authorize the Mayor to sign applicable documentation.

7.8. ACCEPTANCE OF MINOT COMMUNITY ENDOWMENT FUND GRANT FOR POLICE WELLNESS K9 PROGRAM

RECOMMENDED ACTION

- 1. It is recommended City Council approve the application and acceptance of the \$7,500 Minot Area Community Endowment Fund grant;**
- 2. Authorize the Mayor to sign the grant acceptance; and**
- 3. Approve the proposed ordinance for the Minot Area Community Endowment Fund grant on first reading.**

7.9. ASSIGNMENT OF LEASE FROM SHAWN HUIZENGA TO M20K, LLC FOR HANGAR S6 SOUTHSIDE FIRST ADDITION LOT 1

RECOMMENDED ACTION

It is recommended City Council approve the consent to assign lease to M20K LLC from Shawn Huizenga, and authorize the Mayor to sign consent to assign lease.

7.10. SECOND AMENDMENT TO THE GRANT FUNDING AGREEMENT BETWEEN THE CITY OF MINOT AND SOURIS BASIN PLANNING COUNCIL

RECOMMENDED ACTION

It is recommended City Council approve the Second Amendment to the Grant Funding Agreement Between the City of Minot and Souris Basin Planning Council and authorize the Mayor to sign the agreement.

7.11. STREETLIGHT DISTRICT 65 - FINAL PAYMENT (4808)

RECOMMENDED ACTION

It is recommended City Council approve the final payment to Main Electric Construction in the amount of \$54,044.58.

8. ACTION ITEMS

8.1. CITY OF MINOT V. LOYAL ORDER OF THE MOOSE MINOT LODGE #822 (EMINENT DOMAIN) SETTLEMENT

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor and City Staff to execute the attached Settlement Agreement and Purchase Agreement (settlement documents) and take all steps necessary to complete the terms of the agreements, including payment in the sum of \$314,775.83 for property acquisition, just compensation, damages, and payment in the sum of \$22,700.00 for attorneys' fees and costs.

8.2. TAXIWAY C REHABILITATION - BID AWARD, CONTRACTS, AND GRANTS (AIP 3-38-0037-073-2024)

RECOMMENDED ACTION

- 1. It is recommended City Council accept bids for the Taxiway C Rehabilitation, award the contract to Strata Corporation for the Base Bid and alternate 1 in the amount of \$5,771,753.00 contingent on federal and state grants;**
- 2. Approve the Taxiway C and C3 Rehabilitation and Edge Lighting Replacement construction administration to be conducted by Short Elliott Hendrickson Inc. (SEH) in the amount of \$599,200 contingent on federal and state grants;**
- 3. Approve the proposed budget amendment on first reading;**
- 4. Authorize Mayor to sign the agreements and other related documentation; and**
- 5. Authorize the Mayor, City Attorney, and the Airport Director to apply for, accept and sign grant awards and other related documents as appropriate.**

8.3. PURCHASE OF PROPERTY (LOT 5 KEMPER ADDITION) - FLOOD CONTROL ACQUISITION

RECOMMENDED ACTION

- 1. It is recommended City Council approve the purchase price of \$920,000 for Kemper Addition Lot 5;**
- 2. Authorize the Mayor to sign the purchase agreement and closing documents;**
- 3. Approve a budget amendment to allocate funds for this purchase from sales tax infrastructure; and**
- 4. Authorize earnest money in the amount of \$9,200 being issued**

prior to second reading of the budget amendment.

8.4. CITY COUNCIL DIRECTION ON RFP FOR BROADWAY CIRCLE

RECOMMENDED ACTION

It is recommended City Council direct staff on how to advertise the Request for Proposals (RFP) for the Broadway Circle Project and authorize staff to proceed with advertisement and solicitation through an RFP.

8.5. NAWS BIOTA PLANT OPERATIONS AND MAINTENANCE - BUDGET AMENDMENT

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment to allocate funds in 2024 to hire and train water plant staff. Funding will come from the NAWS Biota Plant fund and will be reimbursed once the funding agreement with Reclamation is finalized.

8.6. ORDINACE UPDATE - CHAPTER 6 - PAWN AND SECONDHAND

RECOMMENDED ACTION

It is recommended City Council approve the ordinance repealing and reenacting Chapter 18, Article III, Division 6 (Pawnbrokers, Secondhand Dealers, Scrap Dealers, and Dealers in Precious Metals and Precious Gems).

8.7. MEN'S WINTER REFUGE LEASE RENEWAL

RECOMMENDED ACTION

It is recommended City Council approve the renewal of the lease between the City of Minot and Men's Winter Refuge and authorize the Mayor to sign.

9. PERSONAL APPEARANCES

10. MISCELLANEOUS AND DISCUSSION ITEMS

10.1. MINOT DOWNTOWN BUSINESS AND PROFESSIONAL ASSOCIATION - CHAD WRIGHT

10.2. MACEDC BIANNUAL PRESENTATION

10.3. OPIOID TASK FORCE PLAN

10.4. CITY MANAGER'S PRESENTATION OF THE 2025 BUDGET

11. LIAISON REPORTS

12. ADJOURNMENT



TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: July 15, 2024

City Manager:

The week of July 8th was Employee Appreciation Week for City staff. Each day had a theme and appreciation activities organized by the Employee Recognition Committee. The main recognition event was a picnic on Thursday which was open to the public to join and included recognition of the five-year incremental work anniversaries of several employees. Of particular note was the recognition of 4 employees with 20 years of service, 3 with 25 years of service, and one with 35 years serving the community. Attached is a list of the employees recognized. A special thank you to the Employee Recognition Committee for their continued hard work in helping show our appreciation to our phenomenal staff, and to Maria Romanick who has served as the Chair of the committee since its inception two years ago. Jesse Hoffart is replacing Maria as the Committee Chair this month and will continue the great leadership of the committee.

The Council and management team had a very productive retreat last week in the Council Chambers. The City Vision and Aspirations were updated and strategic priorities identified to guide staff and the organization for the next couple of years. Thank you to all for the time and participation in the retreat.

Meetings attended included: Monthly Community Leader Economic Development Coordination meeting; project coordination meeting with MACEDC; Opioid Task Force meeting; meeting with Council President Jantzer to begin preparation of the Council President Recommended Budget; and various staff, project, and communication meetings.

**Public Works
Utilities Director, Jason Sorenson**

PUBLIC WORKS ADMIN:

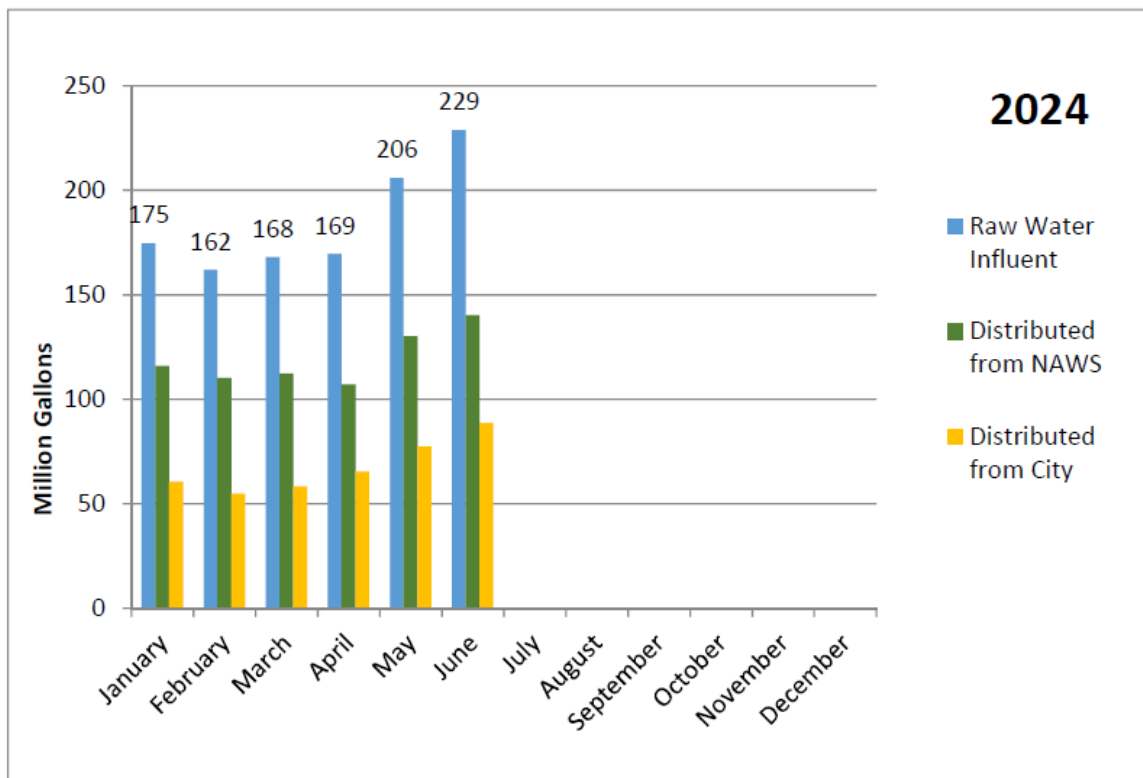
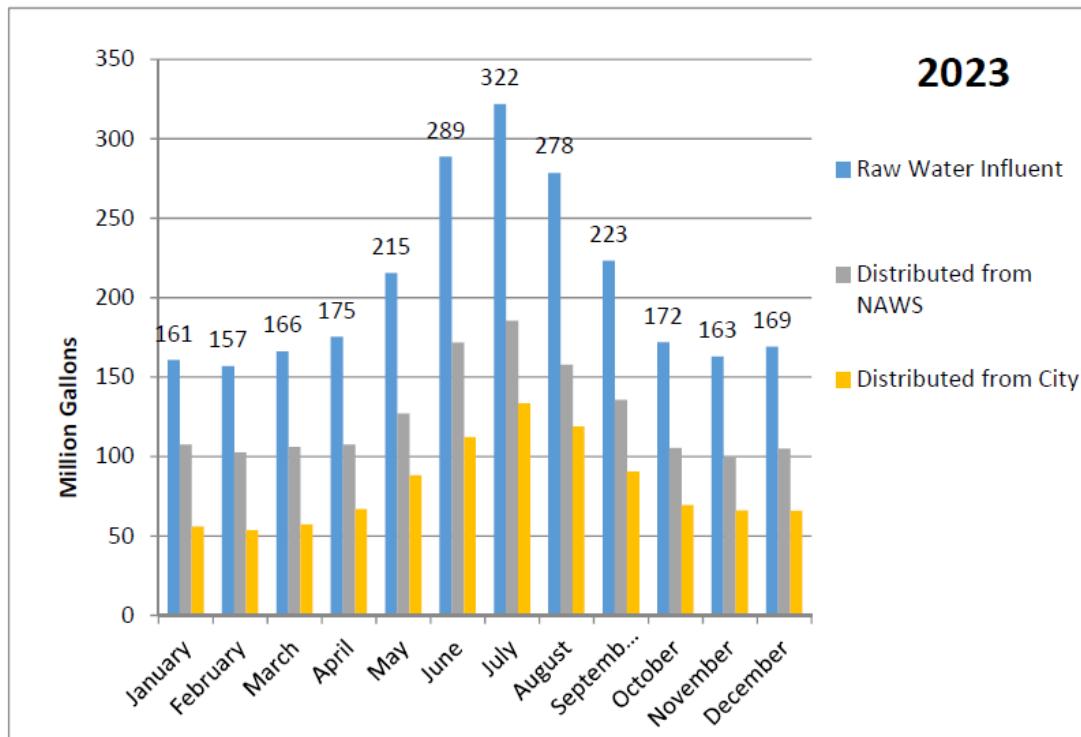
2024 construction season is in full swing. Multiple projects have kicked off including watermain replacement, sewer rehab, multiple storm sewer improvements, and ongoing flood control projects.

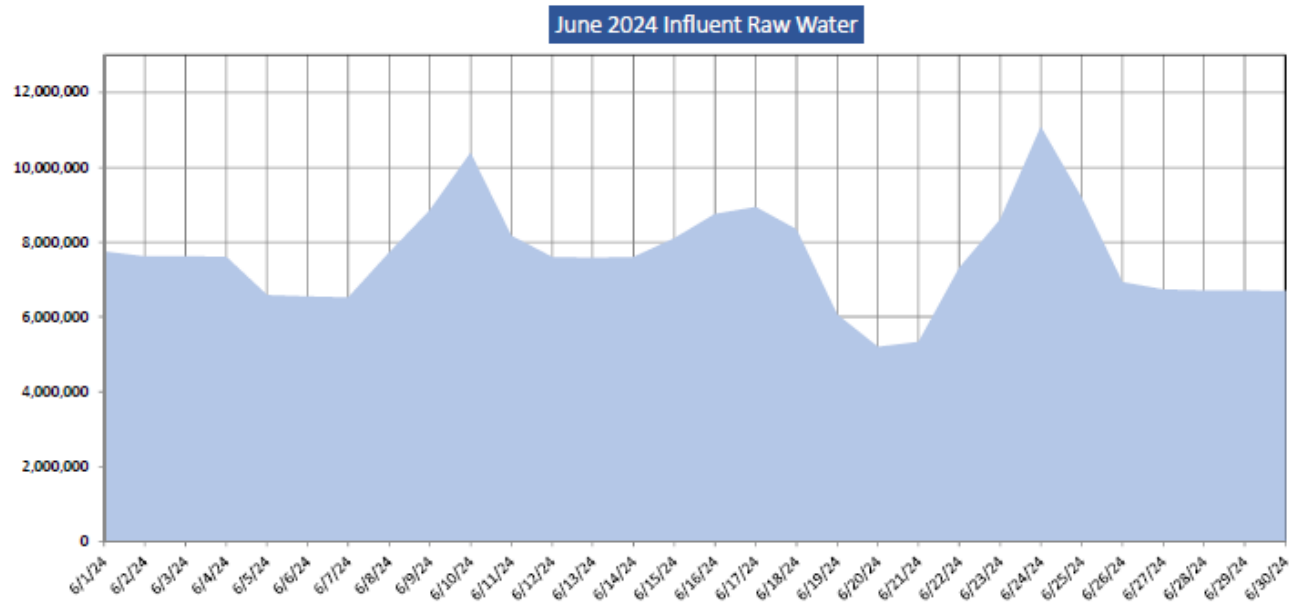
Discussion continues between City, DWR and DEQ on how Biota and Minot Water Plant will operate together and how compliance will be achieved and where.

The Utilities Director attended the weekly design and construction meeting for the various phases of flood control and NAWS that are under design and construction and provide input for the overall design and operation and long-term maintenance.

Water Treatment Department:

Water Use Comparison to previous year.





Monthly Water Report For June 2024

River Water Treated	0 gallons
Well Water Treated	228,796,000 gallons
Recycle Water	8,048,000 gallons
Facility Water	7,195,000 gallons
Total Water Treated	244,039,000 gallons
Pumped to City	88,616,000 gallons
Pumped to NAWS	140,192,000 gallons
Pumped Total	228,808,000 gallons

AMMONIUM SULFATE	6,425 pounds
CARBON DIOXIDE	102,947 pounds
CHLORINE	21,746 pounds
COAGULANT	12,793 gallons
FLOURIDE	9,623 gallons
LIME RECEIVED	852,481 pounds
PHOSPHATE	5,303 pounds

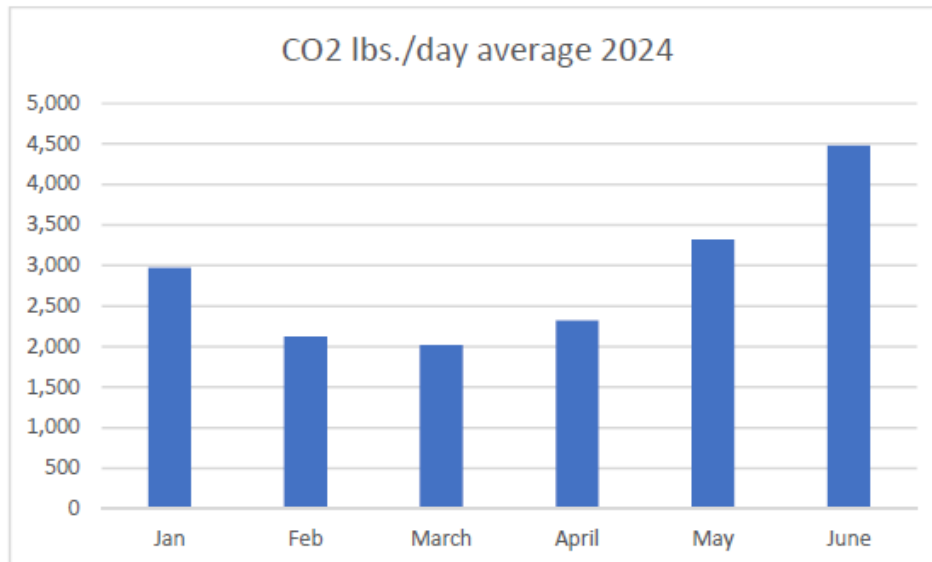
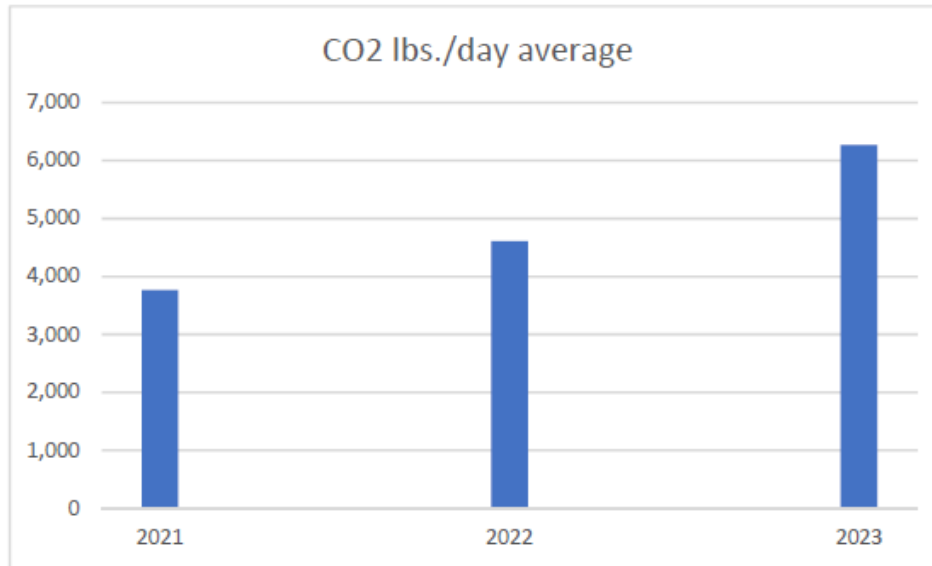
Waste Sludge	184 loads
	1911.20 tons

Bacteria Samples Taken 50 total

Finish Water Turbidity 0.076 NTU

WELL FIELD INFORMATION			
WELL #	Hours Run	Gallons per Minute	Gallons Pumped
5	236.0	1250	17,700,000
6	493.7	960	28,437,000
8	0.0		0
11	511.7	300	9,211,000
12A&12B	49.3	190	562,000
13	0.0		0
14	368.6	890	19,683,000
15	0.0		0
16	140.5	290	2,445,000
A	720.0	590	25,488,000
B	713.9	590	25,272,000
C	52.4	1640	5,156,000
D	326.4	1580	30,943,000
E	0.0		0
F	327.0	2300	45,126,000
			210,023,000

City of Minot



Water & Sewer Department:

CITY OF MINOT

2024 Water & Sewer Monthly Report/Task vs. Objectives

TASK	OBJECTIVE	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	TOTALS
Meetings		14	21	23	23	24	24							129
Service Calls	6,750	597	694	658	844	608	574							3,975
Inspections	150					22								22
After hours Calls (Foremen)		30	7	17	12	14	10							90
Lab Tests	6,500	101	100	125	400	501	700							1,927
Meters														
Install New Meters	100	6	9	5	6	16	12							54
Meter Changes	100	28	16	36	14	13	17							124
Delinquent Water Accounts		206	99	173	189	94	75							836
MXU Installations	100	17	13	8	14	19	10							81
Locates: water/sewer/storm	4,000	111	74	107	900	501	801							2,494
Hydrants														
Hydrant Inspections	1,150	0	0	0	0	120	78							198
Flow Hydrants(for sewer lines)		50	78	87	88	76	105							484
Install Hydrants	15	0	0	0	0	0	1							1
Hydrant Repair	180	4	2	3	6	4	3							22
Hydrant Flow Testing		0	0	0	1	3	1							5
Hydrant Meter Set		0	0	0	17	7	0							24
Hydrants Painted		0	0	0	0	15	25							40
Water														
Curb Stop Maintenance	40	5	5	6	10	5	10							41
Curb Box (riser repair)	100	4	6	8	123	10	18							169
GV exercising/inspections	2,000	0	10	65	45	48	41							209
Gate Valve Maintenance	24	0	1	0	3	3	2							9
Gate Valve (riser repair)	50	0	1	6	8	7	5							27
Gate Valves ON/OFF		10	23	19	46	16	41							155
Repair Water Main Breaks	40	3	2	2	1	0	3							11
Service Taps		0	0	0	0	2	2							4
Service Leaks		1	0	3	3	1	0							8
Hydrastopping	1	0	0	0	0	0	0							0
Haul Clay/dirt/gravel/snow	Days	0	0	6	5	2	1							14
PRV Maintenance	5	0	0	0	0	0	0							0
Install Insta-Valve	1	0	0	0	0	0	0							0
Sewer														
Televising (feet)	60,500	200	100	150	1,668	300	435							2,853
Clean Sanitary Sewer (feet)	140,000	4,367	4,990	4,457	5,959	5,856	17,550							43,179
Check/Flush Manholes	5,000	236	424	557	582	705	596							3,100
Inspect Sewer Lift Stations	2,080	612	609	617	615	620	622							3,695
Sewer Calls		5	2	0	2	5	3							17
Manhole Repair	50	3	1	0	1	1	2							8
Repair Sewers (feet)	30	0	0	0	0	0	0							0
Mowing/Snow Removal Hours	6,000	8	10	8	0	87	172							285

Landfill/Sanitation/Recycling:

We are currently in the process with a new company to provide waste/recycling reminders to our Sanitation customers.

In addition to message notifications, residents will also have access to our collection calendar and a searchable waste wizard to determine if items are recyclable or not.

During the month of June, the landfill accepted the following quantities of waste:

Single Stream Recycling – 94.18 Tons

Recycling Carts Audited – 983, Recycling Carts Tagged – 22

MSW – 6,862.19 Tons

Inert – 1,957.24 Tons

Lime – 1,911.20 Tons

Trees – 601.02 Tons

Trees Given Away for Firewood – 8.47 Tons

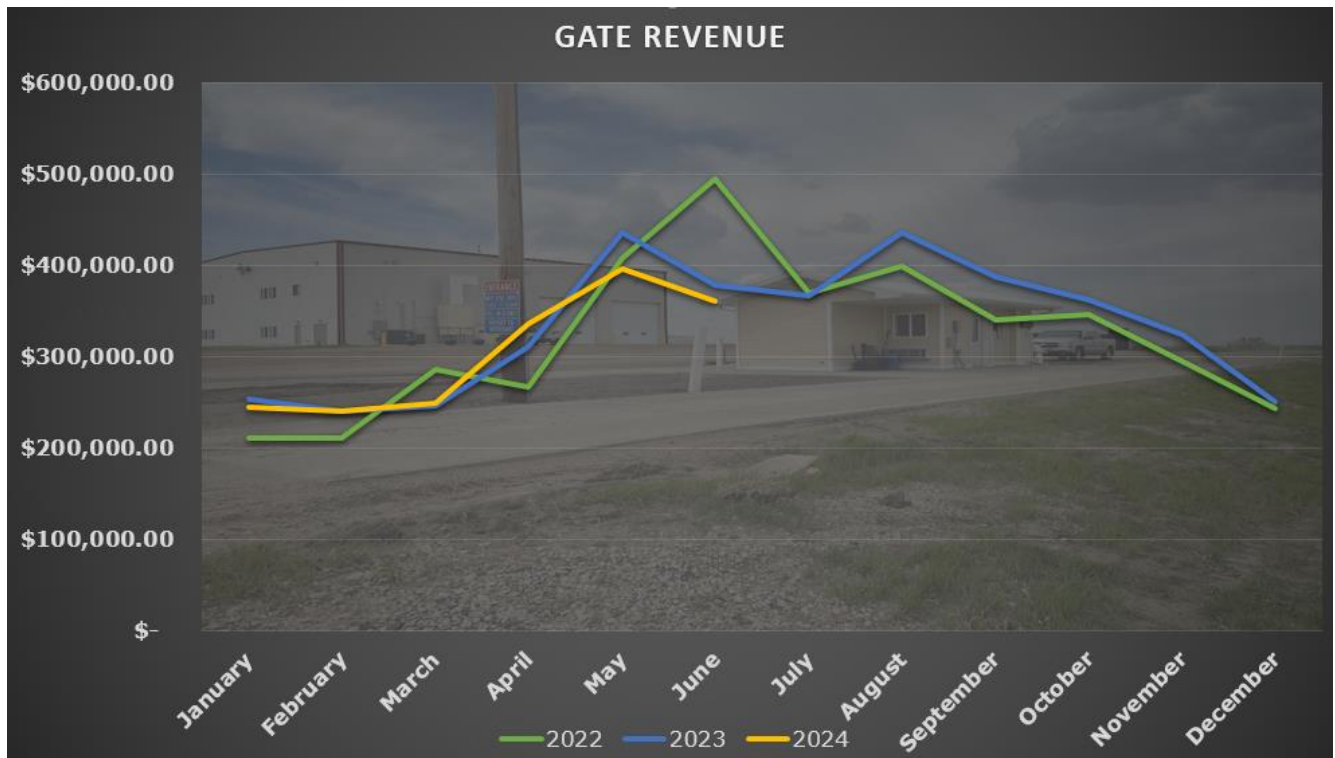
Total number of landfill tickets generated – 6,266 Tickets

June gate collections were \$360,558.18 compared to \$378,769.77 in 2023.

Year to date gate collections at the landfill is \$1,827,059.04 compared to \$1,865,454.23 from last year at this time.

There was a total of 92 roll-off tanks hauled from the ten compost sites.

There was a total of 968 tree piles picked up by Sanitation crews free of charge.



**Public Works
Operations Director, Bryan Banfill**

PUBLIC WORKS ADMINISTRATION:

2024 summer activities are in full swing for all departments within the Public Works Operations domain. This month, software system automation was identified as one of the many focus areas for each of the Public Works Operation departments. Various work order tracking and asset accountability systems are currently being revamped to ensure continuous process improvement methodologies are being incorporated to develop a more efficient organization. Analysis of the utilization (and effectiveness) of the current software capabilities of *Asset Works* - Transit & Fleet Department equipment and work order maintenance tracking system, *Rock Solid* - Community program for work order submissions, *City Works* - Street & Storm Sewer Department work order and consumables tracking system, and *Asset Essentials* - Property Maintenance Department equipment and work order tracking system are all under review. Modification of these systems tailoring data input and output capabilities will be addressed in an effort to incorporate data mining and data analytic methodologies for budgeting and future decision making.

ROSEHILL CEMETERY:

Rosehill Cemetery continues to work towards making more sections available to address depleting plot and columbarium niches. Currently sitting at 95% burial plot capacity with only 1,166 plots available, the cemetery is focused on developing additional sections which will make 15,283 additional plots available for future needs. Additionally, with columbarium niche availability dwindling to 36 niches (columbarium reaching 75% capacity) the effort to integrate additional columbaria sections will greatly support the growing demand. Additional columbaria sections are being researched for 2025 integration. Sales of each have contributed greatly to the Cemeteries' June Revenue of \$26,730.

Work orders are on the rise due to summertime requirements. The following is a compilation of open and closed work orders:

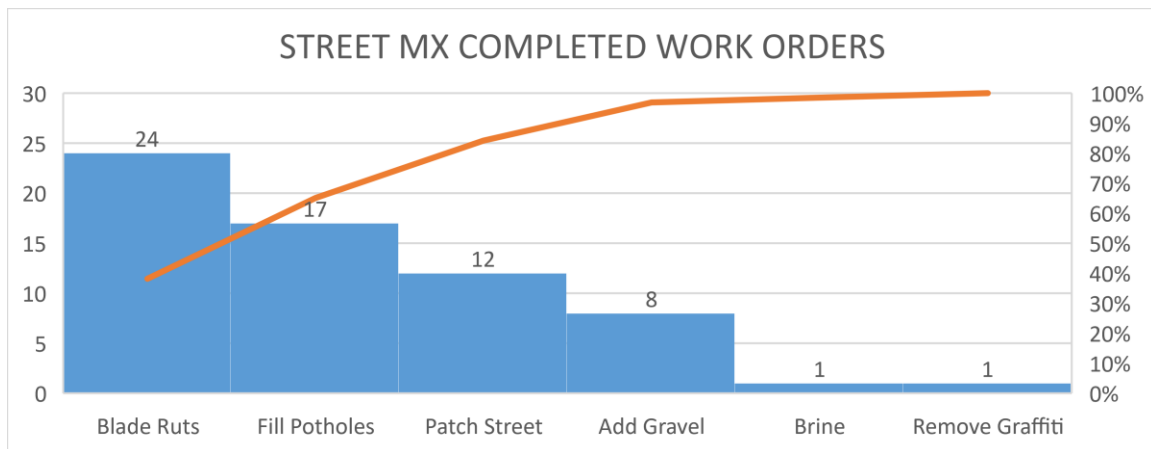
- 17 New Vase, Ground, Monument Work Orders Added
- 55 Total Open Work Orders Still in Queue
- 13 Traditional Burials Completed
- 16 Cremations Completed
- 2 Columbaria Interments Completed
- 16 Marker Installations Completed

PROPERTY MAINTENANCE DEPARTMENT:

Property maintenance is currently responsible for 59 City owned facilities spanning all routine and periodic inspections, reactive maintenance, and preventative maintenance. With a staff of 9 personnel, the department completed 206 inspections, 5 reactive maintenance actions, and 4 preventative maintenance actions throughout the month of June. All actions ranged from either inspecting or repairing air handler and compressor equipment items to performing diagnostic efforts on critical early warning siren notifications (siren 1005) exhibiting power failure indications.

Currently, the *Asset Essential* software system is being reviewed. The system itself is undergoing major updates to add each City owned property and the equipment within each facility to *Asset Essentials* for tracking purposes. The system is currently at 30% and has a late September deadline for completion. By adding each facility with equipment to the system, the Property Maintenance department will have the capability to track work orders, develop reports that capture manpower, consumables usage, and equipment usage by work order which will provide better analytical data to determine where more efficiencies could exist.

STREET & STORM SEWER MAINTENANCE DEPARTMENTS:



As shown above, the Street department was successful this past month in clearing 63 work orders submitted through *RockSolid* and *City Works* (via call-in request from the community). Due to ongoing updates to *City Works*, additional data pertaining to consumable usage, manpower, and asset usage is currently being looked at as additional data tracking items. The goal over the next couple of months is to add these items to each project and work order to identify potential efficiencies within the department.

Additionally, the mowing and sweeping crews have completed the first and second round rotation activities for the city. They will continue to address work order notifications as they become available. *FleetPath* software is currently coming online in the next few weeks to provide a more accurate completion percentage date for the entire city. The software will provide the capability to track each piece of equipment while it performs necessary mowing and sweeping activities while also providing a fenced in capability for zoning purposes allowing better percentage completion calculations and efficiency tracking. The intention is to have this data available in the next few months.

Furthermore, the first of two mosquito spray applications are still on track for the week of 15 July. The Ohio Air National Guard will conduct its spray flyover during the evening hours between 15 and 19 July. The active ingredient in the spray is Naled. Naled poses minimal risk to the general population, pets, and wildlife when applied using this method. Naled is highly toxic to insects, including honeybees. The timeframe for the spray was selected to minimize exposure to the honeybee population. More information on Naled is available at www.epa.gov/mosquitocontrol/naled-mosquito-control or by contacting the Public Works Department at 701-857-4140.

TRANSIT DEPARTMENT:

Transit Transfer Center's construction is progressing well with roughly \$52,174.17 of the \$700,000 budget expended. The center's construction is currently projected for completion on August 16th, 2024. June's ridership is down ~7.6% from this time last year, however, does show a ~10% increase over the 2022 ridership numbers. Decrease in ridership is common for this time of year due to limited summertime bus requirements.

Additionally, transit personnel, in coordination with other first line personnel on June 24th, aided in the relocation of displaced residents of the ArtSpace apartments (due to infrastructure concerns). The relocation served to prevent any unforeseen emergencies while further investigation of the apartment complex was carried out.

FLEET DEPARTMENT (CT SHOP):

Throughout the month of June, the 10-person staff completed 181 work orders (Parts and Labor Costs: \$164,325.81). Of which 81 (45%) were unscheduled maintenance repairs to ensure the aging fleet continues to accomplish the necessary tasks contributing to each City department's successful utilization of their required equipment. Additionally, the staff completed 100 (55%) preventative maintenance work orders to add to the service life expectancy of both the Cities equipment and vehicle fleet. Work order turnaround time composition was as follows:

- 60% of Work Orders Completed within 24 hours
- 51% of Work Orders Completed within 72 hours

**City Assessor
Ryan Kamrowski**

The following represents the City of Minot's real estate market based on a monthly and year to date basis. The numbers listed below are based on Normal Arm's Length Transactions as determined by extensive review by the City of Minot Assessor's office.

	June			Year to Date 2024		
	Sales	Median	Average	Sales	Median	Average
Residential	51	\$ 271,503	\$ 281,630	338	\$ 246,525	\$ 264,202
Residential Vacant Land	2	\$ 91,500	\$ 91,500	40	\$ 35,000	\$ 45,742
Commercial	7	\$ 1,100,000	\$ 938,011	30	\$ 571,250	\$ 911,303
Commercial Vacant Land	0	\$ 0	\$ 0	0	\$ 0	\$ 0

**Community Development Department
Director, Brian Billingsley**

INSPECTIONS DIVISION:

June 2024 Permit Information (June 2024):

- Total Permits Issued: 243 (276)
- Single-Family Homes: 1 (9)
- Multi-Family Permits: 0 (19)
- New Residential Permit: \$330,992 (\$3,989,995)
- Residential Remodels: \$484,999 (\$1,276,400)
- New Commercial: \$40,000 (\$0)
- Commercial Remodels: \$431,776 (\$378,000)
- Valuations of all Permits: \$1,287,767 (\$5,644,395)

Notable Building Permits:

- None

Retirement Announcements:

Commercial Building Inspector Rick Walker will be retiring in September. Rick was hired approximately 11 years ago during the oil boom/post-flood era. He spent his entire career working in the building trades. Rick will stay on-board for a few months after his retirement in a part-time capacity to train his replacement.

Administrative Clerk Dee Falkenburg will be retired at the end of December. Dee has the longest tenure of any employee in the Community Development Department at 15 years. Dee handles numerous administrative tasks and contractor licensing.

PLANNING DIVISION:

Planning Commission:

The Planning Commission held a meeting on June 4th. A variance request was tabled to allow more time for the applicant to redesign the site plan.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held seven (7) DRT meetings during the month of June:

- No. 18 (Remodel) – 18 3rd Street NE
- Amtrak Depot – ADA Upgrades
- Vallely Sport & Marine – Parking Lot Inquiry
- Heilman Daycare #2 – 709 W. University
- Atypical Brewing (Expansion)
- Battleground Mobile Home Park (Replat)
- Acme Equipment (Expansion) – 2001 6th St. SE

Outdoor Dining Permits:

Putt District – 17 Main Street S.

Awards

The Western Planner's Association has named Tim Baumann as the 2024 Citizen Planner of the Year for his work on the Minot Planning Commission, recycling advocacy, 1,000 trees for Minot program, and the Union Silos public art project. The Western Planner Association serves 13 statewide planning organizations through the West. Tim will be given the award at the annual conference in Cheyenne, Wyoming in August.

Other Projects/Meetings:

- Director participated in two CDBG-DR/NDR meetings.
- Staff interviewed four people for the summer-time code enforcement position. Kylee Gartner was selected for the position. Her first day of work was June 17th.
- Director attended one Renaissance Zone Review Board meeting.
- Director and Principal Planner spent time going over the Land Development Ordinance with the Assistant City Manager.
- Director, Building Official, and Principal Planner met with the City Management team and Finance Department staff to go over the Department's 2025 budget.
- Director met with Gate City Bank to discuss a possible neighborhood revitalization program they are looking into.

ECONOMIC DEVELOPMENT DIVISION:

Façade Improvement Program:

No applications were filed in June.

Renaissance Zone Program:

Application M-106 (Home Sweet Home) filed for conditional approval of an 8-year property tax benefit. The application includes a complete rehabilitation of the exterior and interior of the house along with a small building addition along the rear side of the house. The Renaissance Zone Review Board reviewed the application at a meeting on June 27th and unanimously recommends its approval.

Police Department Chief John Klug

The police department is currently at 76% effective strength for sworn officers with 20 of the 85 sworn positions not fully effective or vacant. The current effective strength of sworn staff is due to the following:

- 1 – Extended Specialized Training
- 3 – Injury/Medical
- 2 – New Officers in Training
- 14 – Vacant Positions

We are currently working with the Human Resources Department to modify our recruitment opportunities and testing measures used for hiring police officers. We hope we can increase the number of officers hired once the new process is in place.

In Central Dispatch, we remain at 58% effective strength with 7 of the 17 positions not fully effective or vacant. We have selected two more dispatch candidates for employment, with the intent to start their employment at the beginning of June. The current effective strength is due to the following:

- 4 – New Dispatchers in Training
- 3 – Vacant Positions

Our new Assistant PSAP Manager, Wayne Fahy, started employment on July 1st, 2024.

Police Department – Calls for Service

Totals

- 2023 = 41,103
- 2022 = 39,181

Year to Date (June 30th)

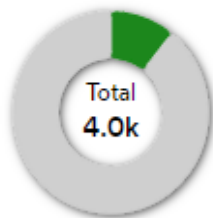
- 2024 = 18,882
- 2023 = 19,809
- 2022 = 19,534

Human Resources
HR Director, Lisa Jundt

Self Service Utilization Analysis from ADP Year to Date

Utilization Overview

This graphic compares the percent of changes made by your employees through self service with the percent of changes made by your HR practitioners.



Self Service Changes

● **11%** (427)

Practitioner Changes

● **89%** (3,567)

Estimated Current Savings

Based on the number of self-service changes made by your employees and the industry standard cost for HR practitioners to make those same changes, we estimate that you've already saved this amount during this time period.

Self Service Changes		Average HR Task Cost		Estimated Savings
427	x	\$4.51	=	\$1,925.77

Opportunities to Save More

Every change your employees make through self service helps your HR practitioners save time and your organization save money.

Estimated Savings

\$1,925.77

Top Saving Areas

[Tax Withholdings >](#)

[Direct Deposit >](#)

[Emergency Contacts >](#)

Estimated Opportunity 

\$16,087.17

Top Opportunity Areas

[Employment Info >](#)

[Employee Pay Rate >](#)

[Personal Info >](#)

2024 City of Minot Employee Service Award Recipients

5 Year Awards	
Aaron Zabka	Fire
Alec Rice	Fire
Ann Schraeder	City Manager
Brian Billingsley	Planning
Collin Kittelson	Water Treatment Plant
Daniel Batteiger	Police
Earnest Dickson	Airport
Harold Marten	Sanitation
Jacob Fylling	Fire
Jarred Shaw	Police
Jason Angelo	Fire
Jeanne Alves	Dispatch
Jesse Nerem	Fire
Julia Vorgitch	Engineering
Kyle Schill	Fire
Mitchell Eull	Fire
Mitchell Watne	Police
Nicole Tallman	Municipal Court
Rick Reisenauer	Water Distribution
Scott Allen	Fire
Scott Neuhalphen	Street
Seth Labodda	Police
Timothy Marsh	Shop
Zackery Myers	Police

10 Year Awards	
Craig Aberle	Library
Daniel Lovelace	Assessors
Dax Brevik	Sewer
Tully Garberg	Fire
Anthony Washington	Police
Lacie Bjertness	Dispatch
Miranda Dutenhafer	Utility Billing
Douglas Ingold	Sanitation
Maria Romanick	Airport
Robbie Sumlin	Police
Michelle Kimball	Inspections
Timothy Kopp	Water Treatment Plant
Casey Meadows	Fire
Jenna Zelinski	Finance
Zephaniah Oange	Sanitation
Darren Zuck	Landfill

15 Year Awards	
Paul Ulrickson	IT
Lance Meyer	Engineering
Delores Falkinburg	Inspections
Jacob Lentz	Fire
Kerry Schriock	Fire
Donald Ortmann	Shop
Travis Degele	Fire
Tyler Ruelle	Fire
Keith Reimche	Water Treatment Plant

20 Year Awards	
Kevin Kelly	Water Distribution
Greg Johnson	Police
Brian Horinka	Transit
Daniel Wheeler	Police

25 Year Awards	
Scott Hamel	Sanitation
Damon Druse	Assessors
Joshua Kraft	Sanitation

35 Year Award	
Cheryl Gessner	Police

**Minot Public Library Director,
Zhaina Moya**

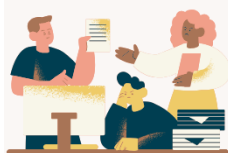
MINOT PUBLIC LIBRARY

Director's Report



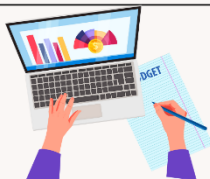
Building & Grounds

- After a walkthru with Ackerman Estevold, there continue to be issues with the hanging leaves and butterflies in the Children's library. As of 7.10, Rolac representatives have yet to respond to the latest problems in this ongoing issue. Moya will meet with the City Attorney's office to review the original contract and discuss options moving forward.
- Moya has met with and received a contract from EAPC to conduct a space analysis. The city Attorney's office will review the contract for library board approval.



Personnel

- A new children's library assistant was hired and started training in early June. They have since announced their departure in September. This is the second time the library has filled this position within the last few months.
- The Teen library assistant position has been filled by Liz Wernecke.
- Tadult services department is currently conducting interviews to replace 2 adult services assistants who have recently left.



2025 Budget

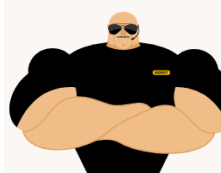
- The library board approved a preliminary budget at their special meeting on May 31, 2024.
- Moya submitted the 2025 budget to the City Manager's and Finance Departments.
- Moya has met with various departments to discuss the 2025 budget and potential cuts, as requested by City Management and the City Council.



Meetings & Events

Moya attended the following meetings throughout the month:

- 6/11- Department Head Meeting
- 6/15- Juneteenth Downtown
- 6/17- City Council
- 6/20- Library Board Meeting
- 6/21- Library + City Management budget meeting
- 6/25- Department Heads Budget Cut Meeting
- 6/26- 1 on 1 with the City Manager
- 7/1- Department Head Budget Cut Meeting
- 7/2- 1 on 1 with Library Board President
- 7/8- 2025 Library Staff Proposed Wages and Benefits Meeting with HR
- 7/9- City Council Retreat
- 7/10- City Council Retreat
- 7/11- Contract Review with City Attorney
- 7/11- Department Head Meeting
- 7/12- 1 on 1 with Library Board President



Security Concerns

- 6/25— A minor came to library staff and stated their bike was stolen from out front. The patron was advised that their parent would need to file a police report and police may be able to request security tape footage.
- 6/25—Soon after the previous incident, a patron came in stating that a person was outside recording everyone, making teens visiting the library uncomfortable. Supervisory Staff immediately went outside to address these concerns, but the person had left. It is unclear if these issues are related.



**NDR Program Manager
Chris Plank**

Projects and activities continue and the following is a breakdown on progress:

Broadway Circle

- Roofing continues on Building C. This will add a layer of protection from the elements when dry walling and painting.
- Concrete work to begin mid-July and will take approximately a week to pour and cure
- Discussion with City Council on how to proceed with the advertisement of the Request for Proposal (RFP) for potential organizations who may be interested in running the Family Homeless Shelter and/or the Low to Moderate Housing Complex.
- The City is waiting to hear a response from an insurance claim Project BEE submitted in an attempt to recoup some of the money used from reserves.

Center for Technical Excellence:

- There will be a ribbon cutting ceremony on July 19, 2024 at 11am
- Tours of the facility will be available

Parkview Mobile Home Park:

- Negotiations continue with owners. City has requested a response by July 19, 2024.
- 29 General Informational Notices (GIN) notices have been generated. These notices inform residents of potential benefits. In addition, income and other information is gathered to determine the level of eligibility and to find comparable living arrangements.
- 10 Residents and been presented with Notices of Eligibility and have started the relocation process.
- NDR staff and CDM Smith staff are continually reaching out to other residents to gather information from them.

CDBG Entitlement

- Currently in a 30 day comment period for the Consolidated Plan. This plan is on the City of Minot website and allows the public to review and post comments. This is part of the HUD requirement. Elizabeth McNannay will be in town to present the findings to Council on August 5, 2024

NDR staff will attend advanced Environmental Training in Denver, August 6-8, 2024. Staff are completing the required 17 modules needed before attending training. In addition, NDR staff is completing the required monitoring of subrecipients to ensure the appropriate levels of Low to Moderate Income individuals are being housed according to contracts.

Employee Appreciation

City of Minot

Service Awards | 35 Years

Cheryl G. Police

Service Awards | 25 Years

Damon D. Assessors

Scott H. Sanitation

Joshua K. Sanitation

Service Awards | 20 Years

Kevin K. Water Dist.

Brian H. Transit

Greg J. Police

Daniel W. Police

Service Awards | 15 Years

Paul U. IT

Jacob L. Fire

Travis D. Fire

Lance M. Engineering

Kerry S. Fire

Tyler R. Police

Delores F. Inspections

Donald O. Shop

Keith R. Water Tr.

Service Awards | 10 Years

Craig A. Library

Miranda D. Utility Billing

Timothy K. Water Tr.

Daniel L. Assessors

Douglas I. Sanitation

Casey M. Fire

Dax B. Sewer

Maria R. Airport

Jenna Z. Finance

Tully G. Fire

Robbie S. Police

Zephaniah O. Sanitation

Anthony W. Police

Michelle K. Inspections

Darren Z. Landfill

Lacie B. Dispatch

Service Awards | 5 Years

Aaron Z. Fire

Earnest D. Airport

Jesse N. Fire

Rick R. Water Dist.

Alec R. Fire

Harold M. Sanitation

Julie V. Engineering

Scott A. Fire

Ann S. Admin

Jacob F. Fire

Kyle S. Fire

Scott N. Street

Brian B. Planning

Jarred S. Police

Mitchell E. Fire

Seth L. Police

Collin K. Water Tr.

Jason A. Fire

Mitchell W. Police

Timothy M. Shop

Daniel B. Police

Jeanne A. Dispatch

Nicole T. Municipal Court

Zackery M. Police

MINOT MUNICIPAL COURT
MONTHLY REPORT COMPARISONS FOR June 2023/2024

To: City Manager, Harold Stewart
 From: Minot Municipal Court

	<u>JUNE 2023</u>	<u>JUNE 2024</u>
<u>MUNICIPAL COURT CASES</u>		
Filed	476	531
Disposed	488	382
<u>PARKING TICKETS</u>		
Written	101	122
Paid	126	132
<u>REVENUE</u>		
Fines & Forfeitures Cash	\$ 32,919.43	\$ 27,792.05
Suspended for Jail or CS	\$ 0.00	\$ 1,100.00
Waived	\$ 11,730.00	\$ 5,560.00
District Court Transfers	\$ 0.00	\$ 0.00
Parking Tickets	\$ 2,760.00	\$ 2,720.00
Copy Fund	\$ 10.00	\$ 5.00
From Posted Bond	\$ 18,325.04	\$ 14,288.98
Accounts Receivable Balance	\$ 696,306.37	\$ 721,488.16**

Rec. Balance Last Month: \$719,475.81 (An increase of \$2,012.35)

<u>COLLECTION AGENCY</u>		
Turned Over for Collection	\$ 4,780.00	\$ 835.00
Collected	\$ 474.00	\$ 635.29
Uncollectable	\$ 5,188.50	\$ 1,630.00

<u>Admin. Fee to Domestic Violence Fund</u>		
Paid	\$ 1,239.68	\$ 1,011.54

**Reflects total fees receivables less 80% of total restitution, which is not owed to the City of Minot (80% = \$205,238.27)

MACEDC Board Meeting Attendance - 2024

Scheduled Meeting	JAN	FEB	MAR	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
	17	21	11	13	10	13	12	10	14	11	9	13	11

EXECUTIVE COMMITTEE

Cassidy Hjelmstad, Chair	X	X	Annual Meeting	X	A	X							
Ryan Ackerman, Chair-Elect	X	X		X	X	X							
Missy Feist-Erickson, Treasurer	X	X		X	X	X							
Kevin Black, Past Chair	X	X		X	X	X							
Brekka Kramer, President CEO & Corp Secretary	X	X		X	X	X							

ADDITIONAL VOTING MEMBERS

Beth Feldner	X	X	Annual Meeting	X	A	A							
Peter Hankla	X	X		X	X	X							
Jonn Knecht	X	X		A	A	X							
John Kutch	A	X		X	X	A							
Jason Olson	X	X		X	X	X							
Mayor Tom Ross	X	X		X	X	A							
Dr. Steven Shirley	X	X		X	X	X							
Dr. Mark Vollmer	X	A		X	X	X							
Jason Zimmerman	X	X		X	X	A							

X = Present A = Not Present



PO Box 940 | Minot, ND 58702-0940
Phone (701) 852-6000 | Fax (701) 838-2488
E-mail: minot@minotchamberedc.com

Minot Area Chamber EDC Board of Directors
Wednesday, June 12, 2024 @ 7:30 a.m. | Minot Area Chamber EDC
AGENDA

Call to Order

1. Welcome to New Board Member
2. Board Minutes (All Directors)
 - a. Approve May 13 Regular Board Meeting Minutes
3. Treasurer's Report
 - a. Approve May Financials
4. Chairperson's Report
 - a. East Meets West Visit
 - b. Q1 Start Up Minot Cohort Report
 - c. Dr. Mark Vollmer Resignation
5. Strategic Plan Key Pillar Report
 - a. Economic Development
 - b. Community Development
 - c. Workforce Development
 - d. Member Investor
 - e. Military Support
6. President's Report
 - a. Programming Community Outreach Monthly Activity Report
 - b. Upcoming Events, Meetings, and Presentations
7. Other Business

Adjourn Meeting

Next Meeting: Wednesday, July 10, 7:30 a.m.

**Minot Area Chamber EDC
Regular Board Meeting Minutes
Monday, May 13, 2024
Minot Area Chamber EDC Office**

Call to order

Chair Cassidy Hjelmstad called the meeting of the MACEDC Board of Directors to order at 7:31 a.m.

Attendance

PRESENT BOARD MEMBERS AND STAFF: Cassidy Hjelmstad, Ryan Ackerman, Missy Feist-Erickson, Kevin Black, Peter Hankla, Jonn Knecht (Teams), Jason Olson, Dr. Steven Shirley, Dr. Mark Vollmer (Teams), Brekka Kramer, Mark Lyman, and Jaime Hauge.

ABSENT: Beth Feldner, John Kutch, Mayor Tom Ross, and Jason Zimmerman.

1. Business Expansion & Retention (BR&E) Report Presentation

Mr. Lyman presented the Business Retention and Expansion program updates and interview data.

2. Board Minutes (All Directors)

Minutes were provided in the MACEDC Board of Director's packet sent out prior to the monthly meeting. Mr. Hankla made a motion to approve the April 10 regular board meeting minutes; Dr. Shirley seconded the motion which carried unanimously.

3. Treasurer's Report

Ms. Feist-Erickson presented the April MACEDC financials. Mr. Black made a motion to approve the April MACEDC financials. Mr. Ackerman seconded the motion which carried unanimously.

4. Chairperson's Report

a. Nominating Committee: Chair Hjelmstad reported that the committee met with Brent Lohnes of Hess Corporation and he agreed to serve on the MACEDC Board in the open position. Mr. Black made a motion to approve Brent Lohnes joining the MACEDC Board; Missy Feist-Erickson seconded the motion which carried unanimously.

5. Strategic Plan Key Pillar Report

a. Economic Development – Ryan Ackerman: Mr. Ackerman reported on the close out settlement with Strata for liquidated damages during the south intermodal construction project and gave an update on the Business Incentive Agreement with the City of Minot.

b. Community Development – Kevin Black: Mr. Black shared updates on the work being done to expand Dakota College at Bottineau into downtown Minot. Ms. Kramer reported on the Housing Initiative Committee and informed the board that MACEDC will host a roundtable next month with Brian Billingsley for Q&A on the Housing Study.

c. Workforce Development – Dr. Steven Shirley and Dr. Mark Vollmer: Dr. Shirley and Dr. Vollmer stated they will have more updates once the committee meets again. There is work being done to set up a meeting with the Fargo Moorhead West Fargo Chamber to explore partnerships with the Good Jobs Grant.

d. Member Investor – Cassidy Hjelmstad: Chair Hjelmstad said the next Business After Hours will take place at the Roosevelt Park Zoo and announced that the Agribusiness Committee's Dinner on the Prairie event was awarded Event of the Year at the 2024 Mid-America Chamber Executives (MACE) Conference.

e. Military Support – Peter Hankla: Mr. Hankla provided a military support report, sharing updates on the Association of Defense Communities National Summit, the successful Minot Air Force Base Tour and North Dakota Nuclear Triad Symposium, the Governor’s Military Ball, the Strategic Deterrent Coalition symposium, and the National Security Forum’s Air War College.

5. President’s Report

The president’s report and programming community outreach monthly activity report were included in the packet.

6. Other Business

Ms. Kramer shared that Ryan Long, the new Xcel Energy president, visited Minot May 8 and she thanked those who could be a part of the community meeting with him.

Cassidy Hjelmstad adjourned the meeting at 8:55 am.

Minutes submitted by: Jaime Hauge, Executive Assistant



Cohort Report

for Minot Area Chamber EDC // Minot, ND

Dates: January 31, 2024 - April 3, 2024

■ EXECUTIVE SUMMARY

The Minot Area Chamber EDC January 2024 CO.STARTERS cohort consists predominantly of white females aged between 25-44. Participants have varied educational backgrounds, with a significant portion holding associate and bachelor's degrees, while a smaller percentage have achieved higher education levels, including master's and doctoral degrees. The income distribution indicates a range from lower-middle to upper-middle income levels. Industries represented include food and beverage, professional services, and retail, with a notable number in startup and operating stages of their ventures.

By the end of the program, the cohort had increased their confidence in their entrepreneurial skills by 33 percent. Participants reported a 67 percent increase in satisfaction with the resources available to them. Overall, the cohort reported 93 percent satisfaction with the CO.STARTERS Core program and 98 percent satisfaction with the facilitator, Mark Lyman.



1 Facilitator



9 Graduates

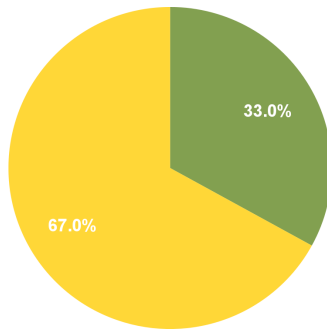


Pre-Survey: 100%
Post-Survey: 100%

STARTER DEMOGRAPHICS BREAKDOWN

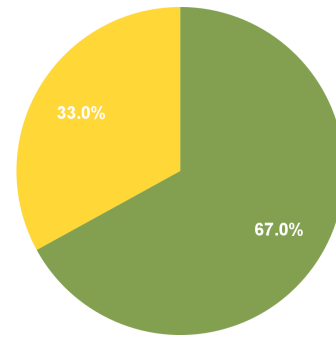
Gender

- Male
- Female



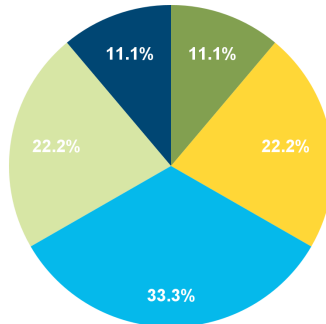
Age

- 25-44
- 45-64



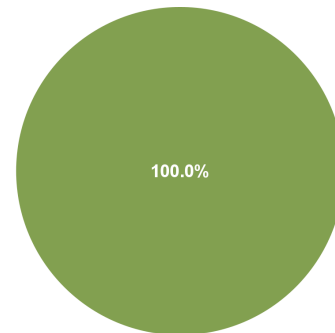
Income

- \$25k–\$50k
- \$50k–\$75k
- \$75k–\$100k
- More than \$100k
- Unknown



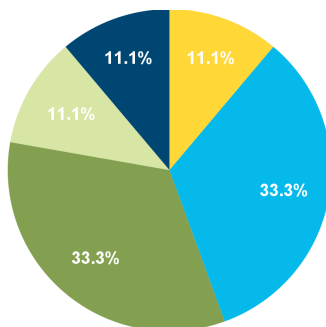
Race

- White



Education

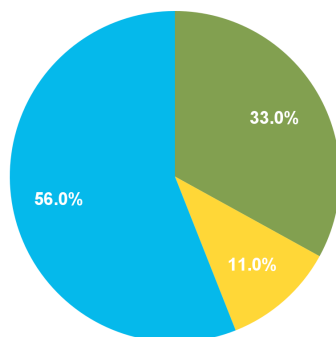
- Some college/ university
- Associate's degree
- Bachelor's degree
- Master's
- Research-



VENTURE DEMOGRAPHICS BREAKDOWN

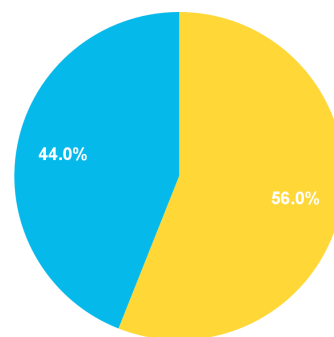
Venture Stage (Start of Program)

- Concept Stage
- Startup Stage
- Operating Stage



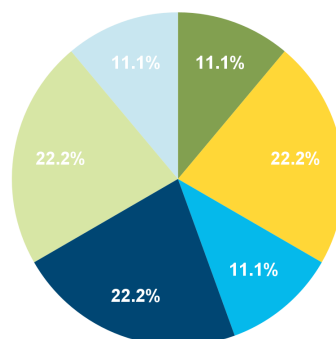
Venture Stage (End of Program)

- Startup Stage
- Operating Stage



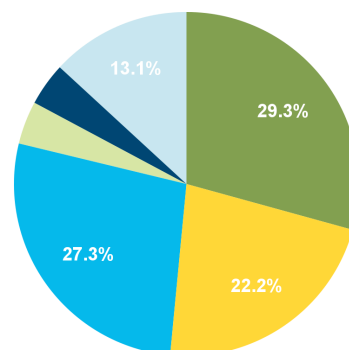
Industry

- Consumer Services
- Food, Restaurant, and
- Health & Wellness
- Professional Services
- Products,
- Video, Film,



Where's The Money Coming From?

- Personal savings
- Personal credit
- Bank loans
- Formal equity
- Grants &
- Other



Average Gross Annual Sales

\$72,222

Gross Capital Investment

≥ \$224,340

■ PROGRESS REPORT

Percent of participants who agreed with the following statements, before and after the duration of the program:

I know how to start and lead a venture.

Before: 56%*

→ After: 89%**

→ Impact: +33%

I know how to market or sell my product(s) or service(s).

Before: 44%

→ After: 78%

→ Impact: +33%

I have people with whom I can discuss my ideas.

Before: 67%

→ After: 100%

→ Impact: +33%

I know how to evaluate my venture's potential.

Before: 22%

→ After: 89%

→ Impact: +67%

I have the resources I need to move my venture forward.

Before: 22%

→ After: 89%

→ Impact: +67%

I understand business financials.

Before: 33%

→ After: 89%

→ Impact: +56%

I have accountability to help me make progress.

Before: 22%

→ After: 67%

→ Impact: +44%

I know how to get and use customer feedback to improve my venture.

Before: 44%

→ After: 89%

→ Impact: +44%

* "Before" values are based on pre-program survey data. Statistics are rounded to the nearest whole number.

** "After" values are based on post-program survey data. Statistics are rounded to the nearest whole number.

I know how to turn my ideas into reality.

Before: 44%*

→ After: 89%**

→ Impact: +44%

I am confident in presenting or explaining my venture's potential to others.

Before: 44%

→ After: 89%

→ Impact: +44%

I am confident my venture will work.

Before: 89%

→ After: 100%

→ Impact: +11%

I feel connected and supported by the local community in launching my venture.

Before: 44%

→ After: 89%

→ Impact: +44%

I know my next steps.

Before: 33%

→ After: 100%

→ Impact: +67%

* "Before" values are based on pre-program survey data. Statistics are rounded to the nearest whole number.

** "After" values are based on post-program survey data. Statistics are rounded to the nearest whole number.

■ TESTIMONIALS

"Keep up the terrific work!"

"Mark Lyman was awesome at this last class, excellent teacher."

"Loved it!!"

"Mark was great and very helpful answering my questions. Thank you to him and all the sponsors of the program for holding this course!"

■ DEEP DIVE

→ Want to conduct further analysis? View your cohort's [raw data](#).

■ THANK YOU

→ Have questions? Contact us at impact@costarters.co.



Dr. Mark Vollmer, Superintendent
mark.vollmer@minot.k12.nd.us

215 2nd St. SE • Minot, ND 58701

June 3, 2024

Dear Ms. Kramer,

As you are aware, I will be retiring from the Minot Public School District No. 1 at the end of June 2024. Therefore, I respectfully submit my letter of resignation from the Minot Area Chamber EDC, Board of Directors.

I am so honored to have been allowed to serve on the board. I wish you, your staff, and the board members only the best.

Sincerely,

Dr. Mark Vollmer
Superintendent Minot Public Schools

President's Report | May 13 – June 7, 2024

Each month also includes numerous calls, emails, legislative session outreach, along with stakeholder, member investor, planning and internal meetings.

- MACEDC Board of Directors meeting
- Task Force 21 monthly meeting
- AGT Foods meeting
- WayFinders 2.0 meeting
- Williston Basin Petroleum Conference (Bismarck, ND)
- Governmental Affairs Committee
- Business After Hours – Roosevelt Park Zoo
- Minot Air Force Base Town Hall
- Minot Lions Multi-District Convention welcome
- Minot State University Board of Regents
- Task Force 21 Symposium planning meeting
- Air Force Global Strike Command Civic Leader & Warfighter Senior Leadership Conference Dinner
- Greater North Dakota Chamber Policy Outlook | Career Builders
- Home for the Holidays meeting with Minot Air Force Base
- Norsk Høstfest Board meeting
- Senator Kevin Cramer Team Minot meeting
- Greater North Dakota Chamber Joint Business Climate/Infrastructure meeting
- Minot Base Retention Grant report discussion with Dakota Strategies, LLC
- Economic Development Association of North Dakota Board meeting
- WayFinders/Workforce Recruitment Campaign meeting (Bismarck, ND)
- Prairie Warrior Auction check presentation
- Senator John Hoeven Team and Task Force 21 meeting
- Sentinel meeting with Target Hospitality
- Visit Minot meeting
- Minot Air Force Base and B52 Tour with Brent Lohnes
- Task Force for Military Issues in North Dakota Summit (Camp Grafton)
- Souris Basin Planning Council meeting
- MAGIC Fund discussion with Souris Basin Planning Council and City of Minot
- Logistics Park of North Dakota Environmental Analysis meeting with Ackerman-Estvold, City of Minot, and North Dakota Department of Transportation
- Site selector meeting – A1 Development Solutions
- WayFinders Regional Workforce Impact Program marketing meeting
- Regular City Council meeting – MACEDC 2025 Budget Presentation
- Monthly one on one meeting with the City of Minot city manager
- Community and Economic Development monthly meeting
- Site selector meeting – Brookshire
- Introduction meeting with new Minot Daily News advertising representative
- Lt. Governor Tammy Miller Business Roundtable
- North Dakota Chamber of Commerce Executives Summit (Bismarck, ND)
- 2024 East Meets West planning meeting
- Military Day at the Park

MINOT AREA CHAMBER EDC
PROGRAMMING COMMUNITY OUTREACH MONTHLY ACTIVITY REPORT | May 13 – June 7

COMMITTEE REPORTS

Adopt an Airman – The program currently has matched six airmen with five families.

Agribusiness Committee – The committee heard from Shelly Parish of the ND State Fair on the livestock exhibits youth provide at the fair each year. While the ND State Fair has entertainment, food and rides, the core mission of the fair is agriculture, and the MACEDC Agribusiness Committee is committed to providing breakfast to the youth during the event to thank them for all their hard work. The next Dinner on the Prairie is set for August 5, 2025. The 2023 event was selected as the Mid-America Chamber Executives event of the year at the conference held in SD.

Ambassadors Committee – Ribbon cuttings were held at the following businesses for this time period:

- May 22 – Broadway Liquor celebrated renovations made to their building. The liquor store has a wide selection of beer, wine, and spirits. Broadway Liquor is located at 1030 North Broadway.
- May 24 – Greydjie Uniforms is new to Dakota Square, located near the center of the mall. Greydjie is committed to providing healthcare professionals with top-quality scrubs, featuring clothing for the medical field.
- May 24 – The Bunker is a new indoor golf training facility designed for kids, with over 1,000 square feet of putting green and 3 full-swing golf simulators. The Bunker is located at 305 17th Avenue Southwest.
- May 31 – Halberstadt's is new to Minot and is now open in Dakota Square Mall, next to Bath & Body Works. Halberstadt's features a wide variety of men's apparel including suits, sport coats, and more. The Bismarck-based store has another location in Fargo.
- June 4 – Legacy Health Clinic is celebrating a wide variety of new services, including their new bus to bring services out into the community. Legacy is located at 1324 20th Avenue Southwest Suite #1.

Business Retention & Expansion – Business Retention & Expansion interviews were held with Coil Tubing Partners and Badger Infrastructure Solutions.

Business After Hours – Roosevelt Park Zoo hosted the May Business After Hours with 120 in attendance. The event featured tours of the zoo with emphasis on changes coming due to flood control, delicious food and networking.

Community Leadership Institute – The session is full with the 25 participants signed up to take the 8-week course. The session begins September 5, and runs each Thursday, except during Norsk Hostfest. The final session is set for October 31.

Eagle Awards – May 14, twelve people received the Eagle Award for great customer service:

Chris Olson, ND Highway Patrol	Annette Schafer, Minot Housing Authority
Nikki Van Pelt, SERVPRO of Minot	Gerald Bertsch, Specialty Outdoor Equipment
Debra Crawford, Trinity Health	Ashlyn Deachin, Trinity Health
Kimberly Desjarlais, Marketplace Foods	Jenna Motl, Longfellow Elementary School
Dr. Kevin Franks, Trinity Health	Heather Jones, Slim Chickens
Dr. Gina Kapadia, Center for Family Medicine	

Energy Committee – Senate Majority Leader Senator David Hogue talked about the Energy Development and Transmission Committee and studies they are conducting. Studies include development of a comprehensive statewide energy policy supporting long-term development, effect of electric vehicles in the state, accessibility of natural gas in small communities, and sustainable energy policies to maximize the economic viability of existing energy resources, access future demands on electricity in the state, and determine the feasibility of advanced nuclear energy development and transmission in the state.

Governmental Affairs Committee – Marisa Haman, Ward County Auditor, spoke to the committee about the upcoming primary and general elections. Haman covered everything from how to become a poll worker to election details. The Ward County Commission race was discussed as only two candidates are on the ballot for three open positions. Numerous candidates are now campaigning and will need 300 signatures to make it onto the general election ballot.

Infrastructure Committee – The group heard reports from Minot Parks, City of Minot, Ward County, ND Department of Transportation and Minot Public Schools. The discussion centered around the high cost of projects and delays due to funding.

Military Affairs Committee – Patrick Samson of Ackerman-Estfold provided an overview of the Mouse River Enhanced Flood Protection Project phase MI-7. This portion of the flood protection project includes the future changes for Roosevelt Park, the zoo and the surrounding area. Regular reports were provided by Commanders of Minot Air Force Base and leadership from the ND National Guard.

Right Start Committee – Carla Dolan and a Chamber EDC volunteer presented all there is to do in Minot and North Dakota to 104 new Airmen at Minot Air Force Base on May 29.

Showcase of Business – Kentucky Derby will be the theme of this year's event set for November 21 at the ND State Fair Center, Magic Place. SRT Communications is the 2024 presenting sponsor.

Start Up Minot Academy powered by CO.STARTERS – The next 10-week course is scheduled to happen in fall 2024.

Start Up Minot – No networking event was held between May 13 and June 7. The upcoming June 13 Start Up Minot networking event will feature President and CEO of Pride Dairy, Kriss Allard. The monthly event is held every second Thursday morning, from 7:30 to 8:30.

Task Force 21 – Planning continues for the September 20 Washington DC Nuclear Triad Symposium. Task Force 21 hosted an Air Force Global Strike Command Civic Leader and Warfighter Senior Leader Conference attendee dinner, which included top military leaders such as Gen Thomas Bussiere, Lt Gen Michael Lutton, and Maj Gen Stacy Jo Huser. Brekka Kramer and Mark Jantzer attended the Task Force on Military Issues (TF MIND) in North Dakota Summit at Camp Grafton. TF MIND is now the ND Military Commission

Women Connect – The committee is meeting to discuss a speaker for their fall signature event, which is targeted to take place in October. The group wants to provide a meaningful discussion for women in Minot and the area.

UPCOMING MEETINGS AND EVENTS

Minot Area Chamber EDC Programming

June 13	Start Up Minot Networking Event, 7:30 am, Carnegie Center
June 14	Infrastructure Committee, 7:30 am, Homesteaders Restaurant
July 11	Start Up Minot Networking Event, 7:30 am, Carnegie Center

Minot Area Chamber EDC Signature Events | Save the Date

July 23	Military Appreciation Day at the North Dakota State Fair
September 20	Task Force 21 Nuclear Triad Symposium, Washington DC
September 28	Military Appreciation Day at the Norsk Høstfest
November 21	Showcase of Business with presenting sponsor SRT, 5:00 pm, NDSF Center – Magic Place

Minot Area Chamber EDC Strategic Engagements | Stakeholder and Partner Events

June 13	Verendrye Electric Cooperative Annual Meeting
June 20	SRT Communications Annual Meeting
July 16-18	ACCE Convention, Dallas TX
July 17-19	Mid America EDC Best Practices Conference, Sioux Falls SD
August 20	Economic Development Association of North Dakota Commerce Developer Day, Bismarck ND
August 27-29	Main Street ND Summit, Watford City ND
September 5-6	Bakken API Golf Tournament
September 10	Greater North Dakota Chamber Policy Summit, Bismarck ND
September 10-12	Economic Development Association of North Dakota Fall Conference, Bismarck ND
September 15-18	International Economic Development Council Annual Conference, Denver, CO
September 16-18	Air, Space & Cyber Conference, National Harbor MD
September 18-20	ND League of Cities Annual Conference, Grand Forks ND
September 25-28	Norsk Høstfest

On July 2, 2024, a Regular Planning Commission Meeting of the Minot Planning Commission was held in the City Council Chambers, City Hall (10 3rd Ave SW). Chairman Offerdahl called the meeting to order at 05:30 PM.

1. ROLL CALL

Members Present: Annette Mennem, Dustin Offerdahl, Serena Pontenila, Erin Iverson, Kayla Johnson, Tim Baumann, Robert Kibler, Logan Longtin

Members Absent: Dale Dohms

City Staff Present: Tom Joyce, Nick Schmitz, Emily Huettl, Brian Billingsley, Hannah Hornberger, Doug Diedrichsen, Dan Falconer, Scott Samuelson (City Council Member)

Others Present: Harold Rose, Dan Perkins, Linda Gray Burgard, Jerry Langemo, Jolene Stenvold, Sharon Jewell

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS AND DECORUM

3.1. INTRODUCTIONS AND DECORUM HANDOUT

4. PLANNING COMMISSION

4.1. APPROVAL OF THE JUNE 2024 REGULAR MEETING MINUTES

The motion to Approve Minutes was initiated by Planning Commission Representative Baumann seconded by Planning Commission Representative Johnson and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Kayla Johnson, Robert Kibler, Logan Longtin, Annette Mennem, Dustin Offerdahl, Serena Pontenila; nays: None.

5. PUBLIC HEARING

5.1. CASE #2024-05-01 - THOMPSON'S FIFTH ADDITION - ZONE CHANGE

Mr. Diedrichsen went over staff findings

The Commissioners had a discussion.

Chairman Offerdahl opened the public hearing to the public for testimony.

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

The motion to Approve based on staff's findings of fact & recommendation was initiated by Planning Commission Representative Kibler seconded by Planning Commission Representative Pontenila and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Kayla Johnson, Robert Kibler, Logan Longtin, Annette Mennem, Dustin Offerdahl, Serena Pontenila; nays: None.

5.2. CASE #2024-05-04 - HIGHLANDS AT NORTH HILL 3RD ADDITION - VARIANCE

Mr. Diedrichsen presents staff findings.

The Commissioners had a discussion.

Chairman Offerdahl opened the public hearing to the public for testimony.

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

The motion to Approve based on staff's findings of fact & recommendation was initiated by Planning Commission Representative Mennem seconded by Planning Commission Representative Longtin and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Kayla Johnson, Robert Kibler, Logan Longtin, Annette Mennem, Dustin Offerdahl, Serena Pontenila; nays: None.

5.3. CASE #2024-03-01 - POPEYES - VARIANCE

Mr. Diedrichsen gives updates on the current application.

No discussion had by Commissioners.

Chairman Offerdahl opened the public hearing to the public for testimony.

Mr. Rose also gives updates on the property.

Dan Perkins - resident - speaks on the issues he's witnessing.

Linda Gray Burgard - resident - has questions for staff and Mr. Rose

Staff answers Linda's questions

Mr. Rose answered the residents questions and addresses concerns.

Commissioners have questions for Mr. Rose.

Jerry Langemo - resident - spoke on concerns.

Jolene Stenvold - resident - questions timeline.

Sharon Jewel - resident - questions for planners.

Mr. Diedrichsen answers questions.

Mr. Falconer reads in letters that were sent to the planning department.

Chairman Offerdahl closed the public hearing.

The motion to Deny based on staff's findings of fact & recommendation was initiated by Planning Commission Representative Baumann seconded by Planning Commission Representative Kibler and carried by the following roll call vote: ayes: Tim Baumann, Kayla Johnson, Robert Kibler, Logan Longtin, Annette Mennem, Dustin Offerdahl, Serena Pontenila; nays: None.

6. MISCELLANEOUS AND DISCUSSION ITEMS

6.1. 2025 COMPREHENSIVE PLAN GOALS

Mr. Diedrichsen summarizes the goals.

The Commissioners had a discussion.

Other Business 6.2

Commissioner Baumann is recognized for being named Western Planner 2024 : Citizen Planner of the Year

7. ADJOURNMENT

With no further business, Chairman Offerdahl adjourned the meeting at 6:37 pm.



TO: Mayor Ross
Members of the City Council

FROM: Brian Billingsley, Community Development Director

DATE: July 15, 2024

SUBJECT: PUBLIC HEARING: ZONING MAP AMENDMENT - THOMPSON'S FIFTH ADDITION

I. RECOMMENDED ACTION

It is recommended City Council approve the Zoning Map Amendment on first reading based on the recommendation of the Planning Commission.

II. DEPARTMENT CONTACT PERSONS

Brian Billingsley, Community Development Director, 701-857-4022

III. DESCRIPTION

Public hearing request by Scott Louser, representing Henslayer, LLC, owner for a request of a zone change for a "C2" General Commercial District lot to a "RH" High Density Residential district. The legal description for the property is Lots 13, 14 & Sublot A of Lot 15 of Thompson's Fifth Addition, East ½ Section 35, Township 155 north, Range 83 west, County of Ward, North Dakota.

Subject property address is 3205 4th Street SW

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

N/A

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES
N/A

ORDINANCE NO. XXXX

**AN ORDINANCE REZONING LOTS 13, 14 & SUBLOT A OF LOT 15 OF
THOMPSON'S FIFTH ADDITION FROM "C2" GENERAL COMMERCIAL DISTRICT
TO "RH" HIGH DENSITY RESIDENTIAL DISTRICT.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINOT:

Section 1. That the property described below is hereby zoned **"RH" High Density Residential District**:

LOTS 14, 14 & Sublot A of Lot 15, Thompson's Fifth Addition

Section 2. The **"RH" High Density Residential District** zoning of the above described property and any development thereof shall be in accordance with said zoning district's provisions as set forth in the Land Development Ordinance of the City of Minot.

Section 3. This ordinance shall be in effect from and after its final passage and approval.

PASSED FIRST READING:

PASSED SECOND READING:

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Thomas Ross, Mayor



TO: Mayor Ross
Members of the City Council

FROM: Brian Billingsley, Community Development Director

DATE: July 15, 2024

**SUBJECT: RENAISSANCE ZONE FINAL APPROVAL: CASE NO. M-102 - 108
MAIN STREET S.**

I. RECOMMENDED ACTION

It is recommended City Council approve the request and authorize staff to submit the application to the State of North Dakota for Final Approval.

II. DEPARTMENT CONTACT PERSONS

Brian Billingsley, Community Development Director, 701-857-4022

Doug Diedrichsen, Principal Planner, 701-857-4022

Harold Stewart, City Manager, 701-857-4721

Ryan Kamrowski, City Assessor, 701-857-4161

III. DESCRIPTION

A. Background

Wayne and Melinda Howe are requesting final approval for their Renaissance Zone project located at 108 Main Street S. The State of North Dakota granted conditional approval on July 17, 2023. The Howe's are requesting a five-year property tax abatement.

B. Proposed Project

The Howes conducted a major rehabilitation to the building. The works included electrical, masonry, asbestos abatement, fire abatement, plumbing, concrete work, demolition work, floor restoration, framing, drywall, doors, and trim.

C. Recommendation Detail

The City Assessor has inspected the building and confirmed that the work has been completed. The Community & Economic Development Director has reviewed the invoices and canceled checks and confirmed that the applicants has spent the minimum amount necessary to qualify for the benefit.

IV. IMPACT

A. Aspirations

Dynamic and Prosperous. Excellent and Connected.

B. Service/Delivery Impact:

This project extends the lifespan of another building on Main Street, reduces the spread of blight in the downtown, and creates new business opportunities.

C. Fiscal Impact

Project Costs

When the applicant applied for the program in 2023, the property was worth \$348,000. In order to qualify for the benefit, the applicant is required to spend at least 50% of the property's value (\$174,000) on eligible improvements. The applicant spent \$177,269.04 on eligible expenses for this project.

Project Funding

This is a tax abatement program. No city funding is being utilized for this project.

VI. ALTERNATIVES

Send this application back to the Renaissance Zone Review Board for more information and review.

M-102

City of Minot

Economic Development Division

Renaissance Zone Application

Office Address: 1025 31st St SE
Mailing Address: PO Box 5006
Minot, ND 58702
Email: jonathan.rosenthal@minotnd.org
(701) 857 - 4122

APPLICANT INFORMATION

Applicant(s) Melinda & Wayne Howe Business Integrity Holdings LLC Type of Entity LLC
Address [REDACTED] City [REDACTED] State [REDACTED] Zip [REDACTED]
Phone [REDACTED] Email [REDACTED]
Social Security Number [REDACTED] Federal Tax ID Number [REDACTED]

PROJECT LOCATION

Legal Description Original Minot Addition Lots 5 & 6 Block 6 Renaissance Zone Block Block 6
Address 108 Main St S City Minot
Current Use of Property Commercial

TYPE OF PROJECT

☒ Commercial ☐ Residential ☐ Utility Infrastructure Project (UIP)

TYPE OF INVESTMENT

☐ Purchase Only -To include new construction ☐ Lease Only ☒ Purchase with Major Improvements -Applies to Only Commercial Projects ☐ Rehabilitation Only ☐ Historical Preservation and Renovation
☒ Commercial -Must be 50% of true and current value
☐ Residential -Must be 20% of true and current value

REQUESTED TAX EXEMPTIONS

☐ Personal Income ☐ Investment Income ☒ Property Tax Exemption ☒ Historic Tax Credits

PROJECT DESCRIPTION: Please write a brief description of the project below Phase I -main floor remodel to move current Business in -Ascend Wellness MBs to include Functional Medicine/Primary Care, mental health, chiropractic, Infusion Lounge, Convergence Medicine, small healthy market/merchandise. Future 2nd, 3rd, 4th level phase II-residential/commercial space. Phase III -basement-gym, functional nutrition space.

SQUARE FOOTAGE CALCULATIONS:

<u>0.16</u>	<u>20,088</u>	<u>6000</u>	<u>6588</u>	<u>6000</u>
Lot	Building (Total)	Basement	1 st Floor	2 nd Floor
<u>1000</u>	<u>500</u>			
3 rd Floor	4 th Floor	5 th Floor	6 th Floor	7 th Floor

Date of Acquisition: 2/23/23

Prior year 2022: \$276,000

Current True and Full Value: \$348,000

Work to Be Done:	Estimated Costs:
Electric (Primary Electric)	85,000. ⁰⁰
Masonry (Innovative Masonry)	5,240. ⁰⁰
Asbestos Abatement (Integrity Environmental)	3,600. ⁰⁰
Fire Abatement (RFS, LLC) (Main & basement)	38,022. ⁰⁰
" " (2nd, 3rd, 4th floors)	40,710. ⁰⁰
Plumbing (Ralphs)	4,315.93
Concrete Work (veau) (Surface Innovations)	5,600. ⁰⁰
Demo Work (Meads Junk removal)	2,800. ⁰⁰
Floor Restoration (Otto's Hardwoods)	24,082.50 Not Eligible
Framing, Drywall, doors/trim (Mines Lumber, GC)	33,240.12
	218,528.05 <i>gn</i>

Total Estimated Cost \$ 0

Current True and Full Value \$ 348,000

Estimated Value After Improvements \$

542,000 *gn* 62% investment increase *gn* Est. from owner

Estimated Start Date: 4/1/2023

Estimated Completion Date: 1st phase - 7/15/2023

If this project is a UIP, is the applicant a Renaissance Zone Project? ☐ Yes ☒ No (N/A)

a) To be considered a Renaissance Zone Project, the project would need to take place in the Renaissance Zone and be a utility company.

b) If this is a property owner affected by a UIP not participating in a Renaissance Zone Project, is the property owner in the Renaissance Zone? ☐ Yes ☒ No (N/A)

Is this project a lease? ☐ Yes ☒ No

a) What type of lease? ☐ New ☐ Expansion ☐ Continuation ☐ Leasehold Improvement

If this is an expansion, what is the additional square footage of the expansion?

b) If it is a lease project, does it involve the relocation of a business from one location in the city to the Renaissance Zone or from one zone property to another zone property? ☐ Yes ☐ No

Does this project involve historical preservation or renovation? ☒ Yes ☐ No

a) For projects that involve historical preservation or renovation, but are not part of a rehabilitation project, provide a description of the work and the estimated costs. A letter of approval from the Historical Society is required to claim any historical tax credits either on a rehabilitation project or renovation.

b) Information for historical properties may be obtained by contacting the Historical Society at: (701) 328-2666 or email history@nd.gov

Is the project being funded by a Renaissance Fund Organization? ☐ Yes ☒ No

If yes, describe the type and amount of financing and name of the Renaissance Fund Organization.

Provide the estimated state and local tax benefit to the taxpayer for 5 years (applies to all projects)

Total State Tax Benefit for five (5) years \$ 10,000

Total Property Tax Benefit for five (5) years \$ 23,136

Total Non-Participation Owner Tax Credit \$ _____

Is the entity subject to the financial institution tax (N.D.C.C. 57.35.3)? ☐ Yes ☒ No

If yes, total state tax benefit for five (5) years \$ _____

OFFICE ONLY

Zone Authority and City Documentation

Date of Approval or Conditional Approval _____ (date)

Provide a copy of minutes or other supporting documentation that indicates the formal approval by the approving entity.

Identify from the Development Plan the specific criteria used to approve the project:

NOTE: The DCS reserves the right to reject a zone-approved project or to continue negotiating its approval. When a project is approved by the DCS, the local zone authority will be notified in writing.

If after a project is approved and the property changes hands or a replacement project is approved during the five year exemption period, the DCS does not need to approve the transfer or the replacement project. The zone authority, however, must notify the DCS of the change and provide the applicable information about the new homeowners, business, and/or investor tax would affect the exemption provided.

Once the project is completed, DCS must be informed by email, fax or letter of the exact date of completion, and project number before the final letter of approval can be issued.

On historical renovations/rehabilitations, documentation from the Historical Society approving the final restorations must be submitted to DCS before a final letter of approval can be issued.

Melinda [Signature]
Signature

4/3/2023
Date



January 9, 2023

Melinda Howe MNA, CRNA, APRN
Ascend Wellness, MBS.

Minot, ND 58701

Dear Melinda,

The property at 108 S Main Street in Minot, North Dakota is listed as a contributing resource within the Minot Commercial Historic District. Due to the listing, owners of the property are eligible to apply for Federal Historic Preservation Tax Credits. Information about those tax credits can be found online at <https://www.nps.gov/subjects/taxincentives/index.htm> or you can visit with our coordinator for this program, Tom Linn, via telephone at 701-328-3566 or email at tlinn@nd.gov.

There may be additional

Sincerely,

Lorna Meidinger
Lead Historic Preservation Specialist
National Register Coordinator

Office
Use

- Comments:**

**Request for Renaissance Zone Certificate of Good Standing or
State Tax Clearance Record**

- SFN 28220 (4-2020) page 2

Part 3 - Responsible Person Information

Except for an individual or sole proprietorship (Part 2, Box 1), all taxpayers must complete Part 3. Enter the name and social security number of any officer, partner, governor, or managing member who is responsible for the taxpayer's tax obligations. If there is more than one responsible person, include all all of them.	
Name of Responsible Person	Social Security Number
Wayne Howe	[REDACTED]
Melinda Howe	[REDACTED]

PRIVACY ACT NOTIFICATION

In compliance with the Privacy Act of 1974, disclosure of a social security number or Federal Employer Identification Number (FEIN) on this form is required under N.D.C.C. §§ 57-01-15 and 57-38-42, and will be used for tax reporting, identification, and administration of North Dakota tax laws. Disclosure is mandatory. Failure to provide the social security number or FEIN may delay or prevent the processing of this form.

Site 32WD00881, Masonic Temple, is a Contributing element of the Minot Commercial Historic District.

ARCHITECTURAL SITES

Page 4

I. SITE I.D.

Field Code	SITS #			State	County	Site Number
10	3	2	11	13	15	18
Site Name	LTL	Twp	R	Sec	QQ	QQ Q
38	39	40	47	48	49	50
Map Quad	LTL _a	Twp _a	R _a	Sec _a	QQQ _a	QQ _a Q _a
51	69	70	77	78	79	80

1. N½
2. E½
3. S½
4. W½
5. NE¼
6. SE¼
7. SW¼
8. NW¼
9. C

City

1812 MAIN ENTRANCE

Street #

BUILDING MATERIALS

Street Name

- 24 ☐ Unknown
- 43 ☐ Asbestos Siding/Shingle
- 44 ☐ Asphalt Siding/Shingle
- 45 ☐ Brick
- 50 ☐ Clay Tile
- 52 ☐ Composition Board
- 61 ☐ Concrete Block
- 65 ☐ Concrete, Poured/Cast
- 69 ☐ Earth/Clay
- 73 ☐ Earthen Brick
- 77 ☐ Glass, Block
- 1 ☐ Glass, Pigmented
- 4 ☐ Log
- 7 ☐ Metal, Decorative
- 10 ☐ Metal, Frame
- 14 ☐ Metal, Horiz. Siding
- 18 ☐ Metal, Sheet
- 22 ☐ Perma-Stone
- 26 ☐ Plastic, Vinyl
- 30 ☐ Pole
- 33 ☐ Stone, Cut
- 37 ☐ Stone, Uncut
- 41 ☐ Stucco/Plaster
- 45 ☐ Tarpaper
- 49 ☐ Thatch
- 52 ☐ Wood, Frame
- 56 ☐ Wood, Horiz. Siding
- 60 ☐ Wood, Shingle/Shake
- 64 ☐ Wood, Vert. Siding
- 68 ☐ Other

1=
struct.
system

2=
Primary
exterior
finish

3=
Both
1 & 2

4=
Second
exterior
finish

O=Unknown
1=Known

SITE COMPONENTS

- 46 ☐ # of Features
- 51 ☐ Barn
- 58 ☐ Chicken Coop
- 62 ☐ Corral/Enclosure
- 66 ☐ General Storage
- 70 ☐ Grain Storage
- 74 ☐ Privy
- 78 ☐ Well/Windmill
- 2 ☐ Workshop

FEATURE DATA

- 48 ☐ Feature #
- 53 ☐ Const. Date
- 60 ☐ pre-1880
- 64 ☐ 1880-1900
- 68 ☐ 1900-1915
- 72 ☐ 1915-1930
- 76 ☐ 1930-1945
- 50 ☐ post-1945

CONDITION

- 13 ☐ Excellent
- 17 ☐ Good
- 21 ☐ Fair
- 25 ☐ Poor
- 29 ☐ Destroyed

SIGNIFICANCE

- 38 ☐ Eligible
- 40 ☐ Not Eligible
- 44 ☐ Contributing
- 48 ☐ Non-contrib.

PLAN SHAPE

- 55 ☐ Circular
- 59 ☐ Irregular
- 63 ☐ L-Shaped
- 67 ☐ Polygonal
- 71 ☐ Rectangular
- 75 ☐ Square
- 79 ☐ T-Shaped
- 3 ☐ U-Shaped
- 7 ☐ Other

PORCH

- 79 ☐ Original
- 4 ☐ Addition/Altered
- 8 ☐ Removed/None

Fieldwork Date

- 18 ☐ Ethnic
- 19 ☐ Style
- 18 ☐ Builder
- 21 ☐ Engineer
- 46 ☐ Designer/Architect

Other Info.

II. SITE DESCRIPTION

OFFICE USE ONLY

Soil Association	Ecozone	Area Signf	CR Type	Verified Site	Non-Site
41 43	44 45	46	47	48	49
State Registry	National Register	E C F	T F	MS Number	
50	51	52	53	54	60

Coder

Date Coded

NDCRS ARCHITECTURAL SITE FORM

Field Code RTI85MT034

Page 2

SITS NUMBER 2210881

ACCESS _____

DESCRIPTION OF SITE Original Minot Addition, Lots 5 and 6, Block 6SIG. FEAT. meeting hall-1

NON-SIG. FEAT. _____

OWNER'S NAME, ADDRESS, AND PHONE NUMBER Floyd Roll; 10 Parkway, Minot, N.D.;
(701) 839-0922FEATURE # 1 NAME IN NAME BLOCK _____

BASEMENT	FOUNDATION MATERIALS	STORIES	CORNICE	ROOF TYPE	DATING METHOD
☒ yes	☐ Brick	☐ 1	☒ Metal	☐ Gable	☐ Plat Map(s)
☐ no	☐ Concrete Block	☐ 1 1/2	☐ Brick	☐ Hipped	☐ County Atlas
☐ unknown	☐ Fieldstone	☐ 2	☐ None	☐ Deck	☐ Date Block
☐ other	☐ Cut Stone	☐ 2 1/2	☐ Wood	☐ Gambrel	☐ 1907 Sanborn Map(s)
	☒ Poured Concrete	☒ 3	☐ Other	☒ Flat	☐ Topo Map(s)
	☐ Refaced	☐ Other		☐ Other	☐ 1905-09 Other
	☐ Unknown				☐ Ward County Tax Lists
WINDOWS	☐ Other				☐ Polk's City Directory
☐ Original					
☒ Altered					

ARCHITECTURAL SIGNIFICANCE

☐ Work of Master
☐ High Artistic Values
☒ Rep. of type, period,
 method of construction

☐ Visual Landmark
☐ Too new to be elig.
☐ Lacking integrity
☒ Not High Style

HISTORICAL SIGNIFICANCE

☐ Associated with significant person
☐ Associated with significant event
☒ Associated with development of
 locality

FEATURE DESCRIPTION: Except for the store front addition, the facade of this 3-story structure sets back an additional 3' from the side walk which flanks Main St. An early rendering (North Dakota Magazine, June 2, 1907, p. 65) depicts the original store front as including a recessed central entry flanked by display windows, and, offset to the south, a rounded arch door opening with a frontispiece comprised of a wood pediment supported by 2 doric columns. The present store front addition, flush with the sidewalk was erected in 1958. Since then (1970) the arched entry has been blocked, however, the frontispiece remains in place behind a glass display (City Assessor's Card). (continued)

OTHER HISTORICAL INFORMATION: This building originally housed the Masonic Temple of Minot. A 1907 rendering of the building, which appeared in the North Dakota Magazine, shows the architects as Frost and Hosmer. Robert T. Frost worked in Minot for several years (1907-1917 Polk's City Directories).

COMMENTS/REFERENCES:

Recorded by RTI-MEMDate 6-29-85

Continuation Form

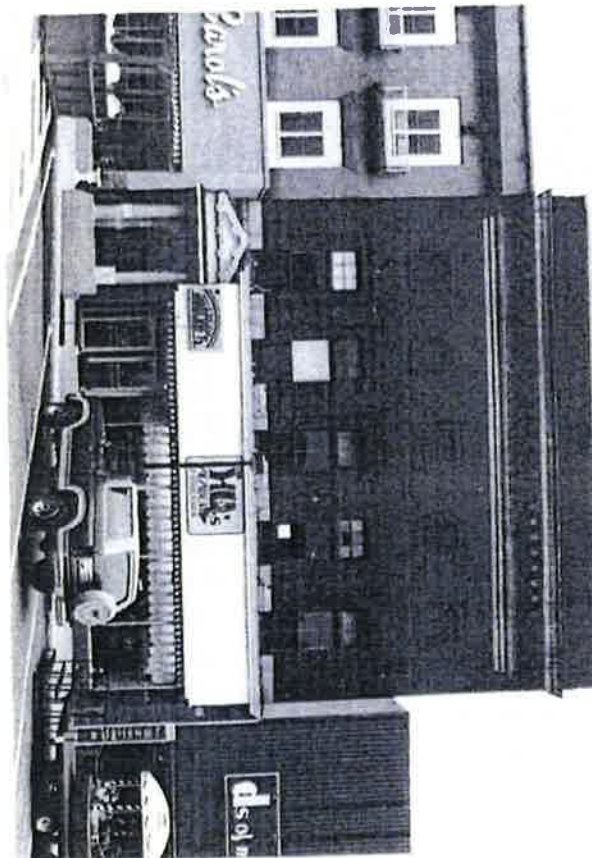
SITS Number 18816

Item No. FEATURE DESCRIPTION - RTI85MT034

The upper portion of the original facade is intact as well. This brown brick wall, laid in running bond, features a flat parapet with sandstone coping, and an elaborate pressed metal entablature embellished with a dental band cornice and raised letters on the frieze which reads "Masonic Temple". Alternating square and circular windows (2 each) span the third story. These openings, which possess molded brick surrounds, are covered by iron grills. The 1/1 double-hung (with wooden sash) windows of the second floor are each topped with a 6 light transom and have molded brick surrounds as well as a continuous sandstone sill.

Exposures of the north, south and west (rear) elevations reveal that each is laid in American bond. Both the north and south walls have a multi-stepped parapets topped with ceramic tile coping. An advertisement for the J.C. Penney Co. is painted on the eastern edge of the north wall. The original rear section of the building is 2 stories. In 1957, a single story cinder block addition was attached.

Recorded by: RTI-MEMDate: 6-29-85



NEWS WITH FORM
Photo Section

Photo Code RT185MT034

Slide Number

Photo 1



N.W. Photo I.D. Code RT185MT-Roll 27 Frame 27

Photo 1



N.W. Photo I.D. Code RT185MT-Roll 27 Frame 35

Stoppage Location AKA

Notes MEM

Date 12/85

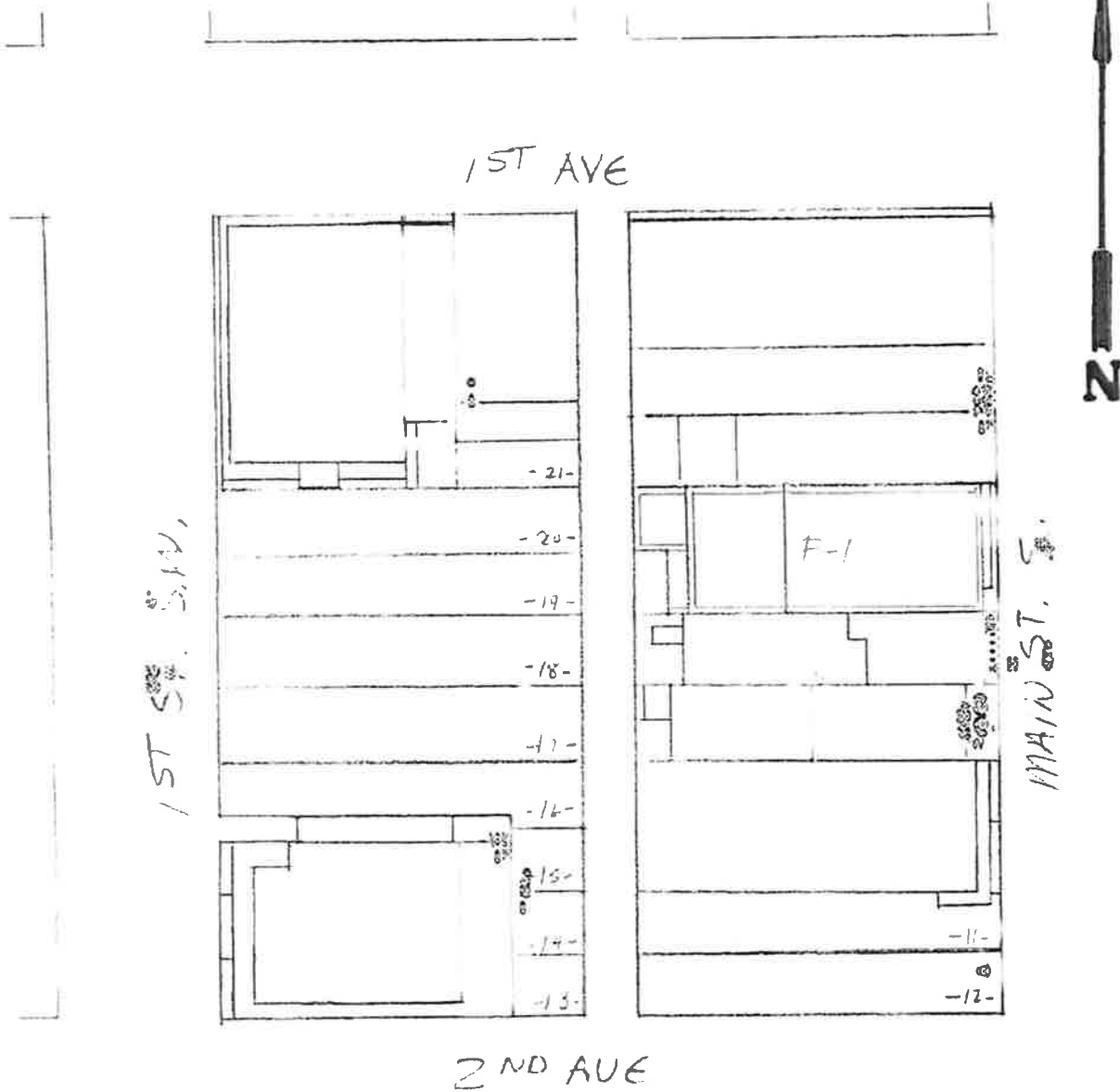
NDCRS ARCHITECTURAL SITE FORM

MAP SECTION

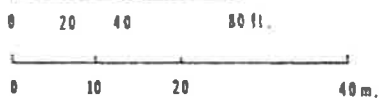
Field Code ATL 831 034

SITS NUMBER 100 3 021

ORIGINAL MINOT BLOCK 6



Scale: 1" = 60"



Key

F-1-DRETIVE

FIELD

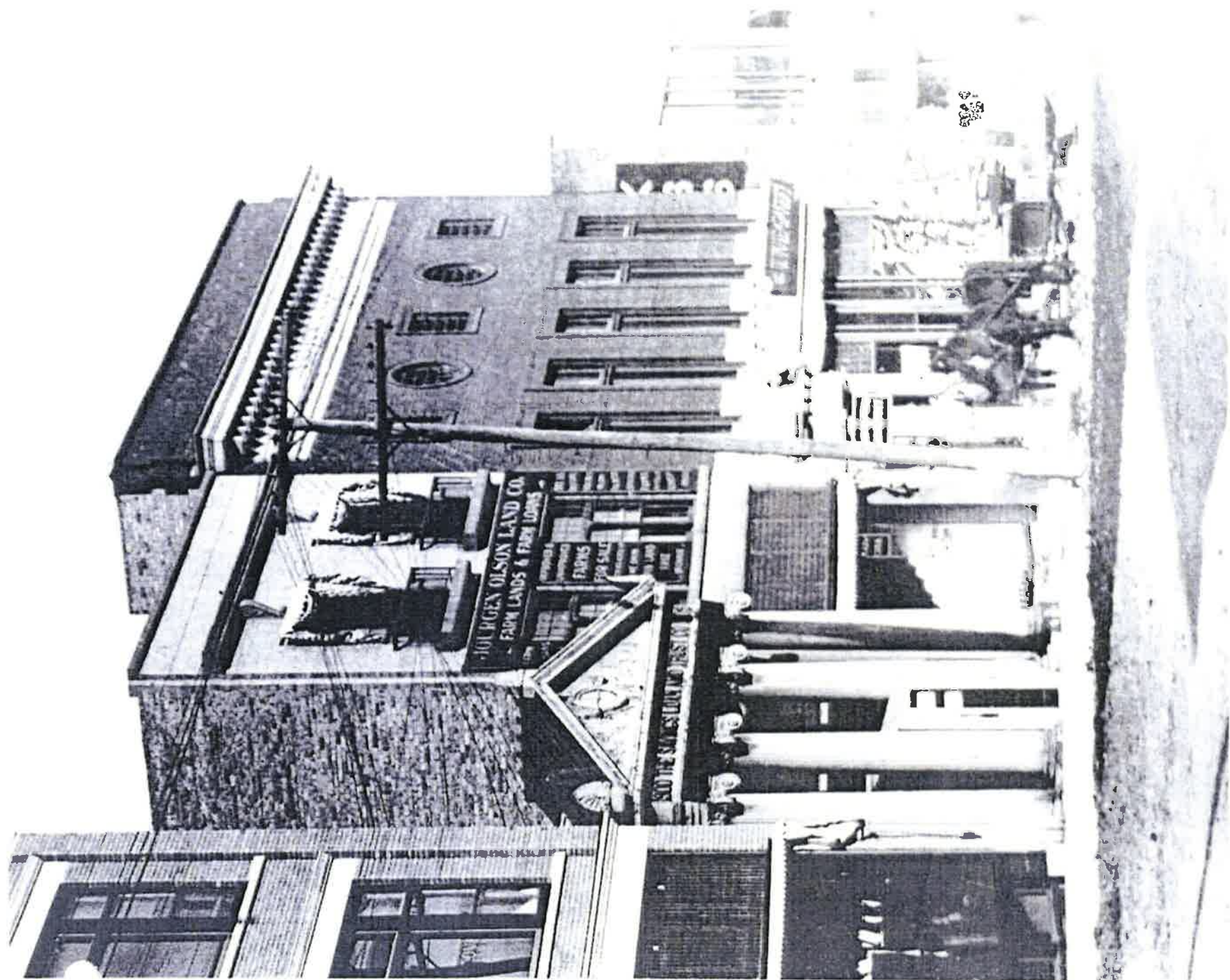
Dimension in feet (meters)

50 x 113.5 (15.2 x 40.2)

RT185MT034

MINOT QUADRANGLE
NORTH DAKOTA- WARD CO
7.5' MINUTE SERIES (TOPOGRAPHIC)
NOT FOR CONSTRUCTION





Original Masonic Temple Building (circa 1907) on Main Street in Minot, ND

32WD881

DRAFT

United States Department of the Interior
National Park Service

For NPS use only

National Register of Historic Places Inventory—Nomination Form

received

date entered

See instructions in *How to Complete National Register Forms*
Type all entries—complete applicable sections

1. Name

historic Masonic Temple

and/or common Masonic Temple

2. Location

street & number 108 South Main

not for publication

city, town Minot

vicinity of

state North Dakota

code 38

county Ward

code 101

3. Classification

Category	Ownership	Status	Present Use	
☐ district	☐ public	☒ occupied	☐ agriculture	☐ museum
☒ building(s)	☒ private	☐ unoccupied	☒ commercial	☐ park
☐ structure	☐ both	☐ work in progress	☐ educational	☐ private residence
☐ site	Public Acquisition	Accessible	☐ entertainment	☐ religious
☐ object	☐ in process	☒ yes: restricted	☐ government	☐ scientific
	☐ being considered	☐ yes: unrestricted	☐ industrial	☐ transportation
		☐ no	☐ military	☐ other:

4. Owner of Property

name Floyd Roll

street & number [REDACTED]

city, town Minot

vicinity of

state North Dakota

5. Location of Legal Description

courthouse, registry of deeds, etc. Register of Deeds, Ward County Courthouse

street & number 310 Third St. SE

city, town Minot

state North Dakota

6. Representation in Existing Surveys

title N/A

has this property been determined eligible? ☐ yes ☒ no

date

federal

state

county

local

depository for survey records

city, town

state

7. Description

Condition		Check one	Check one	
excellent	deteriorated	unaltered	X original site	
X good	ruins	X altered	moved	date October 1985
fair	unexposed			

Describe the present and original (if known) physical appearance

The facade of this three-story building, except for a store front addition, is placed back an additional three feet from the sidewalk flanking Main Street. The original store front, as shown in an early rendering, (North Dakota Magazine. 2 (June 1907) p. 65) included a recessed central entry flanked by display windows; offset to the south, existed a rounded arch door opening with a frontispiece comprised of a wood pediment supported by two doric columns of stone. The present store front addition was built in 1958, and it is flush with the sidewalk. Since 1970 the arched entry has been closed, but the frontispiece remains in place behind a glass display. (City Assessor's card).

The upper portion of the original facade is intact. Laid in running bond, the brown brick wall features a flat parapet with sandstone coping. There is also an elaborate pressed metal entablature embellished with a dentil band cornice, and raised letters on the frieze which read, "Masonic Temple."

The third story is spanned by alternating circular and square windows. There are two of each. The windows have molded brick surrounds and are covered by iron grills. There are 111 double hung windows, with wooden sash, on the second floor. These are each topped with a 6 light transom; they have molded brick surrounds as well as a continuous sandstone sill.

See continuation sheet # 1, Masonic Temple.

**United States Department of the Interior
National Park Service**

National Register of Historic Places Inventory—Nomination Form

For NPS use only

received

date entered

Continuation sheet Masonic Temple Item number Section 7 Page 1

The north, south, and west (rear) elevations disclose that each is laid in American bond. The north and south walls have multi-stepped parapets topped with ceramic tile coping. The words, "J.C. Penney Co.," are painted on the eastern edge of the north wall.

A single story cinder block addition was built in 1957.

The most noteworthy interior feature of the Masonic Temple is the massive dome in the main area of the second floor. It is about 25 feet in diameter and surrounded by 2 feet wide oak molding. The interior of the dome is lighted and painted a bright medium blue. On the blue background are painted some Masonic symbols, such as the Eastern Star, representing the women's organization; the Keystone of York Rite; the Square and Compass, the Blue Lodge Symbol; and the Crown with Cross, representing the Commandry of the York Rite. The dome was painted by A.F. Bacon of Minor's Bacon Sign Company.

Frost and Hosmer were listed in an enclosed photocopy, although only Robert T. Frost appears in Polk's City Directories for 1907-17. One or both of these architects designed the Masonic Temple building. (North Dakota Magazine VII No. 1, June 1907, p.65) City Directory

**United States Department of the Interior
National Park Service**

**National Register of Historic Places
Inventory—Nomination Form**

For NPS use only
received
date entered

Continuation sheet Masonic Temple Property Item number Section 9

Page 1

Blumenson, John J.G. Identifying American Architecture: A Pictorial
to Style and Terms, 1600-1945. Nashville: American Association
for State and Local History, 1960.

Gohfried, Herbert. American Vernacular Design, 1870-1940: An
Illustrated Glossary. New York: Van Nostra and Reinhold Co.
Limited, 1985.

Harris, Cyril M. ed. Illustrated Dictionary of Historic
Architecture. New York: Dover Publications, Inc., 1977.

Hudson, John C. Plains Country Towns, Minneapolis: University
of Minnesota Press, 1985.

Minot Daily News, Minot, North Dakota. September 20, 1984.

North Dakota Magazine, North Dakota. June, 1907.

Office of the County Auditor. Ward County Tax Lists, 1905-09.

Office of the County Clerk. Ward County Deed Records, 1887.

Polk City Directory, 1907-17.

**United States Department of the Interior
National Park Service**

**National Register of Historic Places
Inventory—Nomination Form**

For NPS use only
received
date entered

Continuation sheet Masonic Temple Property Item number Section 9

Page 1

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North Dakota Magazine, North Dakota. June, 1907.

Office of the County Auditor. Ward County Tax Lists, 1905-09.

Office of the County Clerk. Ward County Deed Records, 1887.

Polk City Directory, 1907-17.

8. Significance

Period	Areas of Significance—Check and justify below			
prehistoric	archeology-prehistoric	community planning	landscape architecture	☒ religion
1400-1499	archeology-historic	conservation	law	☐ science
1500-1599	agriculture	economics	literature	☐ sculpture
1600-1699	architecture	education	military	☒ social
1700-1799	art	engineering	music	☐ humanitarian
1800-1899	commerce	exploration/settlement	☒ philosophy	☐ theater
☒ 1900-	communications	industry	politics/government	☐ transportation
		invention		☐ other (specify)

Specific dates 1907-8 **Builder/Architect** Frost & Hosmer (explained on previous page)
Statement of Significance (in one paragraph)

The corner stone of the Masonic Temple building was laid in July, 1907, and the Dedication and Grand Opening were February 28, 1908. The rough and tumble ways of an early settlement were beginning to give way to the refinements and social order manifested in formation of clubs and organizations. Two statements are appropriate in relating the significance of the Masonic Temple building: " Freemasonry is a fraternity of men bound together by ties of morality in public and private life who believe in God and the Constitutional right of members to free choice of religion and political persuasion.", (Minot Daily News, 9-20-84ed.); " In addition to supporting 22 Shriners hospitals for Crippled Children, including 19 orthopedic hospitals and three burn centers, Minot Kem clowns visit patients in the children's wards of Minot's three hospitals and patients at the Americana Healthcare Center.(Ibid.).

Masonic Temple Property

Section 16

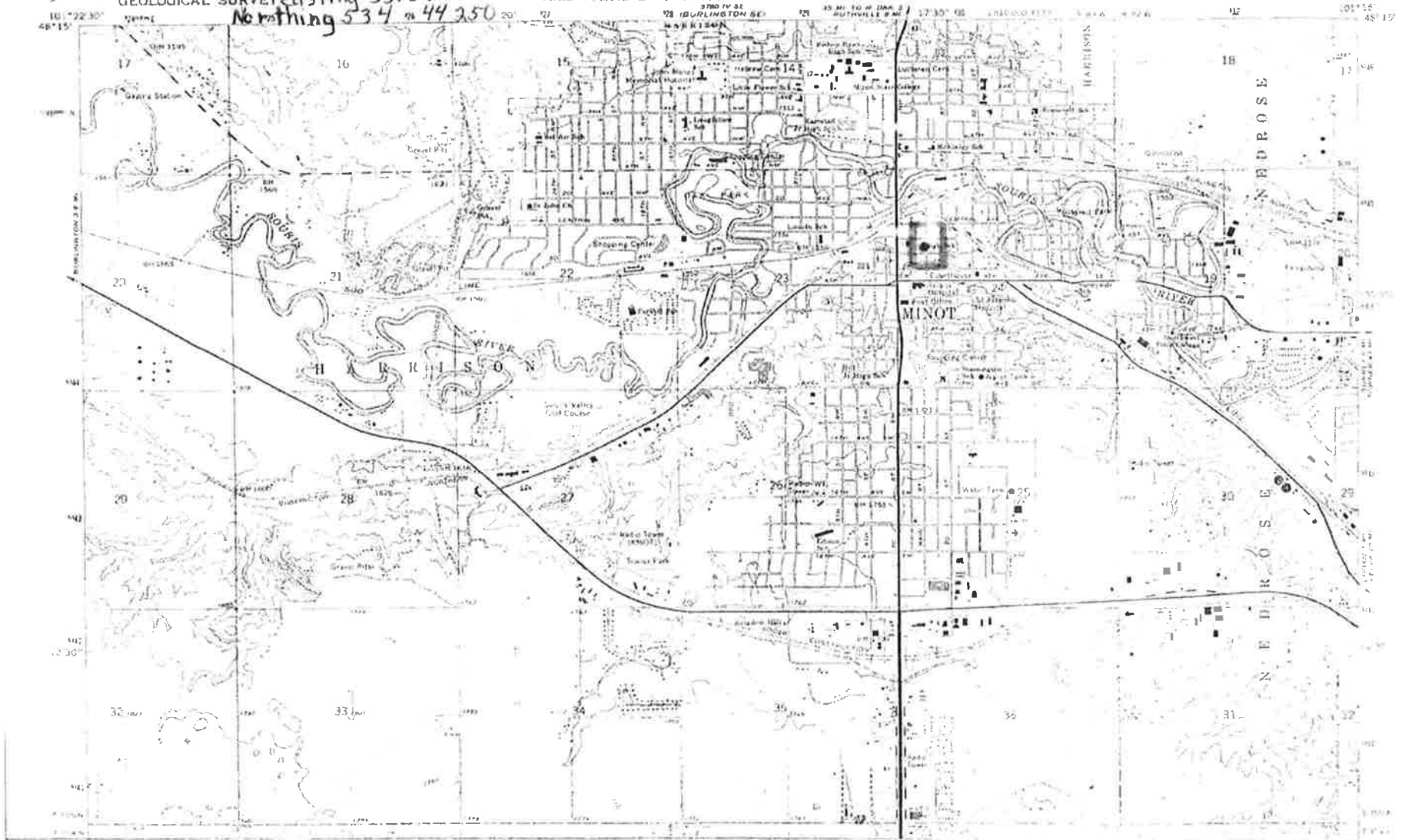
Minot, N.D. 58701

North ↑

UNITED STATES UTM References:
DEPARTMENT OF THE INTERIOR ZONE 14
GEOLOGICAL SURVEY Easting 331525
Northing 53444250

STATE OF NORTH DAKOTA
WATER COMMISSION
GOVERNOR WILLIAM L. GUY, CHAIRMAN
MILO W. HOISVEEN, SECRETARY AND CHIEF ENGINEER

MINOT QUADRANGLE
NORTH DAKOTA - WARD CO
7.5 MINUTE SERIES (TOPOGRAPHIC)
BASE MINOT 15 QUADRANGLE



9. Major Bibliographical References

Entire bibliography listed on continuation sheet attached. (#2)

10. Geographical Data

Acreage of nominated property _____

Quadrangle name Minot

Quadrangle scale 7.5'

UTM References

A 14 3311 5215 513 44 2510
Zone Easting Northing

B
Zone Easting Northing

C

D

E

F

G

H

Verbal boundary description and justification

Lots 5 and 6 Block 6 of original Minot Plat

List all states and counties for properties overlapping state or county boundaries

state _____ code _____ county _____ code _____

state _____ code _____ county _____ code _____

11. Form Prepared By

name/title Barbara Hyland Sebby, representative of The Gallery Restaurant

organization _____ date _____

street & number RR 6 Box 182 telephone

city or town Minot state North Dakota

12. State Historic Preservation Officer Certification

The evaluated significance of this property within the state is:

 national state local

As the designated State Historic Preservation Officer for the National Historic Preservation Act of 1966 (Public Law 89-665), I hereby nominate this property for inclusion in the National Register and certify that it has been evaluated according to the criteria and procedures set forth by the National Park Service.

State Historic Preservation Officer signature _____

title _____ date _____

For NPS use only

I hereby certify that this property is included in the National Register

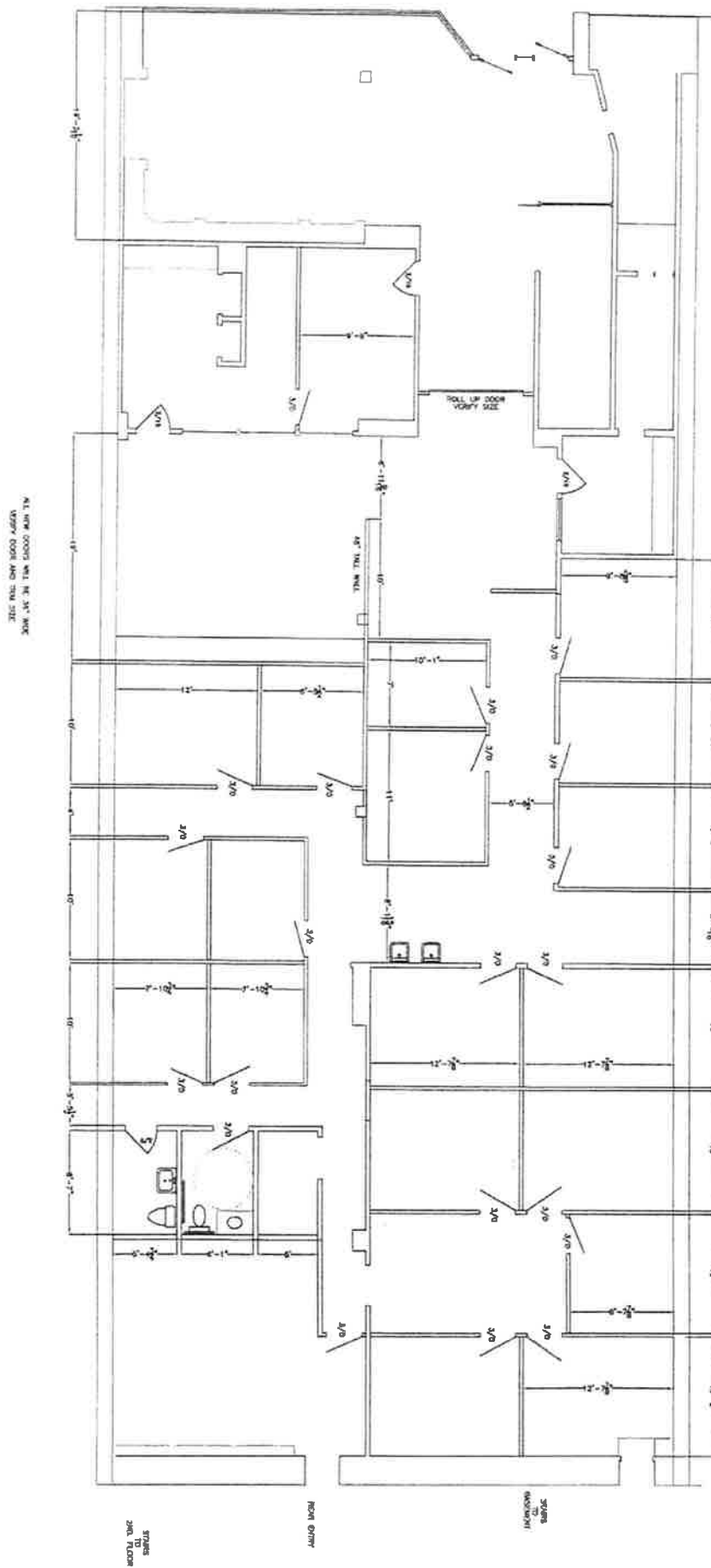
_____ date _____

Keeper of the National Register

Attest:

Chief of Registration

_____ date _____



1 FLOOR PLAN
1

Interior layout, First Floor

ESTIMATE

Keller Drywall L.L.C.
4310 Beaver Creek Road
Minot, ND 58701

keller_justin@hotmail.com
(701) 771-8903



Wayne Howe

Bill to
108 Main St. S
Minot ND

Ship to
108 Main St. S
Minot ND

Estimate details
Estimate no.: 1233
Estimate date: 04/10/2023

Product or service	Amount
1. Sales	\$11,300.00
downtown shop (hang, tape, texture and prime)	
Sales	\$636.00
stock	
Total	\$11,936.00

Framing and Trim Expenses

FOSSCO

1615 12th ST SW
Minot, ND 58701
701-720-6029

ADDRESS

Integrity Holdings
108 S Main St
Minot, ND 58701

Estimate 1146**DATE** 04/11/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Sales	Frame and tie in all walls for clinic space	1	14,500.00	14,500.00
	Sales	Permit	1	1,500.00	1,500.00
	Sales	Trim Install	1	12,500.00	12,500.00
	Materials	Framing materials	1	4,800.00	4,800.00

TOTAL**\$33,300.00**

Accepted By

Accepted Date



Primary Electric, LLC

PO Box 133

Westhope, ND 58793

Quote

Date	Estimate #
3/29/2023	171

Name / Address
Ascend Wellness MBS 108 Main St S Minot, ND 58701

Description	Qty
Design-Build electrical system for a health and wellness remodel project. Quote includes but is not limited to required permits, demo and disposal of existing electrical light fixtures, wiring and devices. Remove 1 of the 2 electrical panels and relocate with new electrical panel and branch circuits. Primary Electric will design-build a new complete electrical system for remodel and will provide all labor, materials, equipment and tools for the complete remodel excluding ceiling fans. All quotations are made in accordance with our interpretation of the plans. Unless otherwise noted : all prices are subject to change without notice and are void unless accepted within 30-days from date. In the event of price increase, any unfilled portion of any order will be billed at the price in effect at time of shipment. Primary Electric shall not be liable for failure to deliver or delivery performance due to causes beyond our reasonable control.	
This quote will be valid for 30 days from the date of the quote	Total \$85,000.00

Customer Signature _____



Innovative Masonry Inc
 2900 43rd Ave Se
 Minot, ND 58701 US
 +1 7015090743
 ryand.imi@gmail.com
<http://www.innovativemasonryinc.com>

Estimate 1184

ADDRESS

Melinda Howe
 Ascend Wellness
 108 Main ST S
 Minot, ND 58701
 P: Interior Wall Clean/Tuck
 Point

DATE
 04/04/2023

TOTAL
 \$5,240.00

ACTIVITY

QTY

RATE

AMOUNT

05 Masonry

Masonry Detergent, Wall Prep Chemicals, Mortars, &
 Plastic/cover materials

1

854.00

854.00

05 Masonry

Water/chemical Cleaning, Dust/Dirt Removal, Tuck-Pointing

1

4,386.00

4,386.00

Price is to cover all labor for cleaning prep and minor tuck
 pointing. Any large wall repairs will need to be reassessed.

SUBTOTAL

5,240.00

TAX

0.00

TOTAL

\$5,240.00

THANK YOU.

Accepted By

Accepted Date

Proposal

RFS, LLC

3521 County Road 19 South
Minot, ND 58701
Ph (701) 838-2256
rfs@srt.com - www.rfsnd.com

Proposal Submitted to: All Bidding Contractors	Phone:	Date: Wed, Feb 22, 2023
Address:	Job: 108 Main St. MelindaWayne Howe Base-1st	
City, State, and Zipcode	Job Location:	

Specifications and Description of work:

Replace existing pendent and upright heads located in basement and 1st floor.
Add heads in entry way.
Replace existing swing check valve with double check backflow preventer.
Test existing mains and branchlines (after replacing heads) with air for 24hrs. If system holds, test system with water at 200 PSI.
RFS will work with occupant in basement for a schedule to relocate antiques. RFS LLC can not move any products or antiques.

Exclusions:

Electrical to wire tampers and flow switch
Monitoring of fire sprinkler system
New underground
Replacment of branchlines or mains

This proposal is Not To Exceed: RFS LLC will run a P/L at end of project. A credit will be applied if job cost is under bid amount

We Propose

To furnish material and labor, complete AS DESCRIBED above, for the sum not to exceed

Thirty Eight Thousand Twenty Two Dollars

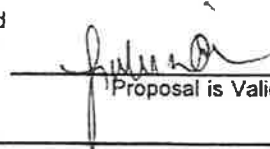
(\$38,022.00)

Payment to be made as follows:

As per contract agreements.

All Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications described above involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry Fire and other necessary Insurance. Our workers are covered by Workers compensation Insurance.

Authorized
Signature:



Proposal is Valid for 30 Days

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payment will be made as stated above.

Date of Acceptance:

Signature:

Masonry Estimate

Surface Innovations LLC

931 hiawatha st se
Minot, ND 58701 US
7015002366
laycovington29@gmail.com

Estimate

ADDRESS
Wayne And Melinda Howe
Integrity Holdings LLC
108 Main St S
Minot, Nd 58703

ESTIMATE 1015
DATE 04/02/2023

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Sales	Remove and replace concrete pad in the back of the building.	1	5,600.00	5,600.00
TOTAL				\$5,600.00

Accepted By

Accepted Date

Invoice

PAGE 1 OF 2



Invoice

Bill to
Integrity Holdings LLC
Wayne & Melinda Howe

Invoice #
158836-000005

PO #
1

Invoice date
Apr 4, 2023

Next payment due
Apr 8, 2023



My Service

Demolition Cleanup

Bid price total:

\$2,800

Subtotal

\$2,800

Floors / Not Applicable

Otto's Hardwood Floors & More

4510 County Rd 19 S

Minot, ND 58701
(701) 240-0907

DATE: April 5, 2023

Proposal 202304
FOR: Refinish floor in old
Headquarters

Bill To:

Wayne Howe
108 Main St S
Minot, ND 58701

DESCRIPTION	AMOUNT
Remove all glue and residuals from carpet removal	
3705 sf X \$1.50/sf	5,557.5
Sand and refinish floor, spray with chemical and wipe down floor to dry residual oil and reduce chance of fish eyes, and coat with 3 coats of Rextane	
3705 sf X \$5.00/sf	18,525
Any repairs required for the wood floor and are requested by you would be billed at an hourly rate. This is to be determined once the carpet and residual materials have been removed	
Half down is required at the start of the job	
TOTAL	24,082.5

Make all checks payable to Otto's Hardwood Floors & More

If you have any questions concerning this invoice, Contact Darin Otto (701) 240-0907

THANK YOU FOR YOUR BUSINESS!



Minot Lumber & Hardware, Inc.
 PO Box 1147
 204 20th Avenue SE
 Minot, ND 58702
 Contact us: 701-852-3151

Quotation

Quote No
 Quote Date

M222185
 04/03/2023

Invoice Address

Customer 1
 Your Ref ity Holding LLC Farming
 Delivery On 04/03/2023
 Taken By Shane Linder
 Sales Rep Unassigned



Page 1 of 2

Special Instructions		Notes				
Line	Product Code	Description	Qty/Footage	Price	Per	Total
1		Framing				
2	2610BT	2x6 10' Brown Treated Above Ground 1/10	1 ea	13.95	ea	\$13.95
3	2610	2X6 10' Spf #2 & Better (189)	2 ea	9.60	ea	\$19.20
4	2610	2X6 10' Spf #2 & Better (189)	9 ea	9.60	ea	\$86.40
5	2416BT	2X4 16' Brown Treated Above Ground 27/16	27 ea	21.09	ea	\$569.43
6	2416	2X4 16' Spf #2 & Better (294)	54 ea	9.44	ea	\$509.76
7	2416	2X4 16' Spf #2 & Better (294)	180 ea	9.44	ea	\$1,699.20
8	2410	2X4 10' Spf #2 & Better (294)	200 ea	5.40	ea	\$1,080.00
9		End of Framing				
10						\$3,977.94
11		Insulation				
12	C615KR21	R21(991375) 6"X15"X93" Kraft (77.50 Sf)	2 RL	72.05	RL	\$144.10
13	C315FF	R11(990535) 3-1/2X15X93 Unf(157.58 Sf)	32 RL	89.59	RL	\$2,866.88
14		End of insulation				
15						\$3,010.98
16		Sheetrock				
17	41258DW	Drywall 4X12 5/8"	212 ea	32.59	ea	\$6,909.08
18		End of Sheetrock				
19						\$6,909.08
20		Interior Doors & Trim				
21	zz_SOMillwork_41459	lot interior doors and trim	1 ea	16,866.40	ea	\$16,866.40
22		per spec sheet				
23		no other trims				
24		End of Interior Doors & Trim				
25						\$16,866.40
26		Hardware				
27	zz_SOHardware_25531	misc fastener and hardware allowance	1 ea	750.00	ea	\$750.00

Subject to our terms and conditions of sale. Further copies available on request.



Minot Lumber & Hardware, Inc.
PO Box 1147
204 20th Avenue SE
Minot, ND 58702
Contact us: 701-852-3151

Quotation

Quote No
Quote Date

M222185
04/03/2023

Invoice Address

Customer 1
Your Ref ity Holding LLC Farming
Delivery On 04/03/2023
Taken By Shane Lider
Sales Rep Unassigned

Page 2 of 2

Line	Product Code	Description	Qty/Footage	Price	Per	Total
28		End of Hardware				\$750.00

Total Amount	\$31,514.40
Sales Tax	\$1,725.72
Quotation Total	\$33,240.12

By your signature below, you are agreeing to the Terms and Conditions set forth on back or attached.

Buyer

Date

Subject to our terms and conditions of sale. Further copies available on request.

Proposal**RFS, LLC**

3521 County Road 19 South

Minot, ND 58701

Ph (701) 838-2256

rfs@srt.com - www.rfsnd.com

Proposal Submitted to:	Phone:	Date: Wed, Feb 22, 2023
Address:	Job: 108 Main St. Melinda/Wayne Howe 2nd-4th	
City, State, and Zipcode:	Job Location:	

Specifications and Description of work:

This proposal includes the following:

Replacing upright and pendent sprinkler heads on 2nd floor, 3rd level area and balcony area, 4th room and combustible space above the arched area.

Replace dry pipe valve with new dry pipe valve

New Air Compressor(needs to be wired by others)

New Air Maintenance device

Test existing mains and branchlines after replacing heads with air for 24hrs. If system holds test system with water at 200PSI

Exclusions:

Electrical to wire tamperers and flow switch or air compressor

Monitoring of fire sprinkler system

New underground

Replacment of branchlines or mains

Painting of pipe or fittings

Fire Alarm or Monitoring

We Propose

To furnish material and labor, complete AS DESCRIBED above, for the sum not to exceed

Forty Thousand Seven Hundred Ten Dollars

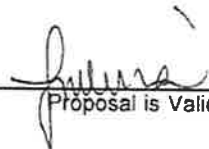
NTE (\$40,710.00)

Payment to be made as follows:

As per contract agreements.

All Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications described above involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry Fire and other necessary Insurance. Our workers are covered by Workers compensation Insurance.

Authorized
Signature:


Proposal is Valid for 30 Days

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payment will be made as stated above.

Date of Acceptance: _____ Signature: _____



QUOTE

MINOT LUMBER & HARDWARE, INC

Page 1 of 1

204 20TH AVE SE

Phone:

Quote Date

4/3/2023

Fax:

Quoted By

Shane Lider

MINOT, ND 58702

BILL TO

SHIP TO

Quote # 351905

Customer PO#

Project Name Unassigned Project

Phone

Phone

Fax

Fax

Quote Name Wayne Howe

LINE #	DESCRIPTION	QTY	U/M	NET PRICE	NET EXT
--------	-------------	-----	-----	-----------	---------

100	INTERIOR SINGLE PREHUNG, 2/6X6/8, 1-3/8, A3 3p, POPLAR, (LH), 4-9, Poplar (VEN), 301A Poplar, No Casing, 3.5" Ball Bearing Satin Nickel US15 Hinge 5/8" Radius, LOCK-ONE Machining: Cylindrical, 2-1/8, Thru Bore, BBW, Drive In, 2-3/8 Backset, Strike: Full Lip, Rad, 3/32, PREFINISH UNIT: Ultra #523 Dark Roast	20	EA	\$666.17	\$13,323.40
-----	---	----	----	----------	-------------

STANDARD SIZING:

RO: 32 x, 82 1/2

UD: 31 1/2 x, 81 3/4

Room: None Assigned

200	7-6 (90") 155A POPLAR CASING (9/16"x3"), PRE-FINISH ITEM Ultra #523 Dark Roast	100	EA	\$35.43	\$3,543.00
-----	--	-----	----	---------	------------

Room: None Assigned

SUB-TOTAL:	\$16,866.40
LABOR:	\$0.00
FREIGHT:	\$0.00
SALES TAX:	\$0.00
TOTAL:	\$16,866.40

CUSTOMER SIGNATURE _____ DATE _____



Exterior & Interior Doors | Stair Parts | Mouldings | Deck Railing | Pre-Finish

The Title Team
ALTA Universal ID: 1031618
1835 16th St SW
Minot, ND 58701

File No./Escrow No.: MI22-3285
 Print Date & Time: February 22, 2023 11:51 am
 Officer/Escrow Officer: Paula J. Bachmeier
 Settlement Location: 1835 16th St SW
 Minot, ND 58701
 Property Address: 108 S Main St
 Minot, ND 58701
 Borrower: Integrity Holdings LLC
 1915 19th Ave NW
 Minot, ND 58703
 Seller: Floyd James Roll
 10 Park Way
 Minot, ND 58701
 Lender: First Western Bank & Trust
 Loan Type: Conventional Uninsured
 Settlement Date : February 23, 2023
 Disbursement Date : February 23, 2023

Description	Borrower	
	Debit	Credit
Financial		
Sale Price of Property	395,000.00	
Deposit		
Loan Amount		1,000.00
		316,000.00
Prorations/Adjustments		
5064 74		
01/01/23-02/23/23		735.43
Assessments		
01/01/23-02/23/23		90.29
Loan Charges to First Western Bank & Trust		
Origination Fee		
Appraisal Fee	2,850.00	
Flood Cert	150.00	
	8.50	
Title Charges and Escrow/Settlement Charges		
Lender's Title Insurance to The Title Team		
Coverage: \$316,000.00	603.00	



Your assistance please

Mike Blessum <mike.blessum@accountingsolutions.accountants>

Thu, Jan 19, 2023 at 11:03 AM

To: Wayne Howe

Hi Wayne – we looked this over and came up with the following:

Estimated Benefit
↓

1. On the property tax the estimated five year savings if they are waived completely would be \$23,136 based on the current year estimate. The program allows for partial exemption based on the level of reinvestment. You can scale the savings based on the amount you expect to spend on renovations.

Level of Re-investment* as a Percentage of the City's Assessed Building Value	Percentage of Property Tax Exemption
Less than 10%	0%
10% to 24%	40%
25% to 34%	60%
35% to 49%	80%
50% and More**	100%

2. On income tax, with a \$2000 estimated income tax per year for you and Melinda, the estimated 5 year total would be \$10,000 as long as you spent at least \$40,000 in renovations. This is a very rough estimate based on what we can see for you for your 2022 income and current law. Changes in your income and ND law could change this drastically.
3. Our expectation is that Integrity Holdings LLC will not have employees or withholding.

Let me know if you have any questions.

Thanks, Mike



Mike Blessum

mike.blessum@accountingsolutions.accountants

1419 2nd Ave. SW
Minot, ND 58701
accountingsolutionsnd.com

Telephone 701.837.0348
Text 701.419.6977
Fax 701.806.0812

CONFIDENTIALITY NOTICE

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has

<https://mail.google.com/mail/u/0/?ik=3d7380f164&view=pt&search=all&permmsgid=msg-f:1755471225478585141&simpl=msg-f:1755471225478585141>

1/2

NOTICE OF INCREASE IN REAL ESTATE ASSESSMENT

City of Minot
(Name of Twp/City/District)

Ward
(Name of County)

Parcel Number: MI24.238.060.0060

INTEGRITY HOLDINGS, LLC

1915 19TH AVE NW
MINOT, ND 58703-1198

Property Address:
108 MAIN ST S
MINOT, ND 58701-3914

Legal Description:
ORIGINAL MINOT ADDITION
LOTS 5 & 6 BLOCK 6

	True & Full Value*
Current Year Assessment (2023)	\$348,000
Prior Year Assessment (2022)	\$276,000
Change in Assessment	\$72,000

Reason for increase in value:

Reasons for increase may vary but are generally the result of new construction, remodeling or repairs, or update of property record card.

You are hereby notified in accordance with North Dakota Century Code, the true and full valuation on property you own has increased since the previous year's assessment to one or more of the following levels:

- ☒ The assessor has increased the true and full valuation to a level of 10% or more and \$3,000 or more from the previous year's assessment.
- ☐ The township, city, or county board of equalization proposes to increase the true and full value returned by the assessor resulting in a cumulative increase of more than fifteen percent from the amount of the previous year's assessment.
- ☐ The township, city, or county board of equalization, or action by the State Board of Equalization has increased the true and full valuation to a level of 10% or more and \$3,000 or more from the previous year's assessment.

An increase in assessment does not mean property taxes on the parcel will increase. The taxing district must base its tax rate on the number of dollars raised from property taxes in the previous taxable year by the taxing district. By August 31 each year the county shall provide an estimated tax statement to the owner of each parcel with a total estimated tax of at least \$100.

Hearing Schedule

Unless the increase results from actions taken by the State Board of Equalization, a property owner may appeal the current year's assessment by contacting the assessor or the boards of equalization. The equalization boards will hold hearings as follows:

Name/Location	Date	Time
Minot Township/City Board of Equalization City Hall 515 2nd Ave SW Minot, ND	4/11/2023	5:30 PM
Ward County Board of Equalization 225 3rd St SE Minot, ND	6/6/2023	1:00 PM
ND State Board of Equalization State Capitol Bismarck, ND Coteau Rm	08/8/2023	8:30 AM

Assessment Official: Minot City Assessor's Office

Mailing Address: PO Box 434

City, State, Zip: Minot, ND 58702

Phone: 701-857-4160

Date: 3/17/2023

* As provided for in N.D.C.C. §§ 57-02-27.1 and 57-02-27.2
24743 (Revised 6-2021)

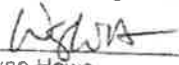
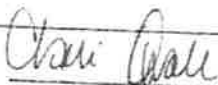
Description	Borrower	
	Debit	Credit
Title Charges and Escrow/Settlement Charges (continued)		
Disclosed Premium: \$603.00 Version: ALTA Loan Policy (06/17/06)		
Title Opinion to William E. Bergman	200.00	
Settlement or Closing Fee to The Title Team	140.00	
Wire Transfer Fee to The Title Team	20.00	
Owner's Title Insurance to The Title Team	412.00	
Coverage: \$395,000.00 Disclosed Premium: \$412.00 Version: ALTA Owners Policy (06/17/06)		
Government Recording and Transfer Charges		
Record Warranty Deed & Mortgage to County Recorder	85.00	
	Debit	Credit
Subtotals	399,468.50	317,825.72
Due from Borrower		81,642.78
Totals	399,468.50	399,468.50

Acknowledgement

We/I have carefully reviewed the ALTA Settlement Statement and find it to be a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction and further certify that I have received a copy of the ALTA Settlement Statement. We/I authorize The Title Team to cause the funds to be disbursed in accordance with this statement.

Borrower

Integrity Holdings LLC

BY: Wayne Howe
Managing MemberBY: Melinda Howe
Managing MemberThe Title Team
Settlement Agent



STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
BRIAN KROSHUS, COMMISSIONER

January 20, 2023

Ref: L1552680064

INTEGRITY HOLDINGS LLC
1915 19TH AVE NW
MINOT ND 58703-1198

RE: Renaissance Zone Certificate Of Good Standing, State Income And Sales Taxes Only

This letter is evidence of good standing as required by the North Dakota Division of Community Services for purposes of obtaining final approval of a renaissance zone project.

As of the date of this letter, the records in the North Dakota Office of State Tax Commissioner do not show probable cause to believe that any income taxes (including income tax withheld from wages) or sales and use taxes are due and owing to the State of North Dakota by the following taxpayer:

Taxpayer's Name: INTEGRITY HOLDINGS LLC
SSN or FEIN:

This letter must be submitted (as part of the zone project application) to the local zone authority for the renaissance zone in which the proposed zone project will be located. Please keep a copy of this letter for your records.

Liliya Montgomery

Liliya Montgomery
Supervisor, Individual Income Tax and Withholding
Phone: 701-328-1296
Email: lmontgomery@nd.gov

Not Applicable at
this time *gn*



**REQUEST FOR RENAISSANCE ZONE CERTIFICATE OF
GOOD STANDING OR STATE TAX CLEARANCE RECORD**
OFFICE OF STATE TAX COMMISSIONER
SFN 28220 (04-2020)

**ND Tax Department
Use Only**

☐ Approved
☐ Not approved

Part 1 - Type of request

This is a request for a: (Check applicable box)

- A. ☒ Renaissance zone certificate of good standing (N.D.C.C. §§ 40-63-11 and 57-01-15.1)**
Check this box if you need a certificate of good standing because you are applying for an income or property tax exemption or income tax credit under the Renaissance Zone Program.
- B. ☐ Non-renaissance zone property tax exemption state tax clearance record (N.D.C.C. § 57-01-15.1)**
Check this box if applying for one of the following property tax exemptions. Also check the exemption being claimed.
- ☐ New or expanding business property tax exemption under N.D.C.C. ch. 40-57.1.
- ☐ Development or renewal area property tax exemption (tax increment financing) under N.D.C.C. ch. 40-58.

Part 2 - Taxpayer information

Legal Name of Taxpayer (If a sole proprietorship, enter name of individual who owns the business.) Integrity Holdings LLC			
Trade or Doing Business as Name, if Different from Legal Name Above			
Current Mailing Address 1915 19th Ave NW	City Minot	State ND	ZIP Code 58703
Type of Entity 1. ☐ Individual (or Sole Proprietorship) 2. ☐ Regular (C) Corporation 3. ☐ Partnership (all Types) 4. ☐ Subchapter S Corporation 5. ☐ Estate or Trust	6. ☒ Limited Liability Company (Filing as a Partnership) 7. ☐ Limited Liability Company (Filing as an S Corporation) 8. ☐ Limited Liability Company (Treated as a Disregarded Entity) - Identify Owner Below: Owner's Name: _____ Owner's Social Security Number or FEIN: _____ 9. ☐ Other (Identify) _____		
Important: Except for an individual (or sole proprietorship), all taxpayers must complete Part 3 on page 2.			
Social Security Number (of Individual or Owner of Sole Proprietorship) --		Federal Employer Identification Number (FEIN) (If a Sole Proprietorship, Enter FEIN if it has one) 00	
Is taxpayer a newly created business this year? ☒ Yes ☐ No			
If taxpayer is a business, what is the principal business activity? Real Estate Investment			
Did taxpayer file a North Dakota income tax return for the most recent tax year? ☐ Yes ☐ No (If a newly created business this year, skip this question.) If no, explain Newly created LLC January 2023			
Does (or will) taxpayer sell tangible personal property or services for which North Dakota sales tax must be collected from the customer? ☐ Yes ☒ No			
If yes, has taxpayer applied for or obtained a North Dakota sales tax permit? ☐ Yes ☐ No If no, explain _____			
Does (or will) taxpayer have employees whose wages are subject to North Dakota income tax withholding? ☐ Yes ☒ No			
If yes, has taxpayer registered for North Dakota income tax withholding? ☐ Yes ☐ No If no, explain No employees expected, using LLC for purchasing properties.			
Taxpayer's Signature <i>Wayne Howe</i>		Date 01/18/2023	
Printed Name of Taxpayer Wayne Howe			

Mail request to: Individual Income Tax Section
Attn: Supervisor
Office of State Tax Commissioner
600 E. Boulevard Ave.
Bismarck ND 58505-0599

Or fax request to: 701.328.1942

Important: The renaissance zone certificate of good standing or state tax clearance record will only be sent to the taxpayer or to the taxpayer's designated representative shown on a North Dakota Form 500 attached to this form.

City of Minot

Assessor's Office

DATE: April 24, 2023

TO: Jonathan Rosenthal, Economic Development Administrator

FROM: Damon Duse, Asst City Assessor

REFERENCE: Renaissance Zone Prospective Project located at 108 Main St S, application by Melinda and Wayne Howe d.b.a. Integrity Holdings, LLC.

I have been asked to provide some property tax information on the current and estimated future assessment of a building at 108 Main St S. The 2023 True and Full assessment is \$348,000. The building assessment portion is \$306,000 and the estimated taxes on the building amount for 2023 are \$5,600.

If the project were to receive approval under the renaissance zone exemption, the estimated True and Full Value on the building after completion of construction and through the 5 year exemption period would be approximately \$485,000. The estimated taxes on this amount for the building would be about \$8,900 per year. If the renaissance application were approved, approximately \$44,500 would not be collected over 5 years of tax exemption.

Please remember it is difficult to project values and tax rates into the future and if the completed building becomes different than proposed, estimates could change

Please reach out to my office for any further questions.

Payment To:	Payment for:	Invoice #:	Invoice Date:	Payment Amount:	Check Number:	Additional Info:
Pro-tech	Fire Alarm, Burglary	13575	10/10/2023	\$15,246.58	13575	Marked as 1A & 1B
FOSSCO	Building Permit	581539	7/12/2023	\$500.00	581539	Marked as 2A & 2B
Drywall Supply	Fire Proof Drywall	000045986-001	8/9/2023	\$5,903.04	582487	Marked as 3A & 3B
Innovative Masonry	Brick Restoration	347	5/22/2023	\$5,240.00	579970	Marked As 4A & 4B
Ralph's Plumbing	Repair A/C	115027	8/29/2023	\$1,473.12	583465	Marked As 5A & 5B
RFS	Sprinkler Repair Main/Baseament	23120-1	8/15/2023	\$38,022.00	583469	Marked As 6A & 6B
Primary Electric	Electrical Work	504	8/7/2023	\$27,124.03	582368	Marked As 7A & 7B-1 & 7B-2
Primary Electric	Electrical Work	510	8/30/2023	\$20,587.34	582992	Marked As 8A & 8B
Primary Electric	Electrical Work	514	9/25/2023	\$36,484.48	583865	Marked As 9A & 9B-1 & 9B-2
Primary Electric	Electrical Work	517	10/19/2023	\$15,795.10	No Check #	Marked As 10A & 10B-1 & 10B-2
AMPPro	Floor Requiring Replacemet	Order # 1899607	5/10/2023	<u>\$14,094.96</u>	Amex	Marked As 11 B
Kanopi	Flame Retardant Ceiling Tiles	Order# 1725582603	7/27/2023	\$7,007.10	Amex	Marked As 12 B
			Total	\$187,477.75		

Copy of Check issued from Bank
Not Salvageable Flooring

Ineligible expense

- \$14,094.96
\$173,383.76
+ 3,885.08
177,268.84

Ralph's Plumbing

1131 12th Ave SW
Minot, ND 58701

Date	Invoice #
10/10/2023	13575

Bill To
Ascend Wellness 108 Main St S Minot ND 58701

13

		P.O. No.	Terms
Quantity	Description	Rate	Amount
	Video Surveillance & Fire Alarm Installation As per proposal		
1	Exterior and Interior Cameras	3,667.80	3,667.80
1	Kedamine Room	3,054.73	3,054.73
1	Alarm Updates	754.80	754.80
1	Fire Alarm Install	7,769.25	7,769.25
		Sales Tax (7.5%)	\$0.00
		Total	\$15,246.58
		Payments/Credits	-\$15,246.58

Phone #
701-852-5407

E-mail
info.protechsnd@gmail.com

12:20

Front



114

INTEGRITY ANESTHETICS PLLC
1915 19TH AVE NW
MINOT, ND 58703-1198

77-2/913

DATE 10/16/2023

1100

PAY TO THE ORDER OF Pro-Tech

Fifteen thousand two hundred forty-six and 58/100 DOLLARS

\$ 15,246.58

usbank.

MEMO Fire Alarm, Burlington, Coover's

WJG

Security features Details on back



TAGS

FOSSCO
1615 12th ST SW
Minot, ND 58701
701-720-6029

2B

BILL TO
Integrity Holdings
108 S Main St
Minot, ND 58701

CONSTRUCTION 1357

DATE 07/10/2023 TERMS Due on receipt

DUE DATE 07/10/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Sales	Permitting and application Fees	1	500.00	500.00

TOTAL DUE \$500.00

Image # 859442711003750

Front Image

2A

NOT NEGOTIABLE

581539

REMITTER: INTEGRITY HOLDINGS LLC

DATE 7/12/23

FOSSCO

\$

500.00

EXACTLY **500 AND 00/100 DOLLARS

FIRST WESTERN BANK & TRUST

JNB

AUTHORIZED SIGNATURE

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MUST BE RETAINED BY THEM

CASHIER'S CHECK

[REDACTED]

05



**DRYWALL
SUPPLY**

3B

INVOICE

0000459486-001

Remit To: DRYWALL SUPPLY, INC.
14235 42ND STREET NE
ST MICHAEL, MN 55376
Phone: (763)-255-2270

Invoice Date: 08/09/23
Account: INT010 0001
Branch: SURREY
Phone: (701)-509-8572
Fax: (701)-852-5075
Delivery: 0000459486-001

Bill To: INTEGRITY HOLDINGS LLC
1915 19TH AVE NW
MINOT, ND 58703

Ship To: INTEGRITY HOLDINGS LLC
108 main st south
MINOT, ND 58703

Reprinted: 11/02/23 10:33:21

Page 1 of 1

PO: WAYNE		Ref:		Job:	
Order Date: 08/09/23		Sales Brian Kern		Order Type: DELIVERY	
Ship Date: 08/09/23		Agents Brian Kern		Ship Via: ANY TRUCK	
				Fr t Term:	
				Auth Chg: WAYNE HOWE	
QTY	QTY			CONVERTED	
ORDERED	SHIPPED	UOM	ITEM/DESCRIPTION	QTY	PRICE/UOM
					AMOUNT
			WAYNE HOWE 701/509/8572		
208	208	EA	58FC	9.984/MSF	550.00/MSF
			5/8X4'X12' FIRE CODE		
			Subtotal		5,491.20
			Sales Tax		7.5%
					411.84
			Proof of Delivery Signature		
			08/09/23 11:48:09		
			</		

Payment Terms:
DUE IN 30 DAYS

Balance **\$5,903.04**

Printed: 11/02/23 10:33:21

Image # 862442711002460

Front Image

3A

NOT NEGOTIABLE

582487

REMITTER: INTEGRITY HOLDINGS LLC
INVOICE #459486

DATE 8/11/23

DRYWALL SUPPLY

\$ 5,903.04

EXACTLY **5,903 AND 04/100 DOLLARS

FIRST WESTERN BANK & TRUST

KMB

AUTHORIZED SIGNATURE

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MUST BE RETAINED BY THEM

CASHIER'S CHECK

05



Innovative Masonry Inc
2900 43rd Ave Se
Minot, ND 58701
+1 7015090743
ryand.imi@gmail.com
<http://www.innovativemasonryinc.com>

Invoice 347

4B

BILL TO

Melinda Howe
Ascend Wellness
108 Main ST S

DATE
05/22/2023

PLEASE PAY
\$5,240.00

DUE DATE
06/01/2023

DESCRIPTION	QTY	RATE	AMOUNT
05 Masonry	1	854.00	854.00
Masonry Detergent, Wall Prep Chemicals, Mortars, & Plastic/cover materials			
05 Masonry	1	4,386.00	4,386.00
<u>Water/chemical Cleaning, Dust/Dirt Removal, Tuck-Pointing</u>			
Thank you for you business!			
		SUBTOTAL	5,240.00
		TAX	0.00
		TOTAL	5,240.00

TOTAL DUE \$5,240.00

THANK YOU.

All invoices are due within 10 days of invoice date to avoid a 1.5% finance charge.

Image # 854442711005710

4A

Front Image

NOT NEGOTIABLE

579970

REMITTER: INTEGRITY HOLDINGS, LLC

DATE 5/23/23

INNOVATIVE MASONRY, INC

\$

5,240.00

EXACTLY **5,240 AND 00/100 DOLLARS

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MUST BE RETAINED BY THEM

CASHIER'S CHECK

FIRST WESTERN BANK & TRUST

Kevin M Bohl

AUTHORIZED SIGNATURE

05

Alphs Plumbing & Heating Inc.

(1) 838-1435 Ofc
2 Burdick Expy E.
Minot, ND 58701

53

Invoice

Date	Invoice #
8/29/2023	115027

Bill To

Wayne Howe
1915 19th Ave NW
Minot, ND 58703

Worked at

108 Main Street South
Minot, ND

P.O. No.	Terms	Rep
49935	1.75% after 30 Days	SD

Foot	Description	Rate	Amount
1	Cal Clean Yellow	36.18	36.18
6	Freon 1 lb R22 REF-R22-30	59.49	356.94
6.5	Labor(7/25)	90.00	585.00
5.5	Labor(7/26)	90.00	495.00
AC not blowing cold. Indoor coil and outdoor coils were dirty. Cleaned unit. Circuit 1 had zero freon, fixed leak, vacuumed system down and added refrigerant.			

Thank you for your business.

Total \$1,473.12

Image # 865742711005840

Front Image

5A

NOT NEGOTIABLE

583465

REMITTER: INTEGRITY HOLDINGS LLC
INVOICE #115027

DATE 9/13/23

RALPHS PLUMBING & HEATING INC

\$ 1,473.12

EXACTLY **1,473 AND 12/100 DOLLARS

THIS COPY IS BANK PROPERTY AND
MUST BE RETAINED BY THEM

CASHIER'S CHECK

FIRST WESTERN BANK & TRUST

AUTHORIZED SIGNATURE

05

6B

23120-1

rfs@srt.com - www.rfsnd.com

Integrity Holdings
INTEGRITY HOLDINGS LLC
Minot, ND 58701

Page 1

6A

Front Image

NOT NEGOTIABLE

583469

REMITTER: INTEGRITY HOLDINGS LLC
INVOICE #23120-1

DATE 9/13/23

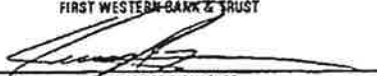
RFS, LLC \$ 38,022.00

EXACTLY **38,022 AND 00/100 DOLLARS

THIS COPY IS BANK PROPERTY AND
MUST BE RETAINED BY THEM

CASHIER'S CHECK

FIRST WESTERN BANK & TRUST


AUTHORIZED SIGNATURE

05

7B-1

Invoice

Date	Invoice #
8/7/2023	504

Bill To
Ascend Wellness MBS 108 Main St Minot, ND 58701

Location	P.O. No.	Terms	Due Date
	Remodel	Net 15	8/22/2023

Quantity	Description	Rate	Amount
16	6" LED Recessed Lights	24.99	399.84
12	Mounting Frame	8.29	99.48
9	1 Gang Box	7.09	63.81
1	1 Gang Adjustable Box	8.39	8.39
5	Metal Old Work Box	12.99	64.95
5	Octagon Box	4.99	24.95
33	4 Square Metal Box w/Bracket	7.99	263.67
125	4 Square Metal Box	4.99	623.75
48	1 Gang Mud Ring	2.69	129.12
20	2 Gang Mud Ring	3.99	79.80
1	1 Gang Plate Insert	4.49	4.49
100	Nail Plate	1.09	109.00
2	Duplex Outlet Floor Box	70.99	141.98
1	Recessed TV Box	105.99	105.99
1,000	CAT6 E Cable	0.39	390.00
15	CAT6 E Ends	6.59	98.85
50	Feed Through End	0.99	49.50
33	J Hanger	5.69	187.77
5	3/4" Conduit Clamp	3.29	16.45
50	Grounding Pigtail	0.89	44.50
100	1/16 Galvanized Wire	0.59	59.00
20	Aluminum Ferrule	0.79	15.80
10	Eye Screw	1.49	14.90
1	8X3/4 Screws	37.99	37.99
150	Hex Head Screw	0.29	43.50
10	1/2" EMT Conduit	1.29	12.90
50	1/2" EMT Coupling	0.49	24.50
100	1/2" EMT Connector	0.89	89.00
100	1/2" EMT Nail Strap	0.39	39.00
10	3/4" EMT Conduit	2.29	22.90
25	3/4" EMT Connector	1.19	29.75
25	3/4" EMT Coupling	0.79	19.75
100	3/4" EMT 1-Hole Strap	0.49	49.00
30	3/4" Rigid Conduit	5.59	167.70

Thank you for your business!

Total

A Finance Charge of 1% (12% APR) will be assessed on all accounts over 30 days past due.

Payments/Credits

Balance Due



Primary Electric
PO Box 133
Westhope, ND 58793

7B-2

Invoice

Date	Invoice #
8/7/2023	504

Bill To
Ascend Wellness MBS 108 Main St Minot, ND 58701

Location	P.O. No.	Terms	Due Date
	Remodel	Net 15	8/22/2023

Quantity	Description	Rate	Amount
24	1" EMT 2 Hole Strap	0.79	18.96
6	1" Terminal Adaptor	4.29	25.74
15	1" Locknut	0.59	8.85
100	NM Conduit	1.89	189.00
1,000	12/2 MC Cable	1.39	1,390.00
500	14/2 MC Cable	1.29	645.00
350	14/3 MC Cable	1.99	696.50
200	MC Cable Snap Connector	1.89	378.00
92	Journeyman Labor Hours	90.00	8,280.00
92	4th Step Labor Hours	75.00	6,900.00
92	2nd Step Labor Hours	55.00	5,060.00
	Labor through 8/4		

Thank you for your business!	Total	\$27,124.03
A Finance Charge of 1% (12% APR) will be assessed on all accounts over 30 days past due.	Payments/Credits	\$0.00
	Balance Due	\$27,124.03

Image # 862142711002640

Front Image

7A

NOT NEGOTIABLE

582368

REMITTER: INTEGRITY HOLDINGS LLC
INVOICE #504

DATE 8/07/23

PRIMARY ELECTRIC

\$ 27,124.03

EXACTLY **27,124 AND 03/100 DOLLARS

FIRST WESTERN BANK & TRUST

THIS COPY IS BANK PROPERTY AND
MUST BE RETAINED BY THEM

kmB

AUTHORIZED SIGNATURE

CASHIER'S CHECK

05



Primary Electric
PO Box 133
Westhope, ND 58793

86

Invoice

Date	Invoice #
8/30/2023	510

Bill To
Ascend Wellness MBS 108 Main St Minot, ND 58701

Location	P.O. No.	Terms	Due Date
Minot	Remodel	Net 15	9/14/2023

Quantity	Description	Rate	Amount
24	6" LED Recessed Lights	24.99	599.76
14	4 Square Metal Box	4.99	69.86
10	4 Square Box w/Bracket	7.99	79.90
20	1 Gang Mud Ring	2.69	53.80
6	Metal Cut in Box	12.69	76.14
7	24" Bracket	7.99	55.93
20	1 5/8" Strut	5.19	103.80
40	J Hanger	5.69	227.60
200	3/4" EMT Conduit	2.29	458.00
15	1" Locknut	0.59	8.85
25	NM Conduit	1.89	47.25
10	NM Snap Adaptor	7.69	76.90
50	Feed Through End	0.99	49.50
30	Wiremold Raceway Base and Cover	29.99	899.70
1	Wiremold Raceway Support Clip	4.99	4.99
1	1 Gang Wiremold Box	18.99	18.99
250	14/2 MC Cable	1.29	322.50
250	12/3 MC Cable	1.79	447.50
1,000	16/2 Bell Cable	0.69	690.00
2,000	18/2 Fire Alarm Cable	0.69	1,380.00
1,000	18/4 Fire Alarm Cable	0.69	690.00
1,000	23/4 Fire Alarm Cable	0.69	690.00
1	Pan Head Screws	37.59	37.59
100	Staples	0.19	19.00
2	Super 88 Electrical Tape	12.39	24.78
77	Journeyman Labor Hours	90.00	6,930.00
32	4th Step Labor Hours	75.00	2,400.00
75	2nd Step Labor Hours	55.00	4,125.00
	Labor through 8/27		

Thank you for your business!	Total	\$20,587.34
A Finance Charge of 1% (12% APR) will be assessed on all accounts over 30 days past due.	Payments/Credits	\$0.00
	Balance Due	\$20,587.34

8A

NOT NEGOTIABLE

582992

REMITTER: INTEGRITY HOLDINGS LLC
INVOICE #510

DATE 8/30/23

PRIMARY ELECTRIC

\$ 20,587.34

EXACTLY **20,587 AND 34/100 DOLLARS

FIRST WESTERN BANK & TRUST

Dail

AUTHORIZED SIGNATURE

THIS COPY IS BANK PROPERTY AND
MUST BE RETAINED BY THEM

CASHIER'S CHECK

05



Primary Electric
PO Box 133
Westhope, ND 58793

Invoice

Date	Invoice #
9/25/2023	514

9B-1

Bill To
Ascend Wellness MBS 108 Main St Minot, ND 58701

Location	P.O. No.	Terms	Due Date
Minot	Remodel	Net 15	10/10/2023

Quantity	Description	Rate	Amount
24	4" LED Recessed Lights	22.99	551.76
36	6" LED Recessed Lights	24.99	899.64
4	6" Ultra Thin I/O LED Lights	40.59	162.36
4	Emergency Exit Sign	106.99	427.96
36	4 Square Metal Box	4.99	179.64
11	4 Square Box w/Bracket	7.99	87.89
16	Metal Cut in Box	12.69	203.04
6	Octagon Masonry Box	4.99	29.94
11	Fan Box	17.99	197.89
21	4 Square Box Cover	2.99	62.79
4	Adjustable Bar Hanger	6.99	27.96
4	Switch Box Support	1.59	6.36
29	1 Gang Mud Ring	3.39	98.31
1	Lutron 3 Way Dimmer Kit	90.99	90.99
15	Lutron 3 Way Dimmer Switch	51.99	779.85
2	3 Way Switch	6.89	13.78
1	4 Way Switch	17.59	17.59
90	15A Duplex Outlet	1.69	152.10
6	1 Gang Blank Cover	2.49	14.94
80	Duplex Outlet Cover	1.29	103.20
3	2 Gang Duplex Outlet Cover	2.99	8.97
1	1 Port Cover	2.59	2.59
6	1 Gang Rocker Style Cover	5.29	31.74
1	1/2" Rigid Conduit T	8.59	8.59
1	1/2" Conduit Nipple	2.59	2.59
2	1/2" Pulling L	6.59	13.18
200	3/4" EMT Conduit	2.29	458.00
3	3/4" EMT Connector	1.19	3.57
25	3/4" EMT Coupling	0.79	19.75
100	1/2" Flex Conduit	1.79	179.00
25	1/2" Liquid Tight Flex	3.89	97.25
15	1/2" Flex Connector	1.59	23.85
150	3/4" Flex Conduit	2.79	418.50
17	3/4" Flex Connector	2.39	40.63

Thank you for your business!	Total
A Finance Charge of 1% (12% APR) will be assessed on all accounts over 30 days past due.	Payments/Credits
	Balance Due



Primary Electric
PO Box 133
Westhope, ND 58793

9B-2

Invoice

Date	Invoice #
9/25/2023	514

Bill To
Ascend Wellness MBS 108 Main St Minot, ND 58701

Location	P.O. No.	Terms	Due Date
Minot	Remodel	Net 15	10/10/2023

Quantity	Description	Rate	Amount
8	1" Flex Conduit	4.39	35.12
4	1" Flex Connector	2.89	11.56
10	3" Rigid Conduit	3.29	32.90
10	13/16" Strut	4.59	45.90
10	3/8" Strut Nut	1.09	10.90
3	3/8 All Thread Rod	18.09	54.27
25	3/4" Cobra Strap	5.69	142.25
12	1/2" Plastic Bushing	0.99	11.88
12	3/4" Plastic Bushing	1.09	13.08
2	1" Plastic Bushing	1.29	2.58
250	12/2 MC Cable	1.39	347.50
750	14/2 MC Cable	1.29	967.50
200	3/8" MC Connector	1.89	378.00
500	#14 THHN Wire	0.29	145.00
3,500	#12 THHN Wire	0.39	1,365.00
1	Pan Head Screws	16.39	16.39
1	Wire Nut	33.89	33.89
4	Super 88 Electrical Tape	12.39	49.56
189	Journeyman Labor Hours	90.00	17,010.00
189	2nd Step Labor Hours	55.00	10,395.00
	Labor Through 9/22		

Thank you for your business!

Total \$36,484.48

Payments/Credits \$0.00

Balance Due \$36,484.48

A Finance Charge of 1% (12% APR) will be assessed on all accounts over 30 days past due.

Front Image

9A

NOT NEGOTIABLE

583865

REMITTER: INTEGRITY HOLDINGS LLC

DATE 9/26/23

PRIMARY ELECTRIC

\$ 36,484.48

EXACTLY **36,484 AND 48/100 DOLLARS

FIRST WESTERN BANK & TRUST

KMB

AUTHORIZED SIGNATURE

THIS COPY IS BANK PROPERTY AND
MUST BE RETAINED BY THEM

CASHIER'S CHECK



05



Primary Electric
PO Box 133
Westhope, ND 58793

10B-1

Invoice

Date	Invoice #
10/19/2023	517

Bill To
Ascend Wellness MBS 108 Main St Minot, ND 58701

Location	P.O. No.	Terms	Due Date
Minot	Remodel	Net 15	11/3/2023

Quantity	Description	Rate	Amount
12	4" LED Recessed Lights	22.99	275.88
20	6" LED Recessed Lights	24.99	499.80
1	Motion Sensor	124.89	124.89
2	6X6 Wireway End Cap	31.39	62.78
1	Raceway Connector	13.99	13.99
1	Ground Bar	20.69	20.69
17	4 Square Metal Box	4.99	84.83
12	Metal Cut in Box	12.69	152.28
4	Octagon Masonry Box	4.99	19.96
9	4 Square Box Extension	6.39	57.51
5	1 Gang Mud Ring	2.69	13.45
28	4 Square Blank Cover	2.99	83.72
2	4 Square Raised Cover	3.29	6.58
3	2 Gang Blank Cover	3.39	10.17
22	1 Gang Rocker Wallplate	7.49	164.78
3	2 Gang Rocker Wallplate	13.49	40.47
4	1 Port Cover	2.59	10.36
26	1 Gang Duplex Wallplate	1.69	43.94
6	2 Gang Duplex Wallplate	2.99	17.94
20	15A Duplex Outlet	2.29	45.80
3	15A Rocker Switch	3.79	11.37
1	15A Double Decora Switch	18.39	18.39
2	Lutron Motion Sensor Switch	32.69	65.38
5	Lutron Dimmer Switch	52.59	262.95
2	Lutron Motion Sensor Dimmer Switch	62.59	125.18
6	15A GFCI Outlet	24.79	148.74
3	15A 1 Pole Breaker	19.59	58.77
1	15A 1 Pole AFCI Breaker	94.29	94.29
1	20A 1 Pole AFCI Breaker	98.99	98.99
6	20A 1 Pole Breaker	19.59	117.54
6	1" EMT Bushing	0.99	5.94
3	1" Flex Connector	7.99	23.97
8	3/4" Cobra Strap	4.59	36.72
4	3/8 90 Flex Connector	2.39	9.56

Thank you for your business!

Total

Payments/Credits

Balance Due

A Finance Charge of 1% (12%
APR) will be assessed on all
accounts over 30 days past due.



Primary Electric
PO Box 133
Westhope, ND 58793

Invoice

10B-2

Date	Invoice #
10/19/2023	517

Bill To
Ascend Wellness MBS 108 Main St Minot, ND 58701

Location	P.O. No.	Terms	Due Date
Minot	Remodel	Net 15	11/3/2023

Quantity	Description	Rate	Amount
10	2 Wire Connector	0.29	2.90
200	Wire Nut	0.29	58.00
1	Staples	25.59	25.59
100	MC Connector	1.89	189.00
500	14/2 MC Cable	1.29	645.00
300	#10 THHN Wire	0.49	147.00
70	Journeyman Labor Hours	95.00	6,650.00
70	4th Step Labor Hours	75.00	5,250.00

Thank you for your business!	Total	\$15,795.10
A Finance Charge of 1% (12% APR) will be assessed on all accounts over 30 days past due.	Payments/Credits	\$0.00
	Balance Due	\$15,795.10

Front



10A

INTEGRITY ANESTHETICS PLLC
DBA ASCEND WELLNESS MBA
1915 19TH AVE NW
MINOT ND 58703-1198

Date 10/24/2023

PAY TO THE ORDER OF Primary Electric

\$15,795.10

Fifteen thousand seven hundred ninety-five and 10/100

Dollars

Heat Sensitive Ink

usbank.

Invoice 517

Wght

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK



TAGS



4:54



Transaction Details

Card Ending - 81003

Business Services - Contracting Services

SP KANOPI LANCASTER PA

\$7,007.10

Jul 27, 2023

On your statement as SP KANOPI LANCASTER PA

WAYNE HOWE ⓘ



Receipts

Transaction Details

KANOPI

📞 (866) 438-8833

💻 <https://armstrongwi.myshopify.com/>

Doing Business As

KANOPI

Date Processed

Jul 27, 2023

Transaction Reference Number 3202320806... ▾

Order summary

Order number: 1725582603

Order date: 07/27/2023

12B

FINE FISSURED

Item #:1729BL

Square Lay-In 15/16 / 24 x 48 x 5/8 / Tech Black

This product will ship in 5 days.

x 56 ~~\$7,242.48~~
\$6,518.24

Subtotal \$6,518.24

Shipping \$0.00

Taxes \$488.86

Total \$7,007.10 USD

You saved \$724.24

Shipping To:

Wayne Howe

Ascend Wellness MBS

108 Main St S

Minot ND 58701

United States

Shipping method

Freight - Old Dominion (ASM)

Billing address

Wayne Howe

[Redacted]

United States

Payment method

[Redacted]

VIEW FULL ORDER SUMMARY

Ralphs Plumbing & Heating Inc.

(701) 838-1435 Ofc
612 Burdick Expy E.
Minot, ND 58701

Invoice

Date	Invoice #
2/12/2024	117732

Bill To
Wayne Howe 1915 19th Ave Nw Minot, ND 58703

PAID
02/29/2024

Worked at
Integrity Holding LLC 108 South Main Street Minot, ND

P.O. No.	Terms	Rep
50191	1.75% after 30 Days	JD

Qty/Per Foot	Description	Rate	Amount
1	PVC 90 Ell 2"	5.16	5.16
1	PVC 90 Long Turn 2"	8.41	8.41
2	PVC Tee 2 x 1 1/2"	7.30	14.60
3	PVC Cplg 1 1/2"	1.77	5.31
2	PVC 90 Ell Long Turn 1 1/2"	7.48	14.96
2	PVC Tee 1 1/2"	5.78	11.56
2	PVC 90 Ell 1 1/2"	3.34	6.68
1	PVC 45 ST Ell 1 1/2"	3.15	3.15
1	Laundry Box	67.26	67.26
2	PVC Pipe 2"	3.96	7.92
25	PVC Pipe 1 1/2"	2.96	74.00
1	Copper Tee 1/2"	2.38	2.38
3	Viega 1/2 Pex x 1/2 Fem Swt Adp	3.63	10.89
7	Pex 90 No Lead 1/2"	6.82	47.74
2	Pex Tee No Lead 1/2"	9.01	18.02
20	Viega Pipe Blue 1/2"	0.63	12.60
1	Hold Rites	4.05	4.05
2	Viega Stub Out 1/2"	17.57	35.14
1	3" Inside Glued Toilet Flange	32.32	32.32
25	3" Nail Plates	0.29	7.25
1	Slip Joint P Trap 1 1/2"	2.74	2.74
1	Slip Joint Exten Tube 1 1/2"	3.87	3.87
10	Labor(8/14)	110.00	1,100.00
Thank you for your business.		Total	\$1,496.01

Ralphs Plumbing & Heating Inc.

(701) 838-1435 Ofc
612 Burdick Expy E.
Minot, ND 58701

Invoice

Date	Invoice #
2/12/2024	117733

Bill To
Wayne Howe 1915 19th Ave Nw Minot, ND 58703

PAID
02/29/2024

Worked at
Main Street

P.O. No.	Terms	Rep
51285	1.75% after 30 Days	JD

Qty/Per Foot	Description	Rate	Amount
6	Angle Stop 5/8 x 3/8 Comp Angle	13.20	79.20
4	Slip Joint P Trap 1 1/2"	2.74	10.96
2	SJ Ext Tube	7.20	14.40
2	Dishwasher Supply	13.59	27.18
1	1/2" Pex x 3/8 Comp Ang Stop	17.97	17.97
2	Full Cover Kit	46.15	92.30
4	3/8 Therm Mix Vlv	96.97	387.88
8	12" Braided Supply	3.97	31.76
2	Angle Stop 5/8 x 3/8 x 3/8 Comp	31.21	62.42
9	Labor	110.00	990.00
9	Laboror	75.00	675.00
	Hooking up fixutres		
Thank you for your business.		Total	\$2,389.07

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED

INTEGRITY ANEST
1915 19TH AVE
MINOT, ND 58703-1114

1243

77-2/913

DATE 2/26/2024



PAY TO THE
ORDER OF Relphs

Three thousand - eight hundred - eighty five and 08/100 \$3,885.08 DOLLARS



Wright

10 Invoice 117732-117733





DATE: May 17, 2024

TO: Economic Development Administrator

FROM: Ryan Kamrowski, City Assessor

REFERENCE: Renaissance Zone Prospective Project located at 108 Main St S, application by Melinda and Wayne Howe d.b.a. Integrity Holdings, LLC.

I have been asked to confirm the completion of improvements detailed in the Renaissance Zone Application M-102.

It is in my opinion that the improvements have been completed and cost of said improvements exceed the minimum requirements for approval.



TO: Mayor Ross
Members of the City Council

FROM: Brian Billingsley, Community Development Director

DATE: July 15, 2024

**SUBJECT: RENAISSANCE ZONE CONDITIONAL APPROVAL: CASE NO. M-106 -
110 4TH AVE. NW**

I. RECOMMENDED ACTION

It is recommended City Council approve the request and authorize staff to submit the application to the State of North Dakota for Conditional Approval.

II. DEPARTMENT CONTACT PERSONS

Brian Billingsley, Community Development Director, 701-857-4022
Doug Diedrichsen, Principal Planner, 701-857-4022
Harold Stewart, City Manager, 701-857-4721
Ryan Kamrowski, City Assessor, 701-857-4161

III. DESCRIPTION

A. Background

Amy Jenkins, purchaser of the property commonly known as Home Sweet Home, is requesting conditional approval for a complete rehabilitation of the building, including a building addition. Ms. Jenkins is requesting an 8-year property tax abatement and historical tax credits through the State Historic Preservation Organization (SHPO).

B. Proposed Project

This project encompasses a complete rehabilitation of the exterior and interior of the building. The work includes sanitation and mold mitigation, adding a turret style roof to the building, siding and windows, exterior doors, a one story addition on the rear side of the house, roofing and skirting, decorative features, woodwork and interior doors, upgrading of utilities, interior walls and ceilings, new sub-flooring, and ADA accessibility.

C. Recommendation Detail

The Renaissance Zone Review Board and staff recommend approval of this application because it exceeds all of the minimum requirements of the program.

IV. IMPACT

A. Aspirations

Dynamic and Prosperous. Excellent and Connected.

B. Service/Delivery Impact:

This project will extend the lifespan of a historic building, preserve the historical integrity of the building, and reduce the spread of blight in the neighborhood. When completed, this building will be used as a short-term rental and a tea garden.

C. Fiscal Impact

Project Costs

The City Assessor lists the current value of the property at \$77,000. In order to qualify for the 8-year benefit, the applicant must spend at least \$115,500 on qualified improvements. The applicant estimates it will take \$280,000 to completely rehabilitate the building.

Project Funding

Place the name of the account or line item

VI. ALTERNATIVES

Send this application back to the Renaissance Zone Review Board for more information and review.



Office Address: 1025 31st St. SE
Mailing Address: PO Box 5006
Minot, ND 58702
Email: brian.billingsley@minotnd.gov
Office Number: 701-857-4147

Economic Development Division

Renaissance Zone Application

APPLICANT INFORMATION

Amy Jenkins

Applicant(s) Business Type of Entity

Address City State Zip

Phone Email

Social Security Number Federal Tax ID Number

PROJECT LOCATION

4th Ave. Addition Lot 2 Block 2

Block 8-D

Legal Description

Renaissance Zone Block

110 4th Ave. NW

Minot

Address

City

Unusable Residential home w/o utilities

Current Use of Property

TYPE OF PROJECT

☒ Commercial ☐ Residential ☐ Utility Infrastructure Project (UIP)

TYPE OF INVESTMENT

Rehabilitation Only

☐ Purchase Only
(To include new construction)

☐ Lease Only

☐ Commercial
(Must be 50% of true and current value)

☐ Residential
(Must be 20% of true and current value)

☒ Historical
Preservation
and Renovation

☐ Purchase with Major
Improvements
(Applies to only
Commercial Projects)

☒ Commercial
(Must be 150% of true and current value)

REQUESTED TAX EXEMPTIONS

☐ Personal Income ☐ Investment Income ☒ Property Tax Exemption ☒ Historic Tax Credits

PROJECT DESCRIPTION: Please write a brief description of the project below

Restoration and refurbishment of victorian home

SQUARE FOOTAGE CALCULATIONS:

8540	2638	584	930	612
Lot	Building (Total)	Basement	1 st Floor	2 nd Floor
512				
3 rd Floor	4 th Floor	5 th Floor	6 th Floor	7 th Floor

Date of Acquisition: March 20, 2023

Current True and Full Value: \$77,000

Cust #4387

Inv #

Revision Date: May, 2024

Work to Be Done:	Estimated Costs:
See attached documents for specifics of project/work to be completed	\$280,000.00

Total Estimated Cost \$ 280,000.00
Current True and Full Value \$ 77,000.00
Estimated Value After Improvements \$ 325,000.00

Estimated Start Date: _____

Estimated Completion Date: _____

If this project is a UIP, is the applicant a Renaissance Zone Project? ☐ Yes ☒ No

- a) To be considered a Renaissance Zone Project, the project would need to take place in the Renaissance Zone and be a utility company.
- b) If this is a property owner affected by a UIP not participating in a Renaissance Zone Project, is the property owner in the Renaissance Zone? ☒ Yes ☐ No

Is this project a lease? ☐ Yes ☒ No

- a) What type of lease? ☐ New ☐ Expansion ☐ Continuation ☐ Leasehold Improvement

If this is an expansion, what is the additional square footage of the expansion? _____

- b) If it is a lease project, does it involve the relocation of a business from one location in the city to the Renaissance Zone or from one zone property to another zone property ☐ Yes ☐ No

Does this project involve historical preservation or renovation? ☒ Yes ☐ No

- a) For projects that involve historical preservation or renovation, but are not part of a rehabilitation project, provide a description of the work and the estimated costs. A letter of approval from the Historical Society is required to claim any historical tax credits either on a rehabilitation project or renovation.

- b) Information for historical properties may be obtained by contacting the Historical Society at: (701) 328-2666 or email history@nd.gov

Is the project being funded by a Renaissance Fund Organization? ☐ Yes ☒ No

If yes, describe the type and amount of financing and name of the Renaissance Fund Organization. _____

Provide the estimated state and local tax benefit to the taxpayer for 5 or 8 years (applies to all projects)

Total State Tax Benefit for ☐ five (5) or ☒ eight (8) years \$ _____

Total Property Tax Benefit for ☐ five (5) or ☒ eight (8) years \$ _____

Total Non-Participation Owner Tax Credit \$ _____

Is the entity subject to the financial institution tax (N.D.C.C.57.35.3)? ☐ Yes ☐ No

If yes, total state tax benefit for five (5) or eight (8) years \$ _____

Compute the amount spent per square feet of structure \$ _____



Office Address: 1025 31st St. SE
Mailing Address: PO Box 5006
Minot, ND 58702
Email: jonathan.rosenthal@minotnd.gov
Office Number: 701-857-4122

OFFICE ONLY

Zone Authority and City Documentation
Date of Approval or Conditional Approval _____

(date)

Provide a copy of minutes or other supporting documentation that indicates the formal approval by the approving entity.

Identify from the Development Plan the specific criteria used to approve the project:

NOTE: The DCS reserves the right to reject a zone-approved project or to continue negotiating its approval. When a project is approved by the DCS, the local zone authority will be notified in writing.

If after a project is approved and the property changes hands or a replacement project is approved during the five year exemption period, the DCS does not need to approve the transfer or the replacement project. The zone authority, however, must notify the DCS of the change and provide the applicable information about the new homeowners, business, and/or investor tax would affect the exemption provided.

Once the project is completed, DCS must be informed by email, fax or letter of the exact date of completion, and project number before the final letter of approval can be issued.

On historical renovations/rehabilitations, documentation from the Historical Society approving the final restorations must be submitted to DCS before a final letter of approval can be issued.

Amy Jenkins

A handwritten signature in blue ink, appearing to be 'Amy Jenkins', written over a horizontal line.

6/10/2024

Signature

Date

Renaissance Zone Project Checklist:

Office
Use

☐☐

1) For residential projects, provide evidence that the home purchased is the taxpayer's primary residence.

☐☐

2) If the property is currently a vacant lot, provide evidence that it was previously developed.

☐☐

3) Provide a "Letter of Clearance" from the State Historical Society if seeking historic tax credits.

☐☐

4) Provide an estimated start and completion date for the project (must follow approval by DCS).

☐☐

5) Include site plans, building plans and colored renderings of the elevation of the building.

☐☐

6) Provide a break out of capital improvements.

☐☐

7) Provide documentation that the project cost meets the City's minimum criteria.

☐☐

8) Provide the estimated state and local tax benefit to the taxpayer of five (5) or eight (8) years (see your accountant).

☐☐

9) Provide copies of receipts showing proof local real estate taxes have been paid (Ward County Treasurer 701-857-6426)

☐☐

10) Provide evidence that the applicant is current on state taxes – Certificate of Good Standing from the State Tax Commissioner (1-800-638-2901) – May take a few weeks.

☐☐

11) Provide Current True and Full Value (contact City Assessor 701-857-4160)

Comments:

There is a lot of work that needs to be done to this home to bring it up to code and make it usable as either a single-family dwelling or an AirBnB/Teahouse. The following are some of the major renovations that will need to be completed:

REPAIR/REFURBISHING OF HOUSE & ADDITION BUILD

Sanitization/Mold Mitigation: After the gutting work has been completed, the home will need to be sanitized. Due to the deteriorating roof, pigeons and possibly other animals have been inside of the home. Pigeon and animal droppings are present throughout areas of the home. These will need to be cleaned and the home will need to be sanitized to make it safe for anyone who would dwell in the home. Also, the home will need to be evaluated for mold/mildew issues and those will need to be addressed before construction of renovation can begin.

The Tower: The turret will be restored to the tower to reflect the Queen Anne style. An approval letter has been received from the State Historic Preservation Office (SHPO) to add a tower style turret roof.

Siding and windows: Window casing and sills will need to be replaced and refurbished. The second-floor siding will need to be stripped and repainted with some boards replaced due to deteriorating conditions. All the windows will need to be either restored or replaced due to their current condition. Decorative windows will be restored as possible, which would include having to remove glazing and stripping paint, and replacing rotting and/or warped boards as needed. Amy would work with the State Historic Preservation Office (SHPO) to determine the appropriate replacement of the windows that would reflect the original style with an eye towards replacement with modern, high-end replications that provide better insulation and protection from the elements. All windows will be refurbished to working order.

Exterior Doors: The original exterior doors will be refurbished. Exterior doors on the addition will be made to accommodate ADA accessibility regulations. Any replacement will focus on replicating the original style of the home. Amy will work with the SHPO to find acceptable replacements.

Exterior Stairs: The main stairway into the front entry will be added to for proper height to meet ADA accessibility regulations and ensure that they are appropriately spaced and safe. Any other stairs that would lead into the home would also be evaluated and made to meet these standards.

One-Story Rear Addition: The one-story rear addition will have an add-on with a new addition that would a) reflect the style of the original home, b) become a full-sized kitchen, bathroom, and stairway to the basement, and c) allow for future expansion. This addition would be created to look the same as the home and reflect the style. This would be an important addition as there is currently no full kitchen in the home or bathroom on the main floor.

Roofing and Skirting: The current cedar shakes will need to be removed and the roof structure will need to be evaluated. Currently, there is leaking into the home. Any rotted/compromised boards will need to be removed and replaced with new. The structure will need to be strengthened. Amy will work with the SHPO to determine appropriate cedar shingling to replace, either with real wood shingling or composite look-alike options, keeping in mind that the goal is to have the home look in its original state. Due to the state of the roof currently, this will be a major cost.

Decorative Features: All decorative elements (such as the wood panels, exterior fascia, etc...) will be evaluated. Should they need to be replaced, they will be replaced to look like the original piece. They will be stripped and repainted.

Parking: As there is little parking space available on the given property and there is no on-street parking, a parking lot will be purchased to allow for safe parking that will follow parking regulations.

Landscaping: The goal of the landscaping is to create a English Garden look. This will include planting decorative trees, having gardens of flowers with sitting areas, and sodding the lawn. A decorative black iron type of fence will be put up in areas to be determined once the landscaping is completed. A paver patio in the front of the new addition and a paver patio in the back of the home will provide an elegant, refined look that would reflect the home's original era. All large and diseased/deteriorating trees will be cut down. New trees will be planted to create ambiance and for aesthetic purposes.

Woodwork, doors, and built-ins: The goal for the woodwork is restoration. Baseboards, moldings, doors, etc... that are original to the home will be removed carefully, stripped, and stained with the intention of placing them back as they originally appeared in the home. Should replacements be needed, Amy will work with SHPO to find acceptable replacements.

Utilities: All of the existing lines (gas, electrical, plumbing) will need to be removed and new will need to be put in so they are up to code. A gas forced air system (including air conditioning) will need to be installed. Gas lines will need to be installed. The cast iron radiators will be disconnected but will be restored and used as a decorative element in the home to showcase how they originally would have appeared in the home where appropriate.

Interior Walls and Ceilings: Due to the deteriorating nature of the plaster and lathe throughout the home, all of the walls and ceilings that are plaster and lathe will be torn down. Existing dry-walled walls will also be removed. This will allow for the installation of electric, plumbing, modern utilities and lighting, and HVAC as well as modern insulation installed throughout the home. The framework will also be evaluated, and any deteriorated boards will be replaced to maintain the integrity of the home. Modern sheetrock will be used to replace the walls and ceilings and the restored trim will be used to bring the look back to original. Spray foam insulation will be used in the attic areas of the home and roll insulation in the rest of the home.

Floors: The floors will be evaluated to determine their structural integrity and changes will be made upon recommendations to ensure the safety of the home. Existing carpeting will all be torn out. The goal will be to restore the original hardwood floors if possible. Warped and compromised flooring will be removed as necessary. If the floors are not able to be restored, Amy will work with SHPO to determine appropriate restoration including installing new hardwood and/or composite options. The goal is to bring the floors as close as possible to what they would have looked like originally.

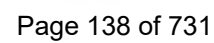
ADA Accessibility: The home will be brought up to ADA accessibility requirements as needed. Amy will work with the City of Minot as deemed necessary to determine the changes/adjustments that will need to be made.

Additional Notes:

- Amy will work with the City of Minot fire department to ensure the home meets all current fire codes. This will include installation of a sprinkler system into the home and addition.







Start-up Expenses

Home Repair/Renovation

House (Repair & Refurbish)

Siding-framing (wood replacement-MMC)	\$10,000
Fascia, Soffit, Gutters (replace w/ replica)	\$3,200
Paint (Nick Vannett)	\$12,000
Front Porch (columns, repair, add-on-MMC)	\$1,500
Roof (Cedar Shake replacement, Turret)	\$40,000

Interior (Repair & Refurbish)

Gutting (done by owner-cost of dumpster rental)	\$1,000
Turret (MMC)	\$5,500
Antique Windows (Repair done by owner)	\$1,000
Windows (Replacement/Reinstall/insulate/add storm windows)	\$10,000
Drywall (Joe Morellis)-refurbishing current kitchen cabinets	\$30,000
Trim (Baseboards, crown, chair rail, refurbish/replace)	\$4,200
Railing (Restore & meet code)	\$2,000
Plumbing (Absolute Comfort)	\$30,000
Electrical (Legends)	\$30,000
Light Fixtures(old fixtures refurbished-new wiring)	\$2,500
Paint (Homeowner)	\$1,500
Flooring (Repair & Restore-MMC)	\$15,000
Forced Air(Absolute Comfort)	\$30,000

Outdoor

Landscaping (Materials/plants only-Homeowner completing)	\$3,000
Fencing (Materials only)	\$5,000
Bricklayer (redo-all exterior brick and brick on Sunroom)	<u>\$30,000</u>

Total	\$267,400.00
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Addition Construction Expenses

(Includes construction, lighting, electrical, plumbing, heating, etc...)

Sunroom/addition remodel (back of home)	\$35,000
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Property Purchase Start-Up Expenses:	\$50,000
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Total (Completion of House/property/purchase of property)	\$352,400
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DATE: June 27, 2024

TO: City of Minot Renaissance Zone Review Board

FROM: Ryan Kamrowski, City Assessor

REFERENCE: Renaissance Zone Prospective Project located at 110 4th Ave NW, application Amy Jenkins.

I have been asked to provide some property tax information on the current and estimated future assessment of a building at 110 4th Ave NW. The 2024 True and Full assessment is \$77,000. The building assessment portion is \$43,000 and the estimated taxes on the building amount for 2024 are \$708.

If the project were to receive approval under the renaissance zone exemption, the estimated True and Full Value on the building after completion of construction and through the 8 year exemption period would be approximately \$400,000. The estimated taxes on this amount for the building would be about \$6,100 per year. If the renaissance application were approved, approximately \$48,800 would not be collected over 8 years of tax exemption.

Please remember it is difficult to project values and tax rates into the future and if the completed building becomes different than proposed, estimates could change.

Please reach out to my office for any further questions.



TO: Mayor Ross
Members of the City Council

FROM: John Klug, Chief of Police

DATE: July 15, 2024

SUBJECT: SPECIAL USE PERMIT FOR ADDITIONAL ANIMALS REQUESTED

I. RECOMMENDED ACTION

It is recommended City Council approve the Special Use Permit and allow three additional animals at 801 11th Avenue Southeast.

II. DEPARTMENT CONTACT PERSONS

John Klug, Chief of Police, 701-857-9800

III. DESCRIPTION

A. Background

The City of Minot received a request for a Special Use Permit from Susan Duchscherer and Brandy Hatcher, for their residence located at 801 11th Avenue SE, Minot. This permit is a request for additional animals, which would allow for three cats in addition to the four dogs at this residence. There are also two rats and two Guinea pigs in the residence. Minot ordinance 7-15 permits 4 dogs or cats in any combination. The ordinance also provides a method for a resident to request an exception. This permit is valid for two years from the date of City Council approval.

B. Proposed Project

N/A

C. Recommendation Detail

The application submitted contains all pertinent information. Additionally, proof of vaccination and City licensing of the 4 dogs and 3 cats was provided. Animal Control Officer Mary Lovro confirmed all information provided for consideration.

IV. IMPACT

A. Aspirations

Excellent and Connected

Safe and Welcoming

B. Service/Delivery Impact:

This action allows the residents to have their pets through a collaborative effort by City Council, while ensuring the animals meet all health requirements to reside in the city limits.

C. Fiscal Impact

Applicant paid the \$15 fee for this permit.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

1. The City Council could deny the permit and require the residents to comply with City Ordinance, Section 7-15.
2. The City Council could approve an alternate number than the three cats requested and require the residents to comply with the number approved.



Minot Police Department



Special use permit

This permit expires two years from the date of
City Council approval.

(Application for permitting maintenance of animal numbers
exceeding ordinance restrictions, petting zoos or prohibited animals
pertaining to City Ordinances 7-5, 7-15, 7-35)

Fee: \$15.00 (non-refundable)

Additional animals requested: 3 cats

Date: 7/5/2024

Name: Susan Duchscherer & Brandy Hatcher

Address: 801 11th Ave SE Minot, ND 58701

Telephone: 208 863 3877

Lot size: Quarter of an acre

House size: 1,580 square Feet

Insurance Company/Provider: USAA

Distance from other properties: 50 to 500 Ft

Kennels: (cages, holding area, containers, or any other means of keeping the animals)

Type of shelter: _____

Surface type: _____

Sanitation system: _____

Location on property: _____

Cats are free Roaming in the house

List all animals which will be housed at your residence or kept/ brought into the city:

Breed:	Name:	Sex:	Spayed/ Neutered:	Age:	Height/ Weight:	City License #:	Rabies (Expiration Date)
1. Cat (Main Coon)	Memphisto	M	Neutered	2yr	1 Ft 18lbs	1623	12/6/25
2. Cat Dom ^{Short Hair}	Smoky Joe	M	Neutered	5yr	1 Ft 18lbs	1622	10/11/26
3. Cat Dom ^{Short Hair}	Sophie	F	Spayed	4yr	1 Ft 14lbs	1624	10/16/26
4. Dog Labrador	London	F	Spayed	5yr	2 Ft 183lbs	1618	6/11/27
5. Dog Aussie	Jenga	F	Spayed	5yr	1.9 Ft 65lbs	1619	3/21/26
6. Dog Mixed	Emeric	M	Neutered	3yr	1.10 Ft 52lbs	1621	12/6/25
7. Dog Daschund	Zoey	F	Spayed	5.5yr	1 Ft 16lbs	1620	6/11/27
8 Rat	Madi	F	Spayed	1.7yr	1.9lbs		
9. Rat	Zumi	F	Spayed	7 months	1.85lbs		
10. Guinea Pig	Dusty	M		1.10yr	13.4lbs		
11. Guinea Pig	Ziggy	M		1.8yr	2.85lbs		

Neighbors: Please list the Name, Address, & Phone # of four neighbors.

Have your neighbors add their signatures. Ask them to check the appropriate box: Approve or Disapprove.

	Name:	Address:	Phone #:
1.	ROBERT G STEAD	805 11 TH AVE. S.E	651 231 7837
(Signature)	<u>Robert G Stead</u>	Approve ☒ Disapprove ☐	
2.	Grae Avers	1024 8 TH ST SE	878-3892
(Signature)	<u>Grae Avers</u>	Approve ☒ Disapprove ☐	
3.	Chris Kever	811 1 ST Ave SE	701-833-9979
(Signature)	<u>Chris Kever</u>	Approve ☒ Disapprove ☐	
4.	Donna Wallin	823 11 Ave SE	701-340-6680
(Signature)	<u>Donna Wallin</u>	Approve ☒ Disapprove ☐	

List any previous violations or problems:

1. None
- 2.
- 3.
- 4.

Animal Control Officer recommendations/notes:

This application has been recommended for: Approval ☒ Denial ☐Animal Control Officer: ACO Mary LouroDate: 7-8-2024Police Chief: JohnDate: 7/9/2024**City Council Determination:**

Date: _____

Accepted: _____

Rejected: _____

Notes/Stipulations:

Notes: Memphis has ~~grip~~ cerebral hypoplasia and is on seizure medication

Smokey Joe was born partially blind

Sophie has severe skin allergies and IBS (irritable bowel syndrome)

London is beef intolerant / Ziggy is in cancer remission

Jenga has a chicken allergy

Emeric is paralyzed from the waist down due to being hit by a car and shot 3 times

Zoey has a partially collapsed trachea and severe anxiety

Both Sue & Brandy are excellent neighbors and exceptional caretakers for all of their pets. The dogs are all friendly and well taken care of. In my opinion, all of the animals could not have a better pair of owners for their care.

V/R Robert J. Fleck

01 JUL 2024

Sue & Brandy take care of their pets very well and for animal with health issues, that no one else would care for. Debra 7-1-24

I have never have meet anybody who cares more about their animals than these two their dogs are always happy and look great. I would have no problems leaving them to watch my dogs or animals.

As a pet owner, I have no doubts about the care of her dogs. I would trust any animal in her care. Her pets are loved & taken care of. We've been friends for 27 years and she takes pride in not only being a great friend & an exemplary pet owner. 7/1/24

Donna Wallin

On July 1, 2024, a Special City Council Meeting of the Minot City Council was held in the City Council Chambers, City Hall (10 3rd Ave SW). Mayor Ross called the meeting to order at 04:30 PM.

ROLL CALL

Members Present: Scott Burlingame, Mark Jantzer, Lisa Olson, Paul Pitner, Stephan Podrygula, Tom Ross
Members Absent: Carrie Evans

PLEDGE OF ALLEGIANCE

Mayor Ross led the City Council in the Pledge of Allegiance.

PRESENTATION OF AWARDS TO OUTGOING COUNCIL MEMBERS

Mayor Ross presented each outgoing council member with a plaque.

CLOSING REMARKS FOR OUTGOING COUNCIL MEMBERS

Alderman Podrygula and Alderman Burlingame provided their closing remarks to the council, staff, and public.

ADJOURNMENT

The motion to adjourn was initiated by City Council Member Jantzer, seconded by City Council Member Podrygula and carried by the following roll call vote: ayes: Scott Burlingame, Mark Jantzer, Lisa Olson, Paul Pitner, Stephan Podrygula, Tom Ross; nays: None. The meeting adjourned at 4:46 pm.

SWEARING IN OF NEWLY ELECTED OFFICIALS & SIGNING OF OATH OF OFFICE

Chaplain Brian Walz swore in the newly elected council members Mike Blessum, Rob Fuller, and Scott Samuelson.

ROLL CALL

Members Present: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson
Members Absent: None

ELECTION OF CITY COUNCIL PRESIDENT

The motion to elect City Council Member Jantzer as City Council President was initiated by City Council Member Olson, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross; nays: Mike Blessum, Rob Fuller, Scott Samuelson.

ELECTION OF CITY COUNCIL VICE PRESIDENT

The motion to elect City Council Member Olson as City Council Vice President was initiated by City Council Member Pitner, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

APPOINTMENT OF COMMITTEES

Mayor Ross has provided the newly elected with their committee assignments and they included in the agenda packet.

ADJOURNMENT

The motion to adjourn was initiated by City Council Member Olson, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None. The meeting adjourned at 4:58 pm.

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Thomas Ross, Mayor

On July 1, 2024, a Regular City Council Meeting of the Minot City Council was held in the City Council Chambers, City Hall (10 3rd Ave SW). called the meeting to order at 05:30 PM.

ROLL CALL

Members Present: Mike Blessum, Lisa Olson, Tom Ross, Rob Fuller, Scott Samuelson, Mark Jantzer

Members Absent: Paul Pitner

PLEDGE OF ALLEGIANCE

Mayor Ross led the City Council in the Pledge of Allegiance.

MAYOR'S REPORT

Mayor Ross attended the Change in Command Ceremony for 91st Missile Wing and the 5th Bomb Wing, budget meetings, a Task Force 21 meeting, the Police Chief's Convention, multiple one-on-ones, a MACEDC Workforce Committee meeting, and the 50th Anniversary of Magic City Campus.

CITY MANAGER'S REPORT

Harold Stewart submitted a written report to the City Council. Harold Stewart provided an update on the Wayfinding project. Lance Meyer provided an update on Puppy Dog Coulee and the 3rd Street Bridge concerns.

CITY ATTORNEY'S REPORT

Stefanie Stalheim submitted a written report to the City Council.

CONSENT ITEMS

The motion to approve consent items 5.1, and 5.3–5.11 with staff recommendations was initiated by City Council Member Blessum, seconded by City Council Member Jantzer and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Tom Ross, Scott Samuelson; nays: None.

CITY COUNCIL MINUTES

Approve the minutes of the June 17, 2024 Regular City Council meeting.

ADMINISTRATIVE APPROVALS

Ratify the following administratively approved requests:

1. Two special event permits for The "O"riginal Bar and Nightclub (720 N Broadway).
2. Special event permit for On the Rocks (614 3rd St NE).
3. Four special event permits for the Blue Rider (118 1st Ave SE).
4. Special event permit for The Ranger Lounge (1218 S Broadway).
5. Special event permit for The Starving Rooster (30 1st St NE).
6. Chiefs of Police Association of ND to conduct a raffle on June 26, 2024 at Sleep Inn & Suites (2400 10th St SW).
7. Girl Scouts Dakota Horizons to conduct a raffle on July 11, 2024 at Corbett Field (1124 E Burdick Expy).
8. Minot Girls Fastpitch, Inc. to conduct a raffle on June 14-16, 2024 at Scheels Softball Complex (301 16th Ave SE).
9. Minot Symphony Association, Inc. to conduct a raffle and bingo on June 30, 2024 at Oak Park Theater and a raffle on July 13, 2024 at Corbett Field (1124 E Burdick Expy).
10. Animal Performance Permit for Kellie Harvey and Adie Bonebrake for an event at Atypical Brewery and Barrelworks.

BILLS, TRANSFERS, & PAYROLL

Approve the payroll for the period of May 19, 2024 through June 15, 2024 in the amount of \$2,550,384.28 and the bills and transfers for June in the amount of \$7,985,720.33.

122	NORTH DAKOTA GUARANTY & TITLE	\$307,739.09	301064	THREE M	\$165.94
123	NORTH DAKOTA GUARANTY & TITLE	\$5.00	301116	TRANE U.S. INC.	\$46.79
100005903	WEX HEALTH, INC	\$5,993.28	301231	TRINITY HEALTH	\$2,326.00
100005875	UNUM LIFE INSURANCE	\$27,496.89	301232	UNITED MAILING SERVICE	\$5,366.26
100005874	MINOT PARK DISTRICT	\$1,375.61	301233	VISIT MINOT	\$25,480.93
100005838	UNUM LIFE INSURANCE	\$871.85	301234	WESTLIE TRUCK CENTER	\$593.22

100005837	ND PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$13,349.60	301071	ZACHARY JOHNSHOY	\$966.03
301063	1 CALL SEPTIC SERVICES, INC	\$472.50	301238	ADOBE SYSTEMS, INC.	\$2,904.00
301065	A-1 EVANS SEPTIC TANK SERVICE	\$200.00	301239	D & J EQUIPMENT SALES & SERVICE,	\$112,602.22
301066	ACKERMAN ESTVOLD	\$1,655.00	301240	GALLS, LLC	\$197.43
301067	ACME TOOLS	\$59.88	301241	JANICE KRUEGER	\$435.60
301068	ADVANCED BUSINESS METHODS	\$1,247.45	301242	MAGIC CITY GARAGE DOOR COMPANY	\$6,266.50
301069	AMERICAN WELDING & GAS, INC.	\$12,420.88	301243	PROTECH INTEGRATIONS, LLC	\$50.00
301072	BAKER & TAYLOR BOOKS	\$548.56	301244	WALLWORK TRUCK CENTER MINOT	\$111.01
301073	BECHTOLD PAVING	\$20,787.00	301245	ND PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$9,248.03
301074	BNSF RAILWAY COMPANY	\$7,069.13	100005931	VERENDRYE ELECTRIC	\$80,523.95
301075	CARAHSOFT TECHNOLOGY CORPORATION	\$25,557.44	301247	1 CALL SEPTIC SERVICES, INC	\$14,968.80
301076	CDM SMITH	\$73,067.00	301248	4 ACRES WELDING & FABRICATION, INC	\$718.30
301151	CENTRAL PROGRAMS, INC.	\$1,122.93	301249	48 NORTH CONCRETE CONSTRUCTION INC	\$69,035.00
301176	CITY OF MINOT	\$50.00	301250	ACKERMAN ESTVOLD	\$3,157.51
301077	CPS, LTD	\$21,389.85	301251	ACME TOOLS	\$196.32
301078	CURALINC, LLC	\$2,236.02	301252	ADOBE SYSTEMS, INC.	\$242.00
301079	DACOTAH PAPER CO.	\$996.26	301253	AMERICAN WELDING & GAS, INC.	\$9,213.00
301080	DAKOTA FLUID POWER, INC.	\$2,769.12	301254	APEX ENGINEERING GROUP	\$106,883.33
301081	DECOMM VENTURES, LP	\$350.00	301255	AQUA-PURE, INC.	\$38,412.16
301082	DIAMOND TRUCK EQUIPMENT	\$182.02	301256	ARFF SPECIALISTS, LLC	\$14,000.00
301083	DL BARKIE CONSTRUCTION, INC.	\$9,166.00	301257	ARIANA STELLER	\$300.00
301084	DOMESTIC VIOLENCE CRISIS CENTER	\$1,006.21	301258	ASPHALT PRESERVATION COMPANY, INC	\$138,891.87
301085	DR. ANTHONY TATMAN	\$25.00	301259	BAKER & TAYLOR BOOKS	\$3,017.28
301086	ECOLAB PEST ELIMINATION DIVISION	\$683.20	301260	BALCO UNIFORM COMPANY, INC.	\$40.88
301235	EDND	\$300.00	301261	BECHTOLD PAVING	\$13,067.00
301087	ELDORADO NATIONAL - CALIFORNIA	\$468.85	301262	CAPFIRST EQUIPMENT FINANCE	\$145,000.00
301088	EMERGENCY AUTOMOTIVE TECHNOLOGIES	\$119.48	301321	CENTRAL PROGRAMS, INC.	\$627.76
301089	Aaron Peterson	\$47.20	301354	CITY OF MINOT	\$50.00
301090	Andres Casarez Jr	\$159.30	301263	CIVICPLUS	\$11,793.91
301091	Andrew Tancabel	\$47.20	301264	CLUTE OFFICE EQUIP., INC.	\$662.54
301092	Brent Weber	\$47.20	301265	COMMERCIAL LIGHTING COMPANY	\$332.23
301093	Brook Hermanson	\$1,791.90	301266	CONCRETE RESCUE	\$1,900.00
301094	Bryce Allen	\$29.50	301267	CPS, LTD	\$6,598.88
301095	Chad Sickles	\$942.30	301268	CROSSCOUNTRY FREIGHT SOLUTIONS, INC.	\$142.56
301096	Cody Lockyer	\$76.70	301269	CURT'S STARTER & ALT. SERVICE	\$136.55
301097	Cole Strandemo	\$194.70	301270	DACOTAH PAPER CO.	\$95.25
301098	Darin Opperule	\$76.70	301271	DAKOTA FENCE	\$296,087.26
301099	Devin Walter	\$47.20	301272	DAKOTA FIRE EXTINGUISHER	\$175.82
301100	Jacob Filkins	\$729.00	301273	DAKOTA FLUID POWER, INC.	\$202.84
301101	Jacob Sloboden	\$76.70	301277	DARYLE E LORENZ JR	\$6,711.25
301102	James Walker	\$328.30	301274	DAVENPORT GROUP	\$435.00
301103	Jameson Hayden	\$47.20	301275	DAVIDSON CONSTRUCTION	\$5,450.00
301104	Jeanny Variste	\$73.30	301276	DOMESTIC VIOLENCE CRISIS CENTER	\$2,337.22
301105	Jennifer Eckman	\$2,938.38	301278	EBSCO	\$2,045.00
301106	Joshua Noyes	\$112.10	301279	ECOLAB PEST ELIMINATION DIVISION	\$154.71
301107	Joshua Olson	\$47.20	301280	EIDE BAILLY LLP	\$23,230.00
301108	Kaitlynn Wiggins	\$76.70	301281	ELECTRIC PUMP	\$557.26
301109	Krystle Foster	\$44.22	301282	Aaron Peterson	\$354.68
301110	Melissa Anderson	\$51.59	301283	Andres Casarez Jr.	\$36.00
301111	Michael Porreca	\$20.00	301284	Chad Sickles	\$377.80
301112	Nick Rockwell	\$18.00	301285	Colby T. Johnson	\$11.00
301113	Peter Herd	\$295.83	301286	Danny Raymond	\$284.00
301114	ENERBASE	\$24,701.23	301287	Jason West	\$377.80
301115	FACTORY MOTOR PARTS	\$203.56	301288	Jeanne Stein	\$19.30
301118	FERGUSON WATERWORKS #2516	\$2,393.28	301289	Jessica Long	\$270.20
301119	FIRST INTERNATIONAL BANK & TRUST	\$737.00	301290	John Van Dyke	\$194.60
301120	G & P COMMERCIAL SALES	\$1,515.75	301291	JON JARED VOTAVA	\$11.00
301121	GALLS, LLC	\$1,979.13	301292	Jon Votava	\$5.00
301122	Cashwise	\$13.00	301293	Pam Carswell	\$61.91
301123	Cashwise	\$14.00	301294	Randi Monley	\$64.46
301124	Debbie Turner	\$120.00	301295	Rondel Roteliuk	\$21.44
301125	Jade Rhiannon Carson	\$50.00	301296	Rondel Roteliuk	\$113.23
301126	Jennifer Demshur Baker	\$25.00	301297	Zachary Smith	\$23.00
301127	Jeremy Laber	\$50.00	301298	EMPOWER TRUST COMPANY, LLC	(\$32,369.18)
301128	Jim Johnson	\$100.00	301299	ENERBASE	\$11,857.46
301129	Joelon Holdings	\$10.00	301300	FACTORY MOTOR PARTS	\$347.96
301130	Joelon Holdings	\$20.00	301302	FASTENAL COMPANY	\$48.94
301131	John and Susan Dokken	\$200,000.00	301303	FEDEX	\$6.78
301132	Karma Convenience Stores	\$22.37	301304	FIRST INTERNATIONAL BANK & TRUST	\$737.00
301133	Katelynn Bowen	\$25.00	301305	FIRST WESTERN INSURANCE	\$111.00
301134	Kevina OsheriMarie Click	\$17.00	301306	FLEETMIND SOLUTIONS, INC.	\$2,120.01
301135	Lavaun Mackey	\$20.00	301307	FLEXIBLE PIPE TOOLS & EQUIPMENT	\$703.05
301136	Menards	\$60.00	301308	G & P COMMERCIAL SALES	\$410.31
301137	Michaela Lynn Young	\$50.00	301309	GALLS, LLC	\$489.47
301138	North Dakota Child Support	\$250.00	301310	Hazel Heart	\$1,800.00
301139	Patrick Schroeder	\$50.00	301311	Jessica Schermbeck	\$1,150.00
301140	Rodney B. Neuhalfen	\$50.00	301312	Karina Stander	\$35.70
301141	Shoe Carnival	\$15.00	301313	Lavaun Mackey	\$20.00

301142	Souris River Design	\$864.42	301314	Sharla Ahmann	\$36.98
301143	Thrifty White Drug	\$34.46	301315	Stephanie Edwards	\$40.00
301144	GENERAL TRADING	\$191.52	301316	Teresa Hunt	\$25.00
301145	GERDAU RECYCLING	\$310.07	301317	GENERAL TRADING	\$110.74
301146	GILLIG, LLC	\$353.48	301318	GERDAU RECYCLING	\$44.57
301147	GOETTLE LAW, PLLC	\$3,500.00	301320	GRAINGER	\$19.84
301149	GRAINGER	\$42.26	301322	H.A. THOMPSON & SONS, INC.	\$6,247.00
301150	GRAYMONT WESTERN US INC.	\$86,817.18	301323	HANSON'S EXCAVATING	\$25,937.74
301152	H.A. THOMPSON & SONS, INC.	\$369.05	301324	HARLOW'S BUS SALES, INC.	\$4,463.89
301153	HANSON'S EXCAVATING	\$16,929.90	301325	HAWKINS, INC.	\$4,823.28
301154	HAWKINS, INC.	\$46,468.79	301326	HID GLOBAL CORPORATION	\$504.00
301236	HAWKINS, INC.	\$43,505.00	301327	HIGH POINT NETWORKS, LLC	\$2,919.20
301155	HOUSTON ENGINEERING, INC.	\$15,095.87	301328	HOUSTON ENGINEERING, INC.	\$43,520.52
301156	INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET.	\$631.40	301246	HYDRO KLEAN	\$174,787.95
301157	INTERSTATE BATTERY SYSTEM	\$1,042.65	301329	INFORMATION TECHNOLOGY DEPARTMENT	\$552,657.00
301070	JANET B ANDERSON	\$342.00	301330	INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET.	\$624.56
301158	JERRY'S REPAIR & ALIGNMENT	\$115.00	301331	INTERSTATE BATTERY SYSTEM	\$3,158.35
301148	JOHN DEERE FINANCIAL	\$251.41	301332	JOB SERVICES OF NORTH DAKOTA	\$12,897.48
301159	KALIX	\$92.87	301319	JOHN DEERE FINANCIAL	\$1,611.63
301160	KELLER PAVING AND LANDSCAPING	\$105,668.60	301333	JOHNSON CONTROLS	\$262.72
301161	KIMBALL MIDWEST	\$69.06	301334	JOHNSON CONTROLS FIRE PROTECTION	\$1,576.40
301162	LANGUAGE LINE SERVICES	\$49.00	301335	JOSHUA NOEL HERMAN	\$4,900.00
301163	LARSON ELECTRIC, INC.	\$98.00	301336	KELLER PAVING AND LANDSCAPING	\$53,826.07
301164	LARSON WELDING & MACHINES CO, INC.	\$6,313.75	301337	KIMBALL MIDWEST	\$60.46
301165	LAWRENCE O'CONNELL	\$300.00	301339	LOCATORS & SUPPLIES	\$407.89
301166	M & S SHEET METAL, INC.	\$81.75	301340	LOWES PRINTING, INC.	\$11,589.85
301168	MAIN ELECTRIC CONSTRUCTION	\$157,544.78	301341	LUMACUVE AIRFIELD SIGNS	\$451.77
301169	MARCO, INC.	\$978.97	301342	M & S SHEET METAL, INC.	\$1,062.75
301177	MELANIE MOORE	\$45.00	301343	MAGIC MILE WELDING	\$368.50
301170	MINITEX	\$2,756.00	301344	MAIN ELECTRIC CONSTRUCTION	(\$271,193.62)
301167	MINOT AREA CHAMBER EDC	\$46,637.50	301338	MATTHEW BENDER & COMPANY, INC.	\$164.61
301171	MINOT AREA COUNCIL OF THE ARTS, INC	\$3,333.33	301345	MATTSON CONSTRUCTION	\$119,576.97
301172	MINOT AUTO	\$102.65	301346	MIDSTATES WIRELESS, INC.	\$1,174.00
301173	MINOT COMMISSION ON AGING	\$12,875.00	301347	MIDWEST TAPE	\$26.24
301174	MINOT EMPLOYEE DONATIONS	\$828.13	301348	MINOT AUTO	\$533.61
301175	MINOT PARK DISTRICT	\$70,328.88	301349	MINOT AUTOMOTIVE COMPANY, LLC	\$2,193.75
301178	MOWBRAY & SONS	\$819.04	301350	MINOT DAILY NEWS	\$194.40
301179	MTI DISTRIBUTING CO.	\$69.38	301351	MINOT EMPLOYEE DONATIONS	\$802.35
301181	NAPA AUTO PARTS	\$7,600.29	301352	MINOT MULTIPLE LISTING SERVICE	\$1,000.00
301182	ND FRATERNAL ORDER OF POLICE	\$715.50	301353	MINOT RESTAURANT SUPPLY	\$3,812.46
301183	ND ONE CALL, INC.	\$1,210.20	301355	MOBILE MINI	\$825.20
301184	ND STATE PLUMBING BOARD	\$275.00	301356	MOORE ENGINEERING, INC	\$52,293.55
301185	NICOLETTI-FLATER ASSOCIATES, PLLP	\$14,493.30	301357	NAPA AUTO PARTS	\$3,071.28
301186	NORTHERN TESTING	\$1,170.00	301358	NATIONAL SAFETY APPAREL	\$870.00
301237	NORTHERN TESTING	\$345.00	301359	ND DEPT OF ENVIRONMENTAL QUALITY	\$18.54
301187	NORTHWEST TIRE AND RETREAD	\$4,251.84	301360	ND DEPT OF TRANSPORTATION	\$182,636.40
301188	NOVA FIRE PROTECTION CO.	\$625.00	301361	ND FRATERNAL ORDER OF POLICE	\$702.00
301189	NS CORPORATION	\$428.58	301362	NORTHERN PLAINS EQUIPMENT CO., INC.	\$15,925.14
301190	O'REILLY AUTO PARTS	\$30.98	301363	NORTHWEST TIRE AND RETREAD	(\$5,082.00)
301191	OHNSTAD TWICHELL, P.C.	\$258.00	301364	NOVA FIRE PROTECTION CO.	\$195.00
301192	OTIS ELEVATOR COMPANY	\$1,064.64	301365	O'DAY EQUIP., INC.	\$454.35
301117	PARKLAND USA CORPORATION	\$29,927.69	301366	OLSON'S TOWING	\$156.00
301193	PRAIRIE ENGINEERING, P.C.	\$935.00	301367	ONE CALL CONCEPTS, INC.	\$338.55
301194	PRINGLE & HERIGSTAD, P.C.	\$1,312.50	301368	OTIS ELEVATOR COMPANY	\$16,543.56
301195	PROCOLLECT	\$614.57	301369	OVERHEAD DOOR CO. OF MINOT	\$551.00
301196	PROVIDENT LIFE & ACC INS CO	\$857.38	301301	PARKLAND USA CORPORATION	\$22,697.65
301197	PURE POWERSPORTS	\$24.97	301386	PHIL SCHULTZ	\$400.00
301198	ABNEY, THOMAS	\$50.00	301370	POST CONSTRUCTION COMPANY	\$1,276,762.68
301199	AUDET, KELSY	\$37.72	301371	PRAIRIE SUPPLY	\$244.92
301200	BABCOCK, SAMANTHA	\$14.84	301372	PROCOLLECT	\$257.64
301201	BERNHARDT, TONY	\$88.56	301373	PROVIDENT LIFE & ACC INS CO	\$853.42
301202	BODENSTEIN, GABRIELLE	\$24.73	301374	PROVIDENT LIFE & ACC INS CO	\$363.08
301203	DANIELS, ROCKEY	\$11.40	301375	RAPID FIRE PROTECTION, INC.	\$1,608.10
301204	FRY, MIKAYLA	\$19.27	301376	CREATIVE PROPERTY	\$52.65
301205	GONZALES, AARON	\$6.54	301377	EDWARDS, AMBER	\$50.00
301206	IMM	\$93.47	301378	NESHAM, MAKENZIE	\$16.57
301207	KABANUK, LOUETTA	\$24.37	301379	SCHINDLER, KRISTI	\$16.57
301208	KNUTSON, PAUL	\$11.44	301380	WALLS, PAMELA	\$50.00
301209	KUHN, BRIAN	\$17.32	301381	RESOURCE CONSULTANTS, LLC	\$12,340.27
301210	MELBY, PAIGE	\$35.25	301382	RHI SUPPLY	\$23.66
301211	MELBY, PAIGE	\$144.30	301383	ROUTEWARE, INC.	\$2,500.00
301212	NESHAM, TAYLOR	\$8.20	301384	SANITATION PRODUCTS	\$6,226.16
301213	PATEL, CHETANKUMAR	\$13.15	301385	SCHULTZ PROPERTY MAINTENANCE, LLC	\$9,060.00
301214	RENSEL, MADISON	\$35.42	301387	SIGNS TODAY	\$630.00
301215	RYAN, KEITH A.	\$13.15	301388	SOURIS RIVER JOINT WATER RESOURCE	\$522,704.53
301216	SCHATZ CROSSROADS	\$275.00	301389	SRF CONSULTING GROUP	\$3,966.80
301217	SCHWARZROCK, MARCUS	\$6.75	301390	STANTEC CONSULTING SERVICES, INC.	\$8,867.70
301218	SMESTAD, JESSICA	\$34.20	301391	STEEN CONSTRUCTION & ASSOCIATES	\$406,032.52

301219	SMITH, BRENDEN	\$23.67	301392	STRATA CORPORATION	\$172,254.65
301220	RINKER MATERIALS	\$424.80	301393	SWANSTON EQUIPMENT COMPANIES	\$3,278.75
301221	RMB ENVIRONMENTAL LABORATORIES	\$660.00	301394	TIMMONS GROUP	\$15,280.00
301222	ROLLKALL TECHNOLOGIES LLC	\$8.00	301395	TRAFFIC CONTROL CORPORATION	\$21,935.00
301223	SANITATION PRODUCTS	\$1,910.10	301396	U.S. POST OFFICE	\$5,000.00
301224	SCHOLASTIC, INC.	\$685.94	301397	UNITED MAILING SERVICE	\$323.24
301225	SCHULTZ PROPERTY MAINTENANCE, LLC	\$1,770.00	301398	USA BLUE BOOK	\$68.89
301226	SHORT ELLIOTT HENDRICKSON, INC	\$79,415.71	301399	VESTIS GROUP, INC.	\$388.94
301227	SHOWCASES	\$842.94	301400	VISIT MINOT	\$17,812.44
301228	SOURIS BASIN PLANNING COUNCIL	\$1,666.00	301401	WALLWORK TRUCK CENTER MINOT	\$62.75
301229	SRF CONSULTING GROUP	\$3,012.22	301402	WESTLIE FORD	\$97.65
301230	SWANSTON EQUIPMENT COMPANIES	\$50,075.22	301403	WESTLIE TRUCK CENTER	\$4,816.88
301180	THE MUFFLER SHOP	\$164.95			\$ 6,322,822.97

GAMING SITE AUTHORIZATION RENEWALS

Approve the gaming site authorizations for the following organizations to conduct games of chance during the license year of July 1, 2024 through June 30, 2025 at the following locations:

- Bishop Ryan Catholic Schools at Bishop Ryan Catholic School (316 11th Ave NW)
- MSU Beaver Boosters, Inc at The Spot (215 E Central Ave)

MINOR SUBDIVISION PLAT TO BE KNOWN AS MASTER BLOCK 3RD ADDITION TO THE CITY OF MINOT, NORTH DAKOTA

Approve the proposed minor subdivision plat as provided in Attachment A.

MINOR SUBDIVISION PLAT TO BE KNOWN AS NORHEIM HEIGHTS 3RD ADDITION TO THE CITY OF MINOT, NORTH DAKOTA

Approve the proposed minor subdivision plat as provided in Attachment A.

1500 20TH AVE SW - PERMANENT EASEMENT TASK ORDER 1 (4802)

Approve Amendment 1 to the Main Agreement with Houston Engineering; approve Task Order 1; and authorize the Mayor to sign Amendment 1 and Task Order 1.

2023 SIDEWALK, CURB & GUTTER - FINAL PAYMENT (4713)

Approve the final payment of \$3,015.00 to be paid to Keller Paving & Landscaping, Inc.

3RD ST AND CENTRAL AVE RECONSTRUCTION CPM AGREEMENT (4826)

Approve the CPM agreement with the NDDOT and authorize the Mayor to sign the agreement.

FIRE SUPPRESSION SYSTEM MAINTENANCE AGREEMENT WITH NOVA FIRE PROTECTION, INC.

Approve the inspection and testing agreement with Nova Fire Protection, Inc. for the fire suppression system at the Airport's Snow Removal Building (SRE); and authorize the Mayor to sign the agreement.

ORDINANCES

The motion to approve the ordinances on second reading was initiated by City Council Member Jantzer, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Tom Ross, Scott Samuelson; nays: None.

AGREEMENT FOR ACQUISITION OF REAL PROPERTY INTEREST - LIBERTY SIERRA VISTA, LLC

The motion to approve the agreement for acquisition of real property interests was initiated by City Council Member Blessum, seconded by City Council Member Olson and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Tom Ross, Scott Samuelson; nays: None.

ACTION ITEMS

PAVING DISTRICT 500 CREATE DISTRICT (4841)

The motion to approve a 20-year assessment and pass the Paving District No 500 resolutions was initiated by City Council Member Jantzer, seconded by City Council Member Olson and carried by the following roll call vote: ayes: None; nays: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Tom Ross, Scott Samuelson. The motion failed.

PURCHASE OF PROPERTY (LOT 5 KEMPER ADDITION)

The motion to approve the purchase price of \$920,000 for Kemper Addition Lot 5; authorize staff to negotiate a purchase agreement; authorize the Mayor to sign the purchase agreement and closing documents; approve a budget amendment to allocate funds for this purchase; and authorize earnest money in the amount of \$9,200 being issued prior to second reading of the budget amendment was initiated by City Council Member Olson, seconded by City Council Member Jantzer and carried by the following roll call vote: ayes: Mark Jantzer, Lisa Olson, Tom Ross; nays: Mike Blessum, Rob Fuller, Scott Samuelson. The motion failed.

ACCOUNTS RECEIVABLE POLICY UPDATE

The motion to approve the proposed Accounts Receivable policy for the City of Minot was initiated by City Council Member Olson and seconded by City Council Member Samuelson.

A motion to amend the original motion with suggested write off notification amounts to include: \$0-\$1,000 Department Head and Finance Director approval; \$1,000-\$2,500 Department Head, Finance Director, and City Manager approval; and any amount over \$2,500 Department Head, Finance Director, City Manager, and City Council approval was initiated by City Council Member Blessum, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Tom Ross, Scott Samuelson; nays: None.

Whereupon, the City Council returned to the original motion initiated by City Council Member Olson and seconded by City Council Member Samuelson to approve the proposed Accounts Receivable policy for the City of Minot with the amendments to the write-off notification amounts and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Tom Ross, Scott Samuelson; nays: None.

PERSONAL APPEARANCES

Travis Zabloutney addressed the City Council about the reorganization and new make up of the council, and city spending. Larry Lemon spoke to the City Council about the issues his property is having with the roundabout. Aaron Moss, represented the Fraternal Order of Police, congratulated the newly elected council members and thanked the previous council members.

MISCELLANEOUS AND DISCUSSION ITEMS

City Council Member Olson asked for clarification on the reconsideration process for City Council on an item. Stefanie Stalheim explain Section 2-31 (9) Reconsideration to the council members.

ADJOURNMENT

The motion to adjourn was initiated by City Council Member Olson seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Tom Ross, Scott Samuelson; nays: None. The meeting adjourned at 6:52 pm.

ATTEST: _____

Mikayla McWilliams, City Clerk

APPROVED: _____

Thomas Ross, Mayor



TO: Mayor Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: July 15, 2024

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

It is recommended City Council ratify the following administratively approved requests:

- 1. Special Event Permit for Atypical Brewery & Barrelworks (510 E Central Ave).**
- 2. Two Special Event Permits for the Blue Rider (118 1st Ave SE).**
- 3. Two Special Event Permits for Sports on Tap (220 S Broadway).**
- 4. Special Event Permit for The Ranger Lounge (1218 S Broadway).**
- 5. Special Event Permit for the 19th Hole (2400 14th Ave SW).**
- 6. Two Special Event Permits for Saul's (105 1st St SE Basement).**
- 7. Throttle n Gears to conduct a raffle on July 8, 2024 at Corbett Field (1124 E Burdick Exwy).**
- 8. Dance Team Boosters of Minot to conduct a calendar raffle and raffle boards during September 9, 2024 through December 23, 2024 at Minot High School (1100 11th Ave SW).**
- 9. Project Bee to conduct a raffle on July 4, 2024 at Corbett Field (1124 E Burdick Exwy).**
- 10. The Difference - A - Holistic Approach to conduct a raffle on August 10, 2024 at Corbett Field (1124 E Burdick Exwy).**
- 11. Minot Social Club for Exceptional Persons, 2nd Story to conduct a calendar raffle in August 2024 at 2nd Story Social Club (13 1st Ave SW).**
- 12. Souris Valley United Way to conduct a raffle on July 18, 2024 at Minot Country Club (1912 Valley Bluffs Dr).**
- 13. Hardy Family Benefit to conduct a raffle on August 11, 2024 at the Moose Lodge (400 9th St SW).**
- 14. Ronald McDonald House Charities Bismarck to conduct a raffle on June 28, 2024 at Corbett Field (1124 E Burdick Exwy).**
- 15. 705 MUNS Rising Five to conduct a raffle on June 31, 2024 at Starbucks (1780 22nd Ave SW).**

II. DEPARTMENT CONTACT PERSONS

Mikayla McWilliams, City Clerk, 701-857-4752

John Klug, Chief of Police, 701-857-9800

III. DESCRIPTION

A. Background

Under the Code of Ordinances, a permit issued pursuant to NDCC 5-02-01.1, to allow an alcoholic beverage sales licensee to operate at premises other than the licensed premises to which the license relates, shall be issued administratively by the city clerk upon the following terms and conditions:

1. The payment by the applicant of a nonrefundable fee of twenty-five dollars (\$25.00).
2. The submission by the applicant, as part of the application required by the city clerk, of a brief narrative explaining:
 - a. The nature of the occasion for the permit (e.g., wedding dance, trade show or promotion, etc.); and
 - b. The steps which will be undertaken by the permittee to restrict the sale to, and consumption of, alcoholic beverages by minors at such occasion.
3. The written approval by the chief of police of the issuance of the permit.
4. A permit issued pursuant to this subsection may not be used for the off-sale of alcoholic beverages.

An application for local authorization pertaining to gaming, other than site approval, shall be issued administratively by the city clerk upon the following terms and conditions:

1. The payment by the applicant of a fee [of \$25].
2. The submission by the applicant, as part of the application required by the city clerk, of the following:
 - a. The appropriate form and other information prescribed or recommended by the attorney general; or
 - b. If there is no prescribed or recommended form, then a brief narrative explaining the particulars whereby the applicant should be considered to be qualified under state law for the particular local authorization sought; what the net proceeds will be expended for; and such other information, if any, as the city clerk may reasonably require to assist him in administering this subsection.
3. The written approval by the chief of police of the issuance of the authorization.

Each month, a report shall be provided to the city council concerning the permits allowed and the permits denied under this subsection subsequent to the last prior such report.

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

Special Event Permits, Local Permits and Restricted Event Permits are approved administratively each month through the City Clerk's Office. The non-refundable application fee for each permit is \$25 and is deposited into the appropriate general fund revenue accounts.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

N/A - the request is to ratify the applications which have been administratively approved.



TO: Mayor Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: July 15, 2024

SUBJECT: BONES BBQ TRANSFER OF ALCOHOL LICENSE PREMISES

I. RECOMMENDED ACTION

It is recommended City Council approve the transfer of alcohol premises for license BL23-0491 for Bones BBQ to 437 N Broadway, Minot, ND contingent on the final inspections, certificate of occupancy, and approval of Chief John Klug.

II. DEPARTMENT CONTACT PERSONS

Mikayla McWilliams, City Clerk, 701-857-4752
John Klug, Chief of Police, 701-857-9800

III. DESCRIPTION

A. Background

Bones BBQ Smokehouse & Grill currently has a 2024 Supper Club Alcohol License with the City of Minot. The council approved the application with the premise of 1412 2nd Ave SW, Minot, ND. They have since purchased the property located at 437 N Broadway. The company is completing its final stages of construction with the final inspections to be held on July 11, 2024. Bones BBQ submitted the new premises for their license and the staff is working on completing the inspections.

B. Proposed Project
N/A

C. Recommendation Detail

Due to the timing of the council meeting and inspections, city staff believed it was important to include the approval of the transfer on the council agenda, but have the approval be contingent on the certificate of occupancy and final inspections of the Fire Department and Inspections Department. The Police Department has been able to view the premises and have approved the transfer. Chief Klug will complete the final approval once all three departments have submitted their approval. Bones BBQ is fully aware they are unable to

occupy the space and serve alcohol until the certificate of occupancy is issued and the transfer of the premises is approved.

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

This is a transfer of a premises location for a license that has been paid for already for the year 2024. There is no fiscal impact on this item.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

The City Council could table the item until all inspections are complete and the certificate of occupancy is issued. City staff believe that having the recommendation be contingent on those items, it will allow the business owner to operate prior to the next council meeting on August 5, 2024.



TO: Mayor Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: July 15, 2024

SUBJECT: GAMING SITE AUTHORIZATION - BISHOP RYAN CATHOLIC SCHOOL

I. RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for Bishop Ryan Catholic Schools to conduct games of chance during the licensing year of July 15, 2024, through June 30, 2025, at Bones BBQ Smokehouse & Grill located at 437 N Broadway, contingent on the issuance of a certificate of occupancy for the building.

II. DEPARTMENT CONTACT PERSONS

Mikayla McWilliams, City Clerk, 701-857-4752
John Klug, Chief of Police, 701-857-9800

III. DESCRIPTION

A. Background

Site approval by the City Council is required as a precondition to obtain a state games of chance license. Each organization submits documentation annually in order to conduct games of chance at locations throughout the city of Minot. These locations have submitted documentation and received approval from the Police Chief.

B. Proposed Project
N/A

C. Recommendation Detail

Site approvals by the City Council are then approved by the State of ND Attorney General's Office. The site authorization will be for electronic pull tab devices to be placed at the new location of Bones BBQ Smokehouse & Grill.

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

The City of Minot receives \$100 per site authorization, which is deposited into the appropriate general fund revenue account.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

The City Council could deny an application if there is reasonable cause to do so and the establishment would not be permitted to conduct games of chance.



TO: Mayor Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: July 15, 2024

SUBJECT: GAMING SITE AUTHORIZATION AMENDMENTS

I. RECOMMENDED ACTION

It is recommended City Council approve the amendment to add calcuttas to the gaming site authorizations for July 1, 2024, through June 30, 2025, at the following locations with the following organizations:

- **MSU Beaver Boosters, Inc. - Sports on Tap (220 S Broadway)**
- **Minot Junior Golf Association, Inc. - Capri (2030 Burdick Exwy E)**
- **Minot Junior Golf Association, Inc. - Lucky Strike (1901 N Broadway)**

II. DEPARTMENT CONTACT PERSONS

Mikayla McWilliams, City Clerk, 701-857-4752
John Klug, Chief of Police, 701-857-9800

III. DESCRIPTION

A. Background

Site approval by the City Council is required as a precondition to obtain a state games of chance license. Each organization submits documentation annually in order to conduct games of chance at locations throughout the city of Minot. These locations have submitted documentation, received approval from the Police Chief, and have been approved by the City Council. These two organizations want to amend their documentation to include calcuttas as options for some of the sites.

B. Proposed Project

N/A

C. Recommendation Detail

N/A

IV. IMPACT

A. Aspirations
Dynamic and Flourishing

B. Service/Delivery Impact:
N/A

C. Fiscal Impact
This is just an amendment to their gaming site authorizations. The organizations have already paid their fees for this gaming year.
Project Costs
N/A

Project Funding
N/A

VI. **ALTERNATIVES**

The City Council could deny the amendment if there is reasonable cause to do so and the establishment would not be permitted to conduct calcuttas as a game of chance.



TO: Mayor Ross
Members of the City Council

FROM: Bryan Banfill, Public Works Director

DATE: July 15, 2024

SUBJECT: BID FOR 2-TON PICKUPS (X2) WITH DUMP BEDS (4848)

I. RECOMMENDED ACTION

It is recommended City Council approve the bid from Nelson Auto Center for the two 2-ton (7.3L gas) trucks with dump beds in the amount of \$73,801 per vehicle (\$147,602.00 total).

II. DEPARTMENT CONTACT PERSONS

Bryan Banfill, Public Works Director, 701-857-4112

III. DESCRIPTION

A. Background

On July 8, 2024, the public works operations department opened bids for fleet vehicles for the street and storm sewer departments.

B. Proposed Project

The requirement for two 2-ton trucks will assist with fulfilling the need for larger type vehicles with dump bed capabilities for non-CDL certified personnel. These vehicles will afford Street and Storm Sewer departments (and other departments) the ability to transport snow equipment, trailer items, stop-log equipment items, and assist with smaller alleyways' maintenance requirements. It would also provide Property Maintenance the ability to transport larger pieces of equipment as needed without the need for a CDL certification. This project received two sealed bids from Westlie Motor Company (Local) and Nelson Auto Center (Fergus Falls, MN). There was two bids from Westlie Motor Company in the amount of \$79,419.00 (7.3L gas) per vehicle and \$89,629.00 (6.7L Diesel) per vehicle. The other two bids came from Nelson Auto Center in the amount of \$73,801.00 (7.3L gas) per vehicle and \$83,476.00 (7.3L Diesel) per vehicle. No other bids were received.

C. Recommendation Detail

The recommended action was due to the lowest bid while still meeting minimum acceptable vehicle specifications outlined in the advertisement.

IV. IMPACT

A. Aspirations

Resilient and prepared.

B. Service/Delivery Impact:

The requirement for two 2-ton trucks will assist with fulfilling the need for larger type vehicles with dump bed capabilities for non-CDL certified personnel. These vehicles will afford Street and Storm Sewer departments (and other departments) the ability to transport snow equipment, trailer items, stop-log equipment items, and assist with smaller alleyways' maintenance requirements (~128 alleyways City wide). It would also provide Property Maintenance the ability to transport larger pieces of equipment as needed without the need for a CDL certification. Current fleet vehicles of this size and capability carry a CDL requirement limiting the drivers to those with CDLs.

C. Fiscal Impact

Briefly state how this project is being funded. Add written context in the paragraph so the dollar amounts, sources of funding, and expenses are made clear and document whether the project was included in the approved budget

Project Costs

Bid by Nelson Auto Center for the two 2-ton (7.3L gas) trucks with dump beds in the amount of \$73,801 per vehicle (\$147,602.00 total).

Project Funding

Funding for the purchase of these vehicles was budgeted in the Street and Storm Sewer 2024 budgets. (Line items: 42040000-57500 - \$95,000 & 14059000-57500 - \$95,000). Total acquisition will be \$42,398 under budget or \$21,199 under budget per vehicle.

VI. ALTERNATIVES

Alternatives to this recommendation would be to:

1. Not approve either bid. This would create an equipment gap for non-CDL driving personnel while developing a shortfall in personnel with CDLs to accomplish tasks others could complete.



TO: Mayor Ross
Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: July 15, 2024

SUBJECT: LEASE AMENDMENT L3HARRIS TECHNOLOGIES, INC

I. RECOMMENDED ACTION

It is recommended City Council approve the first amendment to the lease between Minot International Airport and L3Harris Technologies, Inc., and authorize the Mayor to sign applicable documentation.

II. DEPARTMENT CONTACT PERSONS

Jessica Long, Business & Development Man., 701-857-4725

III. DESCRIPTION

A. Background

The original contract was signed July 2, 2013 between Minot International Airport (MOT) and ITT Corporation. The lease was divested to Exelis and merged with Harris Corporation in 2015. The initial FAA contract term for the surveillance services will end September 30, 2025.

B. Proposed Project

Amend the existing contract to allow for a year-to-year renewal option and update the correspondence address. All other terms and conditions of the original agreement will remain in full effect.

C. Recommendation Detail

L3 Harris contacted MOT with a request to move to a year-to-year lease. As an FAA contracted site, there is no revenue or expense for the lease.

IV. IMPACT

A. Aspirations

Resilient and Prepared

B. Service/Delivery Impact:

The radio station site and the radio station are necessary for aircraft radio communication and an integral part of the FAA National Airspace System.

Without this site, the airport could not function as needed to keep flights flowing in and out of Minot.

C. Fiscal Impact

This is a FAA site contract. There is no revenue or expense for the lease at this site.

VI. ALTERNATIVES

1. Council can reject the amendment request for a year to year contract and renew the lease with full lease terms.

Lease Number: SV264-02
Facility: ADS-B Radio Station Site
Location: Minot International Airport

LEASE

Between

City of Minot

and

Exelis Inc

THIS AGREEMENT, made and entered into this XX day of XXXXXXXXXX in the year 2013, by and between **City of Minot**, whose address is:

Insert leasing authority address here.

Hereinafter referred to as the Lessor and Exelis Inc, hereinafter referred to as Exelis, whose address is:

12930 Worldgate Drive
Herndon, Virginia 20170

WHEREAS, the parties understand and agree that this Agreement is taken in support of FAA Contract DTFWA-07-C-00067, issued to Exelis Inc., then ITT Corporation, on August 30, 2007.

For valuable consideration, receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. PREMISES

The Lessor hereby leases to Exelis the following described property located at:

See Attached Lease Exhibit

- (a) Together with a right-of-way for ingress to and egress from the premises; a right-of-way for establishing and maintaining electric power and telecommunication lines to the premises; and unless herein described otherwise, to be by routes reasonably determined and agreed by the parties.
- (b) And the right to make alterations to the premises to support the Exelis radio site equipment, after concurrence by the Lessor as to the site design details prior to start of construction and prior to any alterations during the life of this lease.

2. PUBLIC UTILITIES

Exelis is responsible for the provision of any and all required electrical power and/or telecommunications services to the leased site for the term of this Agreement. The Lessor is not responsible to provide any type of public utilities at or on the leased site.

3. TAXES

Exelis shall be responsible for the payment of any applicable taxes, fees or governmental assessments against any equipment, personal property and/or improvements owned, leased or operated by Exelis.

4. INSURANCE

Exelis shall maintain in full force during the term of this Agreement and shall cause all contractors or subcontractors performing work on the leased site prior to the commencement of any such work on behalf of Exelis to maintain the following insurance:

1. Worker's Compensation Insurance with statutory limits in accordance with all applicable state, federal and maritime laws, and Employers' Liability Insurance with minimum limits of \$500,000 per accident/occurrence, or in accordance with all applicable state, federal and maritime laws.
2. Commercial General Liability Insurance (Bodily Injury and Property Damage) the limits of liability of which shall not be less than \$1,000,000.00 per occurrence.

5. TERM

To have and to hold said premises with their appurtenances for the term beginning on the date of this Agreement and for a period of five (5) years and thereafter subject to renewal rights as hereafter set forth.

6. CONSIDERATION

Exelis shall pay the Lessor no monetary consideration in the form of rental, it being mutually agreed that the rights extended to Exelis herein are in consideration of the obligations assumed by Exelis in its establishment, operation and maintenance of the ADS-B radio station facilities upon the premises hereby leased.

7. RENEWAL

This lease may be renewed from year to year at the option of Exelis upon the terms and conditions herein specified. Exelis's option shall be deemed exercised and the lease renewed each year for one (1) year unless Exelis gives the Lessor thirty (30) days written notice that it will not exercise its option before this lease or any renewal period thereof expires; provided, that no renewal thereof shall extend the period of occupancy of the premises beyond September 30, 2025.

8. RESTORATION

It is hereby agreed between the parties, that upon termination of its occupancy, Exelis shall restore the leased premises including removal of structures, equipment, and fencing but excluding foundations and subsurface ducting, cables, and grounding systems.

9. INTERFERENCE WITH RADIO SITE OPERATIONS

The Lessor agrees not to erect or allow to be erected any structure or obstruction on the site or adjoining land within the airport boundaries that may interfere with the proper operation of the facilities installed by Exelis under the terms of this Lease unless consent hereto shall first be secured from Exelis in writing. Exelis consent shall not be unreasonably withheld and Exelis shall support the Lessor in the evaluation of any potential interference issues. The Lessor shall act in a reasonable way for any construction in proximity to the communication tower, with regard to new construction and RF interference. The Lessor shall be allowed to pursue construction activity giving proper clearance to Lessee's tower communication activities. Exelis consent shall also be contingent upon FAA approval, when interference results in limitations in radio station performance within the national airspace system.

Notwithstanding the foregoing, this lease agreement shall not inhibit the progress of any major airport improvement project identified now or in the future and the parties shall reasonably agree on an alternate radio station site location if the current leased premises interfere with such airport improvement project.

10. HAZARDOUS SUBSTANCE

Exelis agrees to remediate, at its sole cost, all hazardous substance contamination on the leased premises that is found to have occurred as a direct result of the installation, operation, and/or maintenance of Exelis's facilities.

Exelis agrees to save and hold Lessor harmless for any and all costs, liabilities and/or claims by third parties that arise out of hazardous contamination found on the leased premises that is directly attributable to the installation, operation and/or maintenance of Exelis's facilities.

The Lessor agrees to save and hold Exelis harmless for any and all costs, liabilities and/or claims by third parties that arise out of hazardous contamination found on the leased premises not directly attributable to the installation, operation and/or maintenance of Exelis's facilities.

11. QUIET ENJOYMENT

The Lessor warrants that they have good and valid title to the premises, and rights of ingress and egress, and warrants and covenants to defend Exelis's use and enjoyment of said premises against third party claims.

12. INDEMNIFICATION

The Parties each indemnify the other against and hold the other harmless from any and all costs, claims, damages, expenses, or causes of action which arise out of the this Agreement. This indemnity does not apply to any claims arising from the gross negligence or intentional misconduct of the Indemnified Party. Neither Party shall have any liability for any incidental, special, punitive, consequential, exemplary or indirect damages whatsoever arising out of this Agreement. The waiver of damages contained in this paragraph shall survive any termination of this Agreement.

13. CONTRACT DISPUTES

This Agreement shall be governed by the laws of the State in which the property is located, with the exception of its choice of law provisions. If any provision of this Agreement is found invalid or unenforceable under judicial decree or decision, the remaining provisions of this Agreement shall remain in full force and effect.

14. SUCCESSORS

The terms and provisions of this lease and the conditions herein bind the Lessor and the Lessor's heirs, executors, administrators, successors, and assigns. The terms and provisions of this lease and the conditions herein bind Exelis and Exelis's heirs, executors, administrators, successors, and assigns.

15. NOTICES

All notices /correspondence shall be in writing, and shall be addressed as follows (or to such other address as either party may designate from time to time by notice or correspondence to the other).

TO LESSOR: City of Minot
 Please insert notification address here

To EXELIS: Exelis Inc.
 12930 Worldgate Drive, Suite 400
 Herndon, Virginia 20170
 Attention: ADS-B Subcontracts Department

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date above written.

ATTEST:

CITY OF MINOT

By: 

Title: City Clerk

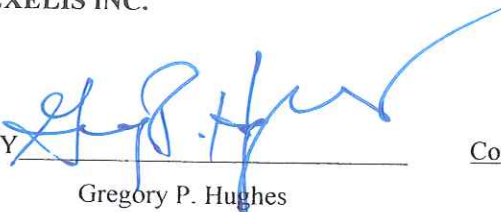
Date: 7-2-13

By: 

Title: Mayor

Date: 7-1-13

EXELIS INC.

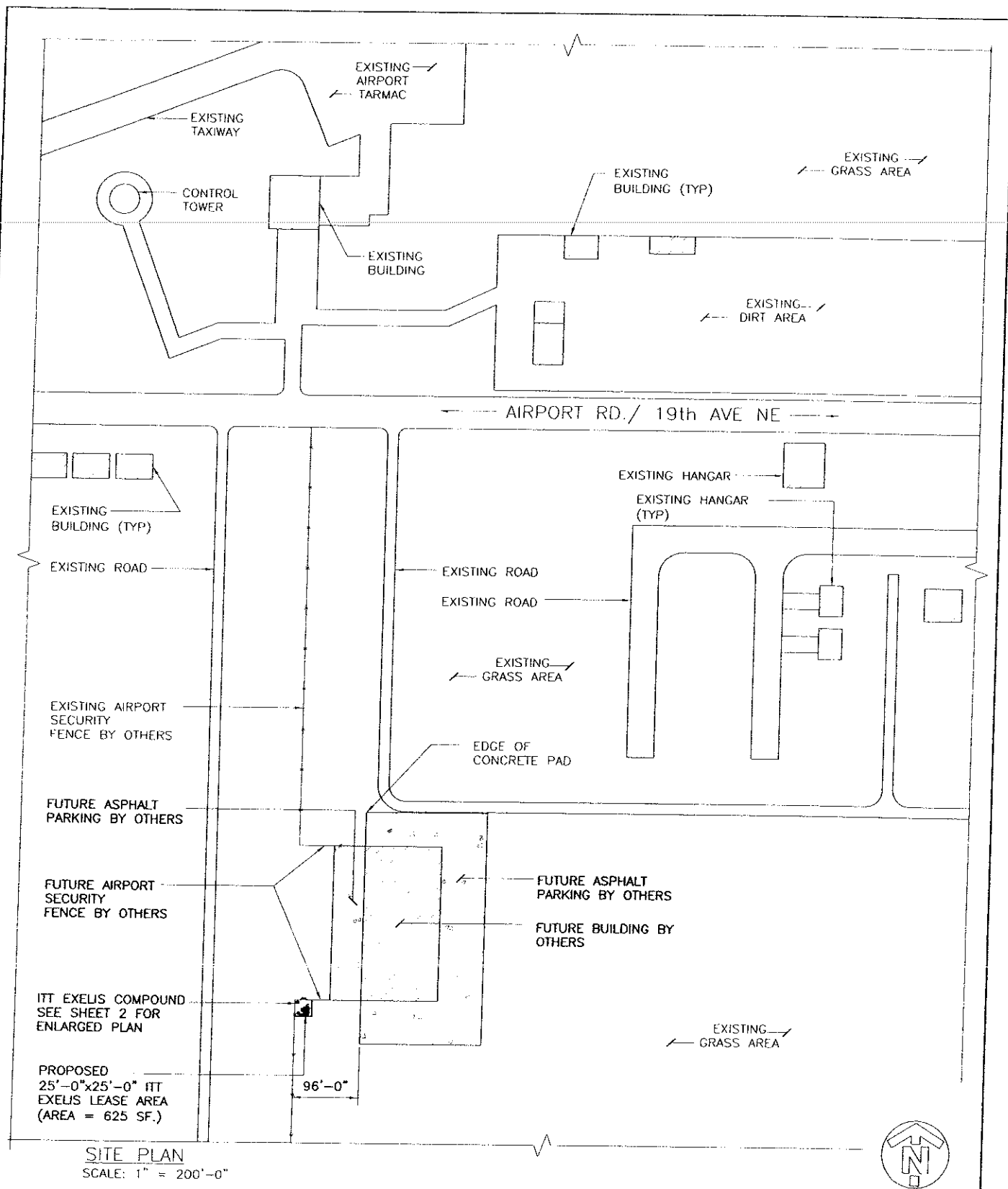
BY 
Gregory P. Hughes

Contracts Manager, Air Traffic Management

Title

9/11/13
Date

Exhibit A
Leased Premises



MINOT INTERNATIONAL
AIRPORT
SV264-02
25 AIRPORT RD.
MINOT, ND 58703

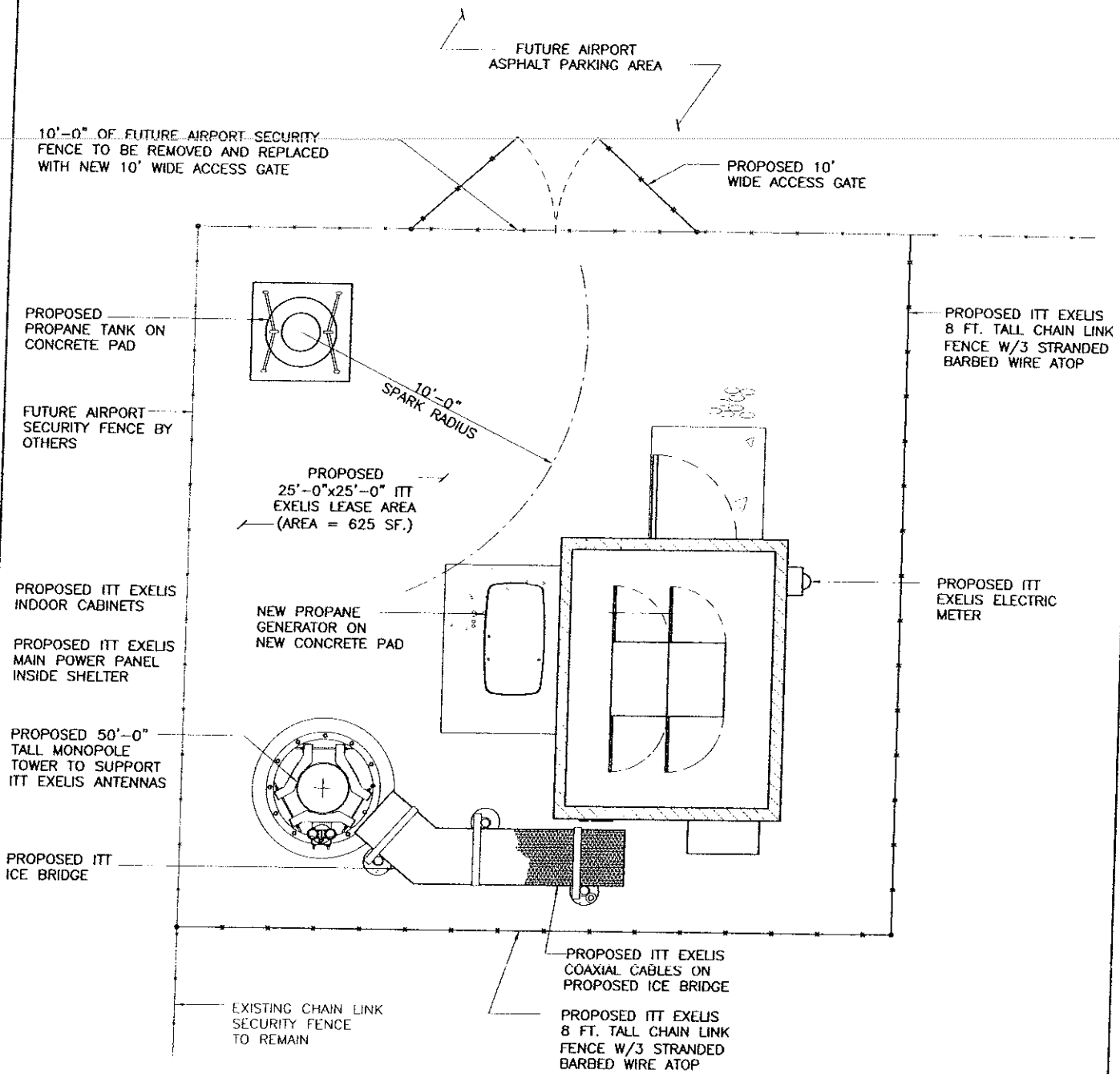
ITT EXELIS
Engineered for life
Advanced Engineering & Sciences
12930 Worldgate Dr.
Herndon, VA 20170

FULLERTON
ENGINEERING DESIGN
9600 W. BRYN MAWR
SUITE 200
ROSEMONT, IL 60018
TEL: (847) 292-0200
FAX: (847) 292-0206

SITE PLAN

REVISIONS:
05/08/13 REVISED LEASE EXHIBIT

SHEET 1 OF 4



ENLARGED SITE PLAN

SCALE: 3/16" = 1'-0"

MINOT INTERNATIONAL
AIRPORT
SV264-02
25 AIRPORT RD.
MINOT, ND 58703

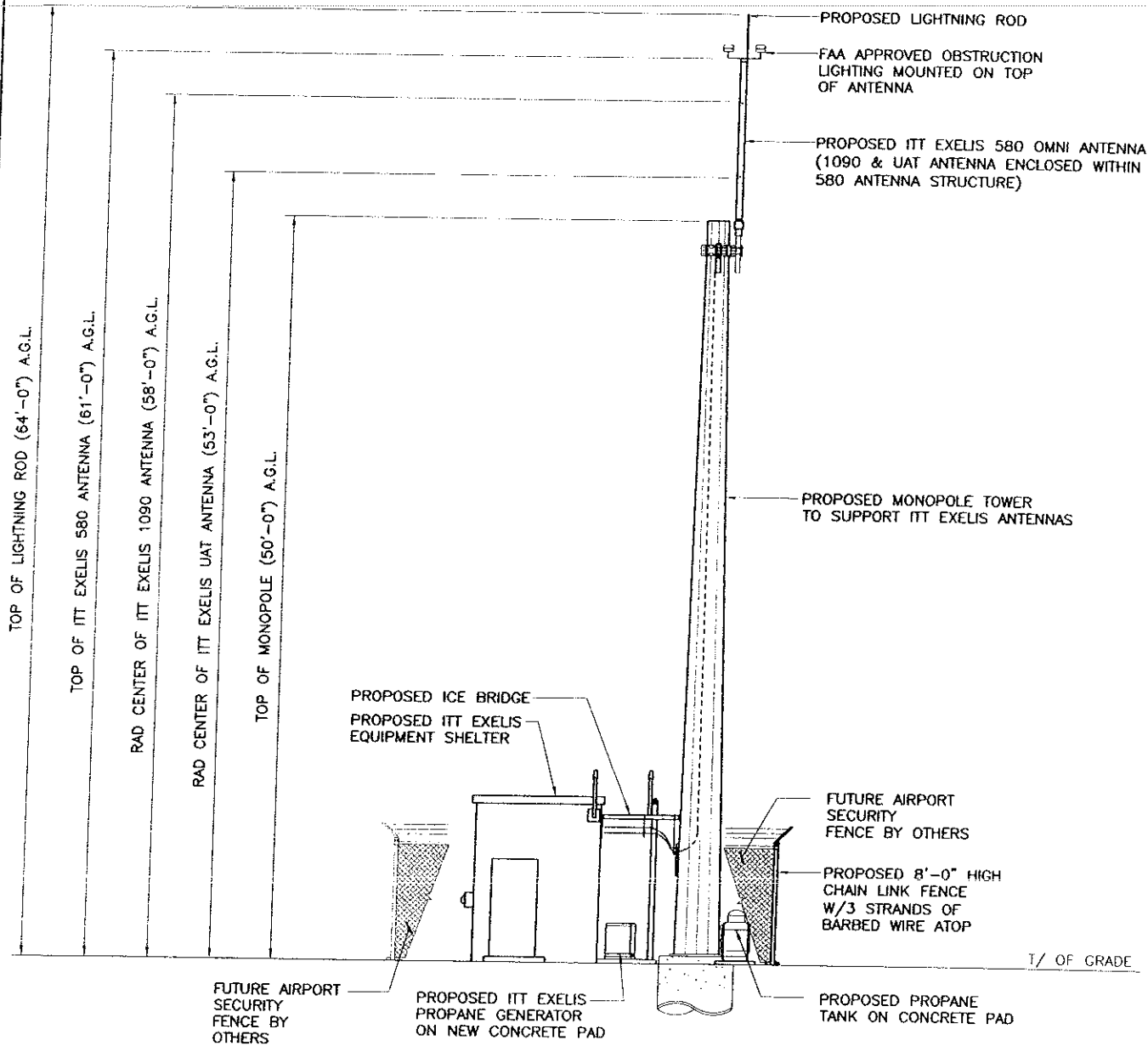
ITT **EXELIS**
Engineered for life
Advanced Engineering & Sciences
12930 Worldgate Dr.
Herndon, VA 20170

FULLERTON
ENGINEERS & ARCHITECTS
9600 W. BRYN MAWR
SUITE 200
ROSEMONT, IL 60018
TEL: (847) 292-0200
FAX: (847) 292-0206

ENLARGED SITE PLAN

REVISIONS:
05/08/13 REVISED LEASE EXHIBIT

SHEET 2 OF 4



NORTH ELEVATION
SCALE: 3/32" = 1'-0"

MINOT INTERNATIONAL
AIRPORT
SV264-02
25 AIRPORT RD.
MINOT, ND 58703

ITT EXELIS
Engineered for life
Advanced Engineering & Sciences
12930 Worldgate Dr.
Herndon, VA 20170

FULLERTON
ENGINEERING DESIGN
9600 W. BRYN MAWR
SUITE 200
ROSEMONT, IL 60018
TEL: (847) 292-0200
FAX: (847) 292-0206

NORTH ELEVATION

REVISIONS:
05/08/13 REVISED LEASE EXHIBIT

SHEET 4 OF 4

FIRST AMENDMENT TO LEASE
Minot International Airport, ADS-B RADIO STATION SITE SV264-02

This First Amendment ("Amendment") is made by and between **L3Harris Technologies, Inc.**, ("Lessee") a Delaware corporation, and the **City of Minot**, ("Lessor"). This amendment is effective as of the date of the last signature below ("Effective Date"). This Amendment may refer to L3Harris and the City of Minot collectively as the "Parties," or individually as a "Party."

RECITALS

WHEREAS, the original ADS-B radio station site lease agreement ("Agreement") originally dated July 2, 2013 was between the Minot International Airport and ITT Corporation ("Original Lessee"); and

WHEREAS, Original Lessee divested into Exelis Inc. effective October 31, 2011, Exelis Inc. then merged with and into Harris Corporation effective as of December 31, 2015, and Harris Corporation changed its name to L3Harris Technologies, Inc. effective as of June 29, 2019; and

WHEREAS, the ADS-B radio station site on the leased premises is an integral part of the FAA National Airspace Systems (NAS); and

WHEREAS, the initial 18-year FAA contract term for ADS-B surveillance services with the Lessee concludes at the end of GFY 2025 with such contract services thereafter being continued by FAA extension to the current contract and/or continued under a new FAA contract; and

WHEREAS, Lessor and Lessee desire to amend the terms of the Agreement to update the point of contact for Notice and to extend the term thereof and to otherwise modify the Agreement as expressly provided herein to accommodate services beyond GFY2025 by removing the September 30, 2025 occupancy limitation and replacing it with a limitation based on the then-current FAA contract, thereby providing assurance to the airport that the lease remains valid only if the lessee has an active contract with the FAA that is supported by the leased premises.

NOW, THEREFORE, for and in consideration of the mutual promises herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each Party hereto, the Parties mutually agree as follows:

1. RENEWAL. Section 7 of the Agreement is deleted and replaced with the following:

This lease may be renewed from year to year at the option of Lessee upon the terms and conditions herein specified. Lessee's option shall be deemed exercised and the lease renewed each year for one (1) year unless Lessee gives Lessor thirty (30) days written notice that it will not exercise its option, before this lease or any renewal thereof expires; provided, that no renewal thereof shall extend the period of occupancy of the premises beyond the term of the then-current FAA contract supported by the use of the premises.

2. NOTICES. Section 15 of the Agreement is deleted and replaced with the following:

All notices/correspondences shall be in writing and shall be addressed as follows (or to such other address as either Party may designate from time to time by notice or correspondence to the other).

TO LESSOR: City of Minot

TO LESSEE: L3Harris Technologies, Inc.
Attn: Jennifer Banasik
2235 Monroe Street (5th floor),
Herndon, VA 20171.
Jennifer.Banasik@L3harris.com.

3. All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment by their duly authorized officers or representatives as of the date shown below.

City of Minot

L3HARRIS TECHNOLOGIES, INC.

Signature: _____

Name: _____

Title: _____

Date: _____

Signature: Andres Arias
Digitally signed by Andres Arias
DN: cn=Andres Arias, postalCode=20171, o=L3Harris Technologies, ou=L3Harris Technologies, email=andres.arias@l3harris.com
Reason: I am the author of this document
Date: 2024.06.28 14:40:00-05

Name: Andres Arias

Title: Subcontract Manager

Date: 6/28/24



TO: Mayor Ross
Members of the City Council

FROM: Justin Sundheim, Police Captain

DATE: July 15, 2024

**SUBJECT: ACCEPTANCE OF MINOT COMMUNITY ENDOWMENT FUND GRANT
FOR POLICE WELLNESS K9 PROGRAM**

I. RECOMMENDED ACTION

- 1. It is recommended City Council approve the application and acceptance of the \$7,500 Minot Area Community Endowment Fund grant;**
- 2. Authorize the Mayor to sign the grant acceptance; and**
- 3. Approve the proposed ordinance for the Minot Area Community Endowment Fund grant on first reading.**

II. DEPARTMENT CONTACT PERSONS

John Klug, Chief of Police, 701-857-9800

Justin Sundheim, Police Captain, 701-857-9800

III. DESCRIPTION

A. Background

The wellness/comfort K9 program is part of the overall police wellness initiative. Law enforcement officers and department staff are subjected to incidents that take a tremendous amount of emotional and physical toll. A comfort K9 program is designed to assist all department employees with trauma processing, through presence and physical interaction. City Council approved the donation of the dog from Bluegrass Bernadoodles on June 17th, 2024. The funding (\$7,500) will assist with auxiliary costs associated with the program, including vehicle equipment, initial training, and other associated K9 care and supplies.

B. Proposed Project

The funding will allow the K9 comfort program to continue on time, corresponding with the recently donated dog from Bluegrass Bernadoodles. This enables the program to continue to create a culture of comprehensive wellness for staff.

C. Recommendation Detail

Local grants were monitored for applicability. The timing of the grant, and scope of the funding aligned with our focus and mission of the wellness/comfort K9 program.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

Safe and Welcoming

B. Service/Delivery Impact:

A healthy employee, both physically and mentally, is a more effective and safer employee. This enables them to provide a high level of public safety service. Future use of the program is anticipated to include community usage focusing on child and violent crime victims.

C. Fiscal Impact

Project Costs

\$7,500 for equipment, training, K9 care, and supplies

Project Funding

There is no cost-share requirement for acceptance of the grant endowment. (\$7,500)

VI. ALTERNATIVES

The council could reject the acceptance of the grant funding and direct staff to look for alternative sources of funding. The council could direct staff to utilize existing budget allocations for funding.

Minot Police Department Therapy/Comfort K9

Minot Community Endowment Fund 2024 (Spring)

Minot Police Department

John K;ug
515 2nd Ave SW
Minot, ND 58701

caisee.sandusky@minotnd.gov
O: 701-852-0111

Caisee Sandusky

515 2nd Ave SW
Minot, ND 58701

caisee.sandusky@minotnd.gov
O: 701-857-9890
M: 701-818-5955

Application Form

Instructions

Please answer all questions as thoroughly as possible. This form automatically saves, so you can log out and come back to it later.

Please verify that your contact information is correct, especially your email address. All correspondence regarding this application will be sent to the email address you provide, so be sure to check it regularly.

Need help? Contact NDCF at 701-222-8349

Qualify

Qualify for a Grant*

Choose only one.

Applicant is a unit of government

If you cannot mark any of the above, your organization does not qualify for a grant. Please contact your local community foundation representative or NDCF if you need help finding a fiscal sponsor.

Organization Information

About the Organization*

Provide a brief description of your organization (mission and/or primary goals and activities).

The Minot Police Department was founded in August 1887, with the appointment of Police Chief William Flumerfelt, by the first elected mayor of the city, J. H. Scofield. Today, the Minot Police Department is a professional, well trained and equipped force that is as service-oriented to the community as it is concerned with their primary function of law enforcement. The Police Department is led by Chief John Klug. The Minot Police Department has three divisions: Patrol, Investigations and Administration. The Patrol division oversees traffic enforcement, parking control, K-9 and general public calls for service while the Investigations division oversees criminal investigations. Administration includes the Community Outreach and Training Division and Police Records. The department is authorized a total of 84 sworn officers along with 26 civilian support staff.

Board Members*

List your Board or Committee members

The Minot Police Department is a government agency and we do not have a board or committee.

Request Details

Project Name*

Name of the project for which you are requesting funding.

Minot Police Department Therapy/Comfort K9

Project Type*

Please choose the one that most closely represents the project or program for which you are applying.

Health

Approximate Project Start Date*

11/01/2024

Approximate Project End Date*

11/01/2034

Timeline Narrative

Is there any additional information about your time line that the Committee should be aware of?

This project does not have an end date. The service of the Therapy/Comfort K9 would be the longevity of work life of the K9. This could be up to 10 years or more.

Amount Requested*

\$7,500.00

Indirect Costs*

If a grant is received, what **percentage** will be used for indirect costs? (Enter numbers only)

Indirect costs are facilities and administrative costs **not** directly related to the proposed project. (Includes fee for grant writer.)

If all grant funds will be used for the project, enter "0".

0

Total cost of project*

\$19,700.00

Project Budget*

List or upload your project expenses and income, including any grants or donations already received or anticipated.

Cost Analysis for NDCF.docx

Purchase of K9-\$3500(the breeder is possibly willing to donate the dog to our agency), travel expenses for K9-\$1000, training-\$400, K9 vehicle insert-\$4709(insert, heat detection warning system, partition), K9

officer stipend (1yr)-\$350x26 pay periods=\$9100, food, equipment, veterinary care-possibly \$1000(year) but unknown at this time.

Proposal Narrative*

Provide a **detailed** description of your project or program and how the grant funds will be used if awarded. This is your big chance to make your case, so don't hold back!

If you're not sure what to write, try answering these questions:

- Why is this project important to your community?
- What exactly would the grant funds be used for?
- How is this project unique to your community?
- How will this project improve the quality of life in your community?
- What other sources of funding have been secured for this project? (e.g., public funds, private donations, in-kind donations)

The Minot PD Wellness Comfort K9 is a part of the Minot PD Peer Support program. Law enforcement officers are subject to calls and incidents that can have tremendous impact on their emotional and physical health, especially as their time of service accrues. As research shows, law enforcement officers die by suicide at a rate of 2x more often than violent felonious attacks on duty. As a department, we are trying to create a culture in which we have a safe space for officers to do their daily duties protecting their community and its citizens, while also being able to cope with the trauma and various other effects of policing. An officer who is mentally healthy is much more effective for the community than one who is struggling emotionally and mentally. This will ultimately create a safer community all around. Research has shown that the use of animals, specifically dogs, in managing responses to trauma, crisis, and critical incidents greatly improves mental well-being, by the mere presence and physical interaction with the dog. The purpose of the MPD Comfort K9 is to provide a resource for officers, dispatchers, and civilian employees an outlet for comfort from their duties and calls for service that can impact their mental health. Not only would they have access to the K9 at the department, but the K9 would be used on an on-call basis in the event of a critical incident (loss of life or serious violent crime) in which members are exposed to. The K9 would also be utilized in critical incident debriefs, which can be attended by first responders from various agencies, and act as a resource for those attending in the event of dysregulation. Another, very important role, is we will utilize the Comfort K9 as an aid for citizens in our community who are victims of domestic abuse, sexual abuse, sexual assault, or other violent crimes. The K9 could be utilized during interviews, child forensic interviews, in the hospital as a victim is being treated, and potentially during any testifying that might be required by a victim in a jury trial. The rates of disclosure for victims have been shown to increase dramatically with the use of a Comfort/Therapy dog. This is a widely accepted use of a comfort/therapy K9 across the United States. Currently there are no law enforcement agencies in Minot or the surrounding area that have a Comfort/Therapy K9. This would be the first of its kind for Minot. The funds, if granted, will be used to purchase the K9, outfit a vehicle for transporting to various locations for use of the K9, continued care of the K9, supplies and training of the K9 in the initial year after receiving the dog.

If a grant is not received, how will the project/program continue?*

The MPD has committed to the purchase and sustaining of a comfort/therapy K9 with approval in the budget. There will have to be continued requests each year for budget allocations. If no grant funds other sources will have to sought and utilized.

Project Length and Sustainability*

Is this a one-time project or program, or will it require ongoing support? If it will require ongoing support, how do you plan to sustain the program after the Foundation's grant is expended?

Our MPD Comfort K9 is initially a one time purchase for the first K9 however the program will be sustained for as long as the K9 is able to work effectively in the role as a comfort/therapy dog through budget requests.

Population Served*

Describe the geographic and/or demographic area your project or program serves. How many people do you anticipate will benefit?

The area served would be any and all law enforcement, police dispatch, records and civilian staff at MPD, and first responders in the Minot area. The entire community of Minot, 50,000 citizens plus, would be able to be served, with the potential to possibly serve on MAFB as well. The number of people who could benefit from this program is immeasurable, although a substantial amount of people served is expected.

Statement of Nondiscrimination*

The policies and practices of the organization submitting this grant application provide equal opportunity to all qualified individuals in leadership, staffing, and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion, and any status protected by law.

I confirm and certify the statement of nondiscrimination.

By submitting this application, you are affirming that:

- You are authorized to submit this application on behalf of the organization;
- All information provided is true and correct to the best of your knowledge; and
- The project in question has been approved by the appropriate authority within the applicant organization.

You will receive an email confirmation that your application was received. If you do not receive an email within 48 hours, please check your Spam or Junk Mail folder. If you still do not see the email, please call us at 701-222-8349. All subsequent communication regarding this grant request will be sent via email, so it's important that you check your email often.

File Attachment Summary

Applicant File Uploads

- Cost Analysis for NDCF.docx

See proposed cost analysis:

Item	Cost	Total
Purchase of K9	\$3500-\$5000 (high potential for a dog to be <u>donated</u> to the PD) \$1000 for flight/pay for nanny to drop off K9 if donated	\$1000-\$5000 or FREE if donation is made
Training-Action Agility of Minot	\$100/per class x 4 classes (puppy, obedience)	\$400
K9 Officer Stipend	\$350/pay period x 26	\$9100 (year)
Vehicle Inserts	\$4077.99 or \$4708.99 *could be less depending on what is decided for insert	\$1000-\$4708.99
Food, Equipment, Toys, Veterinary Care	Unknown at this time	Unknown

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
POLICE GRANT DEPARTMENT REVENUES AND EXPENDITURES FOR THE FY24
THERAPY/COMFORT K9 WELLNESS GRANT.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINOT:

- §1: An ordinance amending the 2024 annual budget to increase the Police Grant department revenues and expenditures for the 2024 Therapy/Comfort K9 Wellness Grant:

10000000-36400	2024200012	\$7,500
10020000-46104	2024200012	7,500

- §2: This ordinance shall be in effect from and after its passage and approval.

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk



TO: Mayor Ross
Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: July 15, 2024

**SUBJECT: ASSIGNMENT OF LEASE FROM SHAWN HUIZENGA TO M20K, LLC
FOR HANGAR S6 SOUTHSIDE FIRST ADDITION LOT 1**

I. RECOMMENDED ACTION

It is recommended City Council approve the consent to assign lease to M20K LLC from Shawn Huizenga, and authorize the Mayor to sign consent to assign lease.

II. DEPARTMENT CONTACT PERSONS

Jessica Long, Business & Development Man., 701-857-4725

III. DESCRIPTION

A. Background

The City of Minot entered into a ground lease agreement (Airport Lease) on June 4, 2019, leasing Hangar S6 located on Southside First Addition, Lot 6 at the Minot International Airport to Larry Huizenga. The lease was assigned to Shawn Huizenga on June 1, 2022. Shawn requested an assignment of the lease after bill of sale to the William Quam Trust which was then sold to M20K LLC. Both the William Quam Trust and M20K LLC are owned by William Quam.

B. Proposed Project

Assign the ground lease from Shawn Huizenga to M20K LLC for the building sold to M20K LLC.

C. Recommendation Detail

The ground lease will not expire until June 3, 2029 and has 1 period of five years for an extended term option; allowing a potential lease extension until 2034 with a positive revenue relationship.

IV. IMPACT

A. Aspirations

City Council aspirations which will be adopted by the proposed recommendation are to promote excellence and connection with the community.

B. Service/Delivery Impact:

The transfer of the lease will allow for the continuation of a positive relationship with a general aviation tenant that also maintains a positive working relationship with the general aviation community at the Minot Airport and surrounding community.

C. Fiscal Impact

The ground lease is an air revenue account paid at an annual rate of one-thousand three-hundred sixty-five and 00/100 dollars (\$1,365.00) calculated at the rate of twenty-six cents (\$0.26) per square foot per annum multiplied by the total square footage of 5,250 square feet.

D. Project Funding

Air Revenue 11000000-43500

VI. ALTERNATIVES

1. Council can reject the assignment of lease and leave an empty hangar on property
2. Council could take no action and the lease would remain under Shawn Huizenga.



**CONSENT TO ASSIGN AIRPORT LEASE FROM SHAWN HUIZENGA
TO M20K, LLC**

WHEREAS, the City of Minot entered into a ground lease agreement (Airport Lease) on June 4, 2019, leasing Hangar S6 located on Southside First Addition, Lot 6 at the Minot International Airport to Larry Huizenga. The lease was assigned to Shawn Huizenga on June 1, 2022.

WHEREAS, the City of Minot received notice from Shawn Huizenga that he would like to assign and transfer their interest in the Airport Lease described in the preceding paragraph to William Quam beginning May 22, 2024. The bill of sale for the building was completed with sale presented to the William G. Quam Living Trust. This property was then moved to William Quam's aviation business name of M20K LLC on June 27, 2024; and

WHEREAS, paragraph 9 on page 5 of the Airport Lease states:

9. Assignment or Subletting. This Agreement shall not be assigned nor the Premises nor any part thereof sublet or re-rented except with the written permission of the CITY.

WHEREAS, MOT staff, City staff, and the Minot City Council have no objection to assignment of the Airport Lease to M20K, LLC,

NOW, THEREFORE, be it resolved that the Minot City Council consents to the assignment of the Airport Lease from Shawn Huizenga to M20K LLC. The assignment shall be considered effective upon

1. Execution of a written assignment between Shawn Huizenga and the William G Quam Living Trust; and
2. Execution of a written assignment between the William G Quam living trust and M20K LLC
3. Delivery of the assignment to the City's Airport Director for attachment to the original Airport Lease.

Passed and adopted this _____ day of _____, 2024.

ATTEST:

APPROVED:

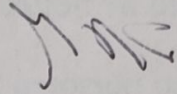
Mikayla Williams, City Clerk

Thomas Ross, Mayor

5-22-2024

I, Sham Hutsenga, the current leaseholder for Hanger 6
wish to assign the land lease to the new hanger owner Willem Quam.

Sham Hutsenga



5-22-2024

BILL OF SALE

THIS AGREEMENT made this 22nd day of May, 2024, between Shawn Patrick Huizenga, hereinafter called the Seller, and William G. Quam, Trustee of the William G. Quam Living Trust dated 10/04/2011, hereinafter called the Buyer.

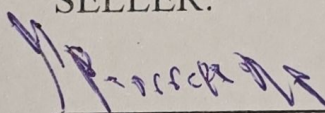
1. In consideration for payment of the purchase price of \$197,000.00, receipt of which is hereby acknowledged by Seller, Seller hereby sells, and the Buyer hereby purchases the following described personal property:

Sale of Airplane Hangar located at 700 Airport Rd, Hangar 6, Minot, ND 58703

2. Buyer hereby represents and warrants that Buyer has had an opportunity to inspect the above-described personal property and have so inspected same, and such personal property is purchased by Buyer "as is".

IN WITNESS WHEREOF, the Seller and Buyer have signed this Agreement.

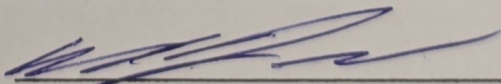
SELLER:



Shawn Patrick Huizenga

BUYER:

William G. Quam Living Trust, dated 10/04/2011



William G. Quam
Trustee

COPY

Bill of Sale of Specific Property

A. Asset to Transfer:

The undersigned does hereby grant, transfer, and deliver all rights and interest in the following:

Airport Hangar 6 located upon:
700 Airport Road, Hangar 6
Minot, ND 58703

to the following:

M20K, LLC

B. Statement of Ownership:

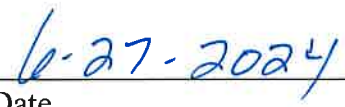
The undersigned hereby states they are the lawful owner of the aforementioned hangar which is free from all encumbrances; that they have good right to transfer the hangar; and that they will warrant and defend the transfer against the lawful claims and demands of all persons.

C. Statement of Intent:

The undersigned declares it is their intent that this Bill of Sale will serve as verification of transfer of all of all rights, title, and interests in the above referenced property.



WILLIAM G. QUAM, as Trustee of the
WILLIAM G. QUAM LIVING TRUST
dated 10/04/2011

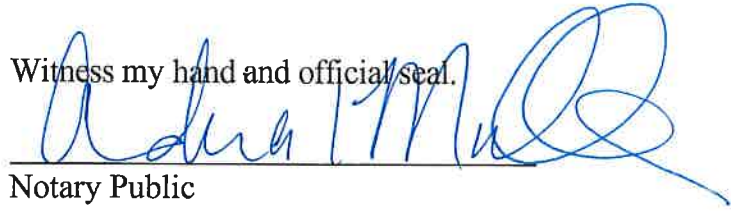


Date

STATE OF NORTH DAKOTA)
) SS
COUNTY OF Ward)

The foregoing instrument was acknowledged before me on
June 27, 2024, by WILLIAM G. QUAM, as Trustee of the WILLIAM
G. QUAM LIVING TRUST dated October 04, 2011.

Witness my hand and official seal.


Notary Public

My commission expires:

Document prepared by:
Andrew C. Sigerson, P.C., L.L.O.
7 Third Street SE
Suite 202
Minot, ND 58701
Phone: (701) 838-1998
Fax: (701) 838-5496

GROUND LEASE AGREEMENT

BY AND BETWEEN

**THE MINOT INTERNATIONAL AIRPORT
OF THE CITY OF MINOT, NORTH DAKOTA**

AND

LARRY HUIZENGA

FOR

MINOT INTERNATIONAL AIRPORT FIRST ADDITION, LOT 6

Table of Contents

1. Premises and Initial Term	1
2. Initial Lease Term Rent	1
3. Renewal Option	2
4. Holding Over.....	2
5. Use of Premises	2
6. Minimum Standards	4
7. Improvements	4
8. Ownership of Improvements	5
9. Assignment or Subletting	5
10. Use by LESSEE Only	5
11. LESSEE's Obligation for Utilities, Taxes and Special Assessments	5
12. Quiet Enjoyment	6
13. Law Governing/Compliance with Laws	6
14. Insurance, Liability, Indemnity and Waiver of Subrogation	6
15. Rules and Regulations	8
16. CITY Operates Airport	8
17. LESSEE'S Personnel and Invitees.....	8
18. Condition of Premises – Acceptance and Vacation	8
19. Defaults	8
20. Termination	11
21. Airport Development	11
22. Airport Maintenance and Snow Cleaning	11

23. Event of War or National Emergency	12
24. Agreement Subordinate to United States Government Requirements	12
25. LESSEE’S Business Records - Public Records	12
26. Federal Aviation Regulations – Discrimination	12
27. Notices	13
28. Paragraph Headings	14
29. Approval or Consent by CITY	14
30. Final Agreement	14
31. Amendments	14
32. Severability	14

GROUND LEASE AGREEMENT

THIS GROUND LEASE AGREEMENT ("Agreement"), made this ____ day of _____, 20____, by and between **THE MINOT INTERNATIONAL AIRPORT OF THE CITY OF MINOT, NORTH DAKOTA**, a North Dakota municipal corporation, hereinafter called the "CITY", whose address is P.O. Box 5006, Minot, ND 58702-5006 and **Larry Huizenga**, whose address is 1600 16th Street NW, Minot, North Dakota 58703, hereinafter called the "LESSEE", collectively referred to herein as the "PARTIES" and individually as a "PARTY."

WITNESSETH:

WHEREAS, the CITY is the owner and operator of the Minot International Airport (the "Airport"), located in the County of Ward, State of North Dakota, and operates the Airport for the promotion, accommodation and development of air commerce and air transportation; and

WHEREAS, the PARTIES now desire to enter into this Agreement to lease the Premises (as described and defined by Exhibit A) for such purposes and under the terms and conditions hereinafter contained;

NOW, THEREFORE, in consideration of the rents, covenants, and agreements contained herein, and other valuable consideration, the sufficiency of which is acknowledged by the PARTIES, their successors and assigns, the LESSEE does hereby lease from the CITY and the CITY does hereby lease to the LESSEE, the Premises, and agree as follows:

1. Premises and Initial Lease Term. The LESSEE, hereby agrees to lease the Premises from the CITY, for a term of TEN (10) years commencing on June 4, 2019 (hereinafter the "Effective Date"), and ending on June 3, 2029 (the "Initial Term").
2. Initial Term Rent.
 - a. LESSEE agrees that, during years 1-5 of the Initial Term of this Agreement, it will pay an annual rent of One Thousand One Hundred Fifty-five and 00/100 Dollars (\$1,155.00) calculated at the rate of Twenty-two cents (\$0.22) per square foot per annum multiplied by a total square footage of Five Thousand Two Hundred and Fifty (5,250) square feet. Rent will be paid in equal monthly installments, commencing on the Effective Date, and payable thereafter on the first day of each calendar month. Failure by the LESSEE to pay its rental obligations under this Agreement within ten calendar days after such rental obligation is due, shall be considered a material breach, and subject this lease to termination by the CITY.

During years 6-10 of the Initial Term of this Agreement, LESSEE will pay an annual rate of One Thousand Three Hundred Sixty-five and 00/100 Dollars (\$1,365.00) calculated at the rate of Twenty-six cents (\$0.26) per square foot per annum multiplied by a total square footage of Five Thousand Two Hundred and

Fifty (5,250) square feet. Rent will continue to be paid in equal monthly installments payable on the first day of each calendar month during the remaining Initial Term of this Agreement.

3. Renewal Option. LESSEE and CITY agree that LESSEE may renew this Agreement for one (1) additional term of five (5) years (the "Renewal Term") by providing written notice to CITY not less than ninety (90) days prior to expiration of the Initial Term. During the Renewal Term, LESSEE will pay an annual rent of One Thousand Five Hundred Seventy-five and 00/100 Dollars (\$1,575.00) calculated at the rate of Thirty cents (\$0.30) per square foot per annum multiplied by a total square footage of Five Thousand Two Hundred and Fifty (5,250) square feet. Rent will be paid in equal monthly installments payable on the first day of each calendar month during the Renewal Term under this Agreement. Failure by the LESSEE to pay its rental obligations under this Agreement within ten calendar days after such rental obligation is due, shall be considered a material breach, and subject this lease to termination by the CITY.
4. Holding Over. Should LESSEE remain in possession of the Premises after the expiration of the Initial Term or Renewal Term, without having executed a new Agreement, such holding over shall be subject to the terms and obligations of this Agreement, the term of the Agreement shall convert to a month-to-month tenancy, and all applicable federal, state and local laws applicable to month to month tenancies shall apply. Monthly rent shall increase by one cent (\$0.01) per year unless and until a new, written lease agreement is entered into by the PARTIES.

In the event of a holdover lease, either PARTY may terminate the tenancy by giving at least one calendar month's written notice at any time. Rent is due and payable up to and including the date of termination. Failure by the LESSEE to pay its rental obligations under this Agreement within ten calendar days after such rental obligation is due, shall be considered a material breach, and subject this lease to termination by the CITY.

5. Use of Premises. The LESSEE hereby covenants and agrees that the LESSEE shall maintain those structures presently existing on the Premises as well as any Improvements made to or constructed on the Premises (collectively, the "Enhancements"), and that the Enhancements shall be used only for the purpose of airworthy aircraft storage, aviation related services, and other Permitted Uses.

A "Permitted Use" of the Premises for purposes of this Agreement shall include the following:

- a. Storing active aircraft;
- b. Sheltering aircraft for maintenance, repair, or refurbishment, but not indefinitely storing non-operational aircraft;
- c. Constructing amateur-built or kit-built aircraft provided that activities are conducted safely;
- d. Storing aircraft handling equipment, e.g., tow bar, glider tow equipment, workbenches, and tools and materials used to service, maintain, repair, or outfit

- aircraft; items related to ancillary or incidental uses that do not affect the hangars' primary use;
- e. Storing materials related to an aeronautical activity, e.g., balloon and skydiving equipment, office equipment, teaching tools, and materials related to ancillary or incidental uses that do not affect the hangars' primary use;
- f. Storing non-aeronautical items that do not interfere with the primary aeronautical purpose of the hangar, e.g., televisions and furniture; or
- g. Parking a vehicle at the hangar while the aircraft usually stored in that hangar is flying, subject to local airport rules and regulations.

LESSEE understands that the following uses of the Premises are considered "Prohibited Uses", are expressly prohibited by this Agreement:

- a. Use as a residence
- b. Operation of a non-aeronautical businesses, e.g., limo/taxi services, car and motorcycle storage, storage of inventory, and non-aeronautical business office space;
- c. Activities that impede the movement of the aircraft in and out of the hangar or other aeronautical contents of the hangar;
- d. Activities that displace the aeronautical contents of the hangar or impede access to aircraft or other aeronautical contents of the hangar;
- e. Storage of household items that could be stored in commercial storage facilities;
- f. Long-term storage of derelict aircraft and parts;
- g. Storage of items or activities prohibited by local or state law;
- h. Storage of fuel and other dangerous and Hazmat materials; and
- i. Storage of inventory or equipment supporting functions unrelated to the aeronautical use.

LESSEE agrees and understands that the Premises shall not be used for any prohibited purpose whatsoever unless LESSEE shall have first obtained prior written authorization from CITY. Authorization to expand LESSEE's use of the Premises may be withheld completely at the discretion of the CITY. LESSEE agrees that if there is any discrepancy regarding whether a use is permitted or prohibited on the Premises, that it shall be considered prohibited unless LESSEE receives confirmation from the CITY in writing that the use is permitted.

If the CITY discovers LESSEE is conducting a Prohibited Use on the Premises, the CITY in its sole discretion may immediately terminate this Agreement, following a notice and a reasonable cure period, which in any event shall not exceed thirty (30) days. If LESSEE repeatedly uses the Premises for a Prohibited Use, the LESSEE shall be considered in breach of this Agreement and the CITY may terminate this Agreement.

LESSEE shall have the right of ingress to and egress from the Premises subject to any safety and security measures adopted by CITY. The LESSEE understands that the Airport may be closed on a temporary basis and/or that airport use restrictions may be imposed, from time to time, for reasons including, but not limited to, hazardous

conditions, special events, safety, security, noise, and environmental issues. It is specifically understood and agreed that any concrete or asphalt ramp areas adjacent to the Premises may be used by LESSEE for short term airplane parking and for ingress and egress to the Premises.

CITY shall have the right to enter, at any time, upon the Premises and any building upon said land for the purpose of conducting any inspection it deems expedient to determine compliance with all terms and conditions of this Agreement. Reasonable efforts will be made to notify LESSEE before entering the Premises. When possible, LESSEE shall be allowed to accompany a CITY representative in entering the leased premises for inspection purposes.

If LESSEE places any locking devices on the outside doors to the Premises, LESSEE must ensure the CITY has accurate and up-to-date contact information for an individual that can grant access to the Premises.

6. Minimum Standards. LESSEE represents that it is at the time of execution of this Agreement, and will be throughout the duration of this Agreement, in compliance with the Airport Minimum Standards ("Minimum Standards") as approved by the City, a copy of which is attached hereto as Exhibit B and incorporated by reference. The LESSEE agrees to comply with any and all amendments to the Minimum Standards and understands that they may be amended by the CITY from time to time. Notwithstanding any other provision set forth herein, non-compliance with the Minimum Standards as they exist at the time of execution or as amended shall constitute grounds for termination of this Agreement by the CITY following a written notice and a reasonable cure period, which in any event shall not exceed thirty (30) days.
7. Improvements. "Improvements" as used in this Agreement shall include any buildings, interior walls and ceilings, electrical and plumbing additions, built-in cabinetry, flooring, and any other enhancement made and affixed to the Premises by LESSEE. Plans and specifications for Improvements to be constructed on the Premises shall require written approval of the CITY prior to the commencement of construction or installation of any Improvements. Any modifications or alterations in such plans or concerning any Improvements to the Premises shall similarly require written approval by CITY before the Improvements are installed.
8. Ownership of Improvements.
 - a. During the term of this Agreement, LESSEE shall own all Improvements permitted by CITY constructed on the Premises until expiration of the Initial or Renewal Term or sooner termination of this Agreement. LESSEE shall not remove any Improvements once constructed on the Premises, except as permitted in writing by CITY.
 - b. Upon termination of this Agreement, all Improvements on the Premises shall,

without compensation to LESSEE, become CITY's property free and clear of any and all claims against them by LESSEE or any third party unless an Agreement is otherwise reached by the PARTIES and reduced to writing.

- i. Upon termination or expiration of a term of this Agreement, CITY may, at CITY's election, demand removal of all Improvements, as specified in this paragraph. A demand to remove Improvements by the normal expiration of the Initial Term or Renewal Term shall be deemed effective by notice given at any time within one month before the expiration date. A demand to remove Improvements upon any other termination of this Agreement shall be deemed effective by notice given in, or concurrently with, notice of such termination or within thirty (30) days after such termination.
 - ii. Upon receipt of a demand by the CITY to remove all Improvements, LESSEE agrees to meet and confer with the CITY to reach an agreed upon schedule to restore the Premises to the condition it was in prior to this Agreement taking effect. To that end, a photographic record must be taken of the Premises on the Effective Date to show the condition it was in at the time the PARTIES entered into this Agreement.
 - iii. If LESSEE fails to remove any Improvements from the Premises upon receipt of a demand by the City, CITY shall have the right to have such Improvements removed at the expense of LESSEE. As to any or all Improvements that CITY does not exercise said option for removal, title thereto shall vest in CITY, without cost to CITY, and without any payment to LESSEE.
9. Assignment or Subletting. This Agreement shall not be assigned nor the Premises nor any part thereof sublet or re-rented except with the written permission of the CITY.
10. Use by LESSEE Only. The Premises, or any part thereof, shall not be used, nor will LESSEE permit the Premises to be used, by any person, agency, group or corporation other than LESSEE without the prior permission of the CITY.
11. LESSEE's Obligation for Utilities, Taxes and Special Assessments. LESSEE shall pay for all utilities supplied to the Premises. It is expressly understood that CITY is under no obligation, nor will at any time be under any obligation whatsoever, to furnish any labor, materials, work, heat, electricity, water, gas or services, utility, or otherwise, to LESSEE.

In addition, LESSEE shall be responsible for and shall pay any and all taxes imposed on the Premises pursuant to North Dakota law. Payment of any special assessments attributable to the Premises shall be LESSEE'S responsibility.
12. Quiet Enjoyment. CITY covenants with LESSEE that upon performing the obligations herein provided on its part to be performed, LESSEE shall have quiet enjoyment and peaceful possession of the Premises during the term of this Agreement and an extension

thereof.

13. Law Governing/Compliance with Laws. All provisions hereof, and words and phrases used herein, shall be governed and construed under the laws of the state of North Dakota; LESSEE shall comply with all applicable laws, ordinances, rules, and regulations of the Federal Aviation Administration, the Department of Homeland Security, the State of North Dakota, the City of Minot, and any other governmental entity or agency having jurisdiction over the Premises. Any lawsuit or other legal proceeding concerning interpretation of this Agreement shall be venued in a Court located in Ward County, North Dakota. LESSEE must immediately discontinue any use of the Premises which is declared by any governmental authority to be a violation of any local, state, or federal law.

14. Insurance, Liability, Indemnity and Waiver of Subrogation.

- a. LESSEE agrees to defend, indemnify, and forever hold harmless the CITY, it's City Council, boards and commissions, officers, agents, employees, volunteers, and contractors from any and all loss, damage, cost, expense, liability, demand, suit, attorneys' fees, judgments, and claims for damages of any kind or nature arising directly or indirectly from or in any manner related to LESSEE's possession, occupancy, or use of the Premises, regardless of any active or passive negligence by CITY. This indemnification shall include any claims which may hereafter be made against CITY on account of any personal injuries or property damage arising out of or resulting from LESSEE's use of the Airport or the Premises. For this indemnification purpose, LESSEE hereby agrees to procure and maintain at LESSEE's own cost and expense, for the duration of this Agreement, the following insurance against claims that may arise from or in connection with the possession, occupancy, operations and use of the Premises by LESSEE, its agents, representatives, employees, contractors, guests and invitees.
- b. Insurance: LESSEE agrees to carry and keep in force public liability and property damage insurance, all policies to be acceptable to CITY, who shall be named as an additional insured and furnished a copy of each policy or policies, as follows:
 - i. Airport Premises Liability: Combined single limit bodily injury and property damage, \$1,000,000 for each occurrence;
 - ii. Products/Completed Operations Liability: Combined single limit bodily injury and property damage, \$1,000,000 for each occurrence and in the annual aggregate;
 - iii. Owned, Hired, and Non-Owned Liability: \$1,000,000 for each occurrence;
 - iv. Ground Hangar Keepers Liability: \$1,000,000 each aircraft and \$1,000,000 for each occurrence; with a maximum deductible of \$10,000 each and every loss;
 - v. Workers Compensation Insurance: statutory, in compliance with North Dakota law; and
 - vi. Pollution Liability: \$1,000,000 for each occurrence.

- c. CITY hereby expressly disclaims any and all liability for any and all losses, damage, and/or claims to the aircraft, vehicles, and/or personal possessions of the LESSEE or for aircraft, vehicles, and/or personal possessions of other which are in the care, custody, and control of LESSEE, including but not limited to the loss of use and/or diminishment of value. CITY shall not be required to carry insurance on any of LESSEE'S property or to replace in whole or in part any of LESSEE'S property.
- d. To the extent allowed by North Dakota law, the Parties hereto each hereby release and relieve the other and waive their claim of recovery for loss or damage to property on the Premises arising out of or incident to fire, lightning and other perils to the extent that said claims, actions, damages liability and expense are covered by insurance of either Party, whether due to negligence of either PARTY, their agents, or employees or otherwise so coverable by insurance. To the extent allowed by North Dakota law, the Parties agree to cause such release and to endorse such provisions in insurance policies issued for the Premises or PARTIES which are the subject of this Agreement.
- e. The minimum amounts of insurance may be increased in accordance with increases, if any, reasonably determined by CITY to be necessary to maintain policy limits from time to time in amounts customary and usual for premises comparable to the Premises, and such increases, if any, are to be made on a yearly basis on or about the commencement of each rental year.
- f. If Tenant, for any reason, should fail to maintain insurance coverage as required by this Agreement, the same shall be deemed a material breach of this Agreement. CITY, at its sole option, may terminate this Agreement and obtain damages from LESSEE as a result of such a breach, or, in the alternative, City may purchase such coverage (but has no obligation to do so), and cost of the same, including any interest on insurance premiums paid by CITY shall be deemed additional rent that shall be payable by LESSEE upon CITY's demand.
- g. LESSEE shall furnish CITY with original certificates and any amendatory endorsements or copies of the applicable policy language providing the insurance coverage required by this Agreement. All certificates and endorsements are to be received and approved by CITY before this Agreement is executed. However, failure to obtain these documents prior to execution of this Agreement shall not waive LESSEE's obligation to provide the same to CITY. CITY reserves the right to require complete certified copies of all required insurance policies, including the endorsements required herein, at any time.

15. Rules and Regulations. LESSEE hereby agrees to observe and obey all rules and regulations promulgated, from time to time, by CITY governing conduct on and operations at the Airport and use of its facilities except that CITY agrees that any such

rules and regulations so promulgated shall not be inconsistent with any legally authorized rule or regulation of the FAA that may be binding on the CITY. This will include, but not be limited to, any rule or regulation concerning the ground rent provided herein being credited by any percentage paid by a fixed-base operator.

16. CITY Operates Airport. Nothing in this Agreement shall be construed to prevent CITY from taking any action it considers necessary to protect the aerial approaches to its Airport from obstructions, or to keep CITY from preventing LESSEE from erecting, or permitting to be erected on the leased Premises, any building, structure or obstruction which, in the opinion of CITY, would limit the usefulness of the Airport or constitute any kind of a hazard to aircraft.
17. LESSEE'S Personnel and Invitees. It is expressly understood that the operations of LESSEE, its personnel and invitees shall be conducted in an orderly and proper manner and so as not to annoy or be offensive to others at the Airport, and CITY shall have the right to complain to LESSEE as to the demeanor, conduct and appearance of LESSEE's personnel and those doing business with them, whereupon LESSEE will take all steps necessary to remove the cause of the complaint. It is further expressly understood that the willful failure on the part of the LESSEE to remove the cause of the complaint shall be deemed a material breach of this contract justifying termination of this contract by CITY.
18. Condition of Premises – Acceptance and Vacation. LESSEE acknowledges that the Premises is accepted as complete, and in good order by the LESSEE, in the condition in which it now is, and that the LESSEE will not do or permit anything to be done which would deface, damage or deteriorate the value thereof, and LESSEE agrees that it will leave the Premises in a condition satisfactory to CITY if and when it vacates said Premises ordinary wear and tear excepted. LESSEE shall keep the Premises clean and shall dispose of all debris and other waste matter which may accumulate in acceptable containers, with proper covers, for waste within the building or buildings, on said Premises.
19. Defaults and Remedies.

The following events shall constitute a material default and breach of this Agreement by LESSEE:

- a. Failure to Pay Rent/Amounts Due. The failure of LESSEE to pay any amounts due under this Agreement within ten (10) days after the same shall be due, or any failure to perform any other of the term, condition or other obligation of this Agreement to be observed or performed by LESSEE for more than thirty (30) days after written notice of such failure is given to LESSEE, shall be considered a material default and breach of this Agreement.
- b. Abandonment of the Premises by LESSEE. If LESSEE should abandon the Premises, the same shall be considered a material default and breach of this Agreement.

- c. LESSEE supplies materially false information to CITY. If LESSEE or an agent of LESSEE falsifies any report furnished to CITY pursuant to the terms of this Agreement, the same shall be considered a material default and breach of this Agreement.
- d. Lessee becomes a "Debtor" as defined by the U.S. Bankruptcy Code or the Premises becomes subject to a Execution of Attachment, Encumbrance, Lien, or Stop Notice. If LESSEE or any guarantor of this Agreement shall become bankrupt or insolvent, or file any debtor proceedings concerning the Premises in any court, or cause this Agreement to be taken under any writ of execution, the same shall be considered a material default and breach of this Agreement. Additionally, the filing or execution of attachment, encumbrance, lien or stop notice either against the Premises, CITY, or LESSEE related to the use or possession of the Premises shall be considered a material default and breach of this Agreement.
- e. Unapproved or Unauthorized Transfers of Interest. If LESSEE should make an unapproved or unauthorized transfer of any interest acquired under this Agreement, or assign this Agreement for the benefit of creditors, the same shall be considered a material default and breach of this Agreement.
- f. Failure to Comply with Insurance Requirements and other Lease Agreement Provisions. Failure to comply with any of the insurance requirements of this Agreement shall be considered a material default and breach of this Agreement. The failure to comply with any other provision of this Lease Agreement other than as specifically described within this Agreement for a period of fourteen (14) calendar days after written notice of such failure to comply shall be considered a material default and breach of this Agreement.

CITY, in addition to other any other rights and remedies it may have as prescribed by North Dakota Law, upon LESSEE's material default and breach of this Agreement may avail itself of the following remedies, which are cumulative and not exclusive:

- a. Right of Re-entry. CITY may seek to reenter and recover possession of the Premises by any lawful means available under North Dakota law, in which case this Agreement shall immediately terminate, and LESSEE must immediately remove all personal property, including aircraft, from the Premises. LESSEE may surrender possession of the Premises at any time by giving CITY notice of its intent to surrender the Premises. Upon receiving LESSEE's notice of intent to surrender possession of the Premises back to CITY, CITY may agree not to evict LESSEE on the condition that the LESSEE surrenders possession of the Premises in a timely manner. Upon surrender of the Premises to CITY, this Agreement shall terminate, and LESSEE will still be obligated to pay CITY any and all outstanding unpaid rental amounts, fees, or late charges as outlined in the lease for the Initial Term, Renewal Term, or Holdover Term, as applicable.

- i. CITY's Right to Re-enter and Relet Premises. Should CITY elect to re-enter the Premises, as herein provided, or take possession of the Premises pursuant to legal proceedings or pursuant to any notice provided for by law, it may either terminate this Agreement or it may from time to time, without terminating this Agreement, make such alterations and repairs as may be necessary in order to relet the Premises at such rental or rentals and upon such other terms and conditions as CITY in its sole discretion may deem advisable. Upon each reletting, all rentals received by the CITY from such reletting shall be applied first to the payment of any indebtedness other than rent due hereunder from LESSEE to CITY; second, to the payment of any costs and expenses of such reletting, including brokerage fees and attorney's fees and of costs of such alterations and repairs; third, to the payment of residue and unpaid hereunder, and the rent due, if any, shall be held by CITY and applied in payment of future rent as the same may become due and payable hereunder. If such rentals received from such reletting during any month are less than that to be paid that month by LESSEE hereunder, LESSEE, upon demand shall pay any such deficiency to CITY.

No such re-entry or taking possession of the Premises by CITY shall be construed as an election on its part to terminate this Agreement unless a written notice of such intention is given to LESSEE or unless the termination thereof be decreed by a court of competent jurisdiction. Notwithstanding any such reletting without termination, CITY may at any time after such re-entry and reletting elect to terminate this Agreement for previous breach of this Agreement.

- b. Damages. Should CITY at any time terminate this Agreement for any such breach, it may recover from LESSEE all damages it may incur by reason of such breach, including the cost of recovering the Premises, reasonable attorney's fees, and including the worth at the time of such termination the excess, if any, of the amount of rent and charges equivalent to rent reserved in this Agreement for the remainder of the stated term over the then reasonable rental value of the Premises for the remainder of the stated term, subject, however, to CITY's duty to mitigate its damages, all of which amounts shall be immediately due and payable from LESSEE to CITY.
 - i. In the event a lawsuit shall be brought for recovery of possession of the Premises, for the recovery of rent or any other amount due under the provisions of this Agreement, or because of the breach of any other covenant herein contained on the part of LESSEE to be kept or performed, and a breach shall be established, LESSEE shall pay to CITY all expenses incurred therefor, including a reasonable attorney's fee, together with interest on all such expenses at the rate of 1.75% per month, or 21% per annum from the date of such breach of the covenants of this Agreement.
 - ii. No remedy herein or elsewhere in this Agreement or otherwise by law, statute or equity, conferred upon or reserved to CITY or LESSEE shall be

exclusive of any other remedy, but shall be cumulative, and may be exercised from time to time and as often as the occasion may arise. Nothing herein or elsewhere in this Agreement shall be construed to relieve a PARTY of its duty to mitigate its damages.

- iii. All monies due under this Agreement from LESSEE to CITY shall be due on demand, unless otherwise specified, and if not paid when due, shall bear interest at the rate of 1.75% per month, or 21% per annum until paid.

- 20. Termination. This Agreement is terminable with cause by either PARTY upon sixty (60) calendar days written notice setting forth a date of termination of the Agreement (the "Termination Date"). Upon notice of termination, LESSEE shall be obligated to pay any rental obligations or other fees due and owing the CITY by the Termination Date. Upon the Termination Date, LESSEE shall vacate the Premises and immediately remove all personal property, including any aircraft, from the Premises. If LESSEE fails to vacate the Premises or fails to remove all personal property from the Premises, CITY may seek to reenter and recover possession of the Premises by any lawful means. CITY may also, at its election, dispose of any remaining personal property in the appropriate manner provided for by law, and charge all costs associated with such disposal to LESSEE. LESSEE explicitly agrees that any personal property remaining on the Premises after the Termination Date is deemed abandoned by LESSEE, unless agreed to otherwise by the PARTIES in writing. As set forth in paragraph 7 of this Agreement, ownership of any Improvements to the Premises shall revert to and remain the property of the CITY upon termination of this Agreement, unless agreed to otherwise by the PARTIES.
- 21. Airport Development. CITY reserves the right to further change, develop or improve CITY property at the Airport as it sees fit, regardless of the desires or view of the LESSEE, and without interference or hindrance.
- 22. Airport Maintenance and Snow Cleaning. CITY reserves the right, but shall not be obligated to LESSEE, to maintain and keep in repair CITY property at the Airport and all publicly owned facilities of the Airport, together with the right to direct and control all activities of the LESSEE in this regard. CITY agrees to use reasonable efforts to keep the aircraft landing and parking areas reasonably clear of snow and within ten feet (10') of any leased structure. Without limiting the foregoing obligations, LESSEE shall not store any inoperable equipment unless undergoing maintenance or reconstruction. Unsightly materials not being used or creates a hazard shall be discarded or removed. In no case shall any hazardous materials of any type be stored within the Premises. All fuels necessary for aviation activities must be stored in appropriate containers. Failure to properly maintain the Premises as described in this paragraph shall be considered a material breach that will subject this Agreement to termination by CITY.
- 23. Event of War or National Emergency. During time of war or national emergency CITY shall have the right to Agreement the landing area or any part thereof to the United States Government for military or naval use and, if any such Agreement is executed, the provisions of this instrument, insofar as they are inconsistent with the provisions of the

Agreement to the government, shall be suspended.

24. Agreement Subordinate to United States Government Requirements. This Agreement shall be subordinate to the provisions of any existing or future agreement between CITY and the United States, relative to the development, operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal funds for the development of the Airport.
25. LESSEE'S Business Records – Public Records. It is specifically understood by LESSEE that CITY is a public body under North Dakota law and thus must comply with North Dakota's open records and open meeting laws.
26. Federal Aviation Regulations – Discrimination. It is expressly understood by LESSEE and agreed between the PARTIES that to the extent otherwise applicable to LESSEE:
 - a. Nondiscrimination Regarding USDOT Programs. LESSEE for itself, personal representatives, successors in interest, and assigns as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the Premises for a purpose for which a U.S. Department of Transportation program or activity is extended, or for another purpose involving the provision of similar services or benefits, LESSEE shall maintain and operate such facilities and services in compliance with all applicable requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said regulations may be amended.
 - b. Nondiscrimination Regarding Facilities, Improvements, and Federally-Funded Activities. LESSEE for itself, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that: (1) no person on the grounds of race, creed, color, national origin, sex, age, or handicap shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities and Premises or any activity conducted with or benefiting from Federal assistance, (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, creed, color, sex, national origin, age, disability or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that LESSEE shall use the Premises in compliance with all other requirements imposed by or pursuant to Title 49 Code of Federal Regulations, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, as said regulations may be amended, and in compliance with all other applicable Laws and Regulations, and shall obtain such compliance from any sub lessees or other PARTIES holding lower tier agreements.
 - c. Affirmative Action. LESSEE assures that it, and/or sub-tenant, will undertake an

affirmative action program as required by 14 Code of Federal Regulations Part 152, Subpart E – Nondiscrimination in Airport Aid Program, to insure that no person shall on the grounds of race, creed, color, national origin, sex, age, disability or marital status be excluded from participation in any employment activities covered.

- d. Human Rights Law. LESSEE agrees to comply with Section 296, and all other pertinent provisions of Article 15 of the Executive Law (also known as the Human Rights Law) and all other Federal and State statutory and constitutional non-discrimination provisions and agrees to comply with all pertinent provisions of the Americans with Disabilities Act of 1990, and all pertinent regulations pursuant thereto.
- e. Enforcement. In this connection, the LESSOR reserves the right to take whatever action it might be entitled by law to take in order to enforce these regulations.
- f. Non Exclusive Rights. It is hereby specifically understood and agreed between the parties that nothing herein contained shall be construed as granting or authorizing the granting of exclusive rights to LESSEE or others, as defined in Section 308 of the Federal Aviation Act of 1958, as amended.
- g. Agreement Preserves Compliance. This Agreement shall be interpreted to preserve LESSOR's rights and powers to comply with Federal and other governmental obligations.
- h. Subordination to Authority's Government Commitments. This Agreement is subordinate to the provisions of any Agreements between CITY and the United States or other governmental authority (regardless of when made) that affects the Airport, including, but not limited to, agreements governing the expenditure of Federal funds for Airport improvements. In the event that the Federal Aviation Administration or other governmental authority requires any modification to this Agreement as a condition of CITY entering any agreement or participating in any program applicable to the Airport, LESSEE agrees to consent to any such regulated modification.

27. Notices.

- a. All payments, demands and notices required herein shall be deemed to be properly served if sent in writing and given by hand delivery, regular, certified or registered mail, postage prepaid, to the last address previously furnished by the PARTIES hereto or through confirmed electronic notification. Notice shall be deemed given if by hand delivery, on the date of delivery; if by overnight mail service, on the date of delivery; if by registered or certified mail, on the date indicated on the receipt for delivery; and if by regular first-class mail, five days after deposit of the notice with postage fully prepaid, in a mailbox maintained by the United States Postal Service.

Until hereafter changed by the parties, in writing, notice shall be addressed as follows:

CITY: The Minot International Airport
C/o: Airport Director
305 Airport Road, Suite 216
Minot, ND 58703

LESSEE: LARRY HUIZENGA
1600 16TH St NW
MINOT, ND 58703

- c. Any substitute address will be the address furnished by each PARTY to the other by giving notice in the manner proscribed herein.
28. Paragraph Headings. Paragraph headings contained herein are for convenience in reference only, and are not intended to define or limit the scope of any provisions of this Agreement.
29. Approval or Consent by CITY. Where consent or approval is required (except where clearly stated otherwise), such consent or approval shall not be unreasonably withheld by the CITY.
30. Final Agreement. This Agreement supersedes any and all prior understandings of the PARTIES, oral or written, in connection with the subject matter hereof and is intended by both PARTIES to be a complete and exclusive statement of their commitments and responsibilities with respect to the subject matter hereof.
31. Amendments. This Agreement may be changed, amended, or modified only upon the written consent of both PARTIES.
32. Severability. If any paragraph of this Agreement is for any reason found invalid or unenforceable, the invalid or unenforceable provision shall be deemed severed from the remainder of this Agreement and the remaining paragraphs shall remain in full force and effect to the fullest extent of the law.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first above written.

THE MINOT INTERNATIONAL AIRPORT, a public body corporate and politic.

CITY OF MINOT

By Shaun Sipma
Shaun Sipma, Mayor, City of Minot

Attest Kellymatalka
Its City Clerk

LARRY HUIZENGA

By Larry Huizenga
LARRY HUIZENGA

Attest Kellymatalka
Its _____

EXHIBIT A

PLAT OF MINOT INTERNATIONAL AIRPORT FIRST ADDITION

LOCATED IN THE SOUTH 1/2 OF THE SOUTHEAST 1/4 OF SECTION 12, AND OUTLOT 25 LYING IN THE NORTHWEST 1/4 OF THE
NORTHEAST 1/4 OF SECTION 13, AND THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 13, T155N, R63W, WARD COUNTY, TO THE CITY OF MINOT.

DESCRIPTION

KNOW BY ALL MEN BY THESE PRESENTS THAT THE CITY OF MINOT, BEING THE OWNER AND PROPRIETOR OF THE SOUTH 1/2 OF THE SOUTHEAST 1/4 OF SECTION 12, AND OUTLOT 25
LYING IN THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 13, AND THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 13, T155N, R63W, WARD COUNTY, TOWNSHIP 155 NORTH,
RANGE 03 WEST OF THE FIFTH PRINCIPAL MERIDIAN, WARD COUNTY, NORTH DAKOTA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 13 WHICH IS THE POINT OF BEGINNING; THENCE N^{89°32'25"E} FOR 350.0 FEET; THENCE
S^{89°32'25"E} FOR 134.90 FEET; THENCE S^{94°42'37"W} FOR 143.88 FEET; THENCE S^{17°03'08"E} FOR 130.86 FEET; THENCE S^{94°42'37"W} FOR 424.80 FEET; THENCE N^{89°32'25"W} FOR 134.90 FEET;
THENCE N^{89°32'25"E} FOR 674.90 FEET TO SAID POINT OF BEGINNING.

SAID TRACT CONTAINS 21.98 TOTAL ACRES (29745.94 S.F.), LOTS 1 THRU 35 CONTAINING 504 ACRES (219,320 S.F.).
DEDICATED UTILITY EASEMENT = 1.97 ACRES (64,348.80 S.F.).

HAVING CAUSED THE SAME TO BE SURVEYED INTO LOTS AND PLATTED AS SHOWN HEREON, TO BE KNOWN AS MINOT INTERNATIONAL AIRPORT FIRST ADDITION TO THE CITY OF MINOT, NORTH
DAKOTA, AND HEREBY DONATE AND DEDICATE THE ROADWAY RIGHT-OF-WAY AND UTILITY EASEMENTS AS SHOWN TO THE PUBLIC FOR PUBLIC USE. IN WITNESS WHEREOF, THE OWNER AFFIXES
HIS SIGNATURE.

[Signature]
CURT ZIMMELMAN, Mayor, City of Minot

STATE OF NORTH DAKOTA)

COUNTY OF WARD)

ON THIS 12th DAY OF FEBRUARY, 2004

2004, BEFORE ME PERSONALLY APPEARED CURT ZIMMELMAN, KNOWN TO ME TO BE THE PERSON
DESCRIBED IN AND WHO EXECUTED THE WITHIN CERTIFICATE AND HE ACKNOWLEDGED TO ME THAT
HE EXECUTED THE SAME.

[Signature]
CORRIE M. DOSCH

CORRIE M. DOSCH
Notary Public, State of North Dakota
My Commission Expires Oct. 21, 2006

APPROVAL OF CITY ENGINEER

APPROVED: *[Signature]*

DATE: FEB. 17, 2004 CITY ENGINEER

SURVEYORS CERTIFICATE

I, GREGG DRVIK, A REGISTERED LAND SURVEYOR IN THE STATE OF NORTH DAKOTA, HEREBY
CERTIFY THAT THE ANNEXED PLAT IS A TRUE COPY OF THE NOTES OF A SURVEY PERFORMED
UNDER MY SUPERVISION AND COMPLETED ON THE 17th DAY OF DECEMBER, 2003, AND THAT ALL INFORMATION SHOWN HEREON IS TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE AND BELIEF.

GREGG DRVIK
REGISTERED PROFESSIONAL LAND SURVEYOR
NO REGISTRATION NO. 3001

STATE OF NORTH DAKOTA)

COUNTY OF WARD)

ON THIS 17th DAY OF DECEMBER, 2004,

BEFORE ME PERSONALLY APPEARED GREGG DRVIK, KNOWN TO ME TO BE THE PERSON
DESCRIBED IN AND WHO EXECUTED THE WITHIN CERTIFICATE AND HE ACKNOWLEDGED TO ME THAT
HE EXECUTED THE SAME.

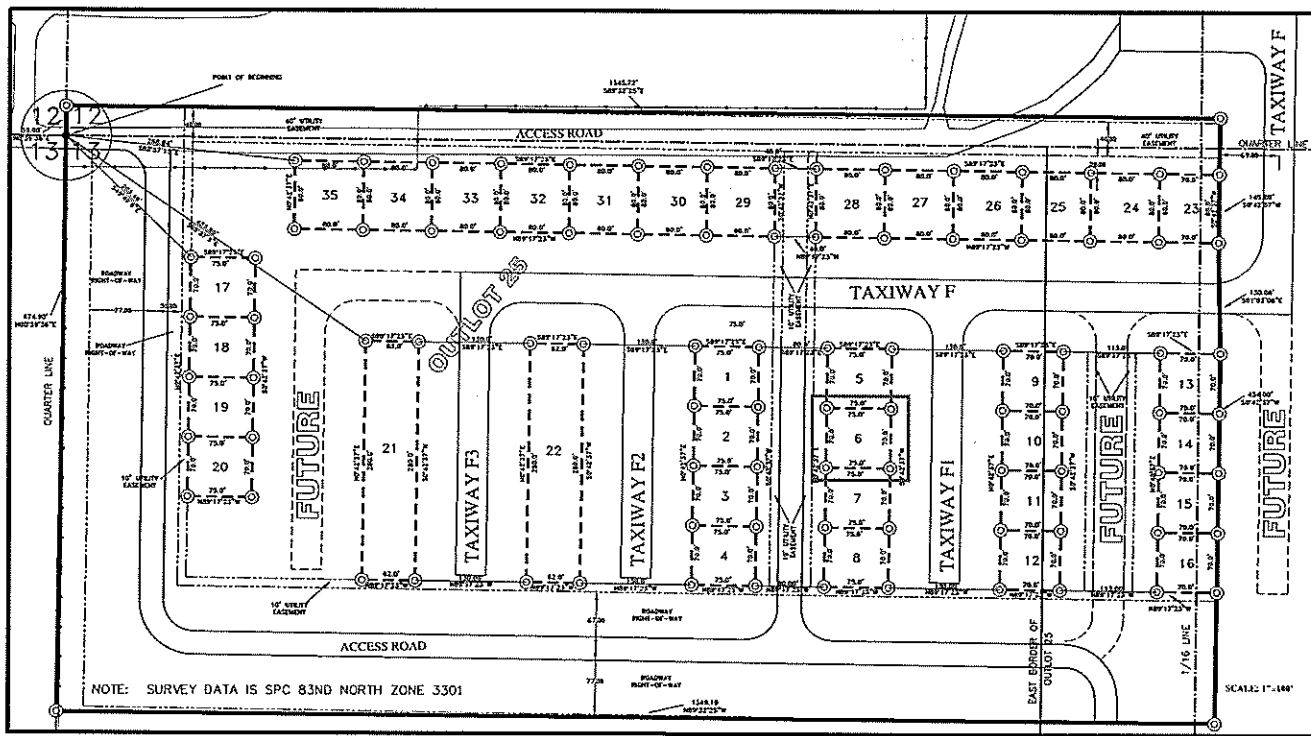
[Signature]
DALE S. CHRISTENSEN

DALE S. CHRISTENSEN
Notary Public, State of North Dakota
My Commission Expires Dec. 5, 2007

100 0 100 200
scale 1"=100' feet



- PLAT LEGEND
- SET PIN
 - SECTION LINE
 - PLAT BOUNDARY
 - EASEMENT BOUNDARY
 - LOT BOUNDARY
 - FENCE





TO: Mayor Ross
Members of the City Council

FROM: David Lakefield, Finance Director

DATE: July 15, 2024

**SUBJECT: SECOND AMENDMENT TO THE GRANT FUNDING AGREEMENT
BETWEEN THE CITY OF MINOT AND SOURIS BASIN PLANNING
COUNCIL**

I. RECOMMENDED ACTION

It is recommended City Council approve the Second Amendment to the Grant Funding Agreement Between the City of Minot and Souris Basin Planning Council and authorize the Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774

III. DESCRIPTION

A. Background

The City entered into a grant funding agreement on March 20, 2023 to fund a request for dollars from the Economic Development Sales Tax to further capitalize the Souris Basin Planning Council Business Accelerator Fund. The First Amendment to the agreement extended the grant term to June 30, 2024. SBPC has requested additional funds to capitalize the BAF. Due to limitations on the amount of funding available for this activity under the revised Magic Fund Guidelines, SBPC has needed to adjust how the program operates to extend the program with the currently available funding.

B. Proposed Project

The Second Amendment would further extend the grant term to December 31, 2024 to allow SBPC to utilize the existing funds in the most efficient manner.

C. Recommendation Detail

1. Recommend approval of the Second Amendment to the Grant Funding Agreement Between the City of Minot and Souris Basin Planning Council.
2. Authorize the Mayor to sign the agreement.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing: allowing the extension allows SBPC to utilize the existing funding in the most efficient manner to continue to provide support to our growing community.

B. Service/Delivery Impact:

This request extends the time period to utilize existing funding.

C. Fiscal Impact

Funding for the BAF has been provided via a series of previously approved MAGIC Fund requests.

Project Costs

This project extends the time to utilize previously approved funding.

Project Funding

Funding for this project was awarded from the MAGIC Fund in 2023.

VI. ALTERNATIVES

Allow the agreement to terminate. This would mean that SBPC would have no funding available to meet requests for the local match for Bank of ND interest buy down programs.



**SECOND AMENDMENT TO THE GRANT FUNDING AGREEMENT
BETWEEN THE CITY OF MINOT AND SOURIS BASIN PLANNING COUNCIL**

THIS SECOND AMENDMENT TO THE GRANT FUNDING AGREEMENT is made and entered into effective as of the 15th day of July, 2024 (the "Second Amendment Effective Date"), by and between the City of Minot, ND, a municipal corporation (the "City") and Souris Basin Planning Council, a 501(c)(4), (each a "Party" and collectively "the Parties").

Whereas, the City and Souris Basin Planning Council entered into a Grant Funding Agreement (the "Agreement"), approved by the City Council at its regular meeting on March 20, 2023, and

Whereas, on February 5, 2024, the City and Souris Basin Planning Council approved a First Amendment to the Agreement to extend the Grant Term through June 30, 2024; and

Whereas, the Parties desire to now amend Paragraphs (I)(E) of the Agreement in the manner reflected herein to extend the Grant Term through December 31, 2024 and

Whereas, the City Council of the City of Minot approved this Second Amendment to the Agreement at its regular meeting on July 15, 2024, and

Now, therefore, in consideration of the mutual covenants and conditions herein, the Parties, intending to be legally bound, hereby agree as follows, effective as of the Second Amendment Effective Date first written above:

1. Paragraph (I)(E) of the Agreement is hereby deleted and replaced in its entirety with the following:

- E. Grant Term. This Agreement shall become effective on the date signed by the last party to sign the Agreement and shall continue in effect through December 31, 2024, unless extended or terminated pursuant to this Agreement.

This Amendment may be executed in one or more facsimile, electronic or original counterparts, each of which shall be deemed an original and both of which together shall constitute the same instrument.

All terms and provisions of the Agreement not amended hereby, either expressly or by necessary implication, shall remain in full force and effect. From and after the Second Amendment Effective Date, all references to the term "Agreement" in this Amendment or the original Agreement shall include the terms contained in this Amendment.

IN WITNESS WHEREOF, the Parties hereto have executed this Second Amendment to the Agreement effective as of the Second Amendment Effective Date.

CITY OF MINOT

Thomas Ross, Mayor

David Lakefield, Finance Director

Mikayla McWilliams, City Clerk

STATE OF NORTH DAKOTA)
) ss
COUNTY OF _____)

On this _____ day of _____, 2024, before me personally appeared Thomas Ross, David Lakefield, and Mikayla McWilliams, known to me to be the people who are described in, and who executed the within and foregoing instrument and who acknowledged to me that they executed the same.

(seal)

Notary Public, _____ County,
North Dakota.
My Commission Expires: _____

SOURIS BASIN PLANNING COUNCIL

STATE OF NORTH DAKOTA)
) ss
COUNTY OF _____)

On this _____ day of _____, 2024 before me personally appeared _____, known to me to be the person who is described in, and who executed the within and foregoing instrument and who acknowledged to me that he executed the same.

(seal)

Notary Public, _____ County,
North Dakota.
My Commission Expires: _____



TO: Mayor Ross
Members of the City Council

FROM: Stephen Joersz, Traffic Engineer

DATE: July 15, 2024

SUBJECT: STREETLIGHT DISTRICT 65 - FINAL PAYMENT (4808)

I. RECOMMENDED ACTION

It is recommended City Council approve the final payment to Main Electric Construction in the amount of \$54,044.58.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

Stephen Joersz, Traffic Engineer, 701-857-4111

III. DESCRIPTION

A. Background

Street Lighting District 65 is a street lighting special assessment district created by City Council to replace street lights in the district area. The approximate district area is that enclosed by 24th Street SW - 30th Street SW by 2nd Avenue SW - W Central Avenue.

B. Proposed Project

Streetlight District 65 awarded the bid for the construction project at the October 16, 2023 council meeting. Construction for the streetlight district occurred in the spring of 2024. In total and as part of the special assessment district. 31 streetlights were removed and 63 streetlights were installed. Additionally, and funded my Traffic Division maintenance budget, an additional 18 streetlights were converted to LED luminaries.

C. Recommendation Detail

The project was awarded to the low bidder, Main Electric Construction, Inc.

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

Providing street lighting to neighborhoods increases safety for all users of the right of way.

C. Fiscal Impact

The Streetlight District 65 project had three main funding sources; refunding improvement bonds (special assessment), sales tax infrastructure reserves (City's 30% cost share) and Traffic Division budget.

Project Costs

Main Electric Construction - \$54,044.58

Project Funding

Refunding Improvement Bonds (Special Assessment)

Sales Tax Infrastructure Reserves (City's 30% Cost Share)

Traffic Engineering Budget (LED Retrofit)

VI. ALTERNATIVES

N/A

To:	CITY OF MINOT 515 2ND AVE S.W MINOT, ND 58701	Project:	STREET LIGHTING DIST 65 DAKOTA HOMES ADDITION MINOT, ND	Application No:	4	Date:	07/10/24
From:	MAIN ELECTRIC CONSTRUCTION INC 2626 VALLEY ST. MINOT, ND 58701	Contractor Job Number:	44950	Period To:	07/10/24	Contract Date:	
Phone:	701 852-3315	Contract For:					

Original contract sum	554,882.80
Net change by change orders (as per attached breakdown)	0.00
Contract sum to date	554,882.80
Completed to date (as per attached breakdown)	540,445.84
Stored material (as per attached breakdown)	0.00
Total completed and stored to date	540,445.84
Total retainage (0.0%)	0.00
Total earned less retainage	540,445.84
Less previous certificates of payment	486,401.26
Subtotal	54,044.58
Sales tax at 0.000% on	0.00

Amount of this request

54,044.58

Certificate of the Subcontractor:

I hereby certify that the work performed and the materials supplied to date as shown on the above represent the actual value of accomplishment under the terms of the contract (and all authorized changes thereto) between the undersigned and CITY OF MINOT relating to the above-referenced project.

I also certify that Payments, less applicable retention, have been made through the period covered by previous payments received from the contractor, to (1) all my subcontractors (sub-subcontractors) and (2) for all materials and labor used in connection with the performance of this contract.

I further certify I have complied with Federal, State and Local tax laws, including Social Security laws and unemployment laws and Workmen's Compensation laws insofar as applicable to the performance of this contract.

Furthermore, in consideration of this request of the payments received and upon receipt of the amount of this request, the undersigned does hereby waive, release, and relinquish all claims or right of lien which the undersigned may now have upon the premises above described except for claims or right of lien for contract and/or change order work performed to the extent that payment is being retained or will subsequently become due.

Date: 7/10/24
Subscribed and sworn to before me this 10 day

of July 2024 (year).

Notary public:

JULIE L SCHAEFER

My commission expires

08-24-2024

Notary Public

State of North Dakota

My Commission Expires Oct. 24, 2024

Contractor: MAIN ELECTRIC CONSTRUCTION INC

By: [Signature]Title: President

Application and Certificate For Payment -- page 2

To: CITY OF MINOT
From (Subcontractor): MAIN ELECTRIC CONSTRUCTION INC
Project: STREET LIGHTING DIST 65

Application No: 4
Period To: 07/10/24
Contractor's Job Number: 44950

Date: 07/10/24

Item Number	Description	Unit Price	Contract Quantity	UM	Scheduled Value	Work Completed Previous Application		Work Completed This Period		Completed and Stored To Date		%	Retention	Memo
						Quantity	Amount	Quantity	Amount	Quantity	Amount			
1														
001	CONTRACT BOND	5,495.0000	1.00 E		5,495.00	1.00	5,495.00	.00	0.00	1.00	5,495.00	100.0	0.00	
002	MOBILIZATION	6,290.0000	1.00 E		6,290.00	1.00	6,290.00	.00	0.00	1.00	6,290.00	100.0	0.00	
003	TRAFFIC CONTROL	4,362.0000	1.00 E		4,362.00	1.00	4,362.00	.00	0.00	1.00	4,362.00	100.0	0.00	
004	STREET LIGHT REMOVAL	1,776.0000	31.00 E		55,056.00	31.00	55,056.00	.00	0.00	31.00	55,056.00	100.0	0.00	
005	EXISTING FEED POINT REMOVAL	1,090.0000	5.00 E		5,450.00	5.00	5,450.00	.00	0.00	5.00	5,450.00	100.0	0.00	
006	CONDUCTOR PER FT	6.2800	11870.00 E		74,306.20	10916.00	68,334.16	.00	0.00	10916.00	68,334.16	92.0	0.00	
007	ZIN CONDUT PER FT	11.4000	1430.00 E		16,302.00	1270.00	14,478.00	.00	0.00	1270.00	14,478.00	88.8	0.00	
008	BORING PER FT	11.1800	10570.00 E		118,172.60	9976.00	111,531.68	.00	0.00	9976.00	111,531.68	94.4	0.00	
009	STREET LIGHT STANDARD TYPE A	1,825.0000	63.00 E		114,975.00	63.00	114,975.00	.00	0.00	63.00	114,975.00	100.0	0.00	
010	STREET LIGHT LUMINAIRE TYPE A	1,701.0000	63.00 E		107,163.00	63.00	107,163.00	.00	0.00	63.00	107,163.00	100.0	0.00	
011	TYPE 2 FEED POINT	13,741.0000	1.00 E		13,741.00	1.00	13,741.00	.00	0.00	1.00	13,741.00	100.0	0.00	
012	STREET LIGHT LUMINAIRE TYPE A	1,865.0000	18.00 E		33,570.00	18.00	33,570.00	.00	0.00	18.00	33,570.00	100.0	0.00	
Total					554,882.80		540,445.84		0.00		540,445.84		0.00	
Application Total					554,882.80		540,445.84		0.00		540,445.84		0.00	



TO: Mayor Ross
Members of the City Council

FROM: Stefanie Stalheim, City Attorney

DATE: July 15, 2024

**SUBJECT: CITY OF MINOT V. LOYAL ORDER OF THE MOOSE MINOT LODGE
#822 (EMINENT DOMAIN) SETTLEMENT**

I. RECOMMENDED ACTION

It is recommended City Council authorize the Mayor and City Staff to execute the attached Settlement Agreement and Purchase Agreement (settlement documents) and take all steps necessary to complete the terms of the agreements, including payment in the sum of \$314,775.83 for property acquisition, just compensation, damages, and payment in the sum of \$22,700.00 for attorneys' fees and costs.

II. DEPARTMENT CONTACT PERSONS

Stefanie Stalheim, City Attorney, 701-857-4190

III. DESCRIPTION

A. Background

On May 3, 2021, the City Council commenced eminent domain proceedings against Minot Moose Lodge #822 to acquire a tract of property and a permanent flowage easement for the flood protection project. Negotiations have been ongoing, and as a result the attached settlement documents were drafted. They are now being submitted for the Council to consider and accept in an open meeting.

B. Proposed Project

Under the settlement agreement, the City will purchase a tract of property (1.21 acres) and a permanent flowage easement from Minot Moose Lodge #822 for \$314,775.83. The City will also pay \$22,700.00 in attorney's fees and costs. As such, the total cost of the proposed project is \$337,475.83.

C. Consultation Section

Attorney Warcup has been retained by the City Council to assist with eminent domain proceedings for the flood control project.

IV. IMPACT

A. Aspirations

Dynamic and Prosperous, Resilient and Prepared, Safe and Welcoming, Excellent and Connected

B. Service/Delivery Impact:

Approval of the settlement documents will allow the City to move forward with construction and flood control project.

C. Fiscal Impact

The City will pay Minot Moose Lodge #822 a total sum of \$337,475.83 to acquire the property and for attorneys' fees and costs.

Project Costs

Purchase of tract of property (1.21 acres) and permanent flowage easement: \$314,775.83

Attorneys' Fees and Costs: \$22,700.00

Project Funding

VI. ALTERNATIVES

1. Council could reject the settlement documents.
2. Council could amend the settlement documents and return as a counter-offer to Minot Moose Lodge #822 for consideration.

SETTLEMENT AGREEMENT

This Settlement Agreement made this 15th day of July, 2024, by and between Minot Lodge #822, Loyal Order of Moose, Inc., a/k/a Loyal Order of Moose, Minot Lodge #822 a/k/a Minot, Lodge No. 822, Loyal Order of Moose (hereinafter "Moose Lodge") and City of Minot, a North Dakota municipal corporation (hereinafter "City").

WHEREAS, the City offered to purchase the following property (hereinafter the "Property") from Moose Lodge.

A Parcel of land lying within a portion of Outlot 9, Section 23, Township 155 North, Range 83 West, Ward County, North Dakota, which is more particularly described as follows: Commencing at the Northwest corner of Lot 1, Stax Addition to the City of Minot, North Dakota, a plat on record at the Ward County Recorder's office; Thence N 00°18'48.0" E, a distance of 86.09 feet to the point of beginning; Thence S 85°41'49.8" W, a distance of 84.75 feet; Thence S 71°11'13.0" W, a distance of 365.71 feet to the centerline of the old Mouse River channel; Thence N 12°45'45.9" E, along the centerline of the old Mouse River channel, a distance of 46.30 feet; Thence along a curve to the right a distance of 59.39 feet, said curve having a radius of 163.82 feet and a chord of 59.07 feet which bears N 23°08'57.8" E; Thence N 33°32'09.8" E, a distance of 111.88 feet; Thence N 27°06'59.2" E, a distance of 27.39 feet; Thence S 89°24'53.4" E, a distance of 323.45 feet; Thence S 00°18'48.0" W, a distance of 89.51 feet to the point of beginning. Tract contains 1.21 acres.

AND

A permanent flowage easement of land lying within a portion of Outlot 9 and an unplatted portion of the NE¼SW¼, Section 23, Township 155 North, Range 83 West, Ward County, North Dakota, which is more particularly described as follows: Commencing at the Northwest corner of Lot 1, Stax Addition to the City of Minot, North Dakota, a plat on record at the Ward County Recorder's office; Thence N 00°18'48.1" E, a distance of 86.09 feet; Thence S 85°41'49.8" W, a distance of 84.75 feet; Thence S 71 °11 '13.0" W, a distance of 153.26 feet to the point of beginning. Thence S 15°21'10.7" W, a distance of 29.06 feet; Thence S 25°21'08.9" W, a distance of 87.73 feet; Thence S 09°16'24.1" W, a distance of 116.60 feet; Thence S 23°12'22.8" W, a distance of 25.83 feet; Thence S 40°10'44.7" W, a distance of 87.48 feet;

Thence S 71 °51'51.0" W, a distance of 48.84 feet; Thence N 59°37'43.1" W, a distance of 38.52 feet; Thence S 67°36'22.1" W, a distance of 31.71 feet; Thence S 89°24'27.5" W, a distance of 25.75 feet; Thence S 10°43'03.7" W, a distance of 30.32 feet; Thence S 82°16'33.1" W, a distance of 28.03 feet; Thence N 37°14'28.0" W, a distance of 99.39 feet; Thence N 12°42'37.3" E, a distance of 16.58 feet to the centerline of the old Mouse River channel; Thence S 77°17'22.1" E, along the centerline of the old Mouse River channel, a distance of 9.33 feet; Thence continuing along said centerline, along a curve to the left a distance of 132.03 feet, said curve having a radius of 90.87 feet and a chord of 120.72 feet which bears N 61°05'09.8" E; Thence continuing along said centerline, N 19°27'34.7" E, a distance of 74.93 feet; Thence continuing along said centerline, N 12°45'45.8" E, a distance of 65.42 feet; Thence N 71°11'13.0" E, a distance of 212.45 feet to the point of beginning. Tract contains 1.27 acres.

WHEREAS, negotiations to acquire the Property were unsuccessful.

WHEREAS, the City brought an action captioned City of Minot, a North Dakota municipal corporation, Plaintiff v. Loyal Order of Moose, Minot Lodge #822 a/k/a Minot Lodge No. 822, Loyal Order of Moose, Inc. a/k/a Minot, Lodge No. 822, Loyal Order of Moose, Defendant in District Court, Ward County, North Dakota filed as Case No. 51-2021-CV-01364 (hereinafter the "Litigation").

WHEREAS, Moose Lodge answered the City's Complaint generally denying the allegations made therein.

WHEREAS, the undersigned parties have determined independently that it is desirable and beneficial for each of them to settle, compromise, and resolve their differences. They have reached a settlement agreement with respect to the Litigation and the parties desire to memorialize their agreement.

NOW, THEREFORE, in consideration of One Dollar and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Payment to Moose Lodge. The City shall pay the total sum of \$314,775.83 as

full payment for property acquisition (fee simple and easement), just compensation and damages. Such payment will be made upon the terms and conditions of the Purchase Agreement attached hereto as Exhibit "1."

2. Execution of Purchase Agreement. City and Moose Lodge agree to enter into a Purchase Agreement attached hereto as Exhibit "1" and further agree to abide by the terms of the attached Purchase Agreement.

3. Platting of Property. Moose Lodge agrees to join in a plat or replat of the Property as may be required or desirable. The City will prepare such plat or replat at its sole cost and expense.

4. Attorney's Fees and Costs. Moose Lodge agrees to provide an itemized listing of attorney's fees and costs claimed for reimbursement. The City agrees to review such claim promptly. The parties further agree to negotiate the reimbursement of attorney's fees and costs in good faith. If the parties cannot reach an agreement regarding the reimbursement of attorney's fees and costs, either party may petition the district court for a decision on reimbursable attorney's fees and costs.

5. Dismissal of Litigation. The parties shall cause the Litigation to be dismissed with prejudice and without costs, expenses, or attorney's fees to either party by executing and delivering a Stipulation for Dismissal in the form attached hereto as Exhibit "2."

6. Release. Upon executing this Agreement, the parties forever discharge each other from the Litigation, including all claims and causes of action stated therein or which could have been stated therein.

7. Performance of Additional Acts. The parties agree to perform such acts and to prepare, execute, file, or record any documents, instruments, or stipulations reasonably required to perform the covenants, to satisfy the conditions herein contained to comply with the terms of the Purchase Agreement attached hereto or to give full force and effect to this Agreement.

8. Non-Litigation Covenant. The release in this Agreement may be pleaded as a full and complete defense to and may be used as the basis for an injunction against any action, suit, or other proceedings that may be instituted, prosecuted, or attempted in breach

of the release contained herein. The parties shall not in any manner challenge this Agreement. Notwithstanding the mutual releases contained in this Agreement, nothing in this Agreement is, nor shall be deemed to be, a release of the obligations, terms, and conditions of this Agreement, and nothing herein shall in any manner limit or otherwise preclude the parties from commencing an action solely to enforce any obligation, term or condition of this Agreement.

9. Non-Admission of Liability. The parties agree this Agreement shall be a full, final, and complete compromise of the Litigation, and it is not nor is any payment hereunder to be construed as an admission of liability or waiver of any defenses by any party. Each of the parties has expressly denied any and all liability and expressly reserves any and all rights to any and all available defenses of any nature whatsoever. It is expressly understood and agreed by the parties that this Agreement shall be a compromised settlement of all of the aforesaid claims, demands, and causes of action which have been, could have been, or were required to be made and that the consideration and promises made for this release are substantially less than the total value or amount of damages claimed by the respective parties.

10. Entire Agreement. This Agreement contains the entire agreement between the parties. No statements, promises, or inducements made by any party or any agent of any party that is not contained in this Agreement shall be valid or binding. This Agreement may not be enlarged, modified, or altered, except in writing, signed by all parties hereto expressly referencing it.

11. Non-Waiver. No delay or failure by any party to exercise any right under this Agreement and no partial single exercise of any right shall constitute a waiver of that or any other right unless otherwise expressly provided herein.

12. Representation by Counsel/Voluntary Nature of Agreement. The parties acknowledge and represent that they have been represented by legal counsel or are aware of their right to be represented by legal counsel in connection with the consideration and execution of this Agreement. The parties represent and declare that in executing this Agreement, they relied solely upon their judgment, belief, and knowledge, and the advice and recommendation of their own independently selected legal counsel concerning the nature, extent, and duration of their rights and claims and that they have not been influenced to any extent whatsoever in executing this Agreement by any representations or statements not expressly contained or referred to herein. In entering into this release, the parties

acknowledge and expressly warrant and represent to each other, as part of the consideration for the promises contained herein, that before executing this release and settlement agreement they have fully and completely read all of the terms thereof, that no promise, inducement, or agreement expressed therein has been made to them. The terms of this release and Agreement are fully understood and voluntarily accepted by them, without duress or coercion of any kind or type.

13. Contractual Nature of Agreement. The terms and conditions of this Agreement are contractual in nature, and not a mere recital. This Agreement, when fully executed, shall constitute a legal, valid, and binding obligation of the parties, enforceable in accordance with its terms, and shall inure to the benefit of the parties. The parties represent and warrant to each other that they have each respectfully taken the necessary actions to approve this Agreement and have provided the undersigned with the authority to execute and deliver this Agreement and the other instruments, documents, or agreements referenced herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

City of Minot, a North Dakota
municipal corporation

Dated

Tom Ross, Its Mayor

Dated

David Lakefield, Its City Finance Director

Minot Lodge #822, Loyal Order of Moose, Inc.,
a/k/a Loyal Order of Moose, Minot Lodge #822
a/k/a Minot, Lodge No. 822, Loyal Order of Moose

7-1-24

Dated

By:

Cory Thompson, Its President

7-1-24

Dated

By:

Paulette Nush, Its Treasurer

PURCHASE AGREEMENT

THIS AGREEMENT made and entered into this 28 day of July, 2024, by and between Minot Lodge #822, Loyal Order of Moose, Inc., a/k/a Loyal Order of Moose, Minot Lodge #822 a/k/a Minot, Lodge No. 822, Loyal Order of Moose, whose address is P.O. Box 1864, Minot, ND 58701, hereinafter called "Seller," and the City of Minot, a North Dakota municipal corporation, whose address is P.O. Box 5006, Minot, ND 58702-5006, hereinafter called "City."

WITNESSETH, Seller agrees to sell, and City agrees to purchase, upon the terms and conditions hereinafter set forth, the following described real property and all appurtenances thereunto belonging, owned by Seller and located in the County of Ward, State of North Dakota, to wit:

A Parcel of land lying within a portion of Outlot 9, Section 23, Township 155 North, Range 83 West, Ward County, North Dakota, which is more particularly described as follows: Commencing at the Northwest corner of Lot 1, Stax Addition to the City of Minot, North Dakota, a plat on record at the Ward County Recorder's office; Thence N 00°18'48.0" E, a distance of 86.09 feet to the point of beginning; Thence S 85°41'49.8" W, a distance of 84.75 feet; Thence S 71°11'13.0" W, a distance of 365.71 feet to the centerline of the old Mouse River channel ; Thence N 12°45'45.9" E, along the centerline of the old Mouse River channel , a distance of 46.30 feet; Thence along a curve to the right a distance of 59.39 feet, said curve having a radius of 163.82 feet and a chord of 59.07 feet which bears N 23°08'57.8" E; Thence N 33°32'09.8" E, a distance of 111.88 feet; Thence N 27°06'59.2" E, a distance of 27.39 feet; Thence S 89°24'53.4" E, a distance of 323.45 feet; Thence S 00°18'48.0" W, a distance of 89.51 feet to the point of beginning. Tract contains 1.21 acres.

AND

A permanent flowage easement of land lying within a portion of Outlot 9 and an unplatted portion of the NE¼SW¼, Section 23, Township 155 North, Range 83 West, Ward County, North Dakota, which is more particularly described as follows: Commencing at the Northwest corner of Lot 1, Stax Addition to the City of Minot, North Dakota, a plat on record at the Ward County Recorder's office; Thence N 00°18'48.1" E, a distance of 86.09 feet; Thence S 85°41'49.8" W, a distance of 84.75 feet; Thence S 71 °11 '13.0" W, a distance of 153.26 feet to the point of beginning. Thence S 15°21'10.7" W,

a distance of 29.06 feet; Thence S 25°21'08.9" W, a distance of 87.73 feet; Thence S 09°16'24.1" W, a distance of 116.60 feet; Thence S 23°12'22.8" W, a distance of 25.83 feet; Thence S 40°10'44.7" W, a distance of 87.48 feet; Thence S 71°51'51.0" W, a distance of 48.84 feet; Thence N 59°37'43.1" W, a distance of 38.52 feet; Thence S 67°36'22.1" W, a distance of 31.71 feet; Thence S 89°24'27.5" W, a distance of 25.75 feet; Thence S 10°43'03.7" W, a distance of 30.32 feet; Thence S 82°16'33.1" W, a distance of 28.03 feet; Thence N 37°14'28.0" W, a distance of 99.39 feet; Thence N 12°42'37.3" E, a distance of 16.58 feet to the centerline of the old Mouse River channel; Thence S 77°17'22.1" E, along the centerline of the old Mouse River channel, a distance of 9.33 feet; Thence continuing along said centerline, along a curve to the left a distance of 132.03 feet, said curve having a radius of 90.87 feet and a chord of 120.72 feet which bears N 61°05'09.8" E; Thence continuing along said centerline, N 19°27'34.7" E, a distance of 74.93 feet; Thence continuing along said centerline, N 12°45'45.8" E, a distance of 65.42 feet; Thence N 71°11'13.0" E, a distance of 212.45 feet to the point of beginning. Tract contains 1.27 acres

the "Property."

In further consideration of the covenants and obligations contained herein, the parties agree as follows:

1. PURCHASE PRICE. The purchase price for all of Seller's right, title, and interest in the Property shall be \$314,775.83, payable at closing, which shall be reduced by any amounts paid by the City on behalf of Seller for the purposes set forth in paragraph 9. Except as otherwise provided herein, Seller shall receive no other compensation from City for Seller's right, title, and interest in the Property. Notwithstanding the foregoing, Seller may be entitled to benefits and assistance pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and/or *N.D.C.C.* § 54-01.1.

2. ABSTRACT AND TITLE INSURANCE. Prior to closing, Seller shall provide City possession of an abstract of title or title insurance policy showing the marketable title of Seller to the real estate described in this agreement. The cost of any abstract continuation or provision of title insurance shall be paid by City. In the event Seller is unable to deliver an existing abstract or title insurance policy to City, the cost of creating a new abstract or acquisition of title insurance shall be paid by City. Seller shall pay all costs required to

perfect its title to the property. Seller agrees to cooperate with City and to execute all documents necessary to demonstrate or obtain marketable title to the property. Upon Closing, all abstracts and title insurance policies shall become the property of the City.

If Seller's title is not insurable or free of defects and cannot be made so within sixty (60) days after notice containing a written statement of defects delivered to Seller, then this agreement may be terminated at the option of City, except that City may waive defects and elect to close the purchase.

3. DEED AND FLOWAGE EASEMENT. Seller shall execute and deliver to City a Warranty Deed and Flowage Easement at Closing. Said Warranty Deed and Flowage Easement shall be in recordable form, conveying marketable title free from all encumbrances, except the following:

- A. Conditions, covenants, restrictions, limitations, terms, easements, and declarations of record;
- B. Taxes, general and/or special assessments, not yet certified for collection;
- C. Facts that a survey or personal inspection of the property will disclose;
- D. All zoning regulations and ordinances; and
- E. Covenants required by federal, state, or local authorities as a result of the acquisition of the property.

4. CLOSING DATE. This transaction shall be finally closed, and a Warranty Deed and Flowage Easement herein delivered to the City on or before _____.

5. POSSESSION. The City shall be entitled to possession of the Property at closing. The City shall be entitled to receipt of all rents and profits from the Property after closing.

6. INSPECTION OF PROPERTY. The City shall have the right to conduct such investigations, inspections, and inventories of the Property as it deems reasonable or necessary prior to closing. Seller grants City, its officers, agents, employees, and independent contractors, the right to enter upon the Property at reasonable times upon

reasonable notice, oral or written, from time to time after the date of this agreement to investigate, inspect, and perform inventories of the Property and for other purposes consistent with City's interest under this agreement.

7. NO HOLDOVER PERIOD FOR OCCUPANTS. Seller shall ensure that it and all other current occupants vacate that portion of the Property described in the Warranty Deed on or before closing.

8. PURCHASE PRICE DEDUCTIONS. Prior to disbursing payment to Seller, City may use a portion of the Purchase Price to satisfy Seller's obligations under this document, to pay taxes, assessments, mortgages, liens, and acquisition of other parties' outstanding interests in the Property.

9. STATUS QUO MAINTAINED. The Property shall be preserved in its present condition, and Seller shall deliver it intact at closing. No salvage is authorized. All risk of loss or damage to the Property is on Seller until closing. Prior to closing, Seller shall promptly give written notice to the City of any loss or damage to the Property. In the event of loss, damage, or destruction of all or part of the Property, the City shall have the option to terminate this agreement immediately. However, in the case of loss, damage, or destruction of all or part of the Property, City shall have the option to (1) take possession of the Property upon completion of the terms and obligations of this Purchase Agreement; (2) terminate this Agreement effective immediately; or (3) renegotiate the Purchase Price.

10. UTILITIES. Seller shall be responsible for paying all utility expenses incurred by it or any other occupants prior to the date of possession by City.

11. TAXES. Seller shall pay all taxes on the property described in the Warranty Deed for 2023 and all unpaid taxes for prior years. Taxes for 2024 shall be prorated to the date of closing. The City shall pay taxes for the tax year 2025 and future years.

12. SPECIAL ASSESSMENTS. Seller agrees to pay any and all unpaid special assessments, including but not limited to any uncertified balance of special assessments.

13. TIME IS OF THE ESSENCE. Time is of the essence of this agreement.

14. EXISTING LEASES. Seller represents and warrants to City that, except as stated herein, there are no leases, tenancies, or other rights of occupancy for use for any

portion of the Property. The foregoing representation and warranty shall survive the closing date. Seller shall hold harmless and indemnify City from and against any claims which may arise or be based upon any alleged leasehold interest, tenancy, or other rights of occupancy or use of any portion of the Property except as listed below:

<u>Tenant Name</u>	<u>Tenant Phone #</u>	<u>Lease Date</u>	<u>Lease Beginning Date</u>	<u>Lease Ending Date</u>
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NONE

15. APPROVAL OF COURT. If the Property is an asset of any estate, trust, or guardianship, this document shall be subject to court approval prior to payment of Purchase Price unless declared unnecessary by the City. If court approval is necessary, the appropriate fiduciary shall proceed promptly and diligently to bring the matter on for a hearing to enable the issuance of an order approving the sale.

16. ENVIRONMENTAL MATTERS.

- A. Environmental Representations and Warranties. For purposes of this agreement, the terms "hazardous waste" or "hazardous substance" shall include every material, waste, contaminant, chemical, toxic pollutant, or other substance listed or described in any of the following sources, as amended from time to time: (i) the Resource Conservation and Recovery Act to 1976, 42 U.S.C. 6901 et.seq. (RCRA); (ii) the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, (Pub. Law. 96-510) (CERCLA) as amended by the Superfund Amendments and Reauthorization Act of 1986 (Pub.L. 99-499) (SARA) codified at 42 U.S.C. 9601 et.seq.; (iii) Federal Environmental Protection Agency Regulations at 40 C.F.R. Parts 122-124 and 260-265; (iv) North Dakota Code Chapter 19-21; (v) any other federal, state, or local statute or ordinance which defines "hazardous waste" or "hazardous substance" or similar terms, and which could create liability in City or City's successors in interest; and (vi) any federal, state or local regulations, rules or orders issued or promulgated under or pursuant to any of the foregoing or otherwise by any department, agency or other administrative regulatory or judicial body having jurisdiction over the Property (hereinafter collectively referred

to as "Environmental Laws"). Without limiting the foregoing, the terms "hazardous waste" and "hazardous substance" shall include all substances or materials containing asbestos, PCBs, or hydrocarbons. To the best of Seller's knowledge, Seller represents and warrants to City that:

- (1) There are no abandoned wells, agricultural drainage wells, solid waste disposal sites, or underground storage tanks located in, on, or about the Property;
- (2) There is and has been no hazardous waste or hazardous substance stored, generated, treated, transported, installed, dumped, handled, or placed in, on, or about the Property;
- (3) At no time have any federal or state hazardous waste or hazardous substance cleanup funds been expended with respect to any of the Property;
- (4) There has never been any solid waste disposal site or underground storage tank located in, on, or about the Property, nor has there been any release from any underground storage tank on real property contiguous to the Property that has resulted in any hazardous waste or hazardous substance coming in contact with the Property;
- (5) Seller has not received any directive, citation, notice, letter, or other communication, whether written or oral, from the Environmental Protection Agency, the North Dakota Department of Health, or any other governmental agency with authority under any environmental laws, or any other person or entity regarding the release, disposal, discharge, or presence of any hazardous waste or hazardous substance on the Property, or any violation of any environmental laws; and
- (6) To the best of Seller's knowledge, neither the Property, nor any real property contiguous to the Property, nor any predecessors in title to the Property, violate any existing, pending, or

threatened investigation or inquiry by any governmental authority or to any removal or remedial obligations under any environmental laws.

The foregoing representations and warranties and the Environmental Indemnifications set forth in the following subparagraph B shall survive the closing. In addition, the foregoing representations and warranties and the indemnification provisions in this agreement shall not be affected by any study, investigation, or inspection of the property by the City or any agent of the City.

- B. Environmental Indemnification. Seller agrees to indemnify and hold harmless City from and against any and all claims, demands, fines, penalties, causes of action, losses, damages, liabilities, expenses, and costs (including court costs and reasonable attorney's fees incurred by City to enforce this provision) asserted against or incurred by City by reason of or arising out of the breach of any representation or warranty of the Seller set forth above.
- C. Additional Environmental Provisions. Seller shall not store, generate, treat, transport, install, dump, handle, or place any hazardous waste or hazardous substance in, on, or about any portion of the Property. If Seller receives any notice from any governmental authority or any other party regarding the release or presence of any hazardous waste or hazardous substance on any portion of the property or otherwise learns of any release or presence of any hazardous waste or hazardous substance on any portion of the Property, Seller shall immediately notify City of such fact. In addition, City or its agents shall have the right to enter the Property at any time to perform additional environmental studies. If at any time the City in its sole and unrevocable discretion, determines that hazardous wastes or hazardous substances are present on any portion of the Property, City may terminate this agreement effective immediately.

17. SELLER'S DEFAULT. Should Seller default in completing the terms and conditions of this Purchase Agreement, the City may pursue an action for specific

performance of this agreement or seek any other remedy available at law or in equity

18. CONTRACT BINDING ON SUCCESSORS IN INTEREST. The document shall apply to and bind the heirs, executors, administrators, partners, assigns, and successors in interest of the respective parties.

19. INTENTION OF USE OF WORDS AND PHRASES. Words and phrases contained herein, including the acknowledgment clause, shall be construed as in the singular and plural number and as masculine, feminine, or neuter gender, according to the context.

20. PARAGRAPH HEADINGS. The paragraph headings contained herein are for convenience in reference and are not intended to define or limit the scope of any provision of this document.

21. NO COMMISSION. Each party hereto represents to the other that no real estate commission shall be due on the conveyance contemplated by this agreement.

22. ENTIRE AGREEMENT. This Purchase Agreement contains the entire agreement between the parties, and neither party has relied upon any verbal or written representations, agreements, or understandings not set forth in this agreement.

23. MODIFICATION. No modification of this agreement shall be valid or binding unless the modification is in writing, duly stated, and signed by both parties.

24. SURVIVAL. The obligations and covenants of this Purchase Agreement, specifically, but not limited to paragraphs 14, 16, 17, and 22 shall survive the closing of the sale and any transfer of title to the property to the City.

City agrees to purchase the Property described in this agreement for the price and on the terms and conditions set forth in this agreement.

CITY OF MINOT, A NORTH DAKOTA
MUNICIPAL CORPORATION

By: _____
Tom Ross, Its Mayor

By: David Lakefield, Its City Finance Director

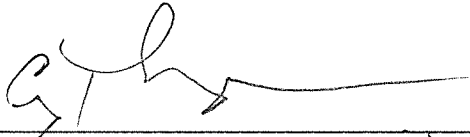
STATE OF NORTH DAKOTA)
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COUNTY OF WARD)

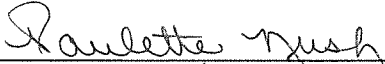
On this _____ day of July, 2024, before me, a Notary Public within and for said County and State, personally appeared Tom Ross, Mayor and David Lakefield, City Finance Director, known to me to be the persons described in and who executed the within and foregoing instrument, and severally acknowledged to me that they executed the same on behalf of the City of Minot.

Notary Public

Seller agrees to sell the above-described Property at the price and on the terms and conditions set forth in this agreement.

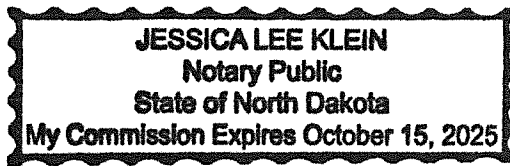
MINOT LODGE #822, LOYAL ORDER OF MOOSE,
INC., A/K/A LOYAL ORDER OF MOOSE, MINOT
LODGE #822 A/K/A MINOT, LODGE No. 822,
LOYAL ORDER OF MOOSE

By:  Its President

By:  Its Treasurer

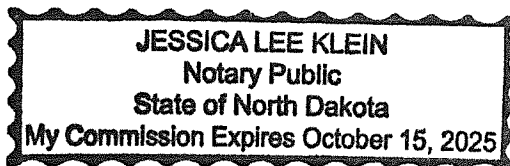
STATE OF NORTH DAKOTA)
)ss
COUNTY OF WARD)

On this 1st day of July, 2024, before me, a notary public, personally appeared Cory Thompson known to me (or proved to me) to be the President of Minot Lodge #822, Loyal Order of Moose, Inc., a/k/a Loyal Order of Moose, Minot Lodge #822 a/k/a Minot, Lodge No. 822, Loyal Order of Moose that is described in and that executed the within instrument, and acknowledged to me that he executed the same on behalf of Minot Lodge #822, Loyal Order of Moose, Inc., a/k/a Loyal Order of Moose, Minot Lodge #822 a/k/a Minot, Lodge No. 822, Loyal Order of Moose.



Jessica Lee Klein
Notary Public

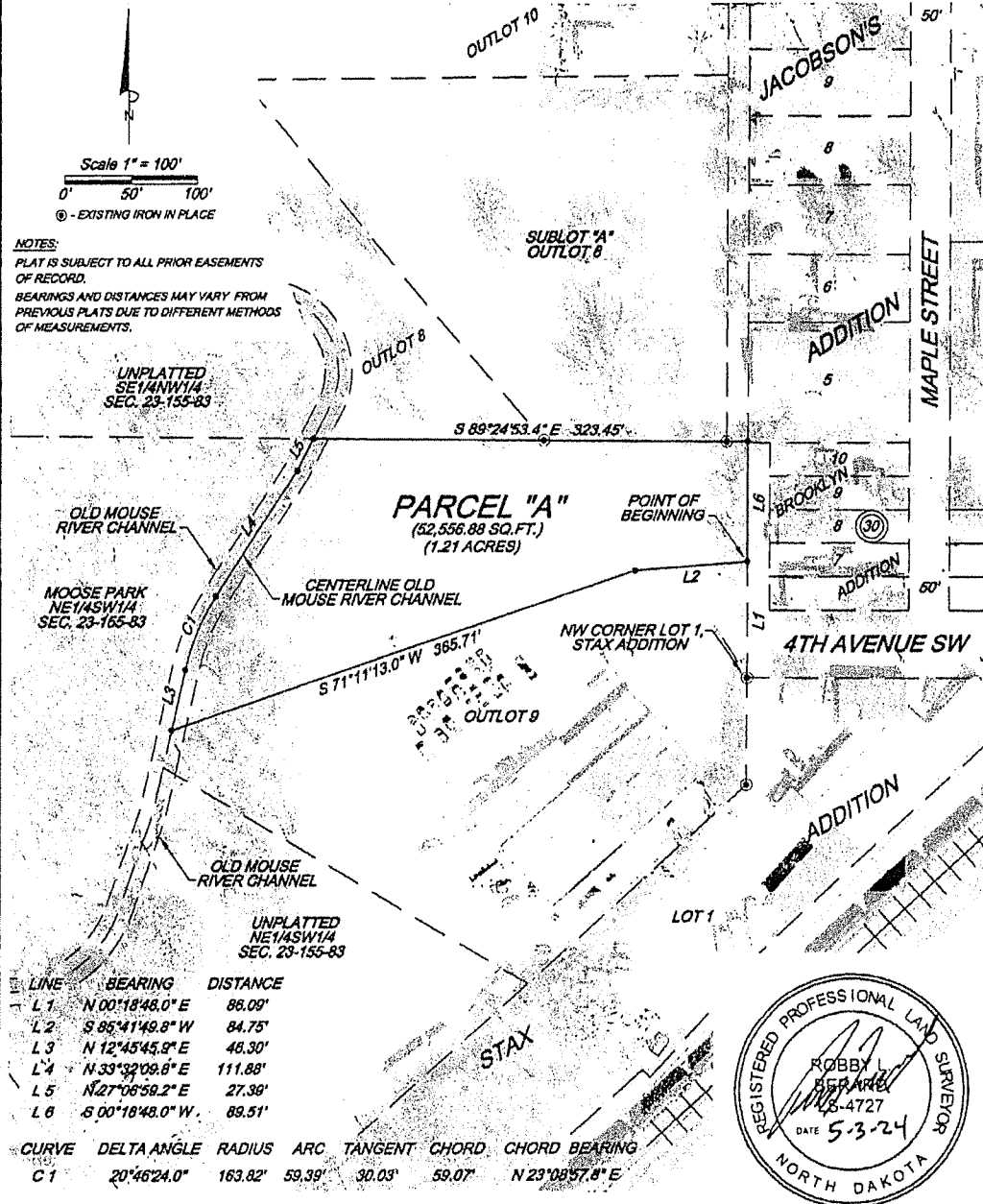
On this 1st day of July, 2024, before me, a notary public, personally appeared Paulette Nush known to me (or proved to me) to be the Treasurer of Minot Lodge #822, Loyal Order of Moose, Inc., a/k/a Loyal Order of Moose, Minot Lodge #822 a/k/a Minot, Lodge No. 822, Loyal Order of Moose that is described in and that executed the within instrument, and acknowledged to me that she executed the same on behalf of Minot Lodge #822, Loyal Order of Moose, Inc., a/k/a Loyal Order of Moose, Minot Lodge #822 a/k/a Minot, Lodge No. 822, Loyal Order of Moose.



Jessica Lee Klein
Notary Public

EXHIBIT "A" PARCEL DESCRIPTION

(PORTION OF OUTLOT 9, SECTION 23, TOWNSHIP 155 NORTH,
RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)



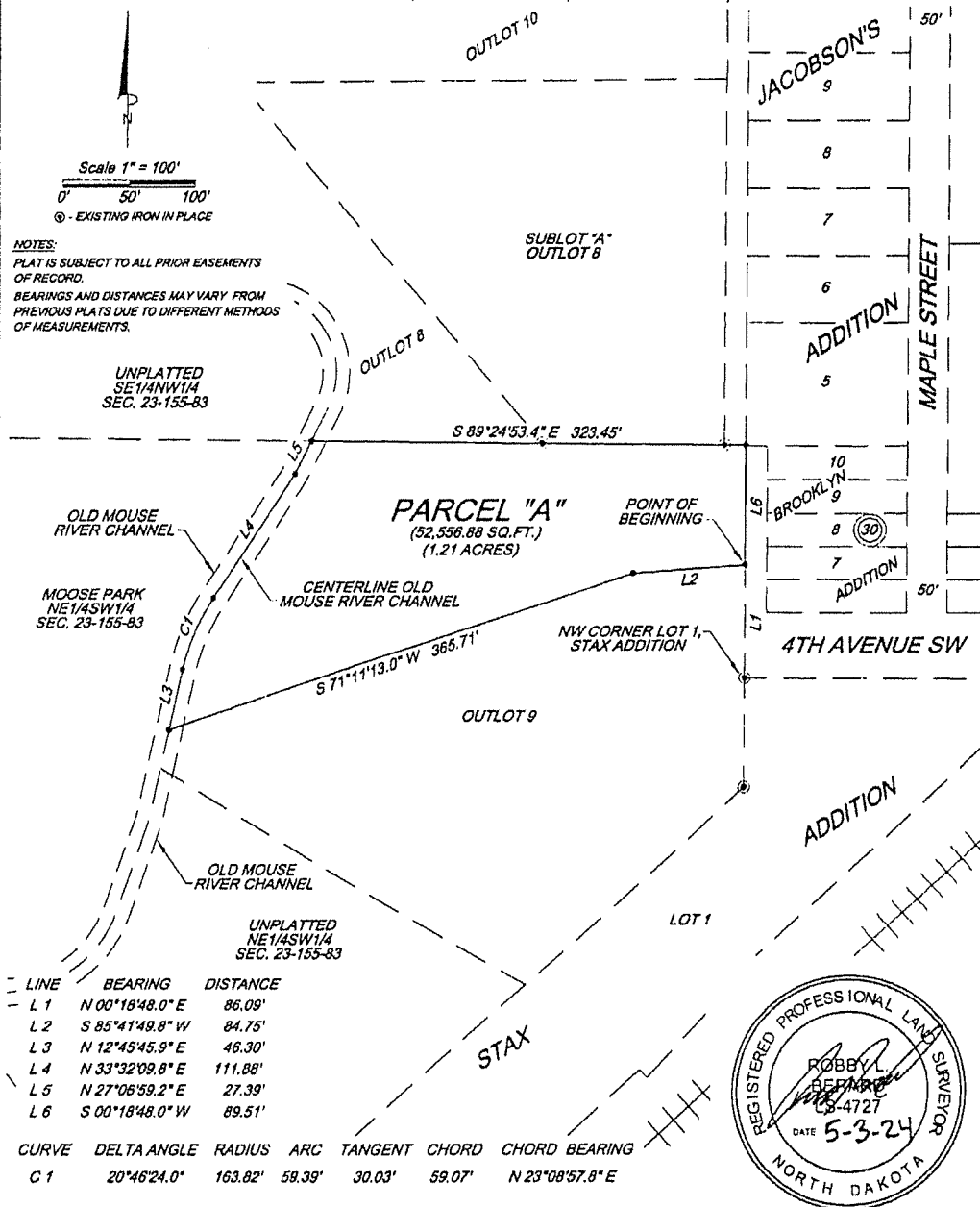
A Parcel of land lying within a portion of Outlot 9, Section 23, Township 155 North, Range 83 West, Ward County, North Dakota, which is more particularly described as follows; Commencing at the Northwest corner of Lot 1, Stax Addition to the City of Minot, North Dakota, a plat on record at the Ward County Recorders office; Thence N 00°18'48.0" E, a distance of 86.09 feet to the point of beginning; Thence S 85°41'49.8" W, a distance of 84.75 feet; Thence S 71°11'13.0" W, a distance of 365.71 feet to the centerline of the old Mouse River channel; Thence N 12°45'45.9" E, along the centerline of the old Mouse River channel, a distance of 46.30 feet; Thence along a curve to the right a distance of 59.39 feet, said curve having a radius of 163.82 feet and a chord of 59.07 feet which bears N 23°08'57.8" E; Thence N 33°32'09.8" E, a distance of 111.88 feet; Thence N 27°06'59.2" E, a distance of 27.39 feet; Thence S 89°24'53.4" E, a distance of 323.45 feet; Thence S 00°18'48.0" W, a distance of 89.51 feet to the point of beginning. Tract contains 1.21 acres.



ACKERMAN SURVEYING
& ASSOCIATES
(701) 836-7008
1907 17TH ST SE, MINOT, N.D. 58701

EXHIBIT "A" PARCEL DESCRIPTION

(PORTION OF OUTLOT 9, SECTION 23, TOWNSHIP 155 NORTH,
RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)



A Parcel of land lying within a portion of Outlot 9, Section 23, Township 155 North, Range 83 West, Ward County, North Dakota, which is more particularly described as follows; Commencing at the Northwest corner of Lot 1, Stax Addition to the City of Minot, North Dakota, a plat on record at the Ward County Recorders office; Thence N 00°18'48.0" E, a distance of 86.09 feet to the point of beginning; Thence S 85°41'49.8" W, a distance of 84.75 feet; Thence S 71°11'13.0" W, a distance of 365.71 feet to the centerline of the old Mouse River channel; Thence N 12°45'45.9" E, along the centerline of the old Mouse River channel, a distance of 46.30 feet; Thence along a curve to the right a distance of 59.39 feet, said curve having a radius of 163.82 feet and a chord of 59.07 feet which bears N 23°08'57.8" E; Thence N 33°32'09.8" E, a distance of 111.88 feet; Thence N 27°06'59.2" E, a distance of 27.39 feet; Thence S 89°24'53.4" E, a distance of 323.45 feet; Thence S 00°18'48.0" W, a distance of 89.51 feet to the point of beginning. Tract contains 1.21 acres.



ACKERMAN SURVEYING
& ASSOCIATES

(701) 830-0706
1007 17TH ST SE, MINOT, N.D. 58701



FLOWAGE EASEMENT

THIS INDENTURE made this 1st day of July, 2024, between Minot Lodge No. 822, Loyal Order of Moose, Inc., a/k/a Loyal Order of Moose, Minot Lodge #822 a/k/a Minot, Lodge No. 822, Loyal Order of Moose, a North Dakota non-profit corporation, Grantor, and the City of Minot, a North Dakota municipal corporation and Souris River Joint Water Resource District, a joint water resource district, their representatives, agents, contractors, and assigns, Grantees.

WITNESSETH, Grantor, the owner of the herein-described real property, in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, duly paid, the receipt of which is hereby acknowledged, does hereby grant, convey, remise and relinquish to Grantees, the free and uninterrupted ingress, egress, use, liberty, privilege, easement and right of way, together with the right to backwater over or under, submerge, flood or otherwise damage said land, for the purpose of water conveyance, storage and/or ponding, together with the right to enter on the herein-described real property and remove therefrom all obstructions and any other structures, obstacles or fill within the limits of the easement placed after the execution of this easement; reserving, however, to the Grantor, its heirs and assigns, all such rights and privileges as may be used without interfering or abridging the rights and easement hereby acquired over and across the following described real property lying in the County of Ward, State of North Dakota, described as follows:

See attached Exhibit "C" dated October 20, 2021

The Grantor does hereby further and forever release said Grantees, their representatives, agents, contractors, and assigns from all claims or demands which the Grantor may have or hereafter accrue against said Grantees by reason or on account of any injury sustained to said real estate or improvements thereon or of any personal property situated thereon, of any nature whatsoever, on account of the herein described granted rights together with the right to back water over or under, submerge, flood or otherwise damage said land conveyed and all other lands of Grantor adjoining said land conveyed whether through the

backing or releasing of water, flooding or erosion of land, seepage, running, or collecting or pooling of groundwater, lack or obstruction of drainage, or otherwise in any manner whatsoever, resulting from the exercise of the rights granted herein.

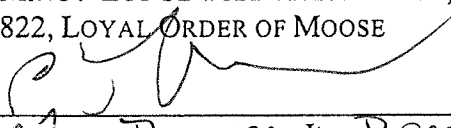
Grantor, for itself, its heirs, successors, and assigns, agrees that it shall maintain the topography of the property described herein in a condition substantially similar to that existing upon the date of this easement and shall not place or permit any fill or obstruction within the easement area described herein nor shall it construct, cause to be constructed or permit any structures within the easement area. Should fill, obstruction, or construction occur upon the easement area, the Grantor, its heirs, successors, and assigns, shall remove such fill, obstruction, or construction within 20 days after notice from the Grantees. Grantees shall have the right, without prior notice to Grantor, their heirs, successors, and assigns to enter upon the property described herein to remove any fill, construction, or obstruction within the easement area placed on or after the date of this easement. The removal of and fill, construction, or obstruction within the easement shall be the sole cost and expense of the Grantor, its heirs, successors, and assigns.

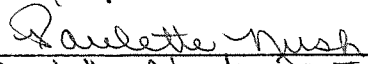
This easement and all rights, title, and privileges herein granted, including all benefits and burdens, shall run with the land and shall be binding upon and inure to the benefits of the parties hereto, their respective heirs, executors, administrators, successors, assigns and legal representatives.

IN WITNESS WHEREOF, the Grantor sets its hand on the day and year first written above.

GRANTOR:

MINOT LODGE NO. 822, LOYAL ORDER OF
MOOSE, INC., A/K/A LOYAL ORDER OF MOOSE,
MINOT LODGE #822 A/K/A MINOT, LODGE NO.
822, LOYAL ORDER OF MOOSE

By:  Its President

By:  Its Treasurer

(NOTARIAL ACKNOWLEDGMENT FOLLOWS)

STATE OF NORTH DAKOTA)
)ss
COUNTY OF WARD)

On this 1st day of July, 2024, before me, a Notary Public within and for said County and State, personally appeared Cory Thompson and Paulette Nush, known to me to be the President and Treasurer of the corporation described herein and who executed the within and foregoing instrument in behalf of said corporation.

Jessica Lee Klein
Notary Public

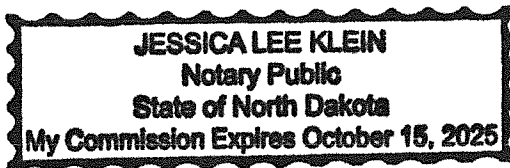


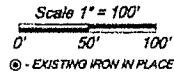
EXHIBIT "C" FLOWAGE EASEMENT

(PORTION OF OUTLOT 9 AND A UNPLATTED PORTION OF NE1/4SW1/4, SECTION 23,
TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)

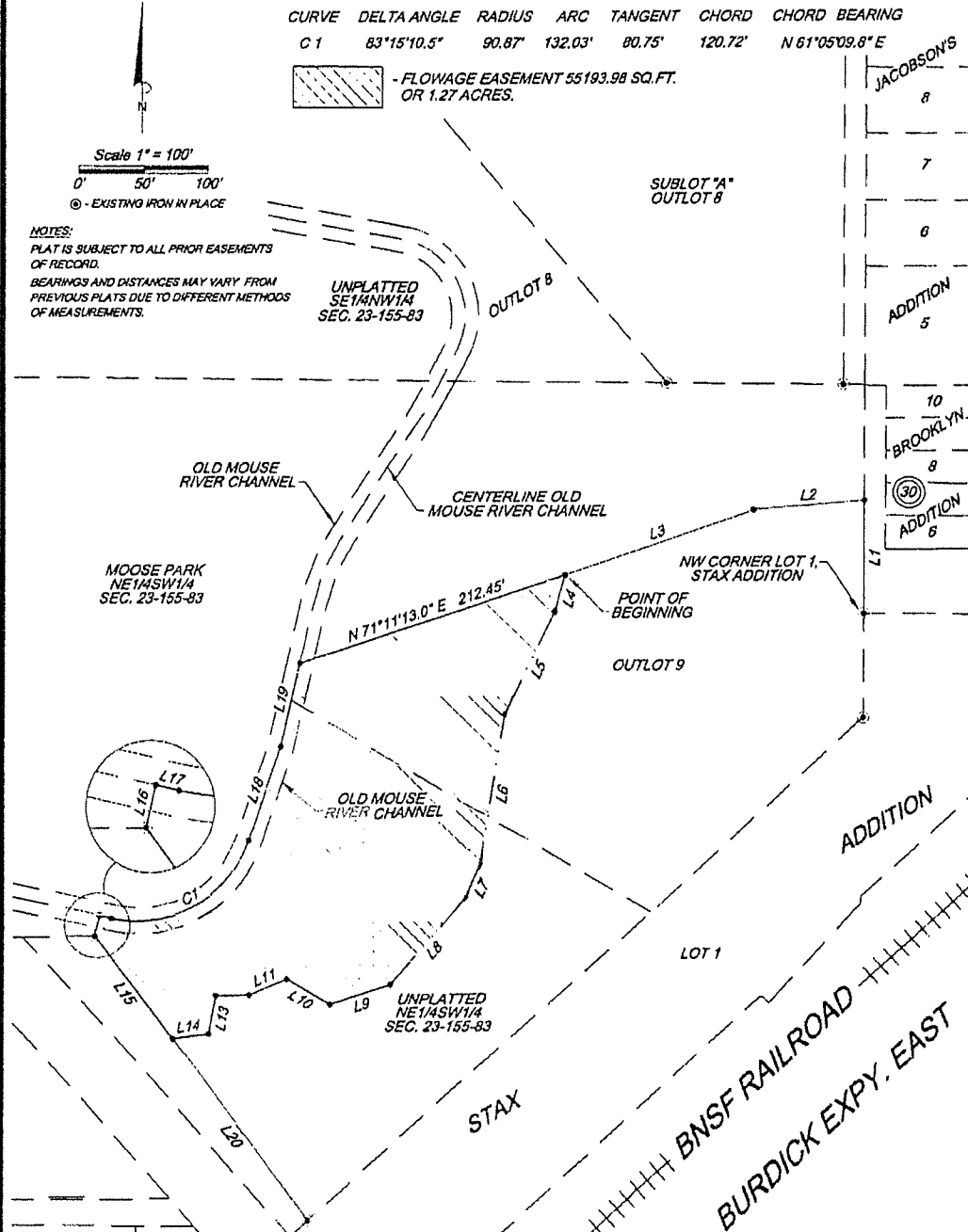
CURVE	DELTA ANGLE	RADIUS	ARC	TANGENT	CHORD	CHORD BEARING
C 1	83°15'10.5"	90.87'	132.03'	80.75'	120.72'	N 61°05'09.8" E



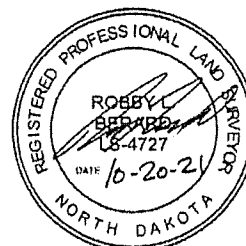
- FLOWAGE EASEMENT 55193.98 SQ. FT.
OR 1.27 ACRES.



NOTES:
PLAT IS SUBJECT TO ALL PRIOR EASEMENTS
OF RECORD.
BEARINGS AND DISTANCES MAY VARY FROM
PREVIOUS PLATS DUE TO DIFFERENT METHODS
OF MEASUREMENTS.



LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE
L 1	N 00°18'48.1" E	86.09'	L 11	S 67°38'22.1" W	31.71'
L 2	S 85°41'49.8" W	84.75'	L 12	S 89°24'27.5" W	25.75'
L 3	S 71°11'13.0" W	153.26'	L 13	S 10°43'03.7" W	30.32'
L 4	S 15°21'10.7" W	29.06'	L 14	S 82°16'33.1" W	28.03'
L 5	S 25°21'08.9" W	87.73'	L 15	N 37°14'28.0" W	99.39'
L 6	S 09°16'24.1" W	116.60'	L 16	N 12°42'37.3" E	16.58'
L 7	S 23°12'22.8" W	25.83'	L 17	S 77°17'22.1" E	9.33'
L 8	S 40°10'44.7" W	87.48'	L 18	N 19°27'34.7" E	74.93'
L 9	S 71°51'51.0" W	48.84'	L 19	N 12°46'45.8" E	65.42'
L 10	N 59°37'43.1" W	38.52'	L 20	S 37°14'27.9" E	173.76'



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& ASSOCIATES
7011 839 0786
1007 17TH ST SE, MINOT, N.D. 58701

PAGE 1 OF 2

EXHIBIT "C" FLOWAGE EASEMENT

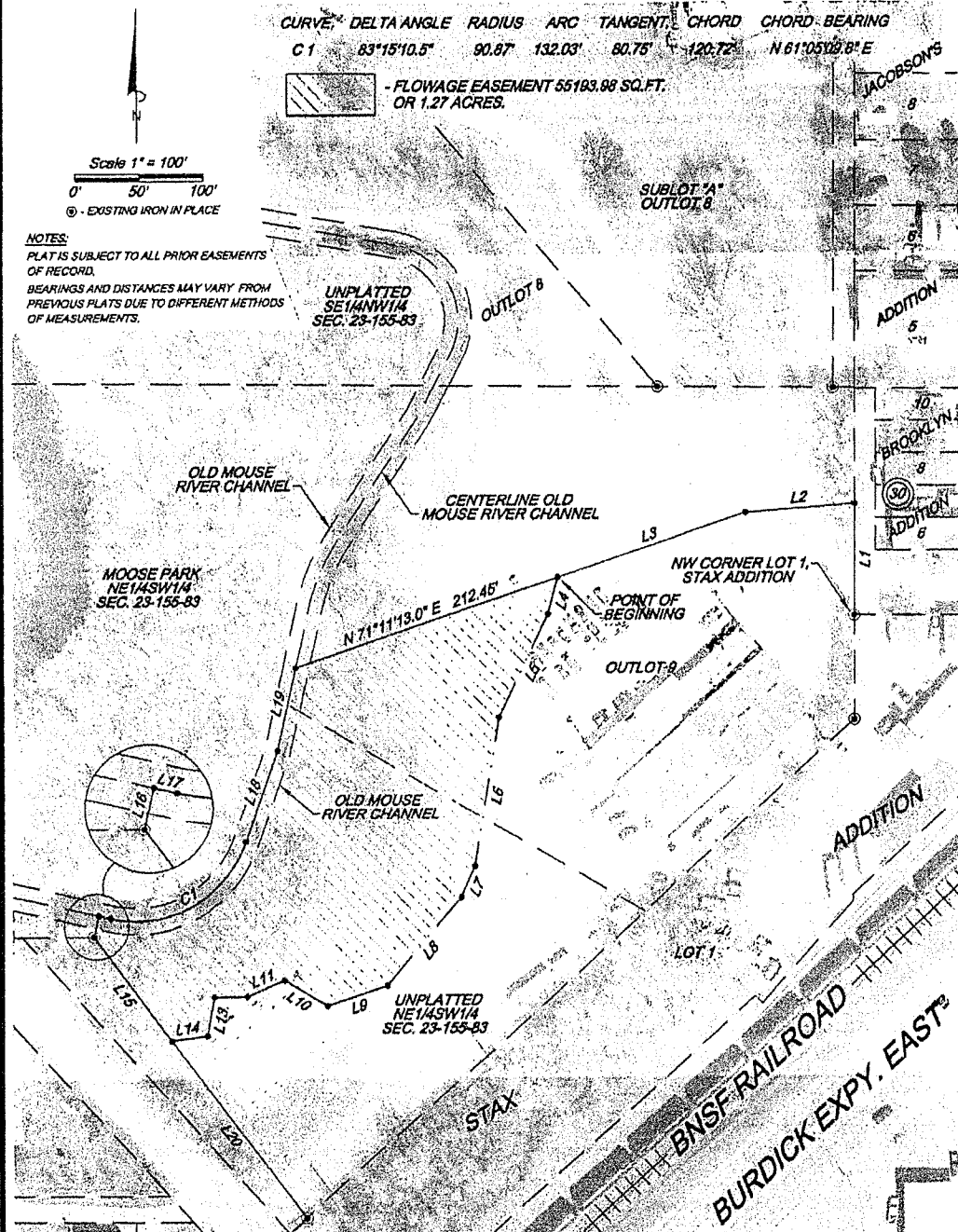
(PORTION OF OUTLOT 9 AND A UNPLATTED PORTION OF NE1/4SW1/4, SECTION 23,
TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)

CURVE	DELTA ANGLE	RADIUS	ARC	TANGENT	CHORD	CHORD BEARING
C 1	83°15'10.5"	90.87'	132.03'	60.75'	120.72'	N 61°05'09.8"E

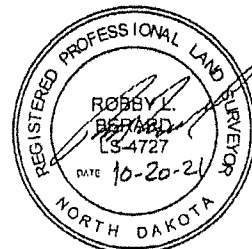
- FLOWAGE EASEMENT 55193.98 SQ. FT.
OR 1.27 ACRES.

Scale 1" = 100'
0' 50' 100'
⊙ - EXISTING IRON IN PLACE

NOTES:
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OF RECORD.
BEARINGS AND DISTANCES MAY VARY FROM
PREVIOUS PLATS DUE TO DIFFERENT METHODS
OF MEASUREMENTS.



LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE
L 1	N 00°12'49.1"E	86.09'	L 11	S 67°39'22.1"W	31.71'
L 2	S 85°41'49.8"W	84.76'	L 12	S 69°24'27.5"W	25.79'
L 3	S 71°11'13.0"W	153.26'	L 13	S 10°43'03.7"W	30.32'
L 4	S 15°21'10.7"W	28.06'	L 14	S 82°18'33.1"W	28.03'
L 5	S 28°21'08.9"W	87.73'	L 15	N 37°14'28.0"E	99.39'
L 6	S 09°16'24.1"W	118.60'	L 16	N 12°42'37.3"E	16.58'
L 7	S 23°12'22.8"W	25.63'	L 17	S 77°17'22.1"E	9.33'
L 8	S 40°10'44.7"W	87.49'	L 18	N 19°27'34.7"E	74.93'
L 9	S 71°51'51.0"W	18.84'	L 19	N 12°45'45.8"E	65.42'
L 10	N 59°37'43.7"E	58.32'	L 20	S 37°14'27.9"E	173.76'



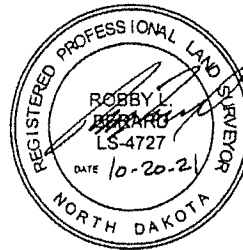
ACKERMAN SURVEYING
& ASSOCIATES
(701) 836-0796
1907 17TH ST SE, MINOT, N.D. 58701

PAGE 1 OF 2

EXHIBIT "C" FLOWAGE EASEMENT

(PORTION OF OUTLOT 9 AND A UNPLATTED PORTION OF THE NE1/4SW1/4, SECTION 23,
TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)

A permanent flowage easement of land lying within a portion of Outlot 9 and a unplatted portion of the NE1/4SW1/4, Section 23, Township 155 North, Range 83 West, Ward County, North Dakota, which is more particularly described as follows; Commencing at the Northwest corner of Lot 1, Stax Addition to the City of Minot, North Dakota, a plat on record at the Ward County Recorder's office; Thence N 00°18'48.1" E, a distance of 86.09 feet; Thence S 85°41'49.8" W, a distance of 84.75 feet; Thence S 71°11'13.0" W, a distance of 153.26 feet to the point of beginning. Thence S 15°21'10.7" W, a distance of 29.06 feet; Thence S 25°21'08.9" W, a distance of 87.73 feet; Thence S 09°16'24.1" W, a distance of 116.60 feet; Thence S 23°12'22.8" W, a distance of 25.83 feet; Thence S 40°10'44.7" W, a distance of 87.48 feet; Thence S 71°51'51.0" W, a distance of 48.84 feet; Thence N 59°37'43.1" W, a distance of 38.52 feet; Thence S 67°36'22.1" W, a distance of 31.71 feet; Thence S 89°24'27.5" W, a distance of 25.75 feet; Thence S 10°43'03.7" W, a distance of 30.32 feet; Thence S 82°16'33.1" W, a distance of 28.03 feet; Thence N 37°14'28.0" W, a distance of 99.39 feet; Thence N 12°42'37.3" E, a distance of 16.58 feet to the centerline of the old Mouse River channel; Thence S 77°17'22.1" E, along the centerline of the old Mouse River channel, a distance of 9.33 feet; Thence continuing along said centerline, along a curve to the left a distance of 132.03 feet, said curve having a radius of 90.87 feet and a chord of 120.72 feet which bears N 61°05'09.8" E; Thence continuing along said centerline, N 19°27'34.7" E, a distance of 74.93 feet; Thence continuing along said centerline, N 12°45'45.8" E, a distance of 65.42 feet; Thence N 71°11'13.0" E, a distance of 212.45 feet to the point of beginning. Tract contains 1.27 acres.

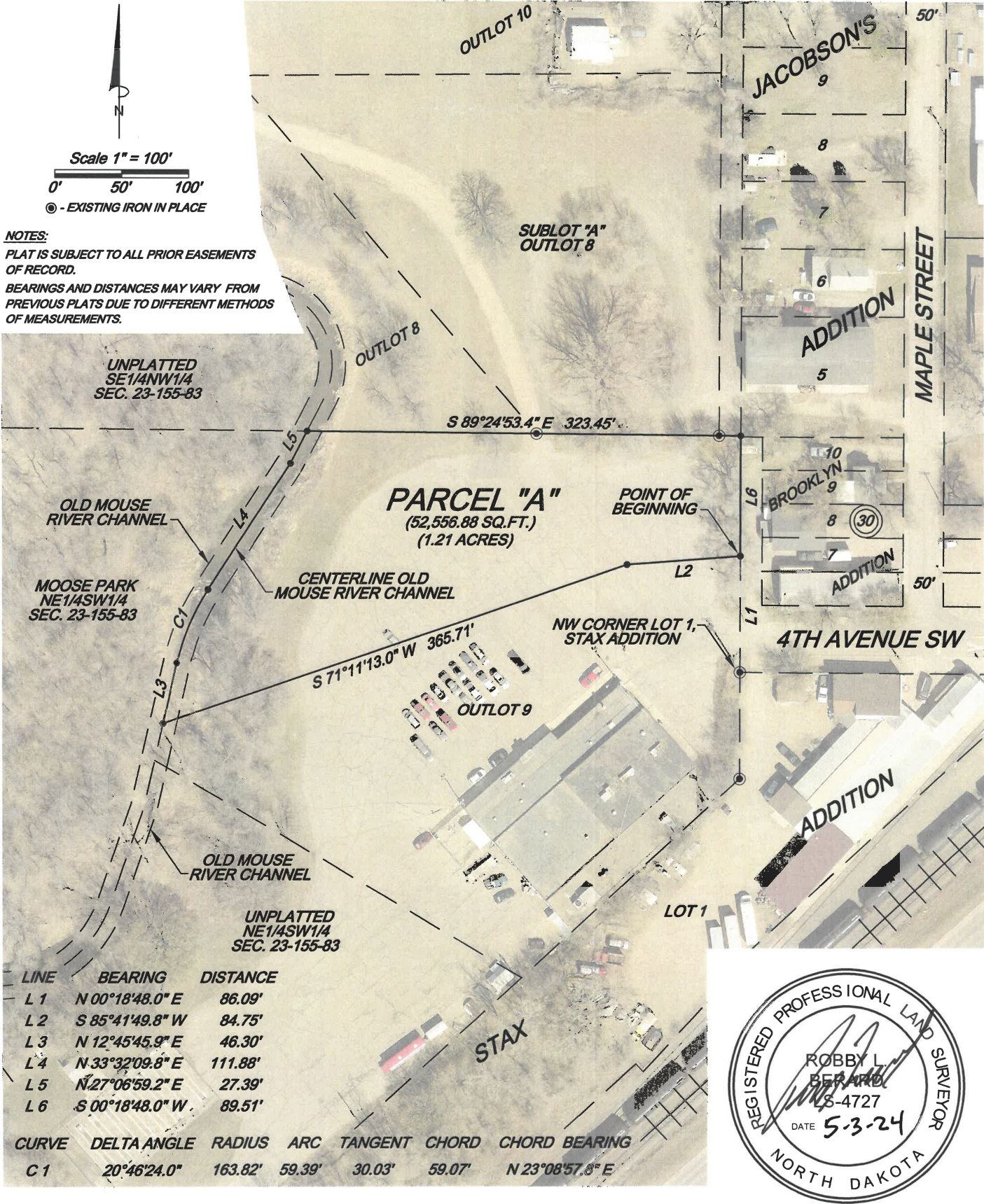


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& ASSOCIATES
17011 8380786
1907 17TH ST SE, MINOT, N.D. 58701

PAGE 2 OF 2

EXHIBIT "A"
PARCEL DESCRIPTION

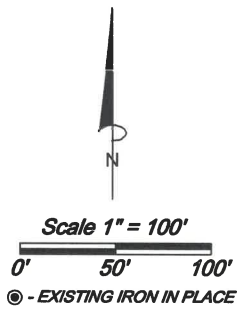
(PORTION OF OUTLOT 9, SECTION 23, TOWNSHIP 155 NORTH,
RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)



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EXHIBIT "B"
FLOWAGE EASEMENT

(PORTION OF OUTLOT 9 AND A UNPLATTED PORTION OF NE1/4SW1/4, SECTION 23,
TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)

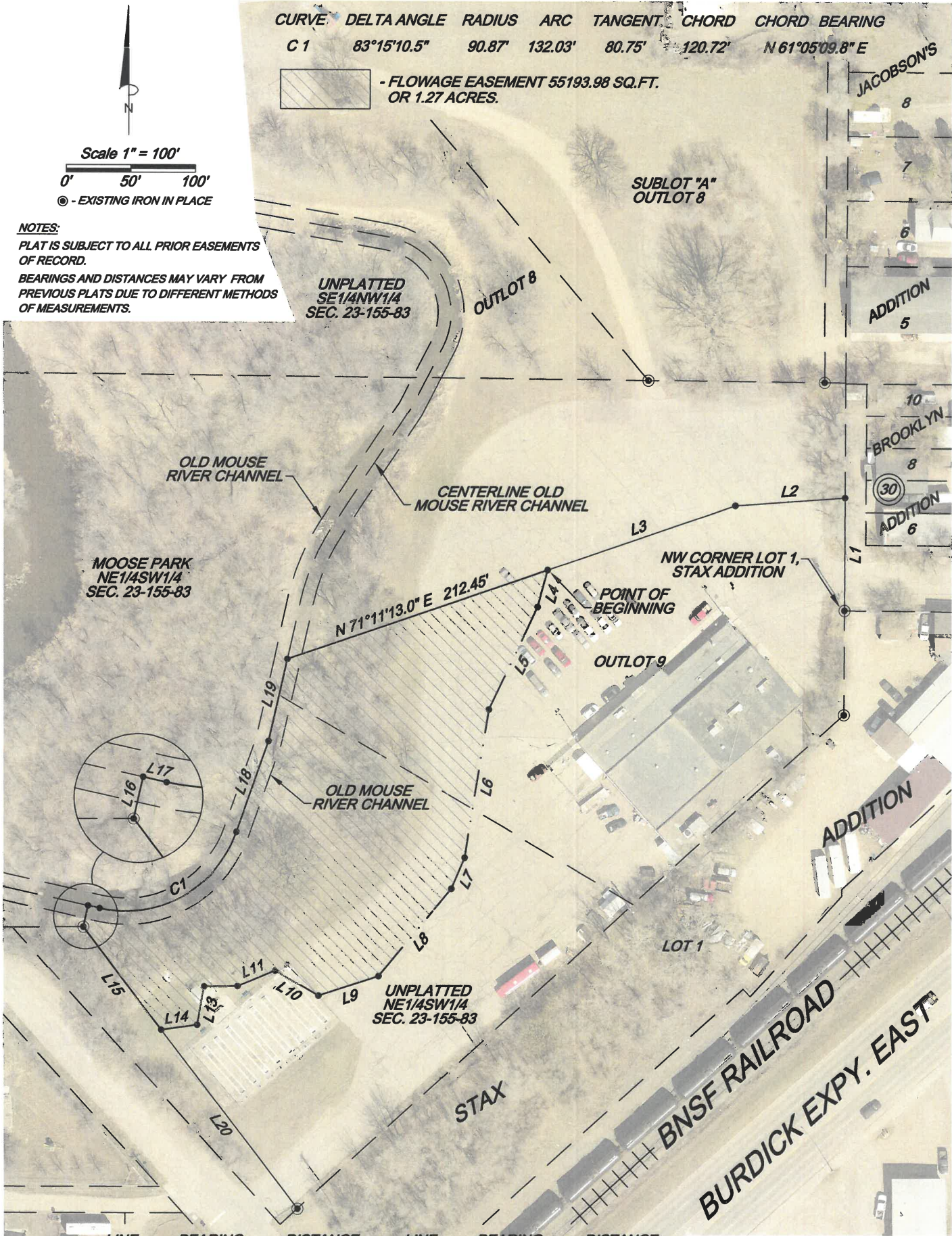


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- FLOWAGE EASEMENT 55193.98 SQ.FT.
OR 1.27 ACRES.



LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE
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L 3	S 71°11'13.0" W	153.26'	L 13	S 10°43'03.7" W	30.32'
L 4	S 15°21'10.7" W	29.06'	L 14	S 82°16'33.1" W	28.03'
L 5	S 25°21'08.9" W	87.73'	L 15	N 37°14'28.0" W	99.39'
L 6	S 09°16'24.1" W	116.60'	L 16	N 12°42'37.3" E	16.58'
L 7	S 23°12'22.8" W	25.83'	L 17	S 77°17'22.1" E	9.33'
L 8	S 40°10'44.7" W	87.48'	L 18	N 19°27'34.7" E	74.93'
L 9	S 71°51'51.0" W	48.84'	L 19	N 12°45'45.8" E	65.42'
L 10	N 59°37'43.1" W	38.52'	L 20	S 37°14'27.9" E	173.76'



ACKERMAN SURVEYING
& ASSOCIATES
(701) 838-0786
1907 17TH ST SE, MINOT, N.D. 58701



TO: Mayor Ross
Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: July 15, 2024

SUBJECT: TAXIWAY C REHABILITATION - BID AWARD, CONTRACTS, AND GRANTS (AIP 3-38-0037-073-2024)

I. RECOMMENDED ACTION

- 1. It is recommended City Council accept bids for the Taxiway C Rehabilitation, award the contract to Strata Corporation for the Base Bid and alternate 1 in the amount of \$5,771,753.00 contingent on federal and state grants;**
- 2. Approve the Taxiway C and C3 Rehabilitation and Edge Lighting Replacement construction administration to be conducted by Short Elliott Hendrickson Inc. (SEH) in the amount of \$599,200 contingent on federal and state grants;**
- 3. Approve the proposed budget amendment on first reading;**
- 4. Authorize Mayor to sign the agreements and other related documentation; and**
- 5. Authorize the Mayor, City Attorney, and the Airport Director to apply for, accept and sign grant awards and other related documents as appropriate.**

II. DEPARTMENT CONTACT PERSONS

Maria Romanick, Operations & Maint. Manager, 701-420-4503

III. DESCRIPTION

A. Background

Taxiway C and C3 at the Minot International Airport (MOT) are experiencing deterioration and needs repair. The 2021 Pavement Condition Index (PCI) report for these sections range from 39 – 57, with the PCI projected to deteriorate to 31-52 by 2025 when the reconstruction is anticipated to take place, warranting repair. Pavement distresses noted in the last PCI inspection include alligator cracking, depressions, longitudinal and transverse cracking, raveling, and weathering.

The construction of the southern half of Taxiway C South (between TW C4 and C5) was completed in 2002, and the northern half of TW C south (between RW 8/26 and TW C4) was last constructed in 1998 (4" overlay). Taxiway C3 was constructed in 2002.

Rehabilitation is necessary to provide adequate and safe access to and from the terminal facilities to Runway 13/31, the primary runway for the Minot International Airport.

Bids were received for the project on June 18, 2024 at 2pm, with the apparent low bidder being Strata Corporation with a bid price of \$5,901,753.00.

B. Proposed Project

The project will consist of a rehabilitation of the taxiway pavement, including a 4.5" mill and overlay of the bituminous pavement. The cross slope of the pavement will be corrected via profile milling, and the underlying surface will be prepared prior to installing new asphalt pavement. The construction project will include the pavement repairs discussed above and also the replacement of associated electrical systems, edge lighting and signage. The existing electrical systems have reached the end of their useful life and need replacement to prevent failure. The existing systems will be replaced with new LED lighting systems.

Additionally, this proposed project includes the consultant support for construction administration, observation, and closeout per FAA requirements for the Taxiway C/C3 Rehabilitation project.

Access will remain to Runway 13/31 throughout construction. Temporary closures of Taxiway C and C3 will be necessary during construction and a phasing plan will be determined minimize impacts to air traffic. Alternative taxi routes will be provided during these periods, so access is maintained throughout construction.

The City of Minot received bids on Tuesday, June 18, 2024 at 2pm. Two bids were received. Both bids were above the engineer's estimate, and are summarized in the table below.

CONTRACTOR	TOTAL BID	BASE BID	ALTERNATE 1	ALTERNATE 2
STRATA CORPORATION	\$5,801,753.00	\$4,285,530.00	\$1,486,223.00	\$30,000.00
KNIFE RIVER MATERIALS	\$5,871,205.65	\$4,305,857.40	\$1,547,659.25	\$17,689.00
ENGINEER'S ESTIMATE	\$4,897,645.00	\$3,398,350.00	\$1,474,295.00	\$25,000.00

C. Recommendation Detail

The award recommendation from SEH is to award the base bid and alternate 1 of the project to Strata Corporation in the amount of \$5,771,753.00, dependent on availability of funding and to sign the contract with SEH for construction

administration on the project in the amount of \$599,200.00 and to allow City staff to apply for and accept award of applicable grants.

D. Consultant Selection

SEH is the engineer of record as was approved at the City Council meeting on May 17, 2021.

IV. IMPACT

A. Aspirations

The City Council aspirations that are achieved by adopting the proposed recommendation and completing this project include providing a safe and welcoming environment at the Airport.

B. Service/Delivery Impact:

By designing and funding a solution to address the unreliable and aging airport pavements and infrastructure, including taxiways and edge lighting systems, this project will allow for continued safe aircraft operations at the Minot International Airport.

C. Fiscal Impact

Project Costs

The anticipated cost of this project is outlined below, and it is included in the 2024 CIP for the Minot International Airport:

ITEM DESCRIPTION	TOTAL COSTS	FAA (90%)	STATE (5%)	LOCAL (5%)
Preliminary Engineering (SEH)	\$95,300.00	\$85,770.00	\$4,765.00	\$4,765.00
Design Engineering (SEH)	\$344,400.00	\$309,960.00	\$17,220.00	\$17,220.00
IFE – Design (Interstate)	\$4,500.00	\$4,050.00	\$225.00	\$225.00
2024 Txy C & C3 Rehabilitation (Strata Corporation)	\$5,771,753.00	\$5,194,578.00	\$288,587.50	\$288,587.50
Construction Administration Services (SEH)	\$599,200.00	\$539,280.00	\$29,960.00	\$29,960.00
IFE – CA/CO (Interstate)	\$4,500.00	\$4,050.00	\$225.00	\$225.00
Administration (City of Minot)	\$10,000.00	\$9,000.00	\$500.00	\$500.00
TOTAL PROJECT COSTS:	\$6,829,653.00	\$6,146,688.00	\$341,482.50	\$341,482.50

Project Funding

The funding will come from the FAA Airport Improvement Program (AIP), the North Dakota Aeronautics Commission, airport revenues and sales tax improvement reserves. The original project budget was \$2.5 million and was included in the 2024 budget. A budget amendment in the amount of \$4,329,653 is needed to appropriate the additional funds for the project.

ITEM DESCRIPTION	TOTAL REVENUE
FEDERAL CAPITAL REVENUES (90%)	\$6,146,688.00
STATE CAPITAL REVENUES (5%)	\$341,482.50
2024 AIRPORT BUDGET	\$125,000
SALES TAX IMPROVEMENT RESERVES (additional local match)	\$216,483
TOTAL PROJECT COSTS:	\$6,829,653.00

The final funding requests are required to be submitted to the FAA and the North Dakota Aeronautics Commission by July 19, 2024.

VI. ALTERNATIVES

An alternate the City Council could recommend that this project be postponed or denied, resulting in a delay for repairs or extended closures and the potential for failure of the airport's taxiway edge lighting systems.

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE AIRPORT CAPITAL INFRASTRUCTURE REVENUE AND EXPENDITURES FOR THE TAXIWAY C/C3 PROJECT AND APPROVE THE TRANSFER AND USE OF SALES TAX IMPROVEMENTS RESERVES.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINOT:

- §1: An ordinance amending the 2024 annual budget to increase the Airport Capital Infrastructure expenditures for the Taxiway C/C3 project:

11000000-33200	2024500005	\$3,896,688
11000000-33500	2024500005	216,483
11050000-57200	2024500005	4,329,653
25250000-49102		216,483
11000000-39114		216,483

- §2: Approve the transfer and use of Sales Tax Improvement reserves:

25250000-49102		\$216,483
11000000-39114		(216,483)

- §3: This ordinance shall be in effect from and after its passage and approval.

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk



TABULATION OF BIDS

2024 Taxiway C Pavement Rehabilitation & Edge Lighting Replacement Minot International Airport SEH No.: MINOT 178165 Bid Date: 2:00 p.m, Tuesday, June 18, 2024				Engineer's Estimate \$4,897,645.00		Strata Corporation PO Box 13500 Grand Forks, ND 58208 \$5,801,753.00		Knife River Materials Box 40 Bemidji, MN 56619 \$5,871,205.65	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Base Bid									
1	Mobilization	LS	1	\$325,000.00	\$325,000.00	\$425,000.00	\$425,000.00	\$430,000.00	\$430,000.00
2	Traffic Provisions / Airport Security & Devices / Phasing	LS	1	\$50,000.00	\$50,000.00	\$195,000.00	\$195,000.00	\$200,000.00	\$200,000.00
3	Maintenance & Restoration of Haul Roads	LS	1	\$15,000.00	\$15,000.00	\$68,500.00	\$68,500.00	\$1.00	\$1.00
4	Construction Layout & Staking	LS	1	\$10,000.00	\$10,000.00	\$89,000.00	\$89,000.00	\$50,000.00	\$50,000.00
5	Silt Fence	LF	7930	\$5.00	\$39,650.00	\$5.00	\$39,650.00	\$2.85	\$22,600.50
6	Filter Log, Type Wood Fiber Bioroll	LF	400	\$5.00	\$2,000.00	\$6.00	\$2,400.00	\$3.40	\$1,360.00
7	Remove Existing Electrical Circuitry	LS	1	\$10,000.00	\$10,000.00	\$185,000.00	\$185,000.00	\$14,093.00	\$14,093.00
8	Pull Back & Protect Existing Cable & Reconnect	LS	1	\$2,500.00	\$2,500.00	\$45,000.00	\$45,000.00	\$2,311.00	\$2,311.00
9	#8 5kV Cable, Installed in Duct	LF	13000	\$4.00	\$52,000.00	\$8.50	\$110,500.00	\$2.31	\$30,030.00
10	#6 600V Cable, Installed in Duct	LF	12000	\$2.00	\$24,000.00	\$7.50	\$90,000.00	\$2.04	\$24,480.00
11	Locate Existing Airfield Electrical	HR	8	\$250.00	\$2,000.00	\$280.00	\$2,240.00	\$110.00	\$880.00
12	3" Duct - Rigid Steel, Incl. Direction Bore	LF	280	\$80.00	\$22,400.00	\$95.00	\$26,600.00	\$81.15	\$22,722.00
13	2-inch Schedule 80 PVC or HDPE Duct, Including Trench	LF	10500	\$15.00	\$157,500.00	\$22.00	\$231,000.00	\$13.94	\$146,370.00
14	L-861T, Medium Intensity Taxiway Light, Incl. Base Can	EA	110	\$2,000.00	\$220,000.00	\$2,200.00	\$242,000.00	\$1,998.90	\$219,879.00
15	Install Airfield Guidance Sign, Incl. Concrete Pad	EA	12	\$4,000.00	\$48,000.00	\$16,750.00	\$201,000.00	\$8,851.75	\$106,221.00
16	Handhole	EA	8	\$1,800.00	\$14,400.00	\$3,600.00	\$28,800.00	\$1,690.50	\$13,524.00
17	Vault Electrical System and Testing	LS	1	\$2,500.00	\$2,500.00	\$27,000.00	\$27,000.00	\$826.00	\$826.00
18	Temporary Airfield Lighting Circuitry	LS	1	\$10,000.00	\$10,000.00	\$22,000.00	\$22,000.00	\$1,652.00	\$1,652.00
19	Mill Bituminous Pavement (4.5")	SY	20900	\$8.00	\$167,200.00	\$13.80	\$288,420.00	\$20.00	\$418,000.00
20	Mill Bituminous Pavement (2.5")	SY	16000	\$7.00	\$112,000.00	\$9.50	\$152,000.00	\$20.00	\$320,000.00
21	Mill Bituminous Pavement (2")	SY	2600	\$5.00	\$13,000.00	\$8.75	\$22,750.00	\$20.00	\$52,000.00
22	Remove Bituminous Pavement (Full Depth)	SY	175	\$10.00	\$1,750.00	\$85.00	\$14,875.00	\$35.00	\$6,125.00
23	Sawing Bituminous Pavement (Full Depth)	LF	400	\$8.00	\$3,200.00	\$12.00	\$4,800.00	\$7.43	\$2,972.00
24	Unclassified Excavation (EV)	CY	1100	\$30.00	\$33,000.00	\$48.00	\$52,800.00	\$100.00	\$110,000.00
25	Bituminous Base Course PG 58-34	TON	4640	\$180.00	\$835,200.00	\$133.00	\$617,120.00	\$185.00	\$858,400.00
26	Bituminous Wear Course PG 58-34	TON	5100	\$200.00	\$1,020,000.00	\$138.50	\$706,350.00	\$185.00	\$943,500.00
27	Bituminous Tack Coat	GAL	4280	\$5.00	\$21,400.00	\$5.00	\$21,400.00	\$4.00	\$17,120.00
28	Bituminous Joint Repair (2' Wide Bituminous Mill-Overlay	LF	3730	\$15.00	\$55,950.00	\$50.00	\$186,500.00	\$35.00	\$130,550.00
29	Taxiway Painting (Incl. Reflective Beads)	SF	5630	\$8.00	\$45,040.00	\$9.50	\$53,485.00	\$7.95	\$44,758.50
30	Temporary Taxiway Painting	SF	4360	\$6.00	\$26,160.00	\$14.00	\$61,040.00	\$11.84	\$51,622.40
31	Turf Est. (Brillion) Incl. Seed, Fertilizer, Hydromulch,	ACRE	4	\$5,000.00	\$20,000.00	\$7,700.00	\$30,800.00	\$5,340.00	\$21,360.00
32	Select Topsoil Borrow (CV)	CY	500	\$75.00	\$37,500.00	\$85.00	\$42,500.00	\$85.00	\$42,500.00
Base Bid Total Bid				\$3,398,350.00		\$4,285,530.00		\$4,305,857.40	



TABULATION OF BIDS

2024 Taxiway C Pavement Rehabilitation & Edge Lighting Replacement Minot International Airport SEH No.: MINOT 178165 Bid Date: 2:00 p.m, Tuesday, June 18, 2024				Engineer's Estimate \$4,897,645.00		Strata Corporation PO Box 13500 Grand Forks, ND 58208 \$5,801,753.00		Knife River Materials Box 40 Bemidji, MN 56619 \$5,871,205.65	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Bid Alternate 1 - Taxiway C3 Rehabilitation & Lighting									
33	Mobilization	LS	1	\$125,000.00	\$125,000.00	\$58,250.00	\$58,250.00	\$36,160.00	\$36,160.00
34	Traffic Provisions / Airport Security & Devices / Phasing	LS	1	\$20,000.00	\$20,000.00	\$12,000.00	\$12,000.00	\$10,000.00	\$10,000.00
35	Maintenance & Restoration of Haul Roads	LS	1	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	\$1.00	\$1.00
36	Construction Layout & Staking	LS	1	\$10,000.00	\$10,000.00	\$12,500.00	\$12,500.00	\$33,425.00	\$33,425.00
37	Silt Fence	LF	2739	\$5.00	\$13,695.00	\$4.00	\$10,956.00	\$2.85	\$7,806.15
38	Filter Log, Type Wood Fiber Bioroll	LF	350	\$5.00	\$1,750.00	\$5.00	\$1,750.00	\$3.40	\$1,190.00
39	Remove Existing Electrical Circuitry	LS	1	\$4,000.00	\$4,000.00	\$45,000.00	\$45,000.00	\$4,956.00	\$4,956.00
40	Pull Back & Protect Existing Cable & Reconnect	LS	1	\$1,500.00	\$1,500.00	\$18,500.00	\$18,500.00	\$8,250.00	\$8,250.00
41	#8 5kV Cable, Installed in Duct	LF	6000	\$4.00	\$24,000.00	\$8.50	\$51,000.00	\$2.32	\$13,920.00
42	#6 600V Cable, Installed in Duct	LF	5000	\$2.00	\$10,000.00	\$7.50	\$37,500.00	\$2.07	\$10,350.00
43	Locate Existing Airfield Electrical	HR	4	\$250.00	\$1,000.00	\$280.00	\$1,120.00	\$242.50	\$970.00
44	3" Duct - Rigid Steel, Incl. Direction Bore	LF	100	\$80.00	\$8,000.00	\$90.00	\$9,000.00	\$82.02	\$8,202.00
45	2-inch Schedule 80 PVC or HDPE Duct, Including Trench	LF	4500	\$10.00	\$45,000.00	\$18.00	\$81,000.00	\$14.56	\$65,520.00
46	L-861T, Medium Intensity Taxiway Light, Incl. Base Can	EA	59	\$2,000.00	\$118,000.00	\$2,200.00	\$129,800.00	\$2,037.00	\$120,183.00
47	Install Airfield Guidance Sign, Incl. Concrete Pad	EA	5	\$4,000.00	\$20,000.00	\$16,750.00	\$83,750.00	\$10,802.00	\$54,010.00
48	Handhole	EA	2	\$1,800.00	\$3,600.00	\$3,600.00	\$7,200.00	\$1,952.50	\$3,905.00
49	Vault Electrical System and Testing	LS	1	\$2,500.00	\$2,500.00	\$16,000.00	\$16,000.00	\$826.00	\$826.00
50	Temporary Airfield Lighting Circuitry	LS	1	\$5,000.00	\$5,000.00	\$12,000.00	\$12,000.00	\$1,240.00	\$1,240.00
51	Mill Bituminous Pavement (4.5")	SY	16160	\$8.00	\$129,280.00	\$10.35	\$167,256.00	\$15.00	\$242,400.00
52	Adjust Existing Casting	EA	1	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00
53	Bituminous Base Course PG 58-34	TON	2530	\$180.00	\$455,400.00	\$133.00	\$336,490.00	\$185.00	\$468,050.00
54	Bituminous Wear Course PG 58-34	TON	2030	\$200.00	\$406,000.00	\$138.50	\$281,155.00	\$185.00	\$375,550.00
55	Bituminous Tack Coat	GAL	1760	\$5.00	\$8,800.00	\$5.00	\$8,800.00	\$4.00	\$7,040.00
56	Bituminous Joint Repair (2' Wide Bituminous Mill-Overlay	LF	660	\$15.00	\$9,900.00	\$50.00	\$33,000.00	\$35.00	\$23,100.00
57	Taxiway Painting (Incl. Reflective Beads)	SF	1460	\$8.00	\$11,680.00	\$8.90	\$12,994.00	\$7.95	\$11,607.00
58	Temporary Taxiway Painting	SF	1240	\$6.00	\$7,440.00	\$13.30	\$16,492.00	\$11.84	\$14,681.60
59	Turf Est. (Brillion) Incl. Seed, Fertilizer, Hydromulch,	ACRE	2	\$5,000.00	\$10,000.00	\$5,980.00	\$11,960.00	\$5,340.00	\$10,680.00
60	Select Topsoil Borrow (CV)	CY	150	\$75.00	\$11,250.00	\$85.00	\$12,750.00	\$80.91	\$12,136.50
Bid Alternate 1 Total Bid				\$1,474,295.00		\$1,486,223.00		\$1,547,659.25	



TABULATION OF BIDS

2024 Taxiway C Pavement Rehabilitation & Edge Lighting Replacement Minot International Airport SEH No.: MINOT 178165 Bid Date: 2:00 p.m, Tuesday, June 18, 2024				Engineer's Estimate \$4,897,645.00		Strata Corporation PO Box 13500 Grand Forks, ND 58208 \$5,801,753.00		Knife River Materials Box 40 Bemidji, MN 56619 \$5,871,205.65	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Bid Alternate 2 - Windcone Replacement									
61	Remove Existing Windcone, Including Concrete	LS	1	\$5,000.00	\$5,000.00	\$8,500.00	\$8,500.00	\$2,483.00	\$2,483.00
62	Install Windcone, Including Concrete Foundation	LS	1	\$20,000.00	\$20,000.00	\$21,500.00	\$21,500.00	\$15,206.00	\$15,206.00
Bid Alternate 2 Total Bid				\$25,000.00		\$30,000.00		\$17,689.00	
TOTAL BID PRICE				\$4,897,645.00		\$5,801,753.00		\$5,871,205.65	

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Minot, North Dakota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective 8/31/2021, this Supplemental Letter Agreement dated _____ authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Taxiway C/C3 Rehabilitation and Edge Lighting – Construction Admin.

Client's Authorized Representative: Jennifer Eckman, Airport Director

Address: Minot International Airport (MOT)
305 Airport Road Suite 216, Minot ND 58703

Telephone: 701-857-4724 **email:** jennifer.eckman@minotnd.org

Project Manager: Lindsay Reidt, PE

Address: 3535 Vadnais Center Dr.
St. Paul, MN 55110-5196

Telephone: 763-370-4055 **email:** lreidt@sehinc.com

Scope: The Basic Services to be provided by Consultant are included in Attachment A.

Schedule: Services to be initiated at the direction of the City of Minot, with a service completion date no later than November 30, 2025. A schedule is included in Attachment A.

Payment: A retainer in the amount of \$0.00 will be paid in advance of Consultant starting work and will be applied to the final invoice(s). The lump sum fee is \$599,200.00 including expenses and equipment (\$380,300 for base bid scope of work and \$218,900 for Alternate 1 scope of work). See Attachment B reflecting the estimate of labor, fees, and expenses.

The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of Minot, North Dakota

By: 
Shawn McMahon
Title: Regional Practice Center Leader

By: _____
Title: _____

Exhibit A-2
to Supplemental Letter Agreement
Between City of Minot, North Dakota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated _____

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially. Amendment to be approved by Client in advance via written authorization.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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ATTACHMENT A
Minot International Airport (MOT)
Minot, North Dakota
2024 Taxiway C and C3 Rehabilitation
Scope of Work – Construction Administration, Observation, and Closeout

General – This project includes pavement rehabilitation of Taxiway C south of Runway 8/26 as well as Taxiway C3 west of Taxiway C. This pavement is deteriorating and needs rehabilitation. Dimensions and corresponding PCIs of each section are as follows:

Txy C (between Txy D & C4) – 2200' x 75', PCI 57

Txy C (between Txy C4 & C6) – 1965' x 75', PCI 48

Txy C3 (between Txy B & C) – 920' x 75', PCI 46-48

Txy C3, (west of Txy B) – 485' x 75', PCI 39-53

The 2021 Pavement Condition Index (PCI) report for these sections range from 39 – 57, with the PCI projected to deteriorate to 31-52 by 2025, warranting rehabilitation. Pavement distresses noted in the last PCI inspection include alligator cracking, depressions, longitudinal and transverse cracking, raveling and weathering. The construction of the southern half of C South was completed in 2002, and the northern half of C south was last rehabilitated in 1998 (4" overlay). Last construction date for Taxiway C3 is 2002. Rehabilitation is necessary to provide adequate and safe access to and from Runway 13/31, the primary runway for the Minot International Airport.

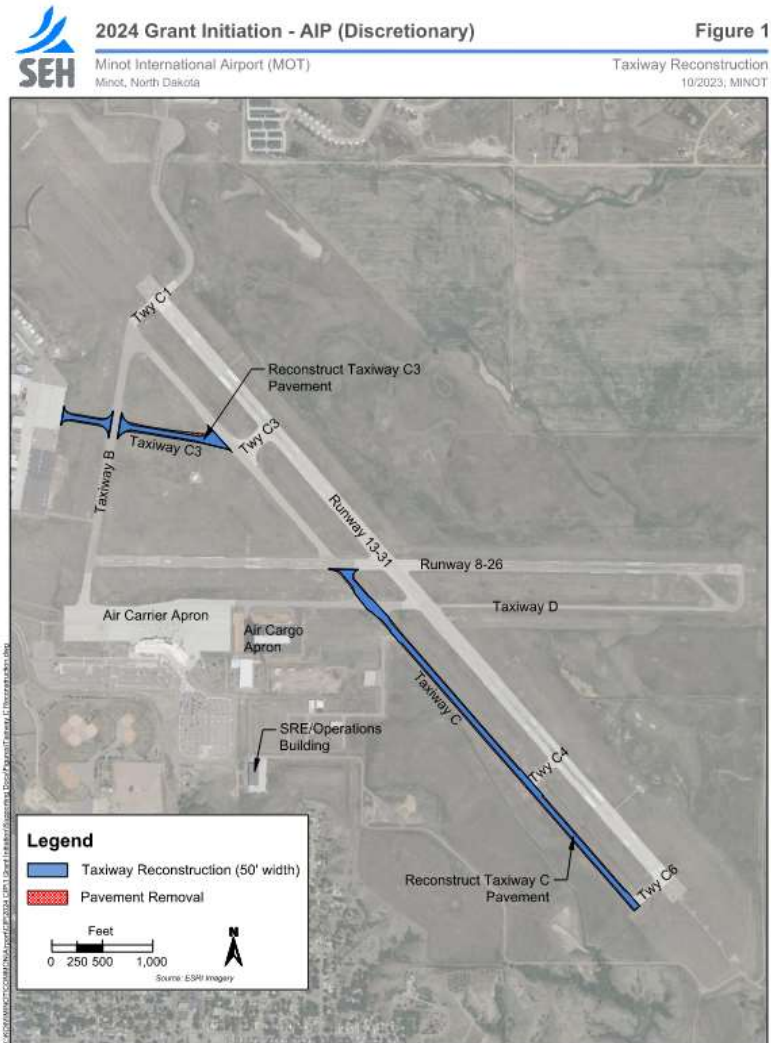
The project will include profile milling of the surface of the existing pavement section and installation of a new section of FAA P-401 Asphalt Surface course pavement to re-establish the pavement crown and facilitate improved drainage.

The existing circuitry and light fixtures have also exceeded their useful life and continue to pose ongoing maintenance challenges to the airport. Therefore, the taxiway edge lights and circuitry will be replaced with LED lighting and new conduit. See attached **Figure 1** below for an overview of the project.

The scope of work discussed in this attachment (Schedule A-I) includes all Construction Administration, Observation, Closeout Services, and Public Outreach efforts related to the Base Bid (Taxiway C) of the project. The scope in Attachment A-2 (Schedule B) includes additional efforts required as it relates to the Alternate 1 (TW C3) portion of the project.

The construction duration for Base Bid (Taxiway C) is anticipated to be approximately 24 working days and 5 working nights. The construction duration for Phases 2 and 3 (Alternate 1, Taxiway C3) is 20 workings days. Preparatory work prior to the project as well as clean up and restoration work following substantial completion are expected to take one week each.

Figure 1. Project Exhibit



Proposed project schedule:

June 18, 2024 – Open bids

July 15, 2024 – City of Minot consider Bidding Award, and Construction Administration contract

July 16, 2024 – Grant application submittal

August-October 2024 or Summer 2025 – Construction

Taxiway Pavement Rehabilitation - Project Deliverables – The project deliverables of this scope include the following:

1. Construction inspections
2. Construction administration
3. Contractor coordination
4. Post design services
5. Project record drawings

6. FAA closeout report
7. Project management and meetings

General Note on Following Work Elements:

Scope A-I includes the effort to complete the base bid (24 working days). Scope A-II includes the effort to complete the Alternate 1. The fee estimates for the Base Bid and Alternate A work will be independent of each other.

Work Element 1: Construction Administration Services

Specific tasks included with this work element include:

Task 1.1 – Scope Development – SEH will develop the project scope to ensure that necessary aspects of the project are included. Scope development includes coordination with the Sponsor and FAA for scope review, preparation of the final scope, fee proposal development, Independent Fee Evaluation coordination and review, and contract negotiations. As part of the scope development, SEH will coordinate and obtain scope and fee estimates for subconsultant work including quality assurance testing, and electrical engineering services.

Task 1.2 – Project Administration Services – Office engineering staff, CAD personnel, and administrative staff will assist the construction project team as necessary during construction in response to requests for information, plan or specification clarifications, change orders, and other issues that may arise. Other administrative tasks include project set up and invoicing, internal meetings, progress reports, subconsultant coordination, and contract management.

Task 1.3 – Construction Management Plan (CMP) – SEH will obtain the Contractor's Quality Control Plan (CQCP) and complete a thorough review of the document for completeness. Any recommended revisions or updates will be submitted to the Contractor. Following review of the CQCP, SEH will develop a CMP. This CMP will be submitted to the Sponsor and FAA for approval. This task applies to only the Base Bid.

Task 1.4 – Preparation of Project Files – SEH will develop construction contracts, review Contractor bonding information, and ensure that Sponsor insurance requirements have been met. SEH will coordinate the routing and signature of the construction contracts by the City and the Contractor. Plans, contract documents, and technical specifications will be updated to include all addenda items issued during bidding. SEH will ensure that the Contractor is supplied with adequate copies of the construction plans and project manual. This task applies to only the Base Bid.

Task 1.5 – Pre-Construction Activities – One (1) preconstruction meeting will be held before construction.

- The purpose of the pre-construction meeting is to outline and discuss project requirements, administration procedures, airfield pavement surface closure procedures and requirements, schedules, project responsibilities and communication, Disadvantaged Business Enterprise (DBE) reporting, Contractor submittals, and other related NDAC and FAA requirements, as necessary.

SEH will administer the pre-construction meeting, develop the agenda, issue notifications, and record and distribute meeting minutes. Attendees will include the Sponsor, FAA, NDAC, Contractor, Subcontractors, SEH (Project Manager, Project Engineer, and RPRs), and subconsultant (material testing). This task applies to only the Base Bid.

Task 1.6 – Establish Survey Control – SEH will establish the necessary horizontal and vertical control for construction staking for the project. It is anticipated SEH surveyors will mobilize once from the SEH Bismarck office. The Contractor is required to provide the construction staking.

Task 1.7 – Construction Security Coordination – SEH will meet with DLH security personnel to ensure necessary security provisions included in the Construction Safety and Phasing Plan (CSPP) and the Construction Safety Plan Narrative (CSPN) are communicated to Contractor personnel. Some of these security provisions include badging requirements for Contractor staff,

airfield access point management, personnel training, and escort authority. Additionally, weekly coordination between SEH and DLH staff will occur while construction is occurring to identify and address any security or safety issues.

Task 1.8 – Permit Coordination – SEH will coordinate and review all applicable permits related to the project construction.

Task 1.9 – Submittal and Shop Drawing Review – SEH will review the product and material data, shop drawings, bituminous asphalt mix design, material samples, and other items required to be submitted by the Contractor. This task applies to only the Base Bid.

Task 1.10 – Progress Meetings – Construction Progress Meetings will be held once a week while construction work is being performed on the airfield. The progress meetings will be attended by SEH staff, including the Project Manager, Project Engineer, Resident Project Representative(s) (RPR), and other staff as needed or required. It is anticipated that 1 in-person progress meeting will occur every week during construction activities and will require the inclusion of preparatory and meeting documentation work. Eight progress meetings are anticipated for the base bid work. Six progress meetings are anticipated for the Alternate work.

Task 1.11 – Review of Quality Control Testing – All quality control test results performed by the Contractor will be monitored daily and summarized by SEH. In the event of a failed test result, the Contractor will be required to take corrective action and a retest will be taken until passing results are achieved. SEH will review all quality control testing performed by the Contractor for compliance with the specifications. This will be conducted before submission to the FAA. Should any additional testing need to be accomplished, this will be coordinated with the Contractor who will be responsible for completion.

Task 1.12 – Review of Quality Assurance Testing – All quality assurance test results performed by the material testing subconsultant will be monitored daily and summarized by SEH. In the event of a failed test result, the Contractor will be required to take corrective action and a retest will be taken until passing results are achieved. SEH will review final quality assurance testing for compliance with the specifications. This will be conducted before submission to the FAA. Should any additional testing need to be accomplished, this will be coordinated with the subconsultant who will be responsible for completion.

Task 1.13 – Review of Contractor Payroll Forms – SEH will review weekly payroll reporting by the Contractor to ensure that wage rates comply with the requirements of the federal and state wage rates for the work being performed. The RPR will conduct compliance monitoring of the Contractor's Davis-Bacon Act and DBE contractual obligations, including recording the Contractor/subcontractor employees, type of work being completed, and conducting random interviews.

Task 1.14 – Calculate Construction Quantities – SEH will review quantities with the Contractor by phase. Any discrepancies or disagreements regarding completed quantities will be resolved in advance of any partial pay application process. Periodic cost estimates will be developed by SEH to ensure compliance with the overall project budget.

Task 1.15 – Pay Applications – SEH will prepare partial pay applications during construction, a final pay application including final agreed upon quantities for all work components, and a pay application releasing retainage to the Contractor once all closeout requirements have been met. Actual completed quantities will be tabulated for use in preparing all pay applications. Two pay applications are anticipated for the Base Bid work. Two pay applications are anticipated for the Alternate work.

Task 1.16 – Daily and Weekly Reports – SEH will maintain a daily log of the construction activities and maintain construction photos for record keeping purposes. SEH will prepare a weekly status report. The report will be developed by the RPR, reviewed by the Project Manager, and submitted to the Sponsor via electronic submittal (PDF).

Task 1.17 – Change Orders / Supplemental Agreements – SEH shall review and provide recommendations to the Sponsor of proposed changes to the contract documents, technical specifications and plans. As necessary, SEH will issue supplemental details, design data,

drawings and modifications to Contractor for change order pricing. The Project Manager will prepare change orders/supplemental agreements. All Change Orders and Supplemental Agreements require FAA approval prior to being issued. In the case where new materials may be required in addition to those in the bid documents, new bid items will be added to the project and a Proposal Request from the Contractor will be required.

Task 1.18 – Final Inspection and Punchlist – SEH will conduct a final inspection after completion of the project. SEH will issue notifications and prepare a punchlist of any outstanding items requiring correction. A tracking document will be prepared and progress on the punchlist items will be recorded until all issues are resolved.

Task 1.19 – Record Drawings – SEH will utilize Contractor and engineering drawings during construction to complete record drawings for the project. The record drawings will incorporate any modifications or additions/subtractions that occurred during construction. The final plan set will be plotted and distributed to the City of Minot for records. Electronic copies will be provided to the City of Minot, NDAC, and the FAA.

Task 1.16 – Final Quality Control / Quality Assurance Summary – SEH will prepare and submit the final QC/QA summary for the project.

Work Element 2: Construction Observation

To accommodate the scope of the work and the project schedule, construction observation services include providing two (2) RPRs on a full-time basis for the duration of the project, supplemented by assistance from the Project Manager or other RPRs as needed for night work. Specific tasks included with this work element include:

Task 2.1 – Construction Observation – SEH will provide daily construction observation for the duration of construction. The Base Bid project is projected to occur for 24 working days during the fall of 2024 or the summer of 2025. Alternate A is projected to occur for 20 working days over the same period. RPRs, according to the schedule above, will be available to assist in ensuring that construction is performed in accordance with contract documents during this time. During critical elements of construction, part-time construction observation will be performed by the Professional Engineer.

The RPR will document and record construction progress through a daily journal. A collective weekly progress report will be developed at the end of the week and submitted to the Sponsor, FAA, NDAC, and other individuals/organizations as needed.

Construction observation will be required in a limited capacity before the start of the project for mobilization activities and again following the project. It is anticipated that one RPR will cover pre-construction and post-construction contractor activities, as needed. Survey (control point setting) will also be required before project commencement.

Further duties of the on-site engineering staff include monitoring the Contractor's schedule, safety plan implementation, security plan compliance, general communication, adherence to technical specifications, and project drawing execution.

The following roles and commitments are anticipated for the project:

RPR #1 – RPR #1 will be an experienced field observer that will provide much of the construction observation. It is anticipated that this individual will be on-site one week prior to the project start for five, 8-hour workdays. During the 24 work day project, it is anticipated this person/position will complete 24 12-hour days to complete the required work. Additionally, RPR #1 will be on-site for one additional week (five, 8-hour workdays) to complete post substantial completion project items. RPR #1 will focus on project documentation, material and installation observation, testing coordination, and reporting. For Alternate 1 work, RPR #1 will be on-site for an additional 20 12-hour days.

RPR #2 – RPR #2 will be an experienced project engineer that will provide much of the contractor coordination. During the 24-calendar day project, it is anticipated this person/position will complete 20 12-hour days to complete the required work (including the 5 nights). RPR #2

will focus on Contractor coordination, request for information coordination, project manager communication, and construction scheduling. RPR #2 will coordinate and lead phasing coordination, specifically daily meetings to allow construction to allow safe transit of arriving/departing aircraft. For Alternate 1 work, RPR #2 will be on-site for an additional 16 12-hour days.

Project Manager – The project manager will be on-site to support both RPRs as professional engineer and provide tenant and client communication. It is anticipated the PM will be on site for approximately 12 calendar days (approximately 8 hours per day), including travel time for the base bid work. For Alternate 1 work, the Project Manager will be on-site for an additional 4 8-hour days. The PM will focus efforts on RFI resolution, project guidance, overall site inspection and observation, client communication, and overall quality control.

Principal – The Principal will provide one hour per week for approximately 10 weeks (5 weeks for Base Bid, 5 weeks for Alternate 1) of project observation to provide project direction, guidance quality control, and oversight.

Task 2.2 – Construction Coordination – The Project Manager will make weekly site visits to the project to assist the onsite engineering staff, review construction activities, and coordinate updates with the Sponsor. This item includes travel time to and from the site. Time onsite is included in Task 1.7.

Work Element 3: FAA Reporting and Project Closeout

Task 3.1 – FAA Quarterly Reports – SEH will complete the required FAA quarterly reports starting with grant acceptance through grant closeout. This effort will be specific to the taxiway rehabilitation project(s).

Task 3.2 – FAA Closeout Report – SEH will complete the required FAA closeout report following completion of the project to reconcile all project related costs and closeout the FAA grant for the work. This effort will be specific to the taxiway rehabilitation project(s).

Task 3.3 – Project Closeout – SEH will work with the Contractor to ensure that all necessary closeout documents are submitted by the Contractor. These include, but are not limited to, lien waivers, wage rate compliance, and other documentation as identified in the specifications.

Task 3.4 – Disadvantaged Business Enterprise (DBE) Requirements – SEH will review and submit the required documentation to confirm the Contractor's compliance with the DBE program and goals for this project or provide evidence of "good faith efforts" to meet DBE requirements.

Work Element 4: Stakeholder Outreach and Project Management – This task includes the tenant and public outreach and the overall project management of Work Elements 1 through 3 noted above. Project Management includes administration of the project, agency and Sponsor meetings, airfield user and tenant outreach meetings, and related project administration tasks.

Task 4.1 – City/Airport Meetings – This task includes attendance at Airport or City Council meetings to provide project updates to airport staff or Councilors. The project will require updates at three (3) meetings. Effort will be made to have these meetings coincident with other progress meetings.

Task 4.2 – Stakeholder Outreach Notices and Newsletters – SEH will develop a construction notice to provide notice of upcoming construction activities and identify impacts to airport operations. SEH will assist the sponsor with newsletter distribution and updates leading up to and throughout construction activities.

Stakeholder outreach will begin upon bidding and award of the project and continue throughout construction completion, to include weekly notices. Additional graphics and notices will be created to assist the Airport in communicating airport closures and impacts.

Task 4.3 – Subconsultant Coordination – Scheduling, coordination, project site escorting, and review of subconsultant deliverables, including subcontracts, reports and design data.

Task 4.4 – Overall Project Management –This task includes project coordination and administration, including Sponsor and agency communication, internal meetings, subconsultant oversight, progress reports, budget updates, and monthly invoices. This is anticipated to start 1 week prior to and end 1 week post construction.

Subconsultants performing work under this proposal include the following:

1. Braun Intertec, Inc. Quality assurance testing for compaction and paving work will be performed by Braun Intertec of Minot, North Dakota.
2. Barr Engineering. Electrical engineering services will be performed by Barr Engineering out of Bloomington, MN.

ATTACHMENT B-I
ESTIMATED FEES AND EXPENSES
2024 TAXIWAY C & C3 REHABILITATION - BASE BID
CONSTRUCTION ADMINISTRATION, OBSERVATION, AND CLOSEOUT
MINOT INTERNATIONAL AIRPORT (MOT)
MINOT, NORTH DAKOTA

Task No.	Task Description	Principal	Project Manager / PE	Project Engineer	Senior Technician	RPR #1	RPR #2	Airport Planner	Surveyor	Admin Technician	
Construction Administration Services											
1.1	Scope Development	4	8	8						4	
1.2	Project Administration Services	2	16	24		8				4	
1.3	Construction Management Plan		4	8		4					
1.4	Preparation of Project Files		4	8	2					8	
1.5	Pre-Construction Activities	4	8	16		8					
1.6	Establish Survey Control		1	2					16		
1.7	Construction Security Coordination	1	8	16		8					
1.8	Permit Coordination		4	4							
1.9	Submittal and Shop Drawing Review		8	16		4					
1.10	Progress Meetings (8)		8	16		8					
1.11	Review of Quality Control Testing		8	20		16					
1.12	Review of Quality Assurance Testing		8	20		16					
1.13	Review of Contractor Payroll Forms		4	16							
1.14	Calculate Construction Quantities		4	16		16	8				
1.15	Pay Applications (2 total)		4	8		8					
1.16	Daily and Weekly Reports		16	20		8					
1.17	Change Orders and Supplemental Agreements	2	8	16		16	8				
1.18	Final Inspection and Punchlist		8	16		16					
1.19	Record Drawings		4	8	20	8					
1.20	Final Quality Control/Quality Assurance Summary		2	4		4				8	
Construction Observation											
2.1	Construction Observation	5	96			368	240				
2.2	Construction Coordination (5 weeks @ 5 hours travel time)		60								
FAA Reporting and Project Closeout											
3.1	FAA Quarterly Reports		4	8							
3.2	FAA Closeout Report		4	16						16	
3.3	Project Closeout		4	16		4				4	
3.4	Disadvantaged Business Enterprise (DBE) Requirements		4	16						4	
Stakeholder Outreach and Project Management											
4.1	City/Airport Meetings	3	6					3			
4.2	Stakeholder Outreach Notices and Newsletters	2	8					16			
4.3	Subconsultant Coordination		8	8							
4.4	Overall Project Management	4	16								
Total hours per labor category		27	329	326	22	520	256	19	16	48	

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	27	\$90.49	\$2,443.11
Project Manager / PE	329	\$83.84	\$27,584.02
Project Engineer	326	\$53.88	\$17,564.65
Senior Technician	22	\$49.57	\$1,090.63
RPR #1	520	\$52.60	\$27,353.09
RPR #2	256	\$39.30	\$10,062.03
Airport Planner	19	\$90.49	\$1,719.22
Surveyor	16	\$43.14	\$690.18
Admin Technician	48	\$36.68	\$1,760.56
Total Direct Labor Costs:	1,563		\$90,267.49
Overhead (1.90%)			\$171,508.23
Total Labor Costs			\$261,775.72
Fixed Fee on Labor Costs (15%)			\$39,266.36

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Flight	20	\$700.00	\$14,000.00
Per Diem	60	\$200.00	\$12,000.00
Computer Charge	1,563	\$5.55	\$8,674.65
Mileage	2,000	\$0.67	\$1,340.00
Survey Field Truck (hr)	16	\$4.90	\$78.40
Survey Equipment (GPS)	16	\$45.00	\$720.00
Reproductions / Miscellaneous	1	\$300.00	\$300.00
Subconsultant - Barr Engineering	1	\$16,000.00	\$16,000.00
Subconsultant - Braun Intertec	1	\$26,095.00	\$26,095.00
Total Expenses			\$79,208.05

SUMMARY:

Total Labor Costs + Expenses + Fixed Fee	\$380,250.13
Estimated Total	\$380,300.00

ATTACHMENT B-II
ESTIMATED FEES AND EXPENSES
2024 TAXIWAY C & C3 REHABILITATION - ALTERNATE BID
CONSTRUCTION ADMINISTRATION, OBSERVATION, AND CLOSEOUT
MINOT INTERNATIONAL AIRPORT (MOT)
MINOT, NORTH DAKOTA

Task No.	Task Description	Principal	Project Manager / PE	Project Engineer	Senior Technician	RPR #1	RPR #2	Airport Planner	Surveyor	Admin Technician	
Construction Administration Services											
1.1	Scope Development	4	16	16				4			
1.2	Project Administration Services	2	8	16						8	
1.3	Construction Management Plan										
1.4	Preparation of Project Files										
1.5	Pre-Construction Activities										
1.6	Establish Survey Control								8		
1.7	Construction Security Coordination		4	8		8					
1.8	Permit Coordination		2	4		4					
1.9	Submittal and Shop Drawing Review										
1.10	Progress Meetings (6)		6	12		6					
1.11	Review of Quality Control Testing		4	8		8					
1.12	Review of Quality Assurance Testing		4	8		8					
1.13	Review of Contractor Payroll Forms		2	4		4					
1.14	Calculate Construction Quantities		2	8	8	8					
1.15	Pay Applications (2)		4	8			8				
1.16	Daily and Weekly Reports		16	20		8					
1.17	Change Orders and Supplemental Agreements	2	4	8		8					
1.18	Final Inspection and Punchlist		4	8		8					
1.19	Record Drawings		8	8	20			4			
1.20	Final Quality Control/Quality Assurance Summary		4	4		4					4
Construction Observation											
2.1	Construction Observation		32			240	192				
2.2	Construction Coordination (5 weeks @ 5 hours travel time)		16								
FAA Reporting and Project Closeout											
3.1	FAA Quarterly Reports		2	2							
3.2	FAA Closeout Report		2	2	8	8					
3.3	Project Closeout		4	8							
3.4	Disadvantaged Business Enterprise (DBE) Requirements		2	2							2
Stakeholder Outreach and Project Management											
4.1	City/Airport Meetings		4	4				4			
4.2	Stakeholder Outreach Notices and Newsletters	2	4								
4.3	Subconsultant Coordination		16	16							
4.4	Overall Project Management	2	16								
Total hours per labor category		12	186	174	36	322	200	12	8	8	

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	12	\$90.49	\$1,085.83
Project Manager / PE	186	\$83.84	\$15,594.61
Project Engineer	174	\$53.88	\$9,375.00
Senior Technician	36	\$49.57	\$1,784.66
RPR #1	322	\$52.60	\$16,937.88
RPR #2	200	\$39.30	\$7,860.96
RPR #3	12	\$90.49	\$1,085.83
Surveyor	8	\$43.14	\$345.09
Admin Technician	8	\$36.68	\$293.43

Total Direct Labor Costs:

958

\$54,363.28

Overhead (1.90%)

\$103,290.23

Insert overhead rate in formula

Total Labor Costs

\$157,653.51

Fixed Fee on Labor Costs (15%)

\$23,648.03

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Flight	10	\$700.00	\$7,000.00
Per Diem	50	\$200.00	\$10,000.00
Computer Charge	958	\$5.55	\$5,316.90
Mileage	1	\$0.67	\$0.45
Survey Field Truck (hr)	8	\$4.90	\$39.20
Survey Equipment (GPS)	8	\$45.00	\$360.00
Reproductions / Miscellaneous	1	\$300.00	\$300.00
Subconsultant - Barr Engineering	0	\$0.00	\$0.00
Subconsultant - Braun Intertec	1	\$14,590.00	\$14,590.00

Total Expenses

\$37,606.55

SUMMARY:

Total Labor Costs + Expenses + Fixed Fee

\$218,908.08

Estimated Total

\$218,900.00

June 20, 2024

Proposal QTB198679

Kyle Nelson, PE
Short Elliott Hendrickson, Inc.
3535 Vadnais Center Drive
Saint Paul, MN 55110

Re: Proposal for Construction Materials Testing Services
2024 Taxiway C Pavement Rehabilitation & Edge Lighting Replacement
Minot International Airport
305 Airport Road
Minot, North Dakota

Dear Mr. Nelson:

Braun Intertec Corporation respectfully submits this proposal to provide quality control observation and testing services during bituminous paving and concrete placement for sign and lighting pads for the Taxiway C rehabilitation project at the Minot International Airport.

We have completed the geotechnical evaluation for the project, so we have a unique understanding of the site and construction challenges. We can aid the construction team by applying this experience and transferring our knowledge developed during the design phase which will provide professional continuity to the construction. Our work on the project to date gives us familiarity with the project team and design development, which allows us to understand some of the considerations used when developing the project's design.

Our Understanding of Project

We understand the project is being separated into three separate bids. The Base Bid will consist of the rehabilitation of approximately 4,000 feet of Taxiway C between Taxiway D and Taxiway Connector C6. Bid Alternate 1 will consist of the rehabilitation of approximately 1,500 feet of Taxiway Connector C3 between Taxiway C and the General Aviation (GA) Ramp. Bid Alternate 2 will consist of the replacement of the wind cone south of Taxiway Connector C3.

The rehabilitation of Taxiways C and D and Taxiway Connectors C3, C4, and C6 will consist of a mill and overlay of 2 1/2 to 4 inches of bituminous pavement. Additional site work will include concrete placement for sign and lighting pads.

Available Project Information

This proposal is based on our review of the documents described below. We will submit a revised scope of services and cost if the project changes.

- Construction Drawings prepared by Short Elliott Hendrickson, Inc., dated May 28, 2024.
- Geotechnical report prepared by Braun Intertec Corporation under project number B2310455, dated January 26, 2024.

Scope of Services

Services are performed under the direction of a licensed professional engineer. Observation and testing services will be performed on a full-time or an on-call, as-needed basis as requested and scheduled by you or your on-site project representative. After reviewing available information to determine compliance with project plans and/or specifications and other design or construction documents, our scope of services for the project will be limited to the tasks defined below.

Concrete Related Services

- Sample and test fresh concrete associated with the sign and lighting pads for compliance with the project documents and cast test cylinders for laboratory compressive strength testing. We assume that we will be able to appropriately dispose of excess concrete (and associated wash water) on site at no additional cost to us.
- Measure and report the compressive strength of the concrete test cylinders for compliance with the project documents. A set of three cylinders will be tested at 28 days for each set cast.

Bituminous Related Services

- Sample and test bituminous pavement materials for compliance with the project documents, including Rice specific gravity and gyratory gravity tests of the bituminous FAA P-401.
- Provide a full-time bituminous pavement technician who will provide quality acceptance testing of the bituminous pavement in accordance with FAA P-401 requirements.
- Measure the thickness and density of the compacted bituminous pavement by the core method per FAA P-401 for compliance with the project documents. All labor and equipment for obtaining core samples will be provided by the contractor.

Consulting, Project Communication and Reporting Services

- Project management, including scheduling of our field personnel and project meetings.
- Review observation and test reports and communicating with you and the parties you may designate such as the project contractor(s), and other project team members, as needed.

- Transmit test results to the project team on a weekly basis.

Scheduling Assumptions

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- Project will begin in Summer of 2025 and be completed in the Fall of 2025.
- We assume 3 trips for concrete testing will be required for the sign and lighting pads for the Base Bid and 2 trips for concrete testing will be required for Bid Alternates 1 and 2.
- Our assumption is bituminous paving will be completed in 7 days for the Base Bid and in 3 days for Bid Alternates 1 and 2.
- We assume the project engineer of record will review and approve contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised. If the pace of construction is different than described above, this proposal should be revised.

Cost and Invoicing

We will furnish the services described herein for an estimated fee of **\$26,095** for the Base Bid and an estimated fee of **\$14,590** for Bid Alternates 1 and 2. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 5:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor.

The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed.** If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement.

The proposed fee is based on the scope of services described and the assumptions that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

Our services will be provided under the terms of our Master Subcontractor Agreement between Braun Intertec Corporation and Short Elliott Hendrickson, Inc., dated March 19, 2024.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Aaron Tast at 320.980.3504 (atast@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Colin L. Anderson, PE
Project Engineer



Aaron M. Tast
Associate Director, Senior Project Manager



Charles (Wes) Dickhut, PE
Associate Director, Principal Engineer

Attachments:
Project Proposal (2 pages)

The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB198679

Taxiway C Pavement Rehabilitation & Lighting

Client:

Short Elliott Hendrickson, Inc.
Kyle Nelson
3535 Vadnais Center Dr
Saint Paul, MN 55110

Work Site Address:

Minot International Airport
305 Airport Road
Minot, ND 58703

Service Description:

Construction Materials Testing
AIP 3-38-0037-073-2024

	Description	Quantity	Units	Unit Price	Extension
Phase 1	Phase 1 (TWY C, D, C4, C6)				
Activity 1.1	Concrete Testing				\$1,890.00
261	Concrete Testing	9.00	Hour	100.00	\$900.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Sign Pads & Lighting	3.00	Trips	3.00	9.00
278	Concrete Cylinder Pick up	3.00	Hour	100.00	\$300.00
1364	Compressive strength of concrete cylinders, per specimen	12.00	Each	40.00	\$480.00
1861	CMT Trip Charge	6.00	Each	35.00	\$210.00
Activity 1.2	Pavement Testing				\$16,405.00
222	Bituminous Testing	105.00	Hour	115.00	\$12,075.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	FAA P-401 (Teststrip & Lots)	7.00	Trips	15.00	105.00
1862	PAVE Trip Charge	2.00	Each	350.00	\$700.00
1863	Per diem	6.00	Each	225.00	\$1,350.00
1542	Thickness and Density of Bituminous Core	38.00	Each	60.00	\$2,280.00
Activity 1.3	Project Management				\$7,800.00
238	Project Assistant	5.00	Hour	100.00	\$500.00
226	Project Manager	10.00	Hour	170.00	\$1,700.00
228	Senior Project Manager	15.00	Hour	200.00	\$3,000.00
3747	SPM Travel	2.00	Each	800.00	\$1,600.00
1230	Final Testing Summary	1.00	Each	1,000.00	\$1,000.00
Phase 1 Total:					\$26,095.00
Phase 2	Phase 2 & 3 (TWY C3, B, and Windcone)				
Activity 2.1	Concrete Testing				\$1,260.00
261	Concrete Testing	6.00	Hour	100.00	\$600.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Sign Pads & Windcone	2.00	Trips	3.00	6.00
278	Concrete Cylinder Pick up	2.00	Hour	100.00	\$200.00
1364	Compressive strength of concrete cylinders, per specimen	8.00	Each	40.00	\$320.00
1861	CMT Trip Charge	4.00	Each	35.00	\$140.00
Activity 2.2	Pavement Testing				\$7,160.00
222	Bituminous Verification Testing	45.00	Hour	115.00	\$5,175.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	FAA P-401 (Lots)	3.00	Trips	15.00	45.00
1862	PAVE Trip Charge	1.00	Each	350.00	\$350.00
1863	Per diem	3.00	Each	225.00	\$675.00
1542	Thickness and Density of Bituminous Core	16.00	Each	60.00	\$960.00



The Science You Build On.

Project Proposal

QTB198679

Taxiway C Pavement Rehabilitation & Lighting

Activity 2.3	Project Management					\$6,170.00
238	Project Assistant	5.00	Hour	100.00		\$500.00
226	Project Manager	8.00	Hour	170.00		\$1,360.00
228	Senior Project Manager	10.00	Hour	251.00		\$2,510.00
3747	SPM Travel	1.00	Each	800.00		\$800.00
1230	Final Testing Summary	1.00	Each	1,000.00		\$1,000.00
Phase 2 Total:						\$14,590.00

Proposal Total:	\$40,685.00
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June 18, 2024

Mr. Kyle Nelson, PE
Short, Elliott, Hendrickson, Inc.
3535 Vadnais Center Drive
St. Paul, Minnesota 55110

**Re: MINOT INTERNATIONAL AIRPORT (MOT) – 2024 TAXIWAY C EDGE LIGHTING PROJECT
Proposal for Construction Phase Electrical Engineering Services**

Dear Kyle:

Thank you for contacting us regarding construction phase services for the MOT Airport Taxiway C Edge Lighting project. We are providing this letter to outline our understanding of the project, our proposed scope of services, and our proposed fees for the construction phase of this project.

PROJECT DESCRIPTION

Our understanding is this project is the continuation of the recently designed MOT Airport Taxiway C Edge Lighting project, for the construction phase services of this project. Below we outline the proposed scope of services, and associated fees.

SCOPE OF SERVICES

In support of your efforts, Barr proposes to provide the following subconsultant services to SEH:

1. Provide submittal review for electrical/lighting submittals.
2. Up to two (2) site visits with associated memorandum to observe whether the construction is proceeding within the intent of the design documents, as requested by SEH. It is presumed that one of these will be at substantial completion.
3. Respond to RFI's as they arise.
4. Provide record drawing AutoCAD edits as requested.

PROPOSED FEES

Barr Engineering proposes to provide the outlined scope of services to SEH on an hourly basis to the following proposed limits:

Site Visits: \$6,500 per visit.....	\$13,000
Balance of Scope Items.....	<u>\$ 3,000</u>
TOTAL PROPOSED FEE:	\$16,000

Reimbursable amounts such as automobile mileage, flights, hotels, etc., are included, and services are billed monthly according to the work completed.

We appreciate this opportunity to continue working with you on this project. Please call with any questions or comments.

Sincerely,

BARR ENGINEERING CO.

Mark E. Ziemer, P.E.
Senior Electrical Engineer



TO: Mayor Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: July 15, 2024

SUBJECT: PURCHASE OF PROPERTY (LOT 5 KEMPER ADDITION) - FLOOD CONTROL ACQUISITION

I. RECOMMENDED ACTION

- 1. It is recommended City Council approve the purchase price of \$920,000 for Kemper Addition Lot 5;**
- 2. Authorize the Mayor to sign the purchase agreement and closing documents;**
- 3. Approve a budget amendment to allocate funds for this purchase from sales tax infrastructure; and**
- 4. Authorize earnest money in the amount of \$9,200 being issued prior to second reading of the budget amendment.**

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director, 701-857-4768

III. DESCRIPTION

A. Background

Livingston Coulee is a large drainage area that encompasses approximately 40 square miles (25,000 acres) of developed and undeveloped land including the Minot International Airport and land extending to near Minot Air Force Base. It discharges into the Mouse River directly west of the City of Minot Public Works facilities in southeast Minot. Livingston Coulee will be a mapped drainage system once FEMA's revised Flood Insurance Rate Maps become effective.

During normal, non-flood times, runoff from Livingston Coulee would be conveyed through the levee system via open gates placed within the drainage channels. However, during a flood event, these gates are closed to prevent river water from entering the drainage systems and flooding the City. A rainfall event which occurs during a flood event produces runoff that could also flood the City, so pump stations are implemented along the levee system to limit interior

flooding. Based on the Mouse River design guidelines, preliminary sizing for the Livingston Coulee pump station is 500,000 gallons per minute. The estimated cost for the Livingston Coulee pump station is \$80 million.

B. Proposed Project

During the early development of this project, two options for a diversion of Livingston Coulee were identified for analysis. Both of the routes identified are located on private property directly east of the City of Minot Public Works facilities in southeast Minot. Unbeknownst to the MREFPP engineers, the City of Minot was considering the purchase of this private property for a potential expansion of its Public Works facilities. The most cost-beneficial option consists of a large box culvert running north to south across the Kemper property at an estimated cost of about \$40 million. This results in a net savings to a future flood control project of approximately \$40 million.

Until the point the flood control project is constructed in this area, the property may be used by the City of Minot unencumbered for its internal operations. The portion of the property that will ultimately be used for flood control will be submitted to the Department of Water Resources for flood control acquisition reimbursement of 75% of the cost.

A purchase price of \$920,000 was negotiated between the seller and City staff - this proposed offer is now before the Council for its consideration.

C. Recommendation Detail

New information shows this property purchase is vitally important to the MREFPP. This acquisition allows the recently developed alternative to be constructed resulting in a \$40 million cost savings to the flood control project.

IV. IMPACT

A Aspirations

Resilient and Prepared

B Service/Delivery Impact:

This acquisition allows the recently developed alternative to be constructed resulting in a \$40 million cost savings to a future flood control project.

C Fiscal Impact

Project Costs

Property Acquisition	\$920,000
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Project Funding

It is recommended funding for this purchase come from sales tax infrastructure. The fund has a projected year-end balance of \$4.0 million (2023 year-end balance was \$2.5 million).

VI. ALTERNATIVES

A. Council could elect to decline purchase of the property. In this case, the MREFPP would need to construct the much more expensive project including a very large \$80 million pump station (approximately two and a half times larger than the current Broadway pump station. Future acquisition of this property could potentially cost much more than current price or require the City to use eminent domain powers to acquire it.

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE CAPITAL INFRASTRUCTURE LAND EXPENDITURES FOR THE PURCHASE OF KEMPER ADDITION LOT 5 AND APPROVE THE USE AND TRANSFER OF SALES TAX INFRASTRUCTURE CASH RESERVES:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINOT:

- §1: Amend the 2024 annual budget to increase the capital infrastructure land expenditures for the purchase of Kemper Addition Lot 5:

41094000-57100	2024940002	\$920,000
26774000-49101		920,000
10040000-49124		920,000

- §2: Approve the transfer of sales tax infrastructure cash reserves:

26774000-49101		\$920,000
10000000-39118		(920,000)
10040000-49124		920,000
41000000-39101	2024940002	(920,000)

- §3: This ordinance shall be in effect from and after its passage and approval.

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

PURCHASE AGREEMENT

BROKER **Signal Realty**

DATE: **July** , 2024

ADDRESS: **1541 South Broadway Minot, ND**

BUYERS: **City of Minot a North Dakota municipal corporation
PO Box 5006, Minot, ND 58702**

SELLER: **Estate of George Kemper (the planned successor to the present recorded deed holder Kemper Family LLC)**

The undersigned hereby offer to purchase the property in its present condition located at or know as:
Kemper Addition Lot 5 Ward County ND

The date of closing shall be the same as date of possession unless otherwise mutually agreed in writing by all parties. Seller shall deliver to Buyers an Up-to-date current owners title insurance policy commitment prior to closing. At closing, Seller shall deliver a Personal Representative's Deed evidencing marketable title and Buyers shall pay to broker or closing agent the consideration price. If there should be a defect in the title, Seller shall correct such defect within sixty (60) days. If Seller cannot furnish marketable title, the earnest money shall be returned to Buyers.

PURCHASE PRICE: **\$920,000.00**

CONSOLIDATED TAXES: **Prorated to the date of closing**

RENTS: **The property will transfer free of any existing or prior tenant's lease obligations and void of any Seller's personal property on site. The three sided "lean to" on the site becomes property of the Buyer**

INSURANCE: **Secured by Buyer at closing**

CLOSING//POSSESSION: **The Buyer is to pay cash at closing on or before July 22, 2024. The closing is to be at North Dakota Guaranty and Title (now known as The Title Team) Minot ND office with their fee for closing to be paid 50% by the Seller and 50% by the Buyer.**

ADDITIONAL PROVISIONS: **The Buyer will have a contingency period that expires 4:00 July 16, 2024 (the study period) for final City approval of this purchase and for any environmental checks the Buyers wishes to perform. The Seller grants the Buyer rights to access the property to perform any inspection/tests it deems necessary. During this study period the Buyer can cancel this agreement with the right to retain or to be refunded of any earnest money paid.**

As long as the terms and conditions in this document are unchanged, Both Buyer and Seller are entitled to provide a more detailed Buy Sell agreement if they deem necessary.

The Buyer below hereby deposit with **Closing Agent** the sum of **\$9200.00 on or before July 17, 2024 a check** as earnest money, receipt of which is hereby acknowledged, to apply on the purchase price. Said earnest money shall be returned to us upon demand **if this offer of purchase is not accepted by the Seller by 4:00 pm July 16, 2024**. If Seller has accepted this offer, and Buyers refuse or fail to consummate or complete the purchase of the property, the Seller may, at his option, (other than as stipulated under Addition Provisions above) retain the earnest money paid as liquidated damages for such failure to carry out said agreement, or shall have such other remedies as are provided by law. There are no verbal or other agreements which modify or affect this contract.

There is no Buyer or Seller representation due commission other than to Signal Realty whom is to be paid (as per separate agreement) at closing from funds due the Seller

Buyer and Seller agree/recognize Dual Agency exists in this transaction.

BROKER: _____

BUYER: _____

BY: _____

PHONE: _____

ACCEPTANCE

The foregoing offer is hereby accepted (countered) by us this _____ day of _____ 20____

BROKER: _____

SELLER: _____

BY: _____

SELLER: _____

ADDITIONAL PROVISIONS

MEMORANDUM

Date: July 10, 2024

To: City of Minot
Jason Sorenson, Utilities Director

From: Ackerman-Estvold
Ryan Ackerman, PE

Re: **Mouse River Enhanced Flood Protection Project
Livingston Coulee Drainage Alternatives**

The purpose of this memorandum is to identify anticipated costs of the Livingston Coulee Drainage System planned in east Minot as part of the Mouse River Enhanced Flood Protection Project (MREFPP). In late May 2024, MREFPP engineers identified a potential value engineering alternative for the Livingston Coulee pump station which would divert flows around the MREFPP levees during a flood event, thereby eliminating the need to store and pump large flows from this significant drainage area.

During the early development of this potential value engineering alternative, multiple routes for a diversion of Livingston Coulee were identified for analysis. One of the routes identified is located on private property directly east of the City of Minot Public Works facilities in southeast Minot. Unbeknownst to the MREFPP engineers, the City of Minot was considering the purchase of this private property for a potential expansion of its Public Works facilities.

At its July 1, 2024, City Council meeting, the issue of the purchase of the subject property for expansion of the Public Works facilities was considered and rejected by the City Council in a 3-3 decision. The potential flood control cost savings associated with the Livingston Coulee alternative were not considered in deliberations by the Minot City Council.

If the Minot City Council were to reconsider its decision to reject the purchase of the subject property, we feel that the information contained within this memorandum should be shared with the City Council for its deliberations.

Background

Livingston Coulee is a large drainage area that encompasses approximately 40 square miles (25,000 acres) of developed and undeveloped land including the Minot International Airport and land extending to near Minot Air Force Base. It discharges into the Mouse River directly west of the City of Minot Public Works facilities in southeast Minot. Livingston Coulee will be a mapped drainage system once FEMA's revised Flood Insurance Rate Maps become effective.

Under future developed conditions (based on the City of Minot Comprehensive Plan), the 100-year discharge of Livingston Coulee at the Mouse River is approximately 1,500 cubic feet per second (670,000 gallons per minute).

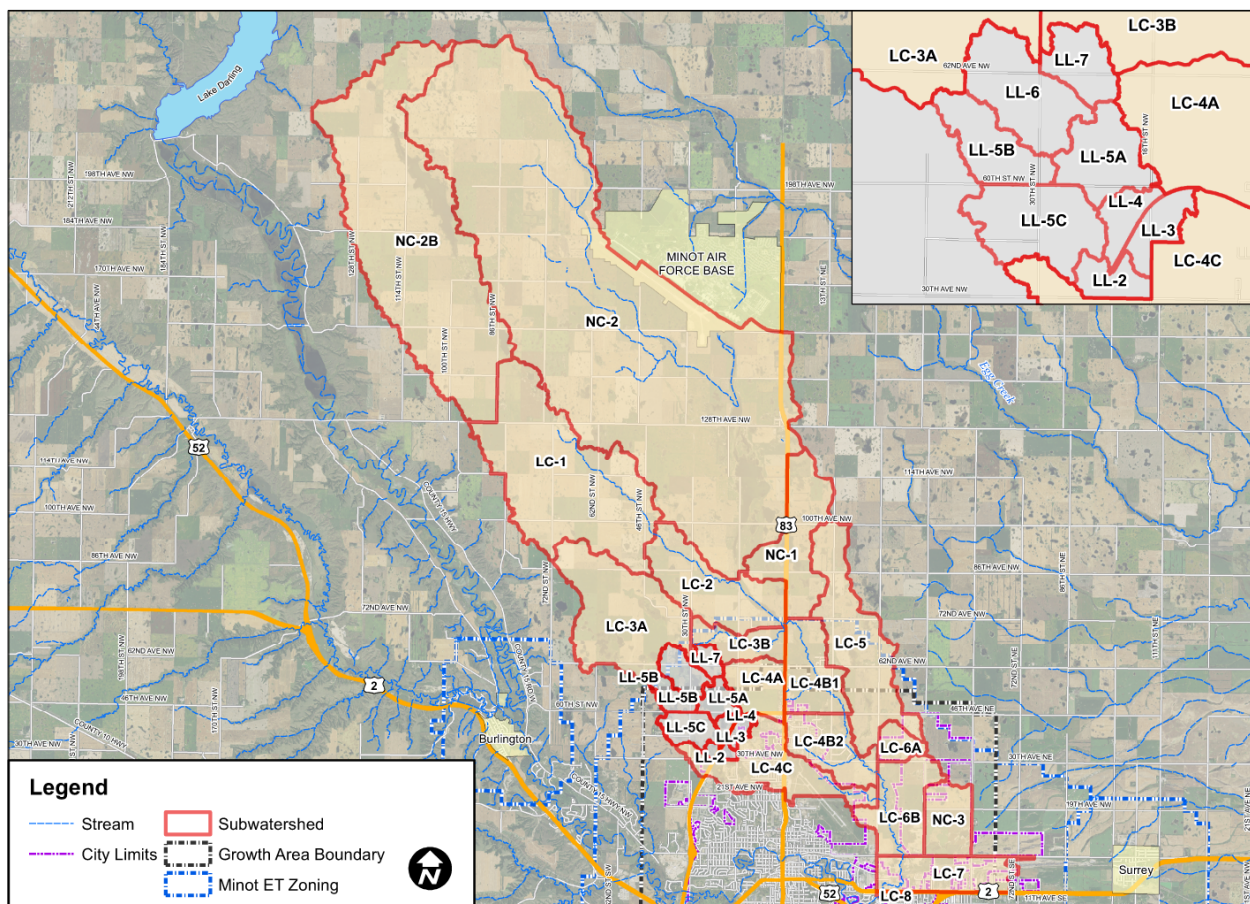


Figure 1. The Livingston Coulee watershed originates northwest of Minot and includes agricultural land several miles outside of Minot's city limits. Livingston Coulee drains into the Mouse River in southeast Minot near 31st Street Southeast.

Preliminary flood protection plans, developed by the ND State Water Commission in conjunction with the City of Minot and the Souris River Joint Board, indicate planned flood protection for the east side of Minot on the north side of the Mouse River. Approximately 25% of Minot valley residents would be served by this segment of the MREPPP (also known as Minot Milestone 3) as well as the North Dakota State Fair facilities.

During normal, non-flood times, runoff from Livingston Coulee would be conveyed through the levee system via open gates placed within the drainage channels. However, during a flood event, these gates are closed to prevent river water from entering the drainage systems and flooding the City. A rainfall event which occurs during a flood event produces runoff that could also flood the City, so pump stations are implemented along the levee system to limit interior flooding.

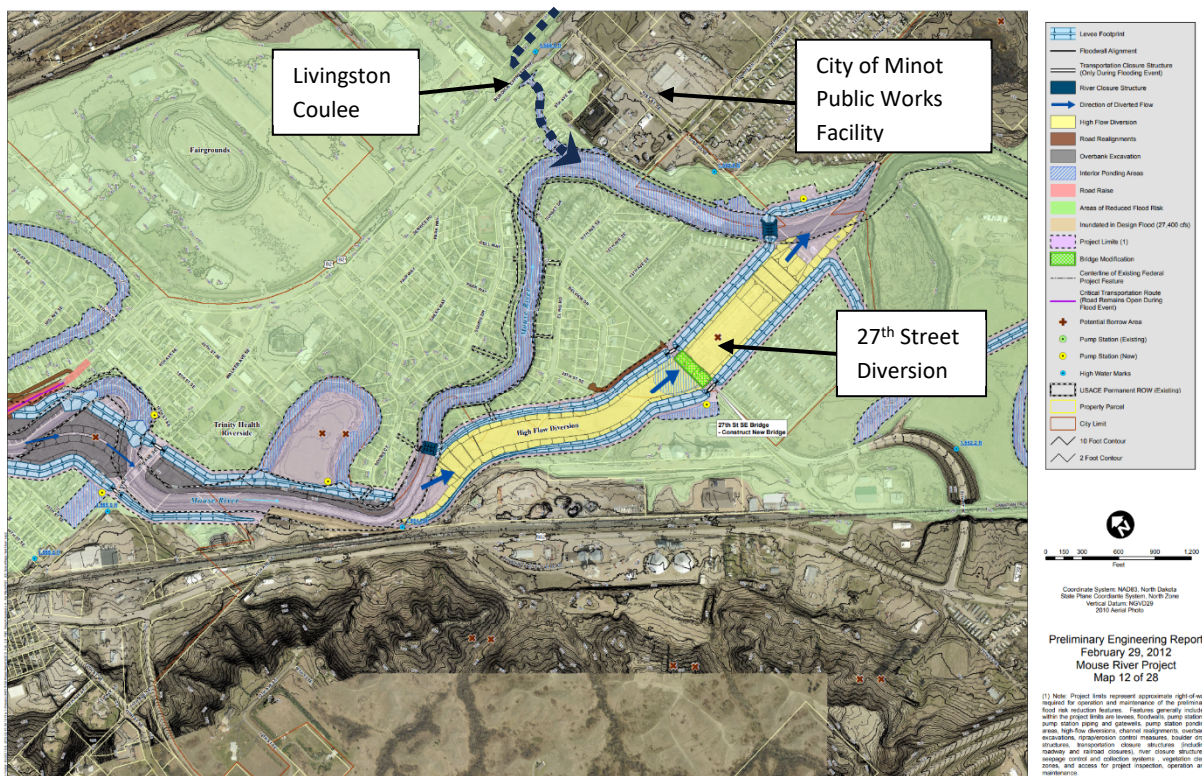


Figure 2. Livingston Coulee drains into the Mouse River directly west of the City of Minot Public Works facility. A large pump station (360,000 gallons per minute) was planned in the 2012 Preliminary Engineering Report for Mouse River flood protection.

The Mouse River Enhanced Flood Protection Project (MREFPP) Preliminary Engineering Report (PER) identified a large pump station to address the Livingston Coulee flows. The required capacity of this pump station was estimated to be 360,000 gallons per minute, and the pump station would work in concert with storage provided within the existing Mouse River channel that could be utilized during the operation of the MREFPP's 27th Street Diversion.

Following the development of the PER, project design guidelines were developed and adopted. Significant changes were made to the approach to stormwater management and design, with future developed conditions (based on the City of Minot Comprehensive Plan) considered for determining runoff rates and volumes.

To date, seven pump stations have been designed and bid for construction as part of the MREFPP, ranging in size from 6,000 gallons per minute (Dakota Bark Park) to 178,000 gallons per minute (Broadway).

Based on the Mouse River design guidelines, preliminary sizing for the Livingston Coulee pump station is 500,000 gallons per minute. The estimated cost for the Livingston Coulee pump station is \$80 million.

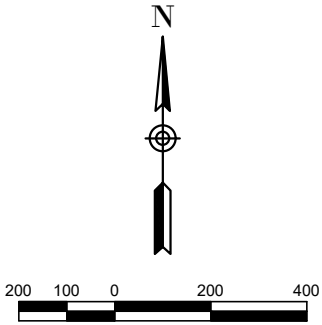
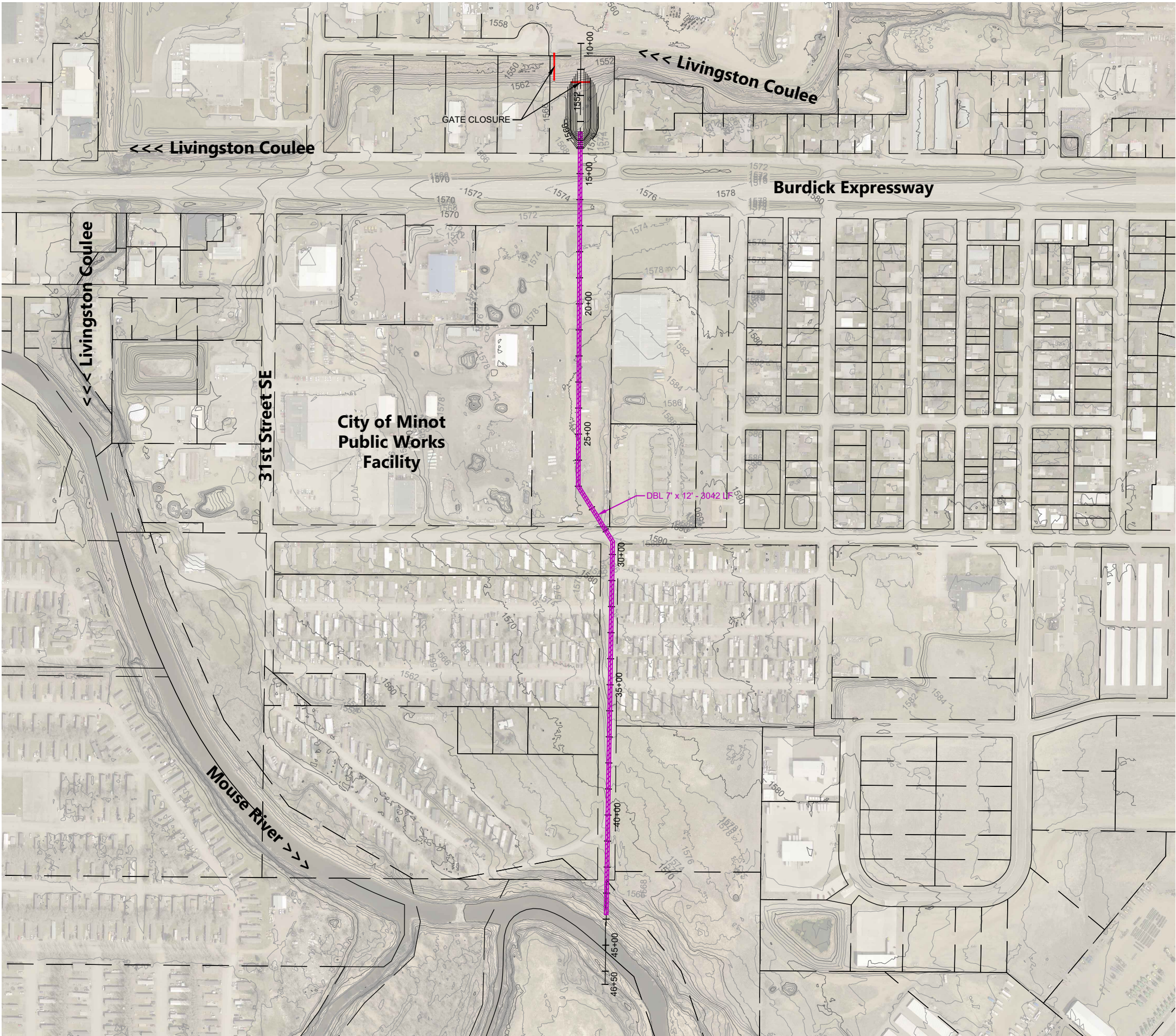
Value Engineering Alternatives

MREFPP engineers evaluated two conceptual value engineering alternatives which would convey Livingston Coulee flows around MREFPP levees, thereby limiting the required capacity of the Livingston Coulee pump station. It should be noted that the alternatives do not eliminate the need for a pump station, but rather that the alternatives reduce the required pump station size. A pump station would still be necessary to address flows which enter the existing Mouse River channel between the 27th Street Diversion structures (i.e. interior drainage not directly related to Livingston Coulee). Preliminary sizing of the alternative pump station is 14,000 gallons per minute. The estimated cost for this alternative pump station is \$4.2 million.

In each value engineering alternative, a control structure would be placed on Livingston Coulee north of Burdick Expressway. During non-flood periods, the control structure would permit Livingston Coulee flows to follow their current path to the Mouse River. During flood periods, the control structure would divert Livingston Coulee flows into a conveyance system that would convey the flows to the south, around the levee, thereby eliminating the need to pump those flows.

The difference between the value engineering alternatives is related to the use of the property identified by the City of Minot for potential expansion of Public Works operations. In Value Engineering Alternative 1, a box culvert is planned through the property. In Value Engineering Alternative 2, an open ditch is planned through the property.

Tuesday, Jan 9, 2024 8:27:43 PM
C:\2020 MREPPP PERUPDATE\DWG\MINOT\MINOT\LIVESTON.PRE\LAYOUT-ALT1.DWG



Graphic Scale:

Attention is Drawn to the Fact That Drawing Scales
May be Altered During Reproduction Processes.
Scales Shown Hereon are Based on a Full Scale
Sheet Size of 11" x 17".

Scale: 1" = 400'

NOTES

1. 10,000 CY - CUT
2. 3,042 LF OF 7' x 12' DOUBLE BOX CULVERT

PRELIMINARY

Project NO. R24090		NO. REVISIONS		BY	DATE	APPR.
Drawing Name LIV. PRE. ALGN.						
C01 OF C02						
SOURIS RIVER JOINT WATER RESOURCE BOARD MREFPP PLAN UPDATE MINOT, ND LIVINGSTON PRELIMINARY ALT. 1		SCALE (H): 1" = 400'				
		SCALE (V): N/A				
		DRAWN BY: JJS				
		DESIGNED BY: JJS				
		CHECKED BY: DPW				
		DATE: 07/09/2024				
						
		1907 17th St SE · Minot, ND 58701				
		701.837.8737 · www.ackerman-estvold.com				
		Minot, ND Fargo, ND Williston, ND Boise, ID				

It should be noted that if the property is acquired for flood control purposes (i.e. using State flood control funding) deed restrictions would likely be required by the North Dakota Department of Water Resources which would prohibit permanent structures from being placed on the property.

Further, the City of Minot is responsible for flood control acquisitions within the city limits of Minot. The Souris River Joint Board has narrow authority for acquisitions within the city limits of Minot, where its contract with the ND Department of Water Resources limits acquisitions within the city limits of Minot to railroad properties.

From the perspective of the flood control project, the most cost-effective alternative is desirable. Preliminary estimates indicate that the implementation of Value Engineering Alternative 2 would provide a net capital cost savings of approximately \$44 million to the project.

Placement of a box culvert on the property east of the City of Minot Public Works facility (Value Engineering Alternative 1) would also be cost-beneficial to the project as compared to the Baseline Alternative, with an estimated net capital cost savings of approximately \$40 million to the project.

It should be noted that the cost estimates are a point estimate based on a limited amount of schematic-level design and analysis. Costs are indicative of a good-faith comparison of alternatives to aid in decision-making. Operational costs have not been estimated to date. However, there would be significant operational cost savings associated the implementation of either Value Engineering Alternative.

Comparative Cost Analysis - Livingston Coulee Pump Station / Diversion							
Alternative	Pump Station Cost	Acquisition / Demolition / Relocation Cost	Control Structure Cost	Box Culvert Cost	Open Channel Cost	Subtotal Comparative Cost	Savings Comparison to Baseline
Baseline - PER Concept	\$ 80,000,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000,000	\$ -
Value Engineering Alternative 1	\$ 4,200,000	\$ 4,000,000	\$ 4,500,000	\$ 26,000,000	\$ 1,500,000	\$ 40,200,000	\$ 39,800,000
Value Engineering Alternative 2	\$ 4,200,000	\$ 4,000,000	\$ 4,500,000	\$ 17,000,000	\$ 6,000,000	\$ 35,700,000	\$ 44,300,000
Notes:							
1. Costs listed are comparative costs (2024 dollars) and do not represent total project costs. Costs have been estimated based on a very limited level of schematic design.							
2. Acquisition / demolition / relocation costs are based on: (a) tax assessed values of parcels without buildings times a factor of 1.5; (b) proportionate area of tax assessed value of parcels with buildings times a factor of 2.0 plus an estimated relocation cost of \$100,000 per mobile home affected							
3. Costs exclude evaluation of conversion of property from private to public ownership in terms of property, income or sales taxes generated from the properties.							
4. Life cycle cost analysis has not been completed for any alternative identified. Generally, lower cost alternatives will have lower operational, maintenance and future replacement costs.							

Recommendations and Considerations

Based on the anticipated reduction in capital and operational costs, it is recommended that the City of Minot endorse pursuing Value Engineering Alternative 2 and acquire the subject property located east of the Public Works facility.

Other considerations related to the property acquisition include:

1. Until the point the flood control project is constructed in this area, the property may be used by the City of Minot unencumbered for its internal operations, except for the placement of permanent structures.
2. Preliminary sizing and cost estimates are based on conveying the full 100-year discharge through the Livingston Coulee diversion structures and are not based on a coincident frequency analysis (i.e. river gates closed at the same time as an event on Livingston Coulee). A coincident frequency analysis will be completed as part of any future design and may result in size reductions for the Livingston Coulee diversion structures (i.e. larger cost savings as compared to baseline).
3. As a flood control acquisition, costs could be eligible for up to 75% cost-share with the ND Department of Water Resources.
4. Excavation costs assume the material will be hauled off site and disposed of. Depending on material quality, it may be utilized for levee construction.

VALUE ENGINEERING OPPORTUNITY

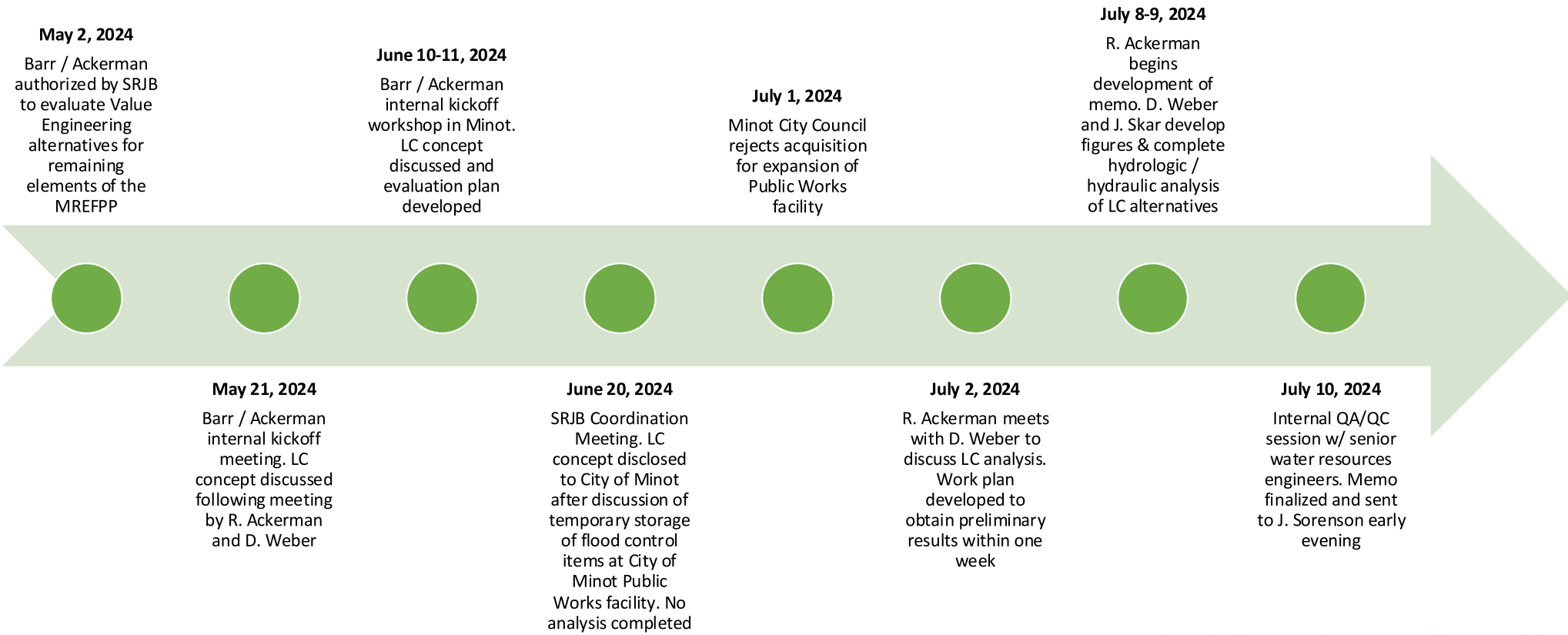
Mouse River Enhanced Flood Protection Project. Livingston Coulee Drainage Alternatives.



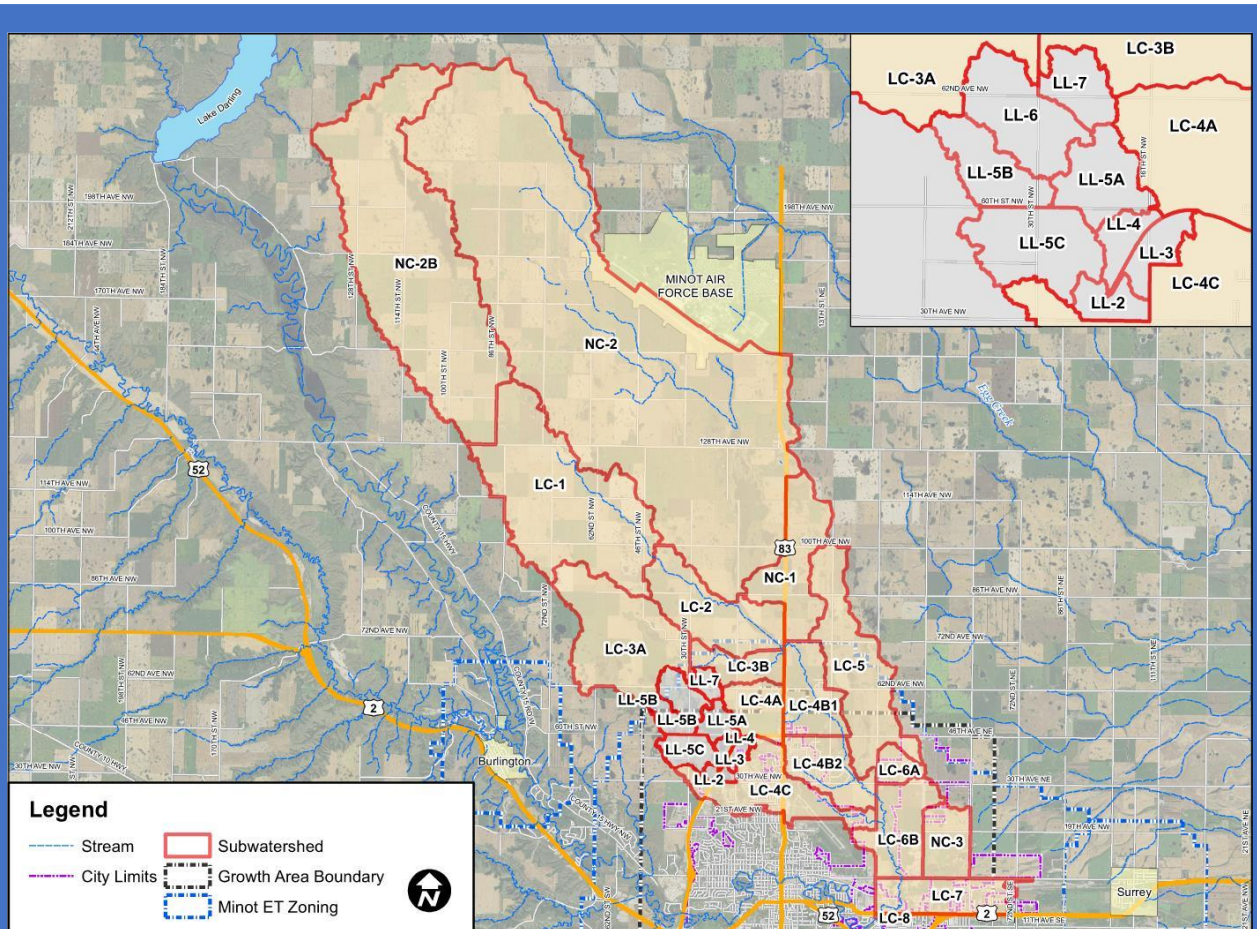
July 15, 2024

MINOT CITY COUNCIL

Schedule / Timing of Livingston Coulee (LC) Alternatives Analysis



Livingston Coulee Background



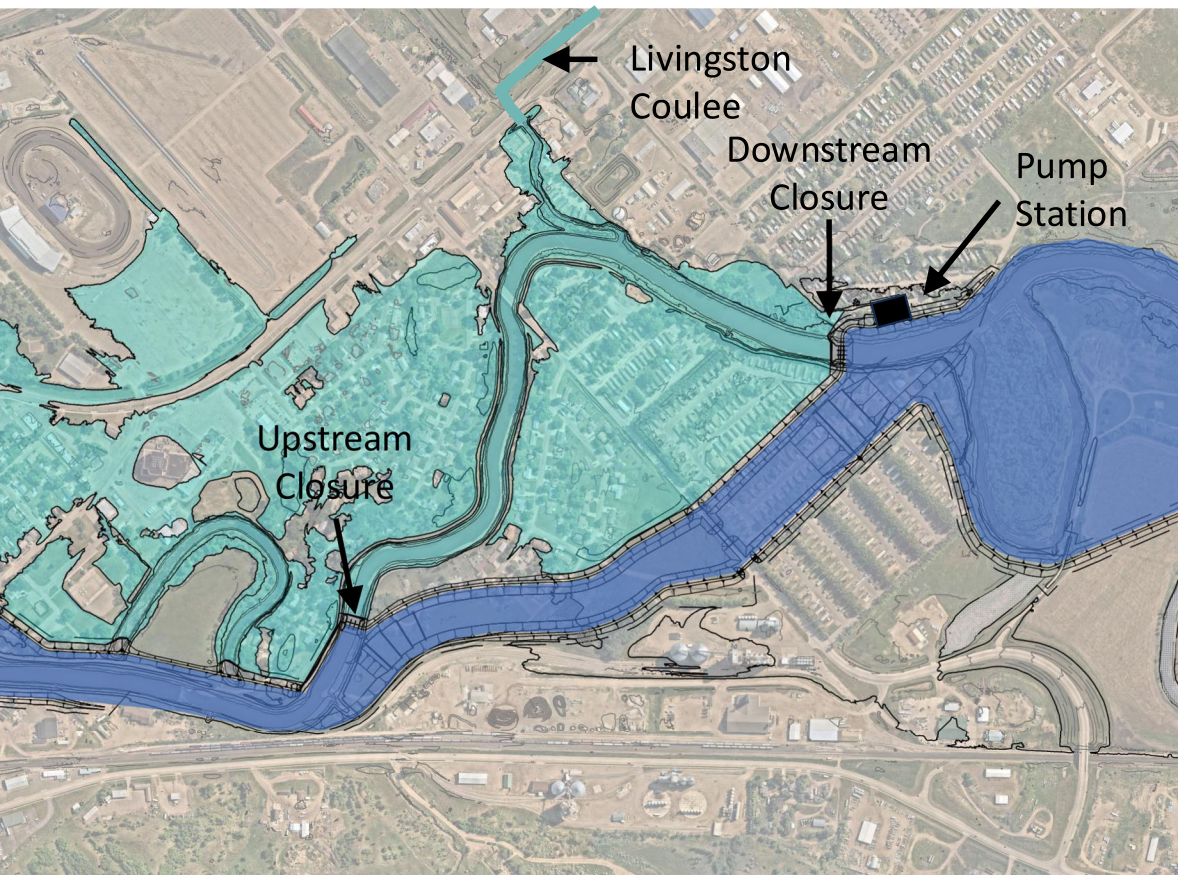
- Large, regional drainage system
- Tan shaded areas shown at left contribute runoff to Livingston Coulee
- Approximately 40 square miles directly contributes to Livingston Coulee
- Approximately 58 additional square miles is considered non-contributing that gets trapped in 'prairie potholes'

Livingston Coulee Background



- Drains into Mouse River west of the Minot Public Works facilities in southeast Minot
- Will be a mapped drainage with floodways (Zone AE) once new FEMA maps become effective
- 1% annual chance flow (100-year event) will be approximately 1,500 cubic feet per second (cfs) for future developed conditions (~670,000 gallons per minute)

Why are pump stations necessary?



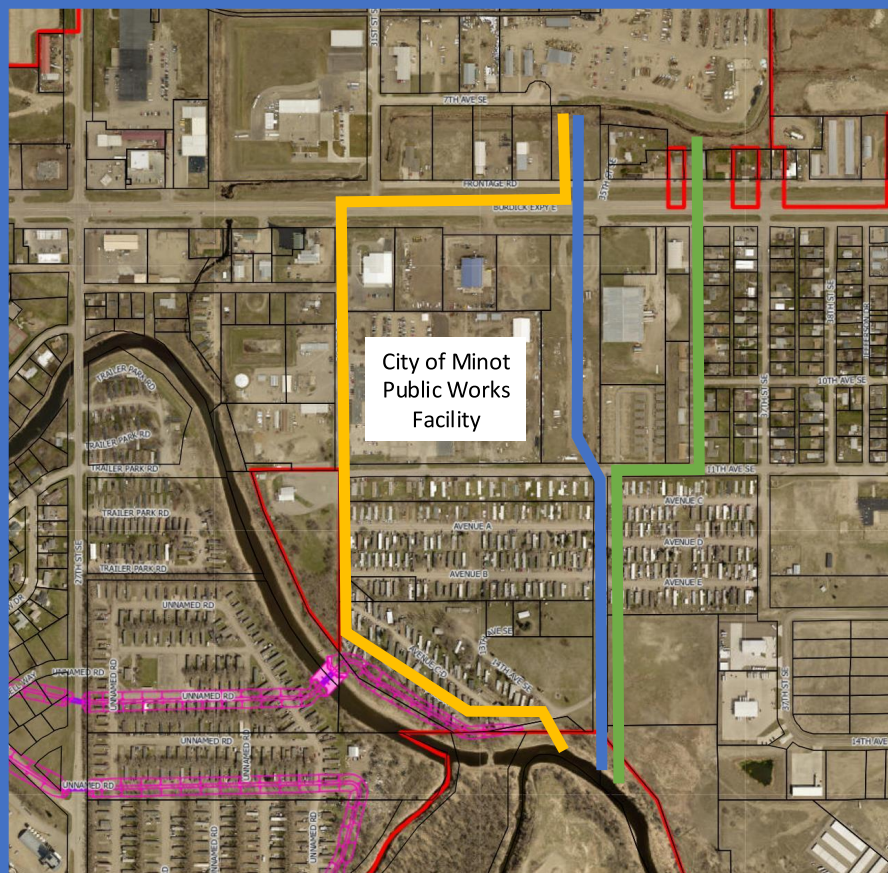
To prevent interior flooding during a period when gates are closed on the 27th Street Diversion, a pump station with an approximate capacity of 500,000 gallon per minute would be necessary.

The capital cost of a 500,000 gpm pump station is estimated to be \$80 million.

Value Engineering Alternatives

- Evaluation of techniques to reduce the required size of the Livingston Coulee pump station
- Storm sewer / ditch system to bypass Livingston Coulee flows around the flood protection system
 - Capture flows far enough upstream to be able to utilize gravity to convey Livingston Coulee runoff to the Mouse River
 - Discharge far enough downstream where water surface elevations will be low enough to avoid potential for water backing up into protected areas

Early Routes Considered

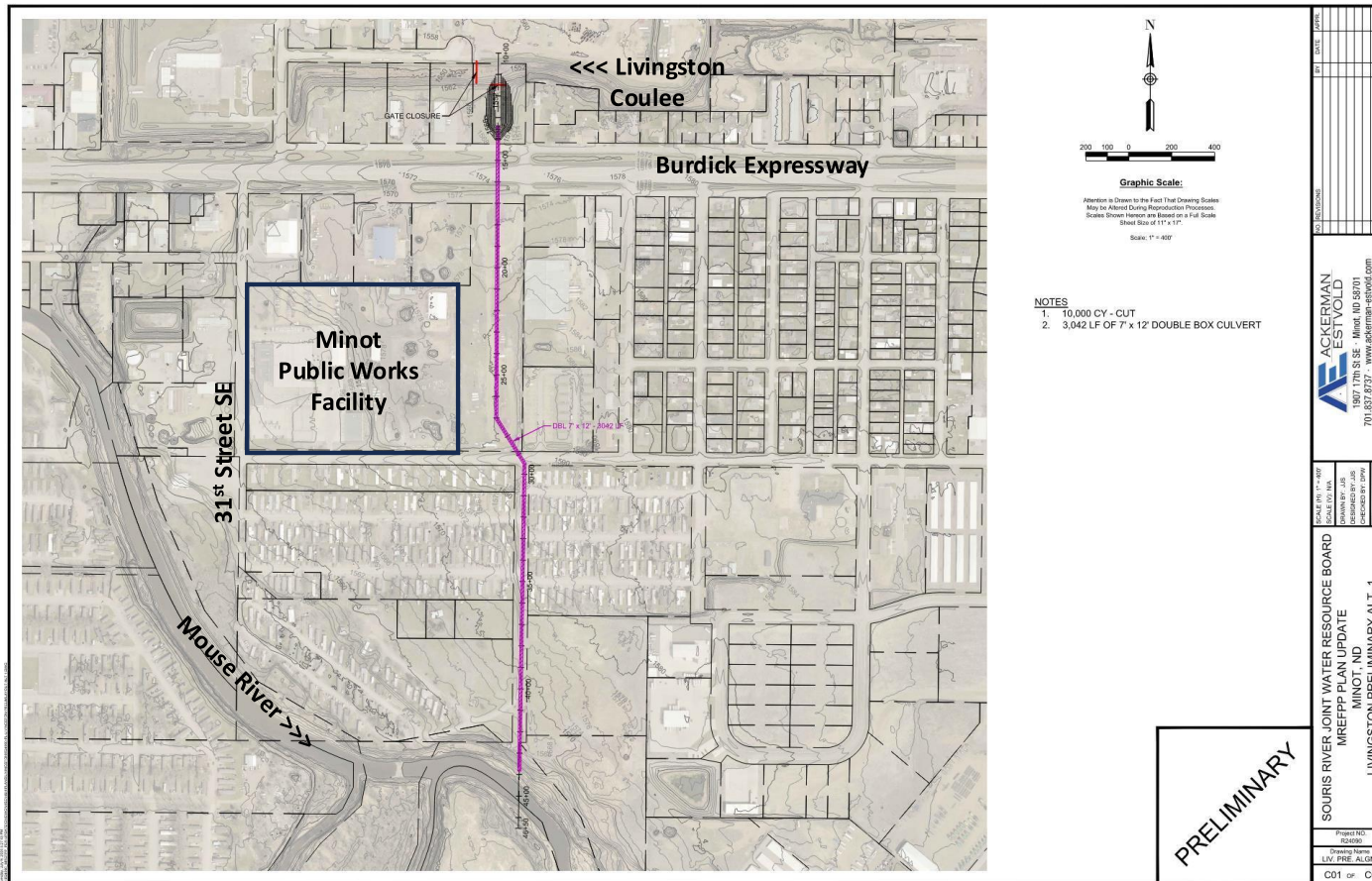


35th Street

- ~3,400 Linear Feet
- Deep excavations (>30 feet)
- Moderate utility / roadway impacts
- Moderate private property impacts

This route carried forward for further analysis.

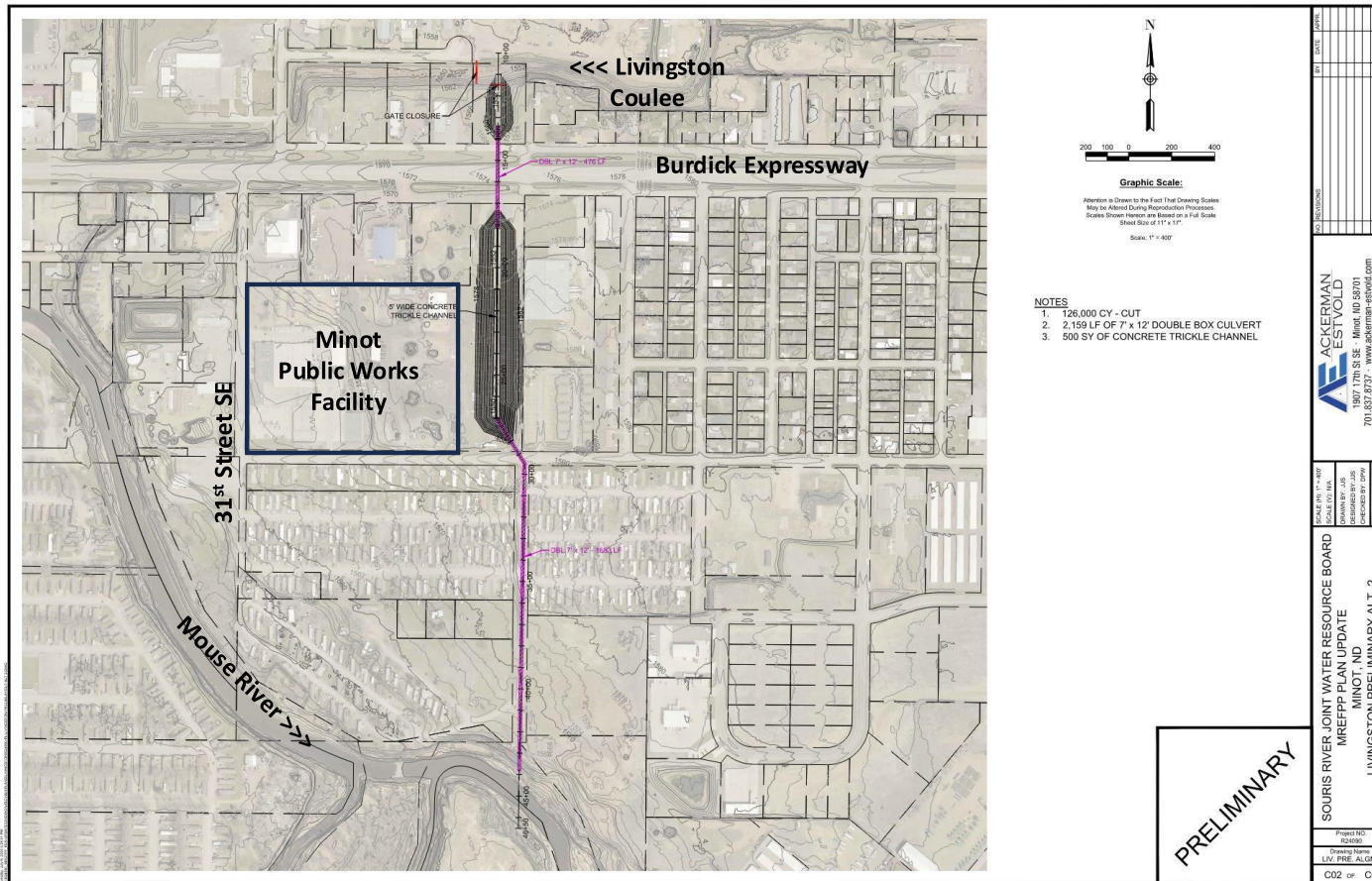
Value Engineering Alternative 1



- Control Structure on Livingston Coulee
- 10,000 Cubic Yards of Excavation
- 3,042 Linear Feet of Box Culvert (Double 12x7)



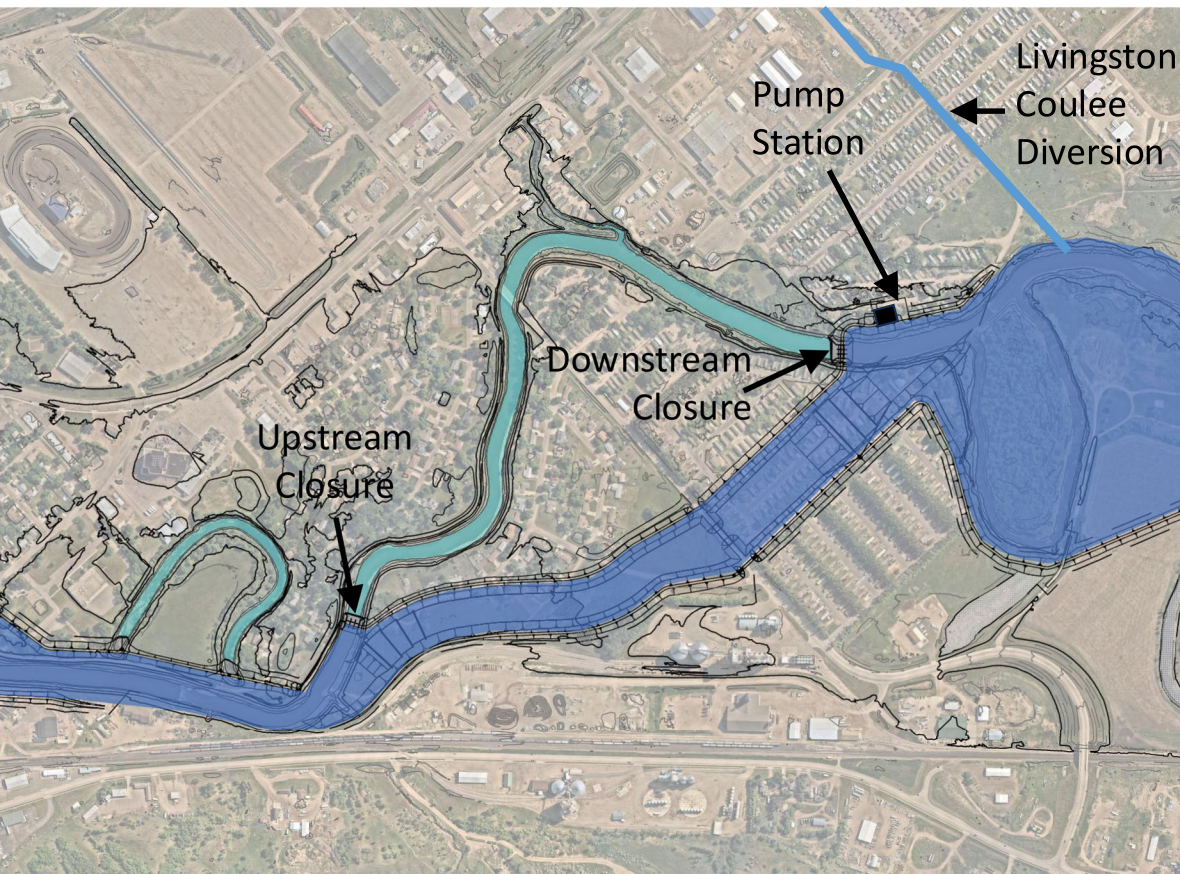
Value Engineering Alternative 2



- Control Structure on Livingston Coulee
- 126,000 Cubic Yards of Excavation
- 2,159 Linear Feet of Box Culvert (Double 12x7)



What happens to pump size with a Livingston Coulee Diversion?



To prevent interior flooding during a period when gates are closed on the 27th Street Diversion, a pump station with an approximate capacity of 14,000 gallon per minute would be necessary.

The capital cost of a 14,000 gpm pump station is estimated to be \$4.2 million.

Comparative Cost Analysis

Comparative Cost Analysis - Livingston Coulee Pump Station / Diversion							
Alternative	Pump Station Cost	Acquisition / Demolition / Relocation Cost	Control Structure Cost	Box Culvert Cost	Open Channel Cost	Subtotal Comparative Cost	Savings Comparison to Baseline
Baseline - PER Concept	\$ 80,000,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000,000	\$ -
Value Engineering Alternative 1	\$ 4,200,000	\$ 4,000,000	\$ 4,500,000	\$ 26,000,000	\$ 1,500,000	\$ 40,200,000	\$ 39,800,000
Value Engineering Alternative 2	\$ 4,200,000	\$ 4,000,000	\$ 4,500,000	\$ 17,000,000	\$ 6,000,000	\$ 35,700,000	\$ 44,300,000

Based on the anticipated reduction in capital and operational costs, it is recommended that the City of Minot endorse pursuing Value Engineering Alternative 2 and acquire the subject property located east of the Public Works facility.

Operational, maintenance, and annualized replacement costs are expected to be approximately \$1 million per year less expensive for VE Alternatives 1 and 2 as compared to the Baseline Alternative.

State Funding Deed Restrictions

It should be noted that the use of State flood control funding for property acquisitions will likely result in deed restrictions on the acquired property which prohibit permanent, non-flood control structures from being placed on the property.

QUESTIONS?

Mouse River Enhanced Flood Protection Project. Livingston Coulee Drainage Alternatives.



July 15, 2024

MINOT CITY COUNCIL



TO: Mayor Ross
Members of the City Council

FROM: Chris Plank, NDR Program Administrator

DATE: July 15, 2024

SUBJECT: CITY COUNCIL DIRECTION ON RFP FOR BROADWAY CIRCLE

I. RECOMMENDED ACTION

It is recommended City Council direct staff on how to advertise the Request for Proposals (RFP) for the Broadway Circle Project and authorize staff to proceed with advertisement and solicitation through an RFP.

II. DEPARTMENT CONTACT PERSONS

Chris Plank, NDR Program Administrator, 701-857-1553

III. DESCRIPTION

A. Background

On June 6, 2019, The City of Minot entered into a subrecipient agreement with Lutheran Social Services (LSS) to develop a 6 unit Family Homeless Shelter along with a 17 unit Low to Moderate Income (LMI) apartment complex. The location of this project is located at 101 19th Ave SE, 15 19th Ave SE and 45 19th Ave SE. All properties are located in Minot ND 58701 and is commonly referred to as Broadway Circle. \$3,060,000 in NDR funds were allocated for the LMI Housing Complex and \$2,740,000 of NDR funds were allocated for the Family Homeless Shelter. On May 17, 2021, the City of Minot terminated the Subrecipient agreement with Lutheran Social Services after being notified they were unable to perform its remaining obligations under the subrecipient agreement.

The City of Minot entered into two (2) subrecipient agreements with Project BEE on 11/23/21. One agreement was for the construction of a Family Homeless Shelter and the other to construct a 17 unit LMI apartment facility. Both buildings were part of the original proposal submitted to HUD as part of the contract with LSS. On September 6, 2022, a substantial amendment was submitted to transfer \$1,783,960 from the Downtown Sewer & Water Improvement projects to assist in the completion of the Broadway Circle project.

The City of Minot was informed by Project BEE on December 18, 2023, that their Executive Director had resigned. Project BEE opened an investigation with the Bureau of Criminal Investigations (BCI) into the possibility of misappropriation of funds by the former Executive Director. Construction contracts from Mattson Constriction, Inc. and EAPC Architecture Engineers and two (2) tenant leases were assigned to the City of Minot.

On February 6, 2024, the City of Minot executed contracts to terminate both subrecipient agreements with Project BEE. The City of Minot also approved a budget amendment to use \$1.3 million dollars in City reserves to assist in the completion of the two remaining buildings, the Family Homeless Shelter and a 17 unit Low to Moderate Income (LMI) complex.

City staff is in the process of developing an RFP to solicit responses from organizations who are interested in the Broadway Circle project.

When completed, there will be 3 buildings located at the Broadway Circle location:

1. Commercial Space - 101 19th Ave SW (Building A)
2. Family Homeless Shelter – 15 19th Ave SW (Building B)
3. 17 unit Low to Moderate (LMI) housing complex – 45 19th Ave SW (Building C)

The property is divided into two (2) parcels. The table below breaks out the estimated value of the two parcels after they are fully constructed.

Parcel Number	Buildings	Estimated Value
MI25.F77.010.0010	Buildings A & B	\$3,050,000
MI25.F77.010.0020	Building C	\$1,780,000

B. Proposed Project

Place information about the proposed project and what the goals and objectives of the project are. Why is it important to do this project? What does the project get or do for us?

C. Recommendation Detail

State how you went about identifying the recommended action for City Council. Discuss with council if the selection, bidding, or purchasing process. Inform City Council of the time constraints.

IV. IMPACT

4

A. Aspirations

This project meets the City Council's aspiration of being resilient and prepared.

B. Service/Delivery Impact:

The City of Minot is committed to assisting in providing affordable housing for its residents. The Family Homeless Shelter and housing complex provides an opportunity for those facing hardships to have decent, suitable housing.

The City of Minot is currently the deed holder for the entire property. It is providing “landlord” services to the restaurant as well as the food pantry. This will shift to whomever is awarded the RFP and relieve the city of this responsibility.

A portion of the project was funded by an NDR Resilience competition grant. The City of Minot committed to the building of a Family Homeless Shelter as part of its submission for funding. In addition, City reserves were used to assist in the completion of the project.

C. Fiscal Impact

Project Costs

The original cost of the project was \$7,540,000.

Projected cost of project with change orders (as of 7/1/24) - \$7,769,281.66.

Project Funding

Allocation #1 - \$1,783,960

National Disaster Resilience (NDR) - \$4,331,498

City Reserves - \$1,340,875.31

VI. ALTERNATIVES

Staff is asking for directions on how to proceed with advertising the RFP. Both the Family Homeless Shelter along with the 17 unit LMI Complex have a 20-year affordability period, regardless if purchased or leased. Listed below are scenarios along with pros/cons of each:

Scenario #1

Advertise for the purchase of the entire property or one of the two (2) parcels. The Council can determine a minimum bid to start at. If multiple bids are received, additional criteria outlined in the RFP would be used to evaluate submitted bids before awarding any contracts.

Pros

The City will not be the deed holder of the property

- Any sale would allow for the repayment of any money used from the City's reserve fund. Remaining money would be considered program income and could be used for other projects/activities.
- Low risk of reverting to the City as long as affordability requirements are met.

Cons

May not get the full assessed value of the property

- Limit the number of responses to RFP
- No responses to the RFP would require going through the RFP process again and would delay the opening of the shelter and filling the apartments.

Scenario #2

Advertise for the lease of the entire property or one of the 2 (two) parcels individually. The council can determine a minimum lease price to start at. If multiple bids are received, additional criteria outlined in the RFP would be used to evaluate submitted bids before awarding any contracts.

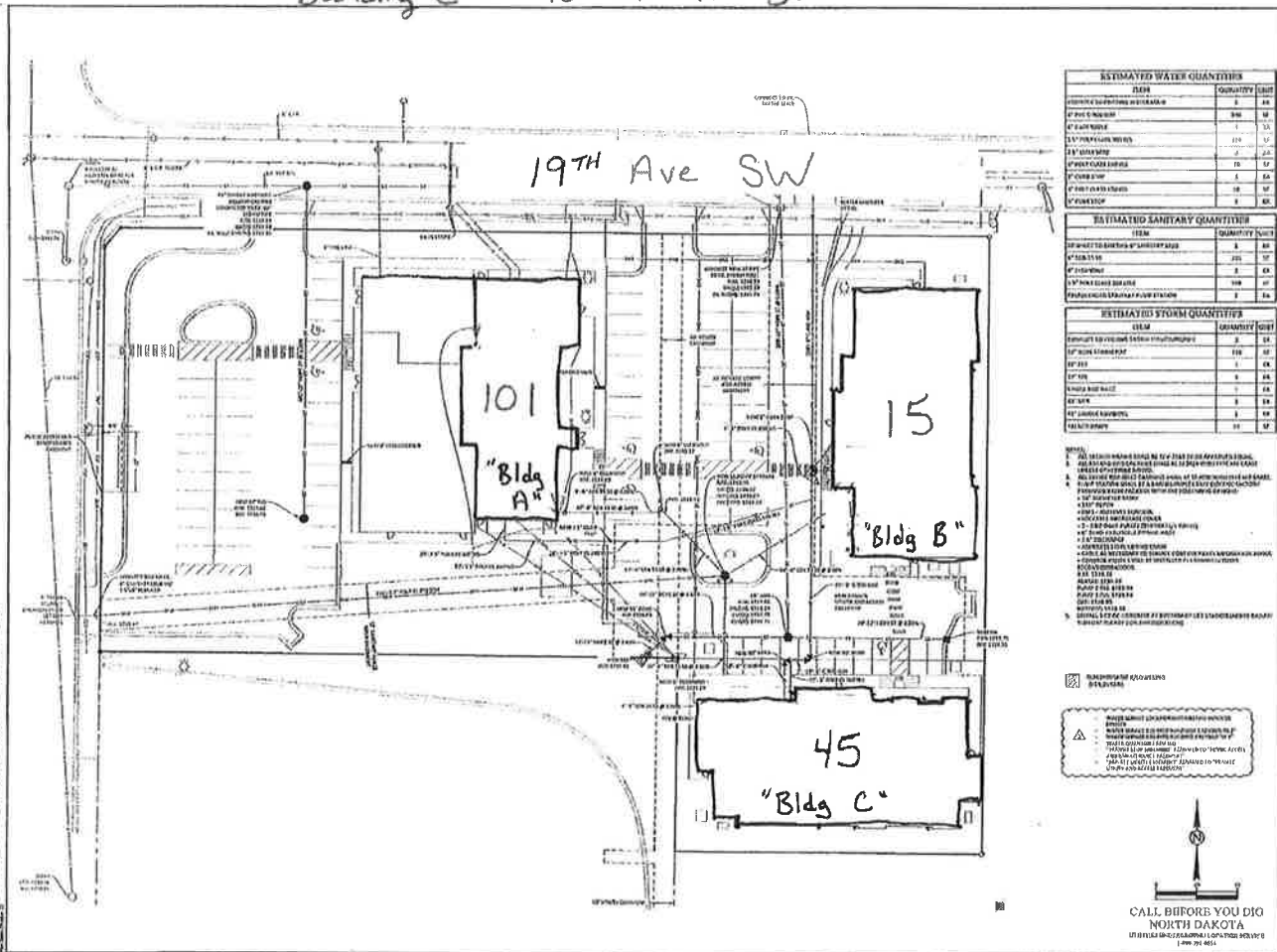
Pros:

- Allow agencies who may have limited resources to purchase the property an opportunity to submit a bid.
- Any money obtained from the lease could be used to repay the money used from the City's reserve fund. Remaining money would be considered program income and could be used for other projects/activities.
- City could set a "lease" period of no less than 20 years to comply with the required affordability period.

Cons

- The City will still be the deed holder of any leased property until any "lease" period has expired.
- Could revert to the City if requirements are not met during the affordability period or during the "lease" period.

Building C - 45 19th Ave SW



ITEM	QUANTITY	UNIT
ESTIMATED QUANTITIES IN ESTIMATE	0	MM
47' DIRT ROADWAY	940	MM
47' DIRT DRIVE	1	CU
15' DIRT DRIVE	110	CU
24' DIRT DRIVE	5	CU
47' DIRT DRIVE	10	CU
47' DIRT DRIVE	5	CU
47' DIRT DRIVE	10	CU
47' DIRT DRIVE	5	CU

ESTIMATED SANITARY QUANTITIES		
ITEM	QUANTITY	UNIT
10" WIDE TO DITCH 4" DEEP 10' LONG	1	EA
6" DIA 15' LG	201	LF
6" DIA 10' LG	1	EA
10" DIA 10' LG	100	LF
10" DIA 10' LG 10' LG	1	EA

[illegible][illegible]

McGraw-Hill

[illegible]

CALL BEFORE YOU DIG
NORTH DAKOTA
UNIVERSITY MICROFILMS INTERNATIONAL SERVICE
1-800-792-4654



PROJECT BEE

PROJECT DESCRIPTION
BROADWAY CIRCLE

CITY _____ MINOT
STATE _____ ND 58701

ISSUE DATES



	Wichtige Hinweise	Bitte lesen
10	Technische Daten	Bitte lesen
20	Wartung	(H)

PROJECT ID:	2020444
DATE BY:	AS
CHECKED BY:	AR
DATE:	

DATA/JS TITLE

UTILITY
PLAN

C500



TO: Mayor Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: July 15, 2024

SUBJECT: NAWS BIOTA PLANT OPERATIONS AND MAINTENANCE - BUDGET AMENDMENT

I. RECOMMENDED ACTION

It is recommended City Council approve the budget amendment to allocate funds in 2024 to hire and train water plant staff. Funding will come from the NAWS Biota Plant fund and will be reimbursed once the funding agreement with Reclamation is finalized.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director, 701-857-4768

III. DESCRIPTION

A. Background

The NAWS project is a bulk water supply system being constructed to serve communities and rural water systems within northwestern North Dakota. The project will deliver water from the Missouri River Basin to communities and rural water systems within the Hudson Bay Basin. In compliance with the Boundary Waters Treaty, a Biota WTP is being constructed within the Missouri River Basin as a means of reducing the project-related risk of aquatic invasive species (Biota) transfer. The Biota WTP includes conventional water treatment, along with ultraviolet irradiation and chemical disinfection in the treatment process. This treatment occurs within the Missouri River Basin prior to the water being delivered via a buried pipeline to the City's WTP.

The State of North Dakota, through the State Water Commission, is the NAWS project owner. The construction and operation of NAWS is performed by the Department of Water Resources (DWR) for the SWC. SWC, through an agreement, contracts with the City to operate and maintain the Biota WTP.

B. Proposed Project

Compliance with the Boundary Water Treaty is a federal obligation and all costs associated with operating and maintaining the Biota WTP will be reimbursed by Reclamation. The City and DWR have submitted an official request for federal

assistance for the operation, maintenance and replacement of the NAWS Biota WTP. The submittal includes a cooperative work plan to establish budgets and a memo regarding staffing. The final cooperative agreement isn't expected to get final approval until sometime in September.

Water is expected to start flowing from Lake Sakakawea during the Summer of 2025. The Minot Water Plant has hired two operators so far to begin training staff as there was some funding included in the 2024 budget. To fully staff the Biota WTP will require 15 operators. The balance of the remaining operators is included in the 2025 budget request, however it is imperative that operators begin being brought online over the next year to ensure staff has had some training during the start-up operations at the Biota WTP. While the cooperative funding agreement won't be in place until later in 2024, expenditures for staff and equipment will qualify for "pre-award" funding and eligible for reimbursement.

C. Recommendation Detail

While a year may seem like a long time from now, it is a very condensed amount of time to hire and train a staff of 15 operators. A budget amendment is necessary to allocate funding in 2024 to begin hiring and training staff.

IV. IMPACT

A. Aspirations

Resilient and Prepared

B. Service/Delivery Impact:

The City has been working to get NAWS water to Minot for 20+ years. Having these staff members trained and ready will make it possible to bring the Biota WTP online in a timely manner. Bringing lake water into Minot will greatly improve water quality and reduce quantity concerns.

C. Fiscal Impact

Project Costs

Salaries and benefits for these positions are \$431,021 for remaining 6 months of 2024.

Project Funding

Funding for this level of staffing is included in the 2025 NAWS WTP budget. It is recommended these funds be pulled from cash reserves to allocate funding in 2024. These funds will be eligible for reimbursement once the cooperative agreement is approved by Reclamation.

VI. ALTERNATIVES

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
NAWS BIOTA PLANT DEPARTMENT REVENUES AND EXPENDITURES FOR THE
HIRING OF ADDITIONAL OPERATORS.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINOT:

- §1: An ordinance amending the 2024 annual budget to increase the NAWS Biota Plant department revenues and expenditures for the hiring of additional operators:

22000000-33100		\$431,021
22060100-41100		269,895
22060100-42100		129,408
22060100-42110		294
22060100-42210		3,207
22060100-42320		24,993
22060100-42700		2,063
22060100-42900		1,161

- §2: This ordinance shall be in effect from and after its passage and approval.

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk



TO: Mayor Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: July 15, 2024

SUBJECT: ORDINANCE UPDATE - CHAPTER 6 - PAWN AND SECONDHAND

I. RECOMMENDED ACTION

It is recommended City Council approve the ordinance repealing and reenacting Chapter 18, Article III, Division 6 (Pawnbrokers, Secondhand Dealers, Scrap Dealers, and Dealers in Precious Metals and Precious Gems).

II. DEPARTMENT CONTACT PERSONS

Mikayla McWilliams, City Clerk, 701-857-4752
John Klug, Chief of Police, 701-857-9800

III. DESCRIPTION

A. Background

City staff have been working on changing all the licensing and permitting to be electronic in the CityWorks software. One major change to the ordinance includes making this all one license with a \$500 yearly licensing fee. It has previously been \$250 for the first year and \$125 for all subsequent years. The change in the yearly fee is to help cover the software the pawnbrokers and secondhand dealers use to register their products. Once the ordinance is approved on second reading, city staff will start to process the licenses electronically.

B. Proposed Project

City staff has been working diligently on updating ordinances on permitting and licensing to enhance the licensing process using CityWorks. License holders will no longer have to turn in paperwork to City Hall for renewals.

C. Recommendation Detail

Secondhand and pawnbroker licenses renew every year for the calendar year. By reviewing this ordinance prior to the renewal process, City staff will have time to reach out to current license holders and educate on the new online system, which will allow for all renewals to be done electronically.

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

The annual licensing fee will be \$500, which would be deposited into the appropriate general fund revenue accounts.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

1. The City Council could not approve the changes in the ordinance.
2. The City Council could modify the changes made to the ordinance.



ORDINANCE NO. _____

AN ORDINANCE REPEALING AND REENACTING CHAPTER 18, ARTICLE III, DIVISION 6 (PAWNBROKERS, SECONDHAND DEALERS, SCRAP DEALERS, AND DEALERS IN PRECIOUS METALS AND PRECIOUS GEMS) CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA TO ALLOW THE CITY COUNCIL TO REGULATE PAWNBROKERS, SECONDHAND DEALERS, SCRAP DEALERS IN PRECIOUS METALS AND PRECIOUS GEMS, IN ORDER TO DETER ATTEMPTS TO DISPOSE OF STOLEN PROPERTY, TO AID IN THE APPREHENSION OF THEIVES OR RECEIVERS OF STOLEN PROPERTY, AND TO PROTECT THE GENERAL PUBLIC.

WHEREAS, the City of Minot is a political subdivision lawfully recognized in the state of North Dakota as a home rule city and possessing municipal powers and authority pursuant to its home rule charter and the provision of North Dakota Century Code (NDCC) § 40-05.1, as well as statutory provisions codified in NDCC 40-05-01; and

WHEREAS, the City of Minot has the authority, through its home rule charter, to adopt, amend, and repeal ordinances, resolutions, and regulations to carry out its governmental and proprietary powers and to provide for public health, safety, morals, and welfare, and penalties for a violation thereof, including the power to fix fees in the exercise of its governmental police powers; and

WHEREAS, the City Council desires to amend the existing Chapter 18, Article III, Division 6, Code of Ordinances, to create one license for each occupation, update license fees, modernize, and remove outdated language and bring the existing ordinance into alignment with current practices; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINOT:

§1 CHAPTER 18, ARTICLE III, DIVISION 6 (PAWNBROKERS, SECONDHAND DEALERS, SCRAP DEALERS, AND DEALERS IN PRECIOUS METALS AND PRECIOUS GEMS) CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA, is hereby repealed and reenacted as follows:

DIVISION 6. PAWNBROKERS, SECONDHAND DEALERS, SCRAP DEALERS, AND DEALERS IN PRECIOUS METALS AND PRECIOUS GEMS

Sec. 18-115. Purpose.

The purpose of this division is to regulate pawnbrokers, secondhand dealers, scrap dealers, and dealers in precious metals and precious gems, in order to deter attempts to dispose of stolen property, to aid in the apprehension of thieves or receivers of stolen property, and to protect the general public.

Additionally, in achieving this purpose of helping the Minot Police Department to better regulate current and future pawn businesses and other dealers, and to improve identification

of criminal activities through the timely collection and sharing of transaction information, this chapter also implements and establishes the required use of the LEADSONLINE system.

(Ord. No. 4231, § 1)

Sec. 18-116. Definitions; excluded transactions.

(a) For the purposes of this division, the following definitions are controlling:

Acquisition for resale includes both the purchase of goods and the receipt of the goods on consignment.

Chief of police includes ~~his~~ their designee.

City Clerk includes their designee.

Dealer in precious metals or precious gems means any person who engages in the business of acquiring for resale any precious metals or precious gems which were previously sold at retail, or coins, other than gold coins and numismatic coins.

Disqualified person means a person who or which:

- (1) Has been convicted in North Dakota of a criminal offense defined in (or which makes reference to) Chapter 12.1-22, Chapter 12.1-23, or Chapter 12.1-24 of the North Dakota Century Code (which chapters pertain to robbery, breaking and entering, various forms of theft, forgery, and counterfeiting).
- (2) Has been convicted in a jurisdiction other than North Dakota of a criminal offense which is analogous to one of those referenced in subsection (1) of this definition.
- (3) Has been convicted of two (2) violations of this division within a period of thirty-six (36) consecutive months. The conviction of more than one (1) count of an offense in one (1) prosecution shall be deemed to be a conviction of two (2) violations of this division.

Licensee means all pawnbrokers, secondhand dealers, ~~or~~ scrap dealers, or dealers in precious metals and precious gems which are required to be licensed by this chapter.

Pawnbroker means any person, who loans money on deposit or pledge of tangible personal property or by the purchase of the property on the expressed or implied agreement or condition that the property will be sold back again at a stipulated price.

Regulated transaction means any and all purchases, loans, pawns, trades, or consignments made by a licensee.

Reportable transaction means every transaction conducted by a licensee in which merchandise is received through a pawn, purchase, consignment or trade, or for which a unique transaction number or identifier is generated by their point-of-sale software, or any other type of transaction recording method. Reportable transactions include, but are not limited to:

- (1) Any transactions conducted through, or on behalf of, a licensed pawnbroker;
- (2) Any transactions involving property with a trademark, identification number, serial number, model number, brand name or other identifying mark;
- (3) Any transaction in which a weapon was pawned or purchased for resale;

-
- (4) Any transaction in which an electronic item was pawned or purchased for resale;
 - (5) Any transaction in which jewelry or precious metal was pawned or purchased for resale.

Secondhand dealer means any person who engages in the business of acquiring for resale consumer goods, which consumer goods previously were sold at retail in a prior transaction, and to which a transaction relating to the consumer goods would be a reportable transaction as defined by this chapter.

Scrap dealer means any person who maintains a store, shop, or place of business where purchases are made of used metals, scrap iron, scrap batteries, rags, bottles, bones, or scrap of any kind, nature or description for the purpose of resale either at retail or otherwise.

(b) The following transactions are excluded from the scope of this division:

- (1) The trade-in of a used article as partial payment for a new article of greater value.
- (2) The acquisition for resale of used consumer goods for the purpose of reselling them at a casual and occasional sale conducted in the garage or on some other portion of the personal residential premises of the person receiving the goods, which premises must be zoned residential. A typical "garage sale" is contemplated herein.
- (3) The acquisition for resale of a used motor vehicle, which motor vehicle would be eligible for a registration under the laws of the State of North Dakota if it were in good repair, whether it is in fact registered or not.
- (4) The acquisition for resale of any goods by a nonprofit corporation or nonprofit association recognized as such by the Internal Revenue Service or by a bona fide fraternal or bona fide religious organization or association.
- (5) The acquisition for resale of goods if the resale of such goods is not to be made to persons who will be the ultimate consumers of the goods; in other words, wholesalers are excluded from this division when doing business as wholesalers.
- (6) The acquisition for resale of goods purchased from a decedent's estate, purchased at a public auction conducted by a licensed auctioneer, or acquired in a transaction subject to court supervision and approval.
- (7) The acquisition for resale of goods in which the purchaser initially solicits the sale or consignment from the seller at a coin show or antique show wherein the seller is displaying goods in conjunction with other collectors of the same types of goods.
- (8) The acquisition for resale of an ingot of precious metal, including but not limited to, gold, silver, platinum, which ingot bears a stamp or other marking indicating or reflecting:
 - a. The government, governmental agency, private corporation, or banking institution issuing or producing the ingot;
 - b. An indication of the quantity of metal contained in the ingot; and
 - c. The seal of the issuing party.
- (9) The acquisition for resale of coins, precious metals or precious gems and currency by any banking institution or like entity regulated by the state or federal government or both.

(10) The acquisition for resale of goods from a bona fide manufacturer or wholesaler of such goods.

(Ord. No. 4231, § 1; Ord. No. 4794; Ord. No. 4819, §§ 1, 2)

Sec. 18-117. License required; disqualification.

- (a) The applicability of any of the exemptions set forth in subsection (b) shall be an affirmative defense concerning which the defendant in a prosecution under this division shall have the burden of producing evidence and the burden of persuasion.
- (b) No person shall engage in the business of a pawnbroker or secondhand dealer, scrap dealer, or dealer of precious metals or precious gems, in the city without first obtaining a license from the city clerk. ~~A separate license is required for each occupation. An application for license shall be made upon a form prepared and provided by~~ to the city clerk. To the extent applicable, the applicant under oath shall provide the following information:
- (1) The applicant's full name, ~~age~~ date of birth, residence, present and previous occupations, ~~Social Security Number~~, driver's license number and state of issuance thereof. If the applicant has multiple owners or multiple employees, the application shall contain also the above information for all owners and employees.
 - (2) The address of the place of business of the applicant and ~~his~~ their mailing address.
 - (3) The type(s) of business being conducted.
 - ~~(3)~~ (4) Such other information as the city clerk or the chief of police reasonably shall find necessary to affect the general purpose of this division.
- (c) No disqualified person shall be eligible for a license, nor shall a person be eligible for a license that employs or proposes to employ a disqualified person to assist in the conduct of the licensed activity.

(Ord. No. 4231, § 1)

Sec. 18-118. Investigation by chief of police.

Upon receipt by the city clerk of an application for a license as provided for herein, the chief of police shall cause an investigation to be made of the applicant and ~~his~~ their employees, the results of which shall be certified to the city clerk.

(Ord. No. 4231, § 1)

Sec. 18-119. License fees; term.

- (a) The license fee for a license required by this division, shall be as follows:
- (1) ~~Two hundred and fifty~~ Five hundred dollars (\$~~2500.00~~ 2500.00) for any ~~new or first time~~ license or renewal.
 - (2) ~~One hundred and twenty-five dollars (\$125.00) annually for license renewal. Fees shall not be prorated.~~
- (b) The term of any licenses issued under this division, shall be valid and effective until December 31 of the year for which the license applies.

(Ord. No. 4231, § 1)

Sec. 18-120. License transferability, posting and procedure for suspension or revocation of license.

- (a) Any license issued under this division shall not be transferable.
- (b) Any licensee under this division shall cause a certificate of the license to be displayed at all times in a conspicuous place in the place of business described in the application. Should any licensee under this division operate more than one place of business under the same license, a certified copy of the certificate of license shall be displayed in each additional place of business.
- (c) The city manager may revoke or suspend any license issued hereunder for failure to comply with state or federal law or municipal ordinances or any regulation promulgated pursuant to the aforesaid, or because circumstances occur whereunder the licensee, viewed as an applicant and not a licensee, would be ineligible for a license under subsection 18-117(b). The licensee shall be given notice and opportunity to be heard at a hearing prior to the revocation or suspension of his license; the notice is to be given not less than five (5) days prior to such hearing. The notice of hearing shall set forth the grounds and reasons for the contemplated revocation or suspension of the license and shall further state the time and location of the hearing thereon. Upon completion of the hearing, the city manager may either dismiss the suspension or revocation request, order the suspension of the license for a period not to exceed ninety (90) days, or revoke the license.

(Ord. No. 4231, § 1)

Sec. 18-121. Bond.

The licensee shall furnish a good and sufficient bond, with a surety to be approved by the city ~~auditor~~ clerk, in the sum of five thousand dollars (\$5,000.00), conditioned on the faithful observance of this division and conditioned on the safekeeping or return of all articles held in pledge. This bond shall be in addition to any bonds required by the State of North Dakota or Ward County.

(Ord. No. 4231, § 1)

Sec. 18-122. Records and accurate reporting required.

- (a) At the time of any reportable transaction other than renewals, extensions, or redemptions, every licensee must immediately record in English the following information by using ink or other indelible medium on forms or in a computerized record approved by the chief of police. Such record shall specifically include:
 - (1) A complete and accurate description of each item including, but not limited to, any trademark, identification number, serial number, model number, brand name or other identifying mark on such an item.
 - (2) A digital photograph of any item which is pawned or purchased as well as a digital photograph of the person pawning the item to be attached to the LEADSONLINE transaction record.

-
- (3) The purchase price, amount of money loaned upon, or pledged.
 - (4) The maturity date of the transaction and the amount due, including monthly and annual interest rates and all pawn fees and charges.
 - (5) Date, time, and place the item of property was received by the licensee, and the unique alpha and/or numeric transaction identifier that distinguishes it from all other transactions in the licensee's records.
 - (6) Full name, current residence address and phone number, date of birth and accurate description of the person from whom the item of the property was received including sex, height, weight, race, color of eyes, and color of hair.
 - (7) The identification number and state of issue of a current government photo driver's license or state photo identification card.
 - (8) The signature of the person identified in the transaction.
 - (9) Renewals, extensions, and redemptions. For renewals, extensions and redemption, the licensee shall provide the original transaction identifier, the date of the current transaction, and the type of transaction.
 - (10) Inspection of records. Transaction records must at all reasonable times be open to inspection by the Minot Police Department during the licensee's business hours. Data entries shall be retained for at least three (3) years from the date of the transaction.
- (b) Daily reports to the Minot Police Department. Licensees must submit every reportable transaction to the Minot Police Department daily in the following manner:
- (1) Licensees must provide to the Minot Police Department all information required in section 18-22 [18-122], sections 1—7 [(a)(1)—(7)], and other required information, by transferring it from their computer to the LEADSONLINE system. All required records must be transmitted completely and accurately each day in accordance with the standards and procedures established by the issuing authority. If a licensee is unable to successfully transfer the required information to LEADSONLINE, the licensee must provide the Minot Police Department printed copies of all reportable transactions, by 12:00 [p.m.] the next business day. The licensee must make all reasonable efforts to correct the problem as soon as possible.
 - (2) Regardless of the cause or origin of the technical problems that prevented the licensee from uploading their reportable transactions, upon correction of the problem, the licensee shall upload every reportable transaction from every business day since the problem existed.
 - (3) No person shall knowingly make or enter any false or unintelligible entry or record, or make any entry or record which he/she has reason to believe is untrue, in the entries or records required to be kept by this division.

(Ord. No. 4231, § 1)

Sec. 18-123. Pawn tickets; pawned property to be held for specified periods.

- (a) At the time of receiving a pledge and upon the subsequent renewal of a loan, a pawnbroker shall deliver to the pledge or his agent a pawn ticket, which pawn ticket shall be serially numbered, and which shall contain the following information:
- (1) The name and address of the pawnbroker;

-
- (2) A generic description of the pledge, with such particular details of description noted whenever possible in order to distinguish the item from others;
 - (3) The date and time of transaction; and
 - (4) The amount, duration, and terms of the loan.
- (b) The pawnbroker may insert on the pawn ticket other terms, conditions, or items of information that are not inconsistent with the provisions of this division.
 - (c) The pawnbroker may not allow an item to be redeemed until the passage of three (3) working days, excluding Saturdays, Sundays, and holidays, following the day when the reporting required by subsection 18-122(b) is accomplished, except on a written release from the chief of police. For example, barring such release, an item pledged on a Thursday and reported to the city police department on the following Friday may not be redeemed until the next Thursday.
 - (d) Every item of any kind or description which is taken by a pawnbroker as a pledge and not redeemed shall be held by the pawnbroker for a minimum period of thirty (30) days before the pledge is foreclosed or enforced and the item offered for sale.
- (Ord. No. 4231, § 1)

Sec. 18-124. Holding period; exceptions.

Any licensee who shall acquire any goods, other than as a pledge, shall keep the goods in his possession until the passage of three (3) working days, excluding Saturdays, Sundays, and holidays, following the day when the reporting required by subsection 18-122(b) is accomplished, except on written release from the chief of police. Although the licensee is required to keep possession of the property for a specified period of time hereunder, he is free to sell the goods and to transfer whatever title he might have in the goods to the purchaser, provided that he does not surrender up possession of the goods during the required holding period. Goods, as used herein, refer to one (1) item or a group or set of related items collectively, as in a set of silverware.

(Ord. No. 4231, § 1)

Sec. 18-125. Unlawful transactions.

- (a) No licensee shall acquire property either as a pledge or for resale from a person under eighteen (18) years of age.
- (b) No licensee shall conceal, secrete, or destroy any article acquired by him as a pledge or for resale with the intent of preventing identification thereof by law enforcement authorities.
- (c) No licensee shall refuse, resist, or attempt to prevent any city police officer from examining the licensed premises and its contents during business hours for the purpose of discovering stolen property.

(Ord. No. 4231, § 1; Ord. No. 4794)

Sec. 18-126. Authority of the Minot City Police Department.

Notwithstanding the provisions of section 18-124, the chief of police may order an:

-
- (a) *Investigative hold.* Whenever a law enforcement official from any agency notifies a licensee not to sell an item, the item must not be sold or removed from the premises. The investigative hold shall be confirmed in writing by the originating agency within seventy-two (72) hours and will remain in effect for fifteen (15) days from the date of initial notification, or until the investigative order is canceled, or until an order to hold/confiscate is issued, whichever comes first.
- (b) *Order to hold.* Whenever the chief of police, or the chief's designee, notifies a licensee not to sell an item, the item must not be sold or removed from the licensed premises until authorized to be released by the chief or the chief's designee. The order to hold shall expire ninety (90) days from the date it is placed unless the chief of police or the chief's designee determines the hold is still necessary and notifies the licensee in writing.
- (c) *Order to confiscate.* If an item is identified as stolen or evidence in a criminal case, the chief or chief's designee may:
- (1) Physically confiscate and remove it from the shop, pursuant to a written order from the chief or the chief's designee, or
 - (2) Place the item on hold or extend the hold as provided in subsection (b), and leave it in the shop.

When an item is confiscated, the person doing so shall provide identification upon request of the licensee, and shall provide the licensee the name and phone number of the confiscating agency and investigator, and the case number related to the confiscation. When an order to hold/confiscate is no longer necessary, the chief of police, or chief's designee, shall so notify the licensee.

(Ord. No. 4231, § 1)

Sec. 18-127. Penalty.

Any person, firm or corporation violating the terms of this chapter, except as provided in subsection 18-116(b), shall upon conviction thereof, be guilty of a Class B misdemeanor, and punished by a fine not to exceed five hundred dollars (\$500.00) and imprisonment not to exceed thirty (30) days, or by both such fine and imprisonment. (Ref. section 1-8)

(Ord. No. 4231, § 1)

§2 This ordinance shall become effective upon final passage and approval.

Passed and adopted this ____ day of _____, 2024.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Thomas Ross, Mayor



ORDINANCE NO. _____

AN ORDINANCE REPEALING AND REENACTING CHAPTER 18, ARTICLE III, DIVISION 6 (PAWNBROKERS, SECONDHAND DEALERS, SCRAP DEALERS, AND DEALERS IN PRECIOUS METALS AND PRECIOUS GEMS) CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA TO ALLOW THE CITY COUNCIL TO REGULATE PAWNBROKERS, SECONDHAND DEALERS, SCRAP DEALERS IN PRECIOUS METALS AND PRECIOUS GEMS, IN ORDER TO DETER ATTEMPTS TO DISPOSE OF STOLEN PROPERTY, TO AID IN THE APPREHENSION OF THEIVES OR RECEIVERS OF STOLEN PROPERTY, AND TO PROTECT THE GENERAL PUBLIC.

WHEREAS, the City of Minot is a political subdivision lawfully recognized in the state of North Dakota as a home rule city and possessing municipal powers and authority pursuant to its home rule charter and the provision of North Dakota Century Code (NDCC) § 40-05.1, as well as statutory provisions codified in NDCC 40-05-01; and

WHEREAS, the City of Minot has the authority, through its home rule charter, to adopt, amend, and repeal ordinances, resolutions, and regulations to carry out its governmental and proprietary powers and to provide for public health, safety, morals, and welfare, and penalties for a violation thereof, including the power to fix fees in the exercise of its governmental police powers; and

WHEREAS, the City Council desires to amend the existing Chapter 18, Article III, Division 6, Code of Ordinances, to create one license for each occupation, update license fees, modernize, and remove outdated language and bring the existing ordinance into alignment with current practices; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINOT:

§1 CHAPTER 18, ARTICLE III, DIVISION 6 (PAWNBROKERS, SECONDHAND DEALERS, SCRAP DEALERS, AND DEALERS IN PRECIOUS METALS AND PRECIOUS GEMS) CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA, is hereby repealed and reenacted as follows:

DIVISION 6. PAWNBROKERS, SECONDHAND DEALERS, SCRAP DEALERS, AND DEALERS IN PRECIOUS METALS AND PRECIOUS GEMS

Sec. 18-115. Purpose.

The purpose of this division is to regulate pawnbrokers, secondhand dealers, scrap dealers, and dealers in precious metals and precious gems, in order to deter attempts to dispose of stolen property, to aid in the apprehension of thieves or receivers of stolen property, and to protect the general public.

Additionally, in achieving this purpose of helping the Minot Police Department to better regulate current and future pawn businesses and other dealers, and to improve identification

of criminal activities through the timely collection and sharing of transaction information, this chapter also implements and establishes the required use of the LEADSONLINE system.

(Ord. No. 4231, § 1)

Sec. 18-116. Definitions; excluded transactions.

(a) For the purposes of this division, the following definitions are controlling:

Acquisition for resale includes both the purchase of goods and the receipt of the goods on consignment.

Chief of police includes their designee.

City Clerk includes their designee.

Dealer in precious metals or precious gems means any person who engages in the business of acquiring for resale any precious metals or precious gems which were previously sold at retail, or coins, other than gold coins and numismatic coins.

Disqualified person means a person who or which:

- (1) Has been convicted in North Dakota of a criminal offense defined in (or which makes reference to) Chapter 12.1-22, Chapter 12.1-23, or Chapter 12.1-24 of the North Dakota Century Code (which chapters pertain to robbery, breaking and entering, various forms of theft, forgery, and counterfeiting).
- (2) Has been convicted in a jurisdiction other than North Dakota of a criminal offense which is analogous to one of those referenced in subsection (1) of this definition.
- (3) Has been convicted of two (2) violations of this division within a period of thirty-six (36) consecutive months. The conviction of more than one (1) count of an offense in one (1) prosecution shall be deemed to be a conviction of two (2) violations of this division.

Licensee means all pawnbrokers, secondhand dealers, scrap dealers, or dealers in precious metals and precious gems_which are required to be licensed by this chapter.

Pawnbroker means any person, who loans money on deposit or pledge of tangible personal property or by the purchase of the property on the expressed or implied agreement or condition that the property will be sold back again at a stipulated price.

Regulated transaction means any and all purchases, loans, pawns, trades, or consignments made by a licensee.

Reportable transaction means every transaction conducted by a licensee in which merchandise is received through a pawn, purchase, consignment or trade, or for which a unique transaction number or identifier is generated by their point-of-sale software, or any other type of transaction recording method. Reportable transactions include, but are not limited to:

- (1) Any transactions conducted through, or on behalf of, a licensed pawnbroker;
- (2) Any transactions involving property with a trademark, identification number, serial number, model number, brand name or other identifying mark;
- (3) Any transaction in which a weapon was pawned or purchased for resale;

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- (4) Any transaction in which an electronic item was pawned or purchased for resale;
 - (5) Any transaction in which jewelry or precious metal was pawned or purchased for resale.

Secondhand dealer means any person who engages in the business of acquiring for resale consumer goods, which consumer goods previously were sold at retail in a prior transaction, and to which a transaction relating to the consumer goods would be a reportable transaction as defined by this chapter.

Scrap dealer means any person who maintains a store, shop, or place of business where purchases are made of used metals, scrap iron, scrap batteries, rags, bottles, bones, or scrap of any kind, nature or description for the purpose of resale either at retail or otherwise.

(b) The following transactions are excluded from the scope of this division:

- (1) The trade-in of a used article as partial payment for a new article of greater value.
- (2) The acquisition for resale of used consumer goods for the purpose of reselling them at a casual and occasional sale conducted in the garage or on some other portion of the personal residential premises of the person receiving the goods, which premises must be zoned residential. A typical "garage sale" is contemplated herein.
- (3) The acquisition for resale of a used motor vehicle, which motor vehicle would be eligible for a registration under the laws of the State of North Dakota if it were in good repair, whether it is in fact registered or not.
- (4) The acquisition for resale of any goods by a nonprofit corporation or nonprofit association recognized as such by the Internal Revenue Service or by a bona fide fraternal or bona fide religious organization or association.
- (5) The acquisition for resale of goods if the resale of such goods is not to be made to persons who will be the ultimate consumers of the goods; in other words, wholesalers are excluded from this division when doing business as wholesalers.
- (6) The acquisition for resale of goods purchased from a decedent's estate, purchased at a public auction conducted by a licensed auctioneer, or acquired in a transaction subject to court supervision and approval.
- (7) The acquisition for resale of goods in which the purchaser initially solicits the sale or consignment from the seller at a coin show or antique show wherein the seller is displaying goods in conjunction with other collectors of the same types of goods.
- (8) The acquisition for resale of an ingot of precious metal, including but not limited to, gold, silver, platinum, which ingot bears a stamp or other marking indicating or reflecting:
 - a. The government, governmental agency, private corporation, or banking institution issuing or producing the ingot;
 - b. An indication of the quantity of metal contained in the ingot; and
 - c. The seal of the issuing party.
- (9) The acquisition for resale of coins, precious metals or precious gems and currency by any banking institution or like entity regulated by the state or federal government or both.

(10) The acquisition for resale of goods from a bona fide manufacturer or wholesaler of such goods.

(Ord. No. 4231, § 1; Ord. No. 4794; Ord. No. 4819, §§ 1, 2)

Sec. 18-117. License required; disqualification.

- (a) The applicability of any of the exemptions set forth in subsection (b) shall be an affirmative defense concerning which the defendant in a prosecution under this division shall have the burden of producing evidence and the burden of persuasion.
- (b) No person shall engage in the business of a pawnbroker or secondhand dealer, scrap dealer, or dealer of precious metals or precious gems, in the city without first obtaining a license from the city clerk. An application for license shall be made to the city clerk. To the extent applicable, the applicant under oath shall provide the following information:
 - (1) The applicant's full name, date of birth, residence, present and previous occupations, driver's license number and state of issuance thereof. If the applicant has multiple owners or multiple employees, the application shall contain also the above information for all owners and employees.
 - (2) The address of the place of business of the applicant and their mailing address.
 - (3) The type(s) of business being conducted.
 - (4) Such other information as the city clerk or the chief of police reasonably shall find necessary to affect the general purpose of this division.
- (c) No disqualified person shall be eligible for a license, nor shall a person be eligible for a license that employs or proposes to employ a disqualified person to assist in the conduct of the licensed activity.

(Ord. No. 4231, § 1)

Sec. 18-118. Investigation by chief of police.

Upon receipt by the city clerk of an application for a license as provided for herein, the chief of police shall cause an investigation to be made of the applicant and their employees, the results of which shall be certified to the city clerk.

(Ord. No. 4231, § 1)

Sec. 18-119. License fees; term.

- (a) The license fee for a license required by this division, shall be as follows:
 - (1) Five hundred dollars (\$500.00) for any first-time license or renewal.
 - (2) Fees shall not be prorated.
- (b) The term of any licenses issued under this division, shall be valid and effective until December 31 of the year for which the license applies.

(Ord. No. 4231, § 1)

Sec. 18-120. License transferability, posting and procedure for suspension or revocation of license.

- (a) Any license issued under this division shall not be transferable.
- (b) Any licensee under this division shall cause a certificate of the license to be displayed at all times in a conspicuous place in the place of business described in the application. Should any licensee under this division operate more than one place of business under the same license, a certified copy of the certificate of license shall be displayed in each additional place of business.
- (c) The city manager may revoke or suspend any license issued hereunder for failure to comply with state or federal law or municipal ordinances or any regulation promulgated pursuant to the aforesaid, or because circumstances occur whereunder the licensee, viewed as an applicant and not a licensee, would be ineligible for a license under subsection 18-117(b). The licensee shall be given notice and opportunity to be heard at a hearing prior to the revocation or suspension of his license; the notice is to be given not less than five (5) days prior to such hearing. The notice of hearing shall set forth the grounds and reasons for the contemplated revocation or suspension of the license and shall further state the time and location of the hearing thereon. Upon completion of the hearing, the city manager may either dismiss the suspension or revocation request, order the suspension of the license for a period not to exceed ninety (90) days, or revoke the license.

(Ord. No. 4231, § 1)

Sec. 18-121. Bond.

The licensee shall furnish a good and sufficient bond, with a surety to be approved by the city clerk, in the sum of five thousand dollars (\$5,000.00), conditioned on the faithful observance of this division and conditioned on the safekeeping or return of all articles held in pledge. This bond shall be in addition to any bonds required by the State of North Dakota or Ward County.

(Ord. No. 4231, § 1)

Sec. 18-122. Records and accurate reporting required.

- (a) At the time of any reportable transaction other than renewals, extensions, or redemptions, every licensee must immediately record in English the following information by using ink or other indelible medium on forms or in a computerized record approved by the chief of police. Such record shall specifically include:
 - (1) A complete and accurate description of each item including, but not limited to, any trademark, identification number, serial number, model number, brand name or other identifying mark on such an item.
 - (2) A digital photograph of any item which is pawned or purchased as well as a digital photograph of the person pawning the item to be attached to the LEADSONLINE transaction record.
 - (3) The purchase price, amount of money loaned upon, or pledged.

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- (4) The maturity date of the transaction and the amount due, including monthly and annual interest rates and all pawn fees and charges.
 - (5) Date, time, and place the item of property was received by the licensee, and the unique alpha and/or numeric transaction identifier that distinguishes it from all other transactions in the licensee's records.
 - (6) Full name, current residence address and phone number, date of birth and accurate description of the person from whom the item of the property was received including sex, height, weight, race, color of eyes, and color of hair.
 - (7) The identification number and state of issue of a current government photo driver's license or state photo identification card.
 - (8) The signature of the person identified in the transaction.
 - (9) Renewals, extensions, and redemptions. For renewals, extensions and redemption, the licensee shall provide the original transaction identifier, the date of the current transaction, and the type of transaction.
 - (10) Inspection of records. Transaction records must at all reasonable times be open to inspection by the Minot Police Department during the licensee's business hours. Data entries shall be retained for at least three (3) years from the date of the transaction.
- (b) Daily reports to the Minot Police Department. Licensees must submit every reportable transaction to the Minot Police Department daily in the following manner:
- (1) Licensees must provide to the Minot Police Department all information required in section 18-22 [18-122], sections 1—7 [(a)(1)—(7)], and other required information, by transferring it from their computer to the LEADSONLINE system. All required records must be transmitted completely and accurately each day in accordance with the standards and procedures established by the issuing authority. If a licensee is unable to successfully transfer the required information to LEADSONLINE, the licensee must provide the Minot Police Department printed copies of all reportable transactions, by 12:00 [p.m.] the next business day. The licensee must make all reasonable efforts to correct the problem as soon as possible.
 - (2) Regardless of the cause or origin of the technical problems that prevented the licensee from uploading their reportable transactions, upon correction of the problem, the licensee shall upload every reportable transaction from every business day since the problem existed.
 - (3) No person shall knowingly make or enter any false or unintelligible entry or record, or make any entry or record which he/she has reason to believe is untrue, in the entries or records required to be kept by this division.

(Ord. No. 4231, § 1)

Sec. 18-123. Pawn tickets; pawned property to be held for specified periods.

- (a) At the time of receiving a pledge and upon the subsequent renewal of a loan, a pawnbroker shall deliver to the pledge or his agent a pawn ticket, which pawn ticket shall be serially numbered, and which shall contain the following information:
- (1) The name and address of the pawnbroker;

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- (2) A generic description of the pledge, with such particular details of description noted whenever possible in order to distinguish the item from others;
 - (3) The date and time of transaction; and
 - (4) The amount, duration, and terms of the loan.
- (b) The pawnbroker may insert on the pawn ticket other terms, conditions, or items of information that are not inconsistent with the provisions of this division.
 - (c) The pawnbroker may not allow an item to be redeemed until the passage of three (3) working days, excluding Saturdays, Sundays, and holidays, following the day when the reporting required by subsection 18-122(b) is accomplished, except on a written release from the chief of police. For example, barring such release, an item pledged on a Thursday and reported to the city police department on the following Friday may not be redeemed until the next Thursday.
 - (d) Every item of any kind or description which is taken by a pawnbroker as a pledge and not redeemed shall be held by the pawnbroker for a minimum period of thirty (30) days before the pledge is foreclosed or enforced and the item offered for sale.
- (Ord. No. 4231, § 1)

Sec. 18-124. Holding period; exceptions.

Any licensee who shall acquire any goods, other than as a pledge, shall keep the goods in his possession until the passage of three (3) working days, excluding Saturdays, Sundays, and holidays, following the day when the reporting required by subsection 18-122(b) is accomplished, except on written release from the chief of police. Although the licensee is required to keep possession of the property for a specified period of time hereunder, he is free to sell the goods and to transfer whatever title he might have in the goods to the purchaser, provided that he does not surrender up possession of the goods during the required holding period. Goods, as used herein, refer to one (1) item or a group or set of related items collectively, as in a set of silverware.

(Ord. No. 4231, § 1)

Sec. 18-125. Unlawful transactions.

- (a) No licensee shall acquire property either as a pledge or for resale from a person under eighteen (18) years of age.
- (b) No licensee shall conceal, secrete, or destroy any article acquired by him as a pledge or for resale with the intent of preventing identification thereof by law enforcement authorities.
- (c) No licensee shall refuse, resist, or attempt to prevent any city police officer from examining the licensed premises and its contents during business hours for the purpose of discovering stolen property.

(Ord. No. 4231, § 1; Ord. No. 4794)

Sec. 18-126. Authority of the Minot City Police Department.

Notwithstanding the provisions of section 18-124, the chief of police may order an:

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- (a) *Investigative hold.* Whenever a law enforcement official from any agency notifies a licensee not to sell an item, the item must not be sold or removed from the premises. The investigative hold shall be confirmed in writing by the originating agency within seventy-two (72) hours and will remain in effect for fifteen (15) days from the date of initial notification, or until the investigative order is canceled, or until an order to hold/confiscate is issued, whichever comes first.
 - (b) *Order to hold.* Whenever the chief of police, or the chief's designee, notifies a licensee not to sell an item, the item must not be sold or removed from the licensed premises until authorized to be released by the chief or the chief's designee. The order to hold shall expire ninety (90) days from the date it is placed unless the chief of police or the chief's designee determines the hold is still necessary and notifies the licensee in writing.
 - (c) *Order to confiscate.* If an item is identified as stolen or evidence in a criminal case, the chief or chief's designee may:
 - (1) Physically confiscate and remove it from the shop, pursuant to a written order from the chief or the chief's designee, or
 - (2) Place the item on hold or extend the hold as provided in subsection (b), and leave it in the shop.

When an item is confiscated, the person doing so shall provide identification upon request of the licensee, and shall provide the licensee the name and phone number of the confiscating agency and investigator, and the case number related to the confiscation. When an order to hold/confiscate is no longer necessary, the chief of police, or chief's designee, shall so notify the licensee.

(Ord. No. 4231, § 1)

Sec. 18-127. Penalty.

Any person, firm or corporation violating the terms of this chapter, except as provided in subsection 18-116(b), shall upon conviction thereof, be guilty of a Class B misdemeanor, and punished by a fine not to exceed five hundred dollars (\$500.00) and imprisonment not to exceed thirty (30) days, or by both such fine and imprisonment. (Ref. section 1-8)

(Ord. No. 4231, § 1)

§2 This ordinance shall become effective upon final passage and approval.

Passed and adopted this ____ day of _____, 2024.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Thomas Ross, Mayor



TO: Mayor Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: July 15, 2024

SUBJECT: MEN'S WINTER REFUGE LEASE RENEWAL

I. RECOMMENDED ACTION

It is recommended City Council approve the renewal of the lease between the City of Minot and Men's Winter Refuge and authorize the Mayor to sign.

II. DEPARTMENT CONTACT PERSONS

Harold Stewart, City Manager, 701-857-4721

III. DESCRIPTION

A. Background

The City Council originally entered into a lease with regard to the City property located at 1038 43rd Street SE on August 1, 2014 with Men's Winter Refuge (MWR) for a term of five years. The current lease is set to expire on July 31, 2024.

The MWR operates a 15 bed homeless shelter at this location and the organization provides shelter, food, clothing, transportation, and basic nursing care for homeless men. Beyond that, MWR assists other individuals with non-shelter services, including emergency motel stays, emergency travel assistance, dispersal of donated clothing, and transportation to the local food pantry. The lease of City property enables MWR to provide these services to homeless men and other needy individuals in the Minot community.

B. Proposed Project

N/A

C. Recommendation Detail

The current lease is set to expire on July 31, 2024.

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

The fiscal consideration for the lease is \$1.00 annually.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

The City Council could discuss and consider other options or the City Council could direct no action be taken at this time, which would result in the expiration of the current lease.



LEASE AGREEMENT

THIS LEASE AGREEMENT ("Agreement") is made and entered into this _____ day of _____, 2024 by and between the City of Minot ("Landlord"), whose address is 10 – 3rd Ave. SW, PO Box 5006, Minot, ND 58702, and the Men's Winter Refuge, a non-profit corporation whose address is 1038 – 43rd St. SE, Minot, ND 58701 ("Tenant"). The parties agree:

1. **TERM.** The term of this Agreement is five (5) years, beginning **August 1, 2024** and ending **July 31, 2029** ("Initial Term").

- (a) **Option to Renew.** Provided that Tenant is not in default of performance of the Agreement, and the Agreement has not been terminated by either Party, Tenant shall have the option to renew the lease for three (3) additional one (1) year terms ("Renewal Term"). The option to renew the lease shall be exercised by written notice to the Landlord not less than sixty (60) days prior to the expiration of the Initial Term or Renewal Term, whichever is applicable.

2. **SCOPE OF LEASE.** Landlord, in consideration of the rent to be paid and the obligations and covenants to be performed by Tenant, hereby leases to Tenant the following described premises ("Premises") situated in the city of Minot, county of Ward, and state of North Dakota:

Building and lot located at 1038 43rd Street SE, Minot, North Dakota
Township 155 North, Range 82 West, Section 28: Outlot 17 of the
N1/2NW1/4

An approximate floor plan of the Premises is attached and incorporated into this Agreement as Exhibit A (____ pages).

3. **CONSIDERATION.** Tenant, in consideration for use of the Landlord's Premises during the Initial Term and any Renewal Term of this Agreement and obligations to be performed by Landlord, hereby agrees to pay rent and additional consideration to Landlord as follows:

- (a) **RENT.** Tenant agrees to pay Landlord \$1.00 annually as rent for the Premises with the first payment to be made on or before August 1, 2024, and each succeeding payment to be made on or before August 1 of each succeeding year during the Initial Term and any Renewal Term.

- (b) **ADDITIONAL CONSIDERATION.** In addition to Rent, Tenant also covenants and agrees to use the premises as a homeless shelter to shelter homeless men from October 1 through the end of May each year.

4. **USE OF PREMISES.** The Premises shall be used and occupied by Tenant, as a homeless shelter to shelter homeless men from October 1 through the end of May each year. Tenant may also use the premises as an office for Tenant's Executive Director and Tenant's staff and volunteers. The Premises should not be used for any other use, without first receiving the written consent of Landlord. Tenant shall comply with any and all laws, ordinances,

rules and orders of any and all governmental authorities affecting the cleanliness, use, occupancy and preservation of the Premises.

5. **LANDLORD OBLIGATIONS.** Landlord agrees:

- (a) To maintain the roof, exterior walls, and structural portions of the premises except any damage thereto caused by any act or negligence of the Tenant, its employees, agents, invitees, or contractors, in which event such damage shall be promptly repaired by Tenant; and
- (b) To comply at its own expense with all federal, state, county, and city laws and ordinances and all lawful rules, regulations, or orders of any duly constituted authority, present or future, affecting the Premises.

6. **TENANT OBLIGATIONS.** Tenant agrees that during the Initial Term and any Renewal Term of this agreement, it will:

- (a) Pay the rent when due; and
- (b) Pay any real estate taxes or special assessments that may be applied to the Premises, including any paving, sewer, water, storm sewer, and streetlighting districts certified to the County treasurer for collection against the Premises;
- (c) Pay for all utilities servicing the Premises, including water, sewer, heat/air-conditioning, electricity, telephone installation and/or services, internet installation and/or services, and garbage collection above and beyond standard City garbage collection (e.g., bulk items; dumpsters; etc.); and
- (d) At all times use the site as a homeless shelter for men from October 1 through the end of May each year; and
- (e) At its sole cost and expense, maintain in good condition and make repairs, restorations, and replacements to the leased premises, including without limitation, the interior walls, floors, and ceilings, the exterior and interior portions of all doors, windows, glass, utility facilities, plumbing and sewage facilities within the building or under the floor slab including free flow up to the main sewer line, parking areas, landscaping, painting, fixtures, heating, air conditioning including exterior mechanical equipment, exterior utility facilities, and exterior electrical equipment serving the premises, and the fixtures and appurtenances to the premises as and when needed to preserve them in good working order and condition. Tenant shall maintain and make all repairs, replacements and renewals, whether ordinary or extraordinary, seen or unforeseen to maintain the premises, except for the roof, exterior walls and structural portions of premises as set forth above. All such repairs, restorations, and replacements will be in quality and workmanship equal to or better than the original work or installations.
- (f) Perform all regular and necessary building maintenance and janitorial services needed to maintain the Premises in as reasonably same a condition as at the commencement of this Lease, excepting reasonable wear and tear, or damage by fire or other unavoidable casualty. Specific building maintenance expectations explicitly include, but are not limited to, performing regular snow removal, landscaping, weed control, and lawn care; and
- (g) Maintain at its own expense and assume responsibility for all equipment, furniture, and fixtures installed at the Premises by Tenant; and
- (h) Contract for or provide reasonable staffing and security for the Premises during times it is operated as a homeless shelter; and

- (i) Not make any unlawful, improper, or offensive use of the Premises, and to observe all the laws of the State of North Dakota and the ordinances of the City of Minot in force from time to time relating to the lease Premises; and
 - (j) Permit Landlord at all reasonable times to enter the Premises to conduct routine periodic inspections and make necessary repairs for the protection of the Premises. Reasonable notice will be given to Tenant before any routine inspection, but in the event of an emergency or other good cause, Landlord may enter the Premises immediately and without notice if notice is not practical; and
 - (k) Surrender the Premises to Landlord at the end of the Term; and, in default of payment of rent due or failure to perform its obligations under this Agreement, to surrender the Premises upon demand by Landlord; and
7. **ASSIGNMENT AND SUB-LETTING.** Tenant shall not assign this Agreement, or sub-let or grant any license to use the Premises without first obtaining the prior written consent of Landlord. Consent by Landlord to one such assignment, sub-letting or license shall not be deemed to be a consent to any subsequent assignment, sub-letting or license.
8. **ALTERATIONS AND IMPROVEMENTS.** Tenant shall not make any alterations or improvements to or on the Premises without first obtaining the prior written consent of Landlord. Any and all alterations, changes, or improvements built, constructed or placed on the Premises by Tenant shall, unless otherwise provided by written agreement between Landlord and Tenant, become the property of Landlord and remain on the Premises at the expiration or earlier termination of this Agreement.
9. **INDEMNIFICATION AND INSURANCE.** Tenant agrees to indemnify Landlord and hold it harmless from any and all claims for damage or injury to persons or property, including costs of defense against such claims, arising out of or as a result of any transaction or occurrence on or about the Premises during the term of this Agreement, or any breach of Tenant in the performance of any of the Tenant's obligations. Tenant shall secure and keep in force during the term of this Agreement, from insurance companies authorized to do business in the state of North Dakota, the following insurance coverages: (1) commercial general liability, including contractual coverage, with minimum liability limits of \$1,000,000 per occurrence; (2) workers' compensation coverage meeting all statutory requirements; and (3) property insurance insuring the full and true value of all Tenant's real property and personal property located on or in the building in which the leased premises are located for all losses. Tenant waives any right to seek compensation from Landlord for any covered losses for which this required insurance is to apply. Tenant shall furnish a certificate of insurance evidencing the required coverages are in effect prior to commencement of this Agreement. Failure to provide or to maintain insurance as required in this Agreement is a material breach of contract entitling Landlord to terminate this Agreement immediately.
10. **TENANT'S HOLDING OVER.** If Tenant remains in possession of the Premises after this Agreement expires, and Landlord accepts rent from Tenant, this Agreement shall be deemed renewed on a month-to-month basis with all other terms and conditions of this Agreement remaining in effect until otherwise agreed in writing.
11. **TERMINATION.** If Tenant fails to comply with any of the material provisions of this Agreement, other than the covenant to pay Rent, or materially fails to comply with any duties imposed on Tenant by statute, within seven days after delivery of written notice by Landlord specifying the non-compliance and indicating the intention of Landlord to

terminate the Lease, Landlord may terminate this Agreement. If Tenant fails to pay rent when due and the default continues for seven days, Landlord may, at Landlord's option, declare the entire balance of rent payable to be immediately due and payable and may exercise any and all rights and remedies available to Landlord at law or in equity or may immediately terminate this Agreement.

During the Term of this Lease or any renewal or extension, Landlord may terminate this Lease by providing thirty (30) days' written notice to Tenant, (1) if Landlord is ordered by a Court with competent jurisdiction to allow a different entity to use, lease, or occupy the Premises, or (2) if the Minot City Council determines, in its sole discretion, that there is a higher and better use for the Premises.

During the Term of this Lease or any renewal or extension, Tenant may terminate this Lease by providing thirty (30) days' written notice to Landlord, if Landlord fails to comply with any of its obligations under this Lease, or if Tenant determines it must relocate to comply with the Americans With Disabilities Act of 1990 or any rules adopted under the act, or with any other state or federal law or rules.

If the leased Premises are destroyed or damaged by fire or the elements to the extent they become untenable, this Lease will terminate immediately, unless Landlord, within twenty (20) days of the happening of the event, gives written notice of intention to restore the building and fully restores the Premises within a reasonable time. During the term between destruction and restoration of the Premises rent will not be due, and if rent has already been paid Landlord shall refund to Tenant all that portion of the prepaid rent attributable to the time during which Tenant was unable to use the Premises for its intended use.

12. **ATTORNEYS' FEES.** Should it become necessary for Landlord to employ an attorney to enforce any of the conditions or covenants hereof, including the collection of rentals or gaining possession of the Premises, Tenant agrees to pay all expenses so incurred, including a reasonable attorney fees.
13. **GOVERNING LAW.** This Agreement shall be governed, construed and interpreted under the laws of the State of North Dakota. Any action to enforce this Agreement must be adjudicated exclusively in the state District Court of Ward County, North Dakota. Each party consents to the exclusive jurisdiction of such court and waives any claim of lack of jurisdiction or *forum non conveniens*.
14. **SEVERABILITY.** If any provision of this Agreement is declared to be illegal or unenforceable by a court having competent jurisdiction, the validity of the remaining terms is unaffected and, if possible, the rights and obligations of the parties are to be construed and enforced as if this Agreement did not contain that term.
15. **BINDING EFFECT.** The covenants, obligations and conditions in this Agreement shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties.
16. **MODIFICATION.** The parties agree that this document contains the entire agreement between the parties and this Agreement shall not be modified, changed, altered or amended in any way except through a written amendment signed by all of the parties.
17. **COMPLIANCE WITH LAWS; NONDISCRIMINATION.** Tenant shall comply with all applicable laws, regulations and ordinances, and require such compliance by its guests

and visitors. Tenant shall not discriminate against any person because of race, color, religion, sex, national origin, disability, or otherwise in violation of federal or state law, and shall comply with any applicable federal or state laws requiring affirmative action.

18. **AUDIT.** All records, regardless of physical form, and the accounting practices and procedures of Tenant relevant to this Agreement are subject to examination by Landlord, the Landlord's designee(s), or auditors, if required. Tenant shall maintain all of these records for a period of time consistent with the North Dakota Record Retention Policy, or as otherwise directed by Landlord in writing. Landlord, or Landlord's designee(s), or auditors, shall provide reasonable notice to Tenant prior to conducting examination.
19. **COMPLIANCE WITH PUBLIC RECORDS LAWS.** Tenant agrees that Landlord must disclose to the public upon request any records it receives from Tenant. Tenant further understands that any record obtained or generated by Tenant under this Agreement, may, under certain circumstances, be open to the public upon request under the North Dakota public records law. Tenant agrees to contact Landlord immediately upon receiving a request for information under the public records law and to comply with Landlord's instructions on how to respond to the request.
20. **NOTICE.** Any notice required or permitted under this Agreement or under state law shall be deemed sufficiently given or served if sent by United States mail, addressed as follows:

If to Landlord to:

Finance Director
City of Minot
PO Box 5006
Minot, ND 58702

If to Tenant to:

Men's Winter Refuge
1038 43rd St. Southeast
Minot, ND 58701

LANDLORD:

Signature

Print Name

Date

TENANT:

Signature

Print Name

Date

LEASE AGREEMENT

THIS LEASE AGREEMENT is made on the 15th day of July, 2019 by and between the City of Minot, Ward County, North Dakota (Minot) whose address is 515 2nd Ave SW (PO Box 5006), Minot, ND 58702, and Men's Winter Refuge, a 501(c) entity (MWR) whose address is 1038 43rd Street SE, Minot, North Dakota 58701.

Subject to the following terms and conditions, Minot leases to MWR the following premises:

Building and lot located at 1038 43rd Street SE, Minot, North Dakota
Township 155 North, Range 82 West, Section 28: Outlot 17 of the N1/2NW1/4

1. Lease Term. The term of this Lease is five years, beginning August 1, 2019 and ending July 31, 2024.
2. Consideration. As consideration, MWR shall pay to Minot the sum of One Dollar (\$1.00) annually, with the first payment to be made on or before August 1, 2019 and each succeeding payment to be made on or before August 1 of each succeeding year during the Lease term.
3. Additional Consideration. As additional consideration, MWR covenants and agrees to use the premises as a homeless shelter to shelter homeless men during winter months, October to April each year, along with an office for the MWR Executive Director or other staff and volunteers.
4. Maintenance, Repairs and Utilities; Renovations. MWR shall keep the premises in good condition and repair and is responsible for all maintenance, damages and repairs (excepting only damages by the elements or acts of God), maintenance, mowing and weed control, snow removal, and all utilities during the Lease term. MWR shall perform or contract and pay for all repairs and may make reasonable improvements, all at its own expense, provided any structural changes or substantial modifications or renovations must be approved in writing in advance by Minot, which approval Minot shall not unreasonably withhold.

5. Security. MWR shall contract for or provide reasonable staffing and security for the premises during times it is operated as a homeless shelter.
6. Inspections. MWR agrees that Minot may enter the property for routine periodic inspections with prior notice to MWR, or, in the event of an emergency or for other good cause, immediately and without notice if notice is not practical.
7. Special Assessments. MWR shall pay all special assessments which may be certified to the county treasurer for collection against the property during the term of this Lease. Examples of such special assessments include, but are not limited to, paving, sewer, water, storm sewer, and street lighting districts.
8. Insurance and Indemnity. Minot shall maintain property insurance for the building under its insurance coverage and policies for city-owned property. MWR shall maintain property insurance coverage for its furniture, furnishings and other property. In addition, MWR shall procure and maintain during the Lease term, liability insurance, with Minot named as an additional insured, with minimum limits in the amount of \$250,000 per occurrence and \$1,000,000 aggregate. MWR agrees to indemnify and hold harmless Minot against all claims or causes of action that arise out of or in connection with its occupancy and use of the premises.
9. Termination. This Lease may be terminated at any time by agreement of the parties in writing. In addition, this Lease may be terminated by either party with notice in writing of default, including violation of terms of the Lease. Upon termination, MWR shall vacate the premises and is responsible or liable for all costs of cleaning and repairs, reasonable wear and tear and damages by the elements or acts of God excepted.
10. Compliance With Laws; Nondiscrimination. MWR shall comply with all applicable laws, regulations and ordinances, and require such compliance by its guests and visitors. MWR shall not discriminate against any person because of race, color, religion, sex, national origin, disability, or otherwise in violation of federal or state law, and shall comply with any applicable federal or state laws requiring affirmative action.
11. Lease not Assigned. MWR may not assign this Lease, except with consent of Minot in writing.

Dated at Minot, North Dakota this 15th day of July, 2019.

MEN'S WINTER REFUGE:

By: Mike Zimmer Mike Zimmer

Title: Executive Director

CITY OF MINOT:

By: Shawn Sipma

Title: Mayor

ATTEST:

Kelly Matalba

Title: City Clerk

City of Minot
P.O. Box 5006
Minot ND 58702-5006
Telephone: (701) 857-4770
**** Customer Receipt ****

Received Of		MEN'S WINTER REFUGE	
Date	7/22/19	For	MISCELLANEOUS-O
		Type SvcCd Description MS Qty MISCELLANEOUS-OTHERS 1.00 Amount \$5.00	
MEN'S WINTER REFUGE MISCELLANEOUS / OTH 00100003690300 CASH / FIRST BANK - 00100001010100 FI LEASE AUG 1 2019 - 2024 \$1 FOR 5 YEARS			
Tender detail CA CASH \$5.00 Total tendered: \$5.00 Total payment: \$5.00			
Trans date: 7/22/19 Time: 13:20:10 *** THANK YOU FOR YOUR PAYMENT ***			

Receipt No. 74866

Penny Johnson

City Treasurer

By: _____



1020 20th Ave. SW | Minot, ND 58702-0940
Phone 701.852.6000
Fax 701.838.2488
E-mail: minot@minotchamberedc.com
Website: www.minotchamberedc.com

July 10, 2024

City of Minot
Mayor Tom Ross
515 2nd Avenue Southwest
Minot, North Dakota 58701

RE: Report to City of Minot Regarding the Contractual Obligations of MACEDC

Dear Mayor Ross:

We appreciate the opportunity to present at the July 15 City Council meeting to share what the Minot Area Chamber EDC has accomplished in the first half of 2024 and how we have performed according to the contractual obligations set forth in Exhibit 1 of the Professional Services Agreement. According to Section 3 of the Services Agreement between the City of Minot and the Minot Area Chamber EDC (MACEDC), we must provide a written report to the city biannually. This correspondence serves to ensure a comprehensive overview of January 1 through June 30, 2024. The obligations stated in Exhibit 1 of the Services Agreement are bolded in the sections that follow, along with the corresponding actions of MACEDC.

1.a. MACEDC shall execute its comprehensive Strategic Plan which includes pillars for Economic Development, Workforce Development, and Military support.

The full MACEDC mission, vision, values, and five-year strategic plan can be found on Attachment A.

The fourteen-member volunteer MACEDC Board of Directors and MACEDC team who work to deploy the pillars are listed on Attachment B.

MEMBER INVESTOR

Funding sources: Member investor dues, sponsorships, Motor Vehicle income, event registration, grants, rent income (Bank of North Dakota)

Summary:

MACEDC represents 637 member investors. Through this pillar MACEDC has committees representing key sectors of our community, provides programming, supports businesses, communicates key Minot area priorities, and hosts numerous business networking and educational events. Volunteer led committees include Agribusiness, Ambassadors, Energy, Governmental Affairs, Infrastructure, Junior Achievement and Women Connect. Programming includes an annual Community

Leadership Institute, year-round Junior Achievement program, and monthly Eagle Awards. Yearly signature events are the MACEDC Annual Meeting, Showcase of Business, Citywide Spring Cleanup, and Women Connect event. Dinner on the Prairie is a signature event that takes place every other year.

Key Achievements:

- Gained 26 new member investors
- Represented a total of 637 member investors
- Celebrated 29 ribbon cuttings
- Taught Junior Achievement in 120 classrooms with 105 volunteers
- Presented 66 Eagle Awards
- Have 541 volunteers and committee members
- Published 6 Communicator issues
- Shared 129 member investor news stories
- Received Mid-America Chamber Executives Chamber Event of the Year Award for Dinner on the Prairie
- Followed by 5,930 people on Facebook
- Reached 127,800 users on Facebook
- Followed by 1,258 people on Instagram

MILITARY

Funding sources: member investor dues, sponsorships, donations, annual Prairie Warrior Auction

Summary:

Minot isn't Minot without Minot Air Force Base (MAFB). The Minot area recognizes this and works to support MAFB from community-based programs and events designed to positively impact the quality of life for airmen, officers and their families to major infrastructure projects. The work of civic leaders and numerous volunteers has resulted in big wins and continues to strive for a military-friendly community. Programs that help support MAFB include Adopt an Airman and Honorary Commanders. The monthly Military Affairs Committee meetings bring together business leaders with airmen for lunch and a program. The Right Start Committee shares Minot and North Dakota with MAFB newcomers. Boots to Business provides entrepreneurial education to help airman transition out of the military into the community.

Key Achievements:

- Inducted 12 new Honorary Commanders into the program
- Gave 6 Right Start presentations to new approximately 300 airmen
- Held Minot State University Military Appreciation Hockey Game
- Spotlights the Barksdale Trophy in the community (the award given to the Air Force Global Strike Command base community with the most outstanding support to its base and airmen)
- Supported Governor signing the Month of the Military Child proclamation event at Minot Air Force Base (first time this has been done outside the Capital)
- 6 airmen paired with 5 families with the Adopt an Airman program
- Held Military Day at the Parks which served 1,500

- On-going support for North Dakota National Guard events in Minot
- Taught 3 Boots to Business classes, assist in instructing approximately 50 soon-to-be-retired airmen on how to start their own business
- Raised \$111,855.21 through the Prairie Warrior Auction, with \$57,266.79 going to the Home for the Holidays program to send airmen home

MILITARY TASK FORCE 21

Funding sources: City of Minot, State of North Dakota, privately raised funds, nuclear triad symposium sponsors

Summary:

Task Force 21 (TF21) members are strategically positioned to build and strengthen relationships at all levels. Civic leaders have learned more about Air Force priorities, progress and challenges while fostering bonds and partnerships. Building relationships is essential to establishing trust and understanding the challenges the military faces in today's world.

The relationships built have allowed TF21 to directly engage key military leaders to lend their voice to significant events, such as the symposium held in Washington, D.C. They facilitate direct communication with leadership at all levels when advocating for Minot Air Force Base.

You will find a list of the Task Force 21 members and the strategic leadership positions TF21 members serve on in Attachment C.

Key Achievements:

- Received \$850,000 State of North Dakota Base Realignment funds
- Attended 6 key leadership ceremonies and numerous change of command ceremonies at MAFB
- Organized MAFB key leader tour (including a visit to a Missile Alert Facility) and mission briefings for 60 attendees, including approximately 30 legislators and 30 federal, state, and local leaders
- Organized and hosted the first-ever North Dakota Triad Symposium event with nearly 250 attendees
- Participated in 40 in-person and virtual events/meetings
- Hosted in Minot the Director ICBM Modernization Brig Gen Collin Connor for Sentinel briefings, U.S. Senator John Hoeven, Governor's office and state leadership for the Month of the Military Child proclamation signing, and Air Force Global Strike Commander Gen Thomas A. Bussiere along with 90 key leaders for the Warfighter Senior Leadership Conference
- Participated in virtual and in-person meetings with The Watch production crew
- Attending regular meetings for project updates on Sentinel with the communities of Cheyenne, WY and Great Falls, MT
- Assisted in rebranding Task Force for Military Issues in North Dakota (TF MIND) to the North Dakota Military Commission
- Participated in North Dakota Military Commission strategic planning in an overall effort to make North Dakota the most military friendly state

- Supported two key community leaders for the Air War College National Security Forum (invitation-only strategic engagement led by the Secretary of the Air Force)

ECONOMIC DEVELOPMENT

Funding sources: City of Minot, Ward County, Logistics Park of ND development, intermodal operator lease, sponsors and program fees (for Start Up Minot Academy powered by CO.STARTERS)

Summary:

As the lead entity in the Minot area for economic development, MACEDC focuses on a number of macro-economic elements that have been and will continue to be multi-year priorities for growing the local and regional economy. These include improving the ability of producers and shippers to access national and international markets for North Dakota products. This logistics effort centers on the viability and the growth of the Minot Intermodal Facility and the Logistics Park of North Dakota (LPND). With nearly 1,000 acres of combined land, these two economic engines in east Minot are unique to the region and state and allow the Minot area to be of service in delivering products out of our region (by rail) and attracting growing or new businesses to our region for value-added ag, value-added energy, distribution, warehousing or other similar industries. Noted below are several key achievements in logistics as the Minot Intermodal Facility is currently in its third year of operation under Rail Modal Group.

MACEDC is also leading efforts focused on major natural gas solutions. The staff and board efforts intensified in 2023 and are continue in 2024 to work with business developers, as well as regional and state leaders to secure anchor businesses to the area that will use large amounts of natural gas. This will allow for more North Dakota natural gas to be used by industry in state, increasing the Bakken's ability to remain stable long-term. As an economic engine, the oil and gas industry continues to provide more than 50 percent of the state's revenue for legislatively-budgeted initiatives, such as public k-12 education, higher education, transportation, health and human services, etc. Keeping large amounts of natural gas being used by industry in-state allows North Dakota increased control over our own future. MACEDC has seen an increase in demand for natural gas for development projects and is also working solutions for our area.

Another macro-economic effort MACEDC has started to work on is carbon capture utilization and storage (CCUS). MACEDC understands the need to look three, five or ten years ahead and this includes preparing our business climate for what may come as it relates to carbon goals and climate concerns.

Aside from the "big picture" efforts, MACEDC economic development initiatives also focus on day-to-day work to grow our economy from within and without. This includes training entrepreneurs through Start Up Minot, attracting new primary sector businesses to the region, building relationships with regional and national site selectors, and nurturing partner relationships with a long list of regional, state and federal entities. Some of these efforts and others are quantified in the key achievements listed.

Key Achievements:

- Completed 24 Business Retention and Expansion interviews with both primary and non-primary sector businesses (see Attachment D)
- Facilitating regular communication with Catalyst Midstream, a company proposing to build a Blue Ammonia production facility in Ward County
- Holding on-going meetings with two prospects in the value-added ag industry, for expansion into LPND property
- Formed 2 new relationships with Upper Midwest site selection companies
- Exploring viability of datacenter growth into the region
- Provided 3 subject matter expert presentations to the following organizations/conferences:
 - Economic Development Association of North Dakota (EDND)
 - Minot Alliance of Nonprofits panel
 - North Dakota Trade Office Global Business Connections panel
- Presented Intermodal at the Logistics Park of North Dakota overview with the North Dakota Agriculture Commissioner to The Northwest Seaport Alliance Commission in Tacoma, WA in January 2024. Key data points included:
 - 3 years of success
 - 13 shippers
 - 32,000+ twenty-foot Equivalent Units (TEUs)
 - 74 trains
 - Shipped to ports in 21 countries
 - Top commodities: pulses, wheat, soybeans, DDGs
 - 10+ million truck miles saved using rail
 - 4,250 feet of track added in late 2022/early 2023
- Holding semi-monthly meetings with Rail Modal Group operations leadership
- Hosting monthly area economic developer meetings with local and state partners
- Received approvals from the U.S. Environmental Protection Agency (EPA) for the Logistics Park of North Dakota project, an important step of the Consolidated Rail Infrastructure and Safety Improvements (CRISI) grant process
 - Approaching the last six months of anticipated work on the CRISI grant, work being accomplished through consultants
- Held various meetings with local and regional partners on ways to support the region's economy and quality of life
- Attended the Natural Products Expo West conference in California, in partnership with the North Dakota Department of Agriculture, to assist at the North Dakota booth and meet with potential new businesses
- Wrote 3 letters of support for regional grants or business projects
- Hosted ND League of Cities and ND Department of Commerce on tours of the Minot Intermodal Facility and LPND property
- Trained 9 business entrepreneurs during 10-week course, Start Up Minot Academy powered by CO.STARTERS
- Hosted 120 attendees during the monthly, free Start Up Minot networking event
- Passed first-year audit of the Business Incentive Agreement for the Minot Intermodal Facility

- Supporting the current MAGIC Fund application from Souris Basin Planning Council, for re-capitalization of the Revolving Loan Fund

COMMUNITY DEVELOPMENT

Funding sources: City of Minot

Summary:

MACEDC staff focuses on improving quality of life for all through following and participating in initiatives that improve our region, including (but not limited to) items like housing, education, parks, and more.

Key Achievements:

- Participating as active steering committee member for Souris Basin Planning Council led Regional Livestock Development Planning Grant, through ND Department of Agriculture
- Attending multiple, weekly relevant Development Review Team meetings, as led by the City of Minot
- Participating in Renaissance Zone Review Board as active member
- Attended the first of three meetings in 2024 as a member of the North Dakota Housing Initiative Advisory Committee at the state capitol
- Participating in the Burdick Job Corps Community Relations Council meetings
- Participating as a steering committee member on the Food Distribution and Logistics effort that is targeting Minot as a hub location to benefit food distribution in northcentral North Dakota, under the North Dakota Association of Rural Electric Cooperatives Foundation
- Participated as a member of the search committee for the City of Minot Economic Development Administrator position

WORKFORCE DEVELOPMENT

Funding sources: City of Minot, State of North Dakota (Regional Workforce Impact Program), pilot program partnerships

Summary:

Workforce Development is a new pillar for the Minot Area Chamber EDC. As many organizations around the country continue to come to grips with a shortfall in the number of employees available for open positions, MACEDC is committed to trying multiple avenues to assist in solving business/community workforce needs.

Key Achievements:

- Participated in the City of Minot Childcare Committee
- Completed [digital](#) Newcomer + Relocation Guide for the region
- Provided subject matter expert presentation to RoleCall Talent Attraction Summit
- Secured \$250,000 grant from North Dakota Department of Commerce/Region 2 Regional Workforce Impact Program funding. The funding will allow for marketing of the region and the WayFinders program to four key workforce growth areas – Recent graduates, boomerangs, veterans, and young families

- Established Minot Area Workforce Committee in late 2023, meeting regularly throughout 2024
- Participating and spoke to a variety of regional or statewide efforts/committees, including the following:
 - NDSU Industry and Workforce Ad-hoc Committee
 - Economic Development Association of North Dakota
 - Greater North Dakota Chamber Workforce Policy Committee
 - Dakota College at Bottineau Minot Programs Advisory Board
 - Workforce Academy Advisory Committee
 - Minot Area Career Expo sponsor and committee member
 - CDL (Commercial Driver's License) Advisory Committee at Minot Public Schools
 - RoleCall National Talent Attraction Summit
- Working with Fargo Moorhead West Fargo Chamber Foundation, to implement a portion of the funding from the Good Jobs Challenge grant to the area
- 3 MACEDC employees serve as Community Champions for the Minot region as part of the State of North Dakota's Find the Good Life relocation help desk. From January 1 – March 30, 2024:
 - 2,843 leads
 - 32 relocations (Minot was the first community to help relocate an individual who contacted the program, in mid-2022)
 - 844 connections made to Community Champions
 - Top cities for relocation include Fargo, Bismarck, and Minot
- Participating as Steering Committee member of the Souris Basin Planning Council led Region 2 Workforce Attraction and Retention strategy, under a North Dakota Department of Commerce Regional Workforce Impact Program grant
- Supporting Job Service ND job fairs
- The WayFinders website analytics for January 1 – June 30, 2024 can be found on Attachment E

1.b. MACEDC shall conduct business retention and expansion interviews or surveys, with the goal of achieving 65% of the MACEDC primary sector business list, which equates to about five (5) interviews a month.

MACEDC works to preserve and strengthen the Minot area's existing primary sector businesses through the Business Retention and Expansion (BR&E) Program. The BR&E Program enables MACEDC to actively engage with Minot area existing primary sector businesses to ensure stability and long-term success. MACEDC serves as a resource for existing businesses by facilitating local, regional, state, and federal resources as well as connecting businesses with the right tools to address their needs.

With 24 interviews completed in the first six months of the year, MACEDC is currently on pace to interview almost five businesses a month.

1.c. MACEDC shall market and promote the City for the purposes of the attraction of new primary sector businesses and employment opportunities consistent with the City's overall goal of a sustainable, diverse economic base and economy. MACEDC will further seek business retention and expansion of existing primary sector businesses in the Minot area.

The Logistics Park of North Dakota (LPND) Committee promotes and markets intermodal service and development opportunities at the LPND to increase the value and economic growth throughout Ward County and the State of North Dakota. LPND Committee members are listed on Attachment F.

MACEDC was awarded the Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant in 2019, which is being used to conduct research on approximately 800+ acres of the LPND, north of County Road 12. One objective of the CRISI grant is to reasonably quantify the potential size of the market and type of industry that would use the LPND. Due to federal government delays, the final CRISI grant report has been pushed back more than a year and is now anticipated to be done in fall 2024.

1.d. MACEDC shall provide needed support to the MAGIC Fund Screening Committee including receiving, reviewing and conforming all applications with a primary sector nexus for the MAGIC Fund with a recommendation of disposition to the MAGIC Fund Screening Committee; and regularly meet with the MAGIC Fund Screening Committee to assess the overall progress in use of the MAGIC Fund and the status of MAGIC Fund projects.

MACEDC has consistently received, reviewed, and conformed all MAGIC Fund applications with a primary sector nexus. MACEDC received one application, late in the first half of 2024. This application, from Souris Basin Planning Council, to recapitalize the Revolving Loan Fund is still under review with City of Minot and MACEDC staff.

The implementation of the recently revised MAGIC Fund guidelines is still underway, as the new allocations for funding into the various categories were not completed in time for the categories to begin in 2024. It is anticipated that some funding would be available throughout some of the various categories starting in 2025.

1.e. MACEDC shall advise the City of Minot on the development of economic development policies and strategies for the City, specifically the MAGIC Fund General Policy Guidelines.

MACEDC has continued to work closely with the City of Minot to discuss economic development policies and strategies, including the MAGIC Fund General Policy Guidelines.

- The MACEDC team communicates regularly with City staff and elected officials
- The MACEDC president | CEO has a monthly standing meeting with the City manager
- The MACEDC president | CEO attends a monthly standing meeting with community economic development stakeholder partners
- The MACEDC economic development specialist hosts an informal monthly economic developers meeting where community partners discuss economic strategies and current activities and events, city staff are in regular attendance at this meeting
- The MACEDC economic development specialist regularly attends the City's Development Review Team (DRT) meetings

- The MACEDC economic development specialist sits on the Renaissance Zone Review Board

1.f. MACEDC shall provide access to and professional analysis of demographic-based workforce and consumer data as indicated in the Economy at a Glance.

MACEDC provides a monthly Economy at a Glance document by email to all member investors. The information can also be found on the MACEDC website under the News section. This service provides access to and professional analysis of this data.

MACEDC is a member of the Council for Community and Economic Research (C2ER). Through this organization, a MACEDC team member collects data each quarter for the cost-of-living analysis of the Minot area. This information is submitted to the C2ER which compiles nationwide data and puts together side-by-side comparisons. The Economy at a Glance includes a regional comparison every quarter. According to the 2024 first quarter cost of living report by the Council for Community and Economic Research (C2ER), Minot's cost of living is 9.7% under the national average (U.S. Average Composite Index = 100%), sitting at 90.3%.

1.g. MACEDC shall stand up a committee or task force for workforce by December 31, 2024, which must include at least one representative from the City of Minot.

MACEDC completed this item, as the inaugural Workforce Committee met on December 11, 2023, with plans to continue meeting on a quarterly basis. A City Council representative is assigned as the city's representative on the committee. A list of committee members can be found on Attachment G.

1.h. MACEDC shall develop a platform to support the Find the Good Life initiative and track engagements.

In April 2023, MACEDC launched a new talent portal to attract newcomers nationwide. The Minot WayFinders Talent Portal is a digital service designed to make the process of relocation to the Minot area even easier. Minot WayFinders creates a personalized connection for newcomers and potential newcomers to the Minot area, helping them access the information, assistance, and support they need during their relocation process. This can be found by visiting www.magicinminot.com.

The WayFinders website analytics for January 1-June 30, 2024 can be found on Attachment E.

1.i. MACEDC shall track and monitor workforce proposals, opportunities and solutions that may arise during any interim legislative activities.

MACEDC continues to follow key legislative interim committee meetings and is actively participating in various statewide efforts to help shape potential 2025 legislation that would assist in improving our workforce situation.

1.j. MACEDC shall engage with community and statewide partners to assist in developing a workforce development strategy for the Minot region.

See answer above.

1.k. MACEDC shall lead efforts to respond to primary sector RFPs, which shall include determining RFP eligibility, drafting RFP responses, obtaining and compiling necessary information from City staff and others, and recommending strategies to City staff.

MACEDC responds to all RFPs received from the North Dakota Department of Commerce, with consideration to the requirements and if a community or property in Ward County can meet them. No RFPs came through from the state in the first six months of 2024 that were viable options. Along with responding to RFPs, staff held multiple meetings with nationally-recognized site selectors in person and using virtual means to review the region's strengths and weaknesses, as well as to introduce them to the available land at the LPND.

1.l. MACEDC shall coordinate and provide touring services for prospective primary sector businesses visiting Minot, arranging transportation, local meeting space, presentations, and meetings with relevant City officials or staff.

MACEDC has fulfilled and will continue to fulfill this contractual obligation. MACEDC is willing to host clients, partners, and businesses, which includes providing transportation, arranging for a meeting space (whether it be at the MACEDC office or another venue), giving presentations, and facilitating meetings with relevant City officials, City staff, community leaders, and/or state leaders, including the Bank of North Dakota (BND) and the ND DOC.

1.m. MACEDC shall keep its website and marketing materials up to date with Minot-specific information, incentives, and contacts, and provide this information to Minot area businesses.

MACEDC fulfills and will continue to fulfill this obligation.

MACEDC's website includes information on:

- Key industries in the Minot region and Ward County ; value-added agriculture, energy, and distribution
- The Logistics Park of North Dakota; a map of the area and specific details about the property
- Infrastructure and transportation
- Talent and workforce, with an opportunity for MACEDC member investors to submit and post job openings
- Local and statewide workforce incentives
- Economy at a Glance and general data of the Minot area
- Quality of life data, such as arts and culture, festival and events, outdoor activities, shopping, education, healthcare, and climate
- City, county, and community resources, such as contact information for community and state partners
- A link to Visit Minot's community calendar

1.n. MACEDC shall continue to incorporate Location One Information System's (LOIS) building, site and community demographic database into MACEDC – website and MACEDC will work with active and willing commercial realtors and property owners to place all available

industrial and manufacturing zoned land and buildings into the system on an ongoing basis. As part of the Annual Report to the City MACEDC shall include an executive data analysis of LOIS.

MACEDC incorporates the LOIS demographic database into the MACEDC website under the Do Business/Available Properties section. LOIS is a customizable site selection tool for economic development organizations. It is a national online location analysis tool designed to promote available industrial and commercial sites and building inventory.

To gather information and keep the properties updated, MACEDC works with willing commercial realtors and the MMLS; reviews properties on Crexi, an online commercial real estate agency; and relies on updates from local businesses, property owners, and developers who are selling or leasing.

There are 35 buildings listed and 38 sites currently listed on the MACEDC LOIS site.

From January 1 to June 30, 2024:

- The average session length for users was 3 minutes 19 seconds.
- During this time period, 96 viewers used a desktop device, 3 used a mobile device, and 2 used a tablet.
- Visitors included ones from North Dakota, Arizona, Minnesota, Georgia, Tennessee, Florida, Illinois, Massachusetts, Nebraska, Nevada, Texas, and Virginia.
- Visitors in this time period viewed both buildings and sites.

1.o. MACEDC shall provide its monthly MACEDC board report and supporting documents to the City Manager/Mayor's Executive Secretary in electronic form and that report can be transmitted to the City Council, Community and Economic Development Director, and the MAGIC Fund Screening Committee by the City.

MACEDC provides each monthly board packet to the City Manager's/Mayor's Executive Secretary by email and will continue that process.

1.p. MACEDC shall establish and maintain a voting position on the MACEDC board of directors for the Mayor or his or her designee.

MACEDC maintains a voting position on the MACEDC board of directors for the Mayor or his or her designee.

1.q. MACEDC, by and through MACEDC's "Task Force 21", will coordinate a base retention campaign that provides resources to efforts that enhance and expand the mission of Minot Air Force Base (MAFB), thereby generating an economic benefit to the City of Minot. The Parties agree to the following in regard to the base retention services contemplated by this paragraph:

- i. **The City will provide MACEDC with seventy-five thousand (\$75,000) dollars of city funds (hereinafter "city funds") to be used exclusively for MAFB base retention services with payment due to February 15, 2024. These funds are included, and not in addition to, the total allocation of \$634,650 to MACEDC for Services rendered under their Agreement with the City. Any city funds not spent**

allocated to base retention services rendered by December 1, 2024 must be returned to City.

This requirement has been and continues to be fulfilled.

- ii. **The Mayor of the City will be a member of Task Force 21 throughout his/her term in office.**

This requirement has been and continues to be fulfilled.

- iii. **The City will receive up to five positions with the Honorary Commander program, which shall include the Mayor of the City, City Manager, and up to three department heads. Military Affairs Committee annual dues for these individuals will be covered by MACEDC using city funds.**

This requirement has been and continues to be fulfilled.

1.r. MACEDC shall provide information on child care incentives for employers and entrepreneurs/businesses looking to begin or expand child care services in Minot.

MACEDC continues to promote state resources and incentives through social media posts and the monthly Communicator newsletter.

Sincerely,

Brekka Kramer, Minot Area Chamber EDC President | CEO



MISSION

It is the mission of the Minot Area Chamber EDC to advocate for and invest in business activity by being a collaborative partner in the community, focused on improving quality of life for all.

VISION

To be the go-to organization for our business community to drive key initiatives that build and strengthen our economy.

VALUES:

Advocacy: We serve as the champion and voice for business by representing the best interests of our member investors at local, regional, and national levels.

Catalyst: We are a catalyst and convener for regional economic development focused on business expansion, retention and recruitment.

Collaboration: We are stronger and better together. Partnership is the core of what we do, working together to strengthen our community.

Community: We focus on creating a diverse community in which people want to live, work, and play.

Leadership: We encourage community involvement and provide opportunities for engagement and leadership development.

Integrity: We are stewards of the community resources with which we have been entrusted.



5 Year Strategic Plan

January 1, 2023 through December 31, 2027



**MINOT AREA
CHAMBER EDC**

BACKGROUND

The Minot Area Chamber Economic Development Corporation (MACEDC) is a nonprofit organization formed when the Minot Area Chamber of Commerce and the Minot Area Development Corporation merged into one organization on January 1, 2021.

MACEDC has small businesses, corporations, and home-based businesses as member investors. That makes us as a business community stronger when influence is needed to make things happen locally, statewide, or nationally, because together, nearly 700 member investors can make a difference. The organization exists to promote business, leadership, and growth for the Minot area while facilitating business attraction, expansion, retention, and advocacy to diversify and strengthen the Minot area. The goal of the new organization is to do more for the community than the two organizations could separately.

Economically, MACEDC strategically targets the primary sector and supports community development. A primary sector business brings new dollars into a community through the sale of its products and services outside the trade area. The primary sector is the principal driver of economic development and is the foundation of an economy. We also know Minot isn't Minot without Minot Air Force Base and MACEDC is focused on supporting military at all levels. A new focus has been placed on workforce development and MACEDC is here to accelerate the creation and implementation of workforce solutions to support our area's business community. All in a day's work. That's the feeling at MACEDC, as the staff is busy each day promoting its nearly 700 member investors while working to be the voice of business. That means plenty of involvement in committees, networking opportunities, and workshops. The experienced staff has the knowledge and expertise to help in promoting member investors and working on the issues that affect the business community.

PURPOSE

MACEDC developed this strategic plan to guide the deployment of resources toward certain pillars, goals, and tactics that will remain a focus for MACEDC from January 1, 2023, through December 31, 2027. This plan is also intended to help create awareness among the public and stakeholders.

While the strategic plan does not include every duty of the organization, it is comprehensive in bringing focus to areas that require significant dedication of time and resources within MACEDC.

EXECUTIVE SUMMARY

In developing this plan, MACEDC commissioned a third-party vendor, Odney, Inc. (Odney), to engage investors, members, employees, and public sector leaders with a survey to gather input for the development of pillars, goals, tactics, and metrics.

The primary objective of this phase of the process was to gather input regarding how MACEDC is doing and what priorities the organization should set over the next five years.

SURVEYS

A survey was commissioned by MACEDC, who designed the questionnaire collaboratively with Odney.

On July 11, 2022, a survey invitation was emailed to MACEDC board members, employees, committee chairs and partner organizations identified by MACEDC. The survey invitation included a link to the survey and requested participants complete the survey by July 15, 2022. Follow-up emails and phone calls were made by Odney and MACEDC to get as many respondents from the sample as possible. The survey link was closed on July 27, 2022.

BREAKDOWN OF RESPONDENTS

The most frequently identified objectives for MACEDC to focus on for the next three to five years were business expansion and retention, being the go-to organization for the business community, maintaining and expanding membership, growing/stabilizing revenue for the organization and overcoming the area's workforce challenges. A wide variety of goals related to these objectives were offered by respondents, ranging from restating the objective (an example being "increase/retain membership") to specific goals (example: "increase government investment by 25% over the next five years") to ideas on how to accomplish the objective (example: "hire a workforce development team member"). Stakeholders also provided activities, policies and tactics that would need to be implemented to achieve the goals they identified.

Respondents offered a myriad of suggestions for measurements to evaluate MACEDC's success in fulfilling its mission, realizing its vision and living its values. The most commonly named methods were membership numbers, population growth, number of new or expanded businesses and the involvement or engagement of members. Various economic metrics were also mentioned, as were surveys of different internal and external stakeholders.

MACEDC's board met on August 24, 2022, to review these survey results and to identify potential goals and tactics from the survey for the strategic plan. The board met again on October 12, 2022, where it then identified pillars around which to organize the strategic plan, along with several goals for each of the pillars.

MACEDC staff met on October 28, 2022, to review the board's work to-date, and to identify tactics, from both the survey and their own suggestions, that further the pillars and accomplish the goals set by the board.

From there, Odney developed a working draft for the board to review at a board meeting held November 9, 2022. The new President | CEO provided vision and direction for the final pillars, goals and measures. This along with the comments from the board were then incorporated into a final document which the board adopted and approved at December 21, 2022 board meeting.

MISSION STATEMENT

It is the mission of the Minot Area Chamber EDC to advocate for and invest in business activity by being a collaborative partner in the community, focused on improving quality of life for all.

VISION STATEMENT

To be the go-to organization for our business community to drive key initiatives that build and strengthen our economy.

VALUES STATEMENT

Advocacy: We serve as the champion and voice for business by representing the best interests of our member investors at local, regional, and national levels.

Catalyst: We are a catalyst and convener for regional economic development focused on business expansion, retention and recruitment.

Collaboration: We are stronger and better together. Partnership is the core of what we do, working together to strengthen our community.

Community: We focus on creating a diverse community in which people want to live, work, and play.

Leadership: We encourage community involvement and provide opportunities for engagement and leadership development.

Integrity: We are stewards of the community resources with which we have been entrusted.

A mission statement describes an organization's fundamental and unique purpose.

A vision statement describes what the organization hopes to achieve or where it is going.

A values statement defines an organization's beliefs and how people in the organization are expected to behave.

PILLARS, GOALS, AND TACTICS

PILLARS

Pillars are the foundational anchors for the strategic plan, around which goals and tactics are developed. Pillars represent the fixed and strategic areas of focus for the time period of the strategic plan. They broadly represent what an organization wants to achieve. Pillars are set at the board level.

GOALS

Goals are at the level of measurement and evaluation. They can either be accomplished or measured for progress. Goals may or may not have specific tactics to carry them out. Goals may be amended, but usually infrequently, during the life of a strategic plan. Goals are set at the board level.

TACTICS

Tactics are specific ways or strategies for carrying out the goals. They help answer how a specific goal may be accomplished. They must remain adaptable and flexible, and subject to amendment on a frequent basis and as part of the frequent monitoring and adjustments made to carry out the strategic plan. Tactics are set at the staff level.

OVERARCHING PILLARS OF FOCUS

ECONOMIC DEVELOPMENT

COMMUNITY DEVELOPMENT

WORKFORCE DEVELOPMENT

MEMBER INVESTOR SERVICES

MILITARY SUPPORT

ECONOMIC DEVELOPMENT PILLAR

Goal: Advance continued operations of the intermodal ramp

Goal: Attract new business investment in the Logistics Park of North Dakota (LPND)

Goal: Lead primary sector development in the Minot area

Economic Development Measurements

MACEDC Measures

- Hit targets of the Business Incentive Agreement
- Two new business investments in the LPND by December 31, 2027
- Percentage of Business Retention and Expansion visits per year
- Number of site selectors contacted per year
- Number of potential primary sector business contacts engaged per year

Minot Area Measure

- The intermodal ramp is operational with demonstrable growth from January 1, 2023 through December 31, 2027.

COMMUNITY DEVELOPMENT PILLAR

Goal: Support quality-of-life initiatives

Goal: Support urban renewal initiatives

Community Development Measurements

MACEDC Measures

- Number of tactical engagements reported by MACEDC President | CEO to the board
- Defined role and tactics developed for urban development by December 31, 2027

Minot Area Measure

- MACEDC lead community satisfaction survey

WORKFORCE DEVELOPMENT PILLAR

Goal: Support workforce development solutions

Workforce Measurements

MACEDC Measures

- Committee or task force on workforce launched by December 31, 2023
- Develop a platform to support the Find the Good Life Initiative and track engagements by December 31, 2023
- Tracking system developed to monitor workforce proposals, opportunities and solutions during the 2023, 2025 and 2027 legislative sessions
- Number of tactical engagements reported by MACEDC President | CEO to the board

Minot Area Measure

- Minot area assessment of childcare needs established by December 31, 2023

MEMBER INVESTOR PILLAR

Goal: Provide value to member investors

Goal: Deliver entrepreneurial programming

Goal: Foster business growth

Member Investor Measurements

MACEDC Measures

- Increase in overall number of member investors
- Increase in number of member investors in the top three tiers
- Member investor engagements to include committee volunteers, programming and events
- Communication tracking

Minot Area Measure

- Economy at a Glance report

MILITARY SUPPORT PILLAR

Goal: Lead community military affairs and appreciation events and foster a community of support to make military personnel feel at home in Minot

Goal: Develop and execute strategic tactics to support the U.S. Air Force modernization projects that impact Minot Air Force Base and the two major Air Force units: the 5th Bomb Wing and the 91st Missile Wing

Goal: Support Task Force 21 and ensure resources to complete the mission of the group

Military Support Measurements

MACEDC Measures

- Number of leadership and military appreciation events
- Track engagements through Task Force 21 and maintain leadership positions for Minot on Governor Burgum Task Force for Military Issues in North Dakota (TFMIND), Air Force Global Strike Command Civic Leaders and key groups

Minot Area Measure

- Economic impact of MAFB



IMPLEMENTATION AND TIMELINE

Month of January 2023

- Hold first MACEDC team meeting
- Assign implementation and monitoring of goals and tactics to specific individuals or small teams with an appointed leader
- Determine frequency of reporting for each goal and tactic
- Set tentative dates for quarterly staff and subsequent board reviews of strategic plan goals and tactics from 1Q 2023 through 4Q 2027

Ongoing

- Daily
 - Keep goals a focus of daily operations
- Quarterly
 - Conduct review of strategic plan at MACEDC team meetings
 - Conduct evaluation against measurements at MACEDC meetings to determine what is working or not working
 - Modify tactics as warranted
 - Report to board
- Annually
 - Conduct surveys
 - Collect and compare metrics
 - Report to board
 - Modify goals as warranted

1st Quarter of 2027 through 4th Quarter of 2027

- Launch strategic review to redevelop strategic plan for another 5 years



5 Year Strategic Plan

January 1, 2023 through December 31, 2027



Attachment B | MACEDC 2024 Board of Directors and Team

Officers

Cassidy Hjelmstad, Chair
Ryan Ackerman, Chair-Elect
Missy Feist-Erickson, Treasurer
Kevin Black, Past Chair
Brekka Kramer, President | CEO & Corporate Secretary

Organization

SRT
Ackerman-Estvold
Peoples State Bank of Velva
Creedence Energy Services
Minot Area Chamber EDC

Additional Voting Organization

Beth Feldner
Peter Hankla
Jonn Knecht
John Kutch
Brent Lohnes
Jason Olson
Mayor Tom Ross
Dr. Steven Shirley
Dr. Mark Vollmer (*retired June 30, 2024*)
Jason Zimmerman

Xcel Energy
McGee, Hankla & Backes, P.C.
Bravera Bank
Trinity Health
Hess Corporation
Ward County Commission
City of Minot
Minot State University
Minot Public Schools
Minot Area Community Foundation

MACEDC Team

Brekka Kramer, President | CEO
Carla Dolan, Vice President
Mark Lyman, Economic Development Specialist
Keli Rosselli-Sullivan, Workforce Development Specialist | Military Liaison
Katie Dotson, Communications & Outreach Specialist
Chanda DeCent, Finance Director
Jaime Hauge, Executive Assistant
Marie Sanders, Finance Assistant
Kelly Ryan-Johnson, Administrative Assistant

Motor Vehicle Department Team

Lacey Coleman, Manager
Tammy Hanson, Clerk
Wendy Keldson, Clerk
Kim Reedy, Clerk
Courtney Stroschein, Clerk
Destiny Waddle, Clerk
Tracey Oja Zeretzke, Clerk



Attachment C | MACEDC 2024 Task Force 21 (TF21) Committee

Task Force 21 Members

Brekka Kramer, Minot Area Chamber EDC President | CEO

Cassidy Hjelmstad, 2024 MACEDC Board Chair

Mayor Tom Ross

Mark J. Jantzer, TF21 Chair

Pete Hankla, TF21 Vice Chair

Randy Burckhard

Bruce I. Christianson

Jessica Klein

Jonn Knecht

Jason Zimmerman

Task Force 21 Strategic Leadership Positions

- ND Military Commission, formerly known as the Task Force for Military Issues in ND (TF MIND) – ND Governor appointed positions
 - Pete Hankla
 - Brekka Kramer
- Air Force Global Strike Command Civic Leaders
 - Bruce I. Christianson
 - Randy Burckhard
 - Pete Hankla
 - Brekka Kramer
 - Mark J. Jantzer (emeritus civic leader)
- Air Force Global Strike Command Chiefs Group
 - Tom Rafferty
 - Carla Dolan
- U.S. Air Force Chief of Staff Civic Leaders
 - Mark Jantzer (emeritus civic leader)
- National Defense Industrial Association Northern Tier Chapter Board of Directors (ND, MN, MT, WY, SD)
 - Jessica Klein
- Bomber Constituency Group
 - Bruce I. Christianson
 - Pete Hankla
 - Jonn Knecht
- Strategic Deterrent Coalition Board of Directors
 - Mark J. Jantzer
 - Bruce I. Christianson
 - Brekka Kramer

Attachment D | 2024 Jan 1 – June 30 Business Retention & Expansion (BR&E) Summary

Minot's thriving business climate speaks volumes to the success and dedication of Minot's existing business base. The Minot Area Chamber EDC works to preserve and strengthen Minot's existing primary and key sector businesses through the Business Retention & Expansion (BR&E) Program. The BR&E Program enables MACEDC to actively engage with the region's existing businesses to ensure stability and long-term success. MACEDC serves as a resource for existing businesses by facilitating local, regional, state, and federal resources as well as connecting businesses with the right tools to address their needs. The BR&E Program also serves as an opportunity for leaders and stakeholders to better understand the viewpoints, needs and challenges that existing businesses have within the Minot area. We hope that the data provided will prove helpful in growing our economy and strengthening the businesses within our region.

Throughout the first half of 2024, January 1 to June 30, Minot Area Chamber EDC visited 24 businesses as part of their Business Retention and Expansion efforts. Background information was collected from each business prior to their site visit, when an on-site interview was conducted. A summary of the data gathered from the businesses is below.

- Nine of the businesses are from the energy sector, seven are from the manufacturing sector and eight are from various other distribution sectors.
 - The sites visited in Minot are the headquarters for 13 of the businesses, a division for nine of the businesses, office operations for three, a branch plant for one and a manufacturing facility for one business.
 - The primary product or service provided by 17 of the businesses is a component and seven provide a finished product.
 - Thirteen of the businesses serve a regional market, seven have a national market and four serve an international market.
 - Their reported market coverage ranged from 5% to 100%, with an average of 43% and a median of 30%.
 - Eleven of the businesses are current members/investors of MACEDC.
- The businesses employ a total of 1,292 people, which includes 1,284 full-time, non-seasonal positions.
 - The current workforce of the businesses is meeting their expectations in terms of quality, stability and availability. (Figure 1)
 - Over the last three years, 12 of the businesses had added positions (163 jobs added total) and three businesses had eliminated positions (25 jobs lost total).
- Among the businesses willing to share financial information, annual sales ranged from \$1.6M to \$377M, with a median of \$15M and, removing outliers, an average of \$14.7M.
 - Capital investments over the past two years ranged from \$50K to \$12.5M, with a median of \$750K and an average of \$3M.

Attachment D | 2024 Jan 1 – June 30 Business Retention & Expansion (BR&E) Summary

- Seventeen of the businesses are currently growing, six reported they are maturing and one said it is declining.
 - Company sales are increasing for 16 of the businesses, stable for six and decreasing for one business. (One business did not provide a response.)
- Fifteen of the businesses have plans to expand within five years. Ten planned expansions include hiring more employees and four plans include adding more equipment.
 - Labor costs are rated as the biggest barrier to growth in Minot. (Figure 2)
- Nine of the businesses said legislative changes over the next two years could adversely affect them and seven businesses thought some legislative changes could benefit them.
- Suppliers or customers relocating has not been a problem for the businesses.
- The biggest challenge facing businesses in Minot continues to be filling open positions.
 - Fifteen of the businesses reported issues with employee recruitment and retention, which is just as likely to be an industrywide problem as a community problem.
 - The biggest needs are for skilled laborers, those in the trades and engineers.
 - There is an average of 2.61 unfilled positions per business, with a total of 60 overall. The number of open positions has been stable for 17 of the businesses, decreasing for four of the businesses and increasing for three.
- As has been seen previously, the biggest advantages to being located in Minot are the people/employees/clients, location and being better than other communities in the area.
 - The biggest disadvantages to being in Minot included the workforce shortage and location/distance from customers.
 - Minot's business climate received a mean rating of 3.79 on a scale of one to five, with one being low and five being high.
- The highest rated aspects of life in Minot are the airport and fire department. (Figure 3)
 - Childcare services, housing and special assessments are the lowest rated aspect of life in Minot. (Figure 3)

Attachment D | 2024 Jan 1 – June 30 Business Retention & Expansion (BR&E) Summary

Figure 1
Mean Rating: Workforce
(1=Greatly Needs Help, 5=Exceeds Expectations)

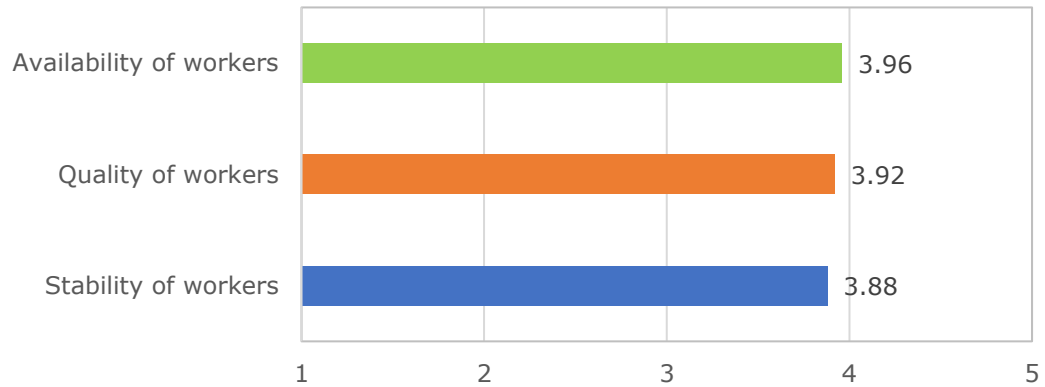
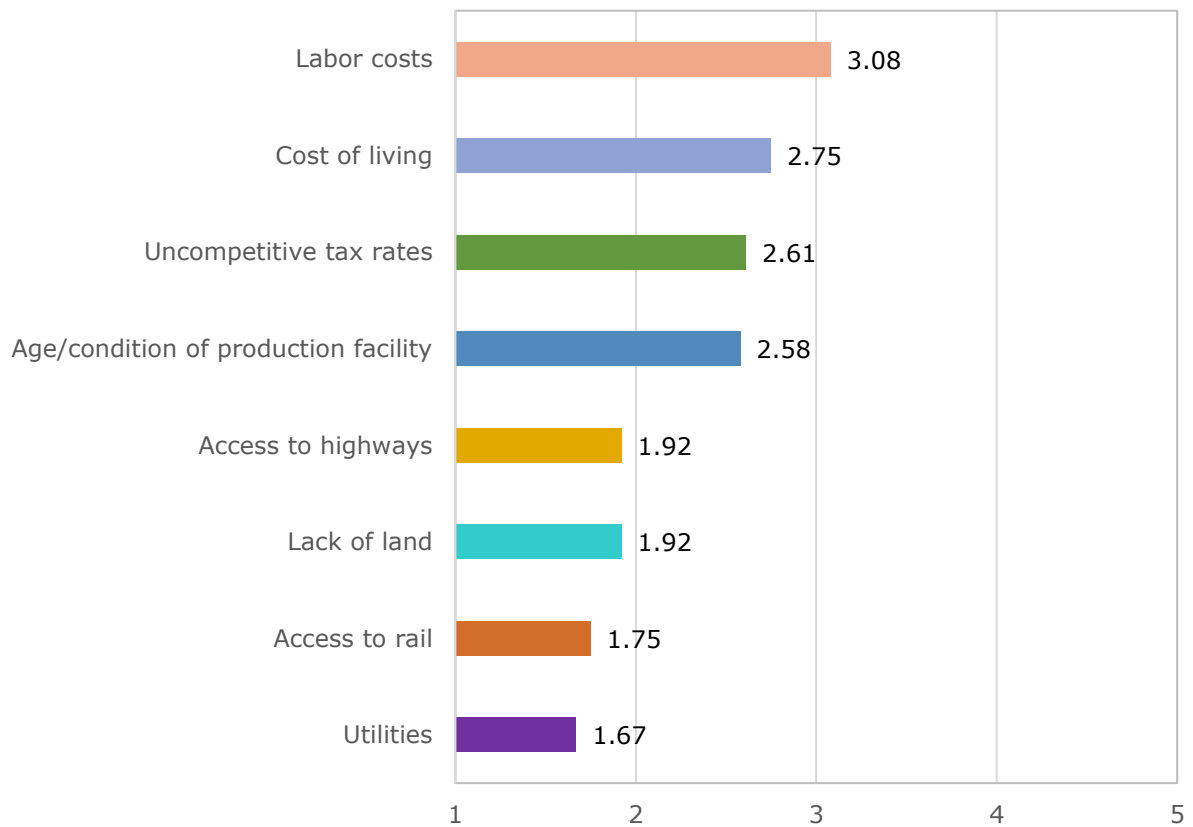
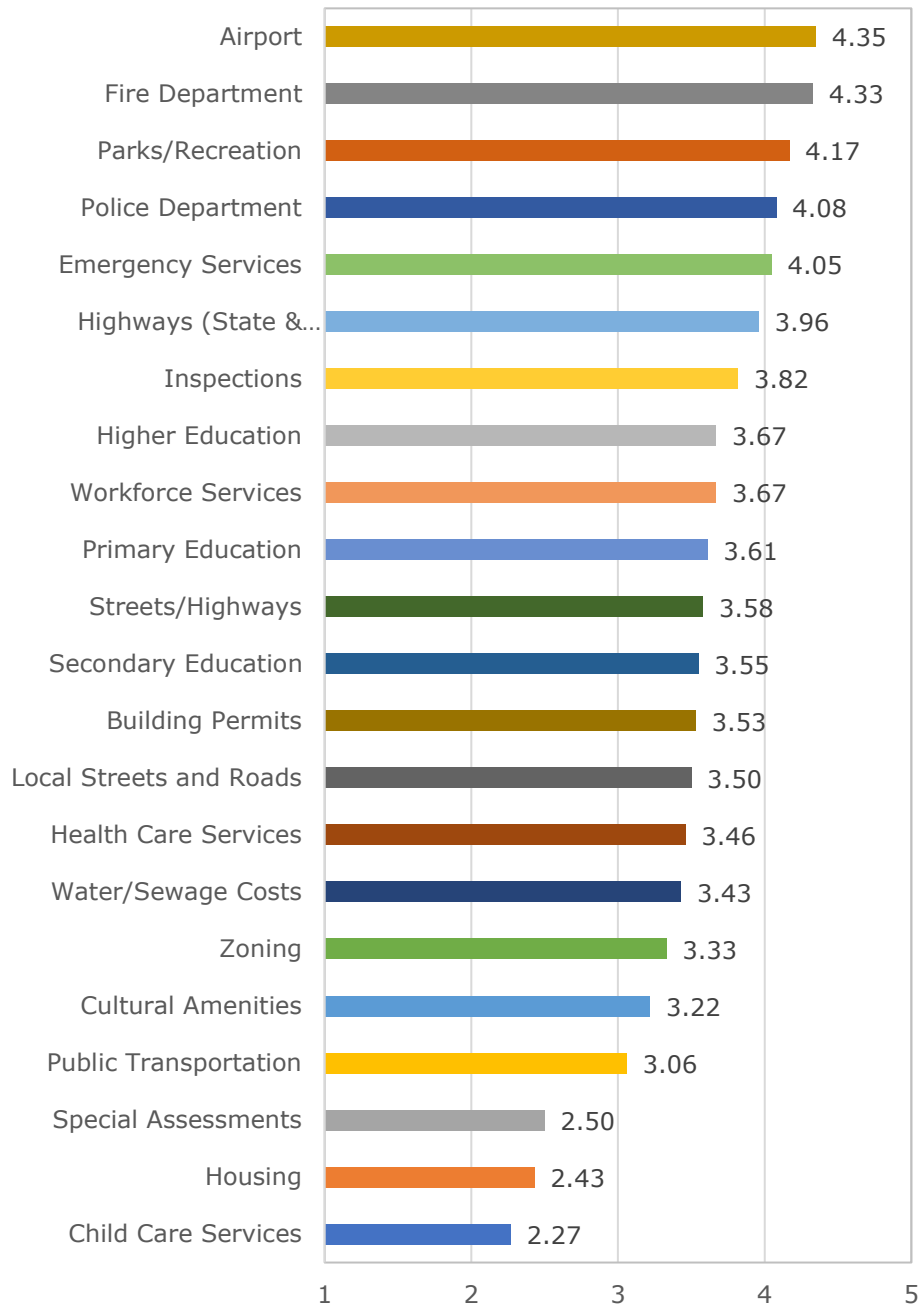


Figure 2
Mean Rating: Barriers to Growth in Minot
(1=Low, 5=High)



Attachment D | 2024 Jan 1 – June 30 Business Retention & Expansion (BR&E) Summary

Figure 3
Mean Rating: Quality of Life
(1=Greatly Needs Help, 5=Exceeds Expectations)



Attachment E | MACEDC WayFinders Report

Google analytics January 1 to June 30, 2024

City	Users	New Users
Warsaw	640	640
Minot	144	140
Minneapolis	46	43
Chicago	41	37
Bismarck	39	31
Dallas	27	25
Fargo	26	19
Columbus	22	22
Ashburn	9	9

Total Users

1446

Engagement Sessions

614

Average Engagement Rate

32.94%

Average Engagement Session per User

.42

Average Engagement Time

51 seconds

MagicinMinot.com Meet a WayFinder Inquiries

5

MagicinMinot.com Meet a WayFinder Connections Made

0

Total No. of WayFinders

25



Attachment F | MACEDC 2024 Logistics Park of North Dakota (LPND) Committee

Committee Members

Ryan Ackerman, Chair
Missy Feist-Erickson
Jonn Knecht
Jason Zimmerman

Organization

Ackerman-Estvold
Peoples State Bank of Velva
Bravera Bank
Minot Area Community Foundation

Minot Area Chamber EDC

Brekka Kramer, President | CEO
Mark Lyman, Economic Development Specialist



Attachment G | MACEDC 2024 Workforce Committee

MACEDC Board of Directors Workforce Committee Co-Chairs

Dr. Steven Shirley, Workforce Committee Co-chair	Minot State University
Dr. Mark Vollmer, Workforce Committee Co-chair	Minot Public Schools (<i>retired June 30, 2024</i>)

Committee Members

Mayor Tom Ross
Scott Burlingame, Independence Inc.
Susan Ogurek
Josh Blackaby, SandPro
Jenny Marchiniak, Trinity Health
Travis Mowbray, Mowbray & Son, Inc.
Tom Rafferty, Verendrye Electric Cooperative
Representative Paul Thomas

Organization

Burdick Job Corps.
City of Minot Alderman, Childcare Chair
Job Service North Dakota
Energy, ND Workforce Dev. Council
Healthcare
Labor
Utilities
Agriculture, State Legislator

Minot Area Chamber EDC

Brekka Kramer, President | CEO
Keli Rosselli-Sullivan, Workforce Development | Military Liaison



City of Minot

July 2024 Contract Presentation

Economic Development | Workforce Development | Military Support

BREKKA KRAMER, PRESIDENT | CEO

MARK LYMAN, ECONOMIC DEVELOPMENT SPECIALIST

KELI ROSSELLI-SULLIVAN, WORKFORCE DEVELOPMENT SPECIALIST | MILITARY LIAISON



Mission

IT IS THE MISSION OF THE MINOT AREA CHAMBER EDC TO ADVOCATE FOR AND INVEST IN BUSINESS ACTIVITY BY BEING A COLLABORATIVE PARTNER IN THE COMMUNITY, FOCUSED ON IMPROVING QUALITY OF LIFE FOR ALL.



Vision

TO BE THE GO-TO ORGANIZATION FOR OUR BUSINESS COMMUNITY TO DRIVE KEY INITIATIVES THAT BUILD AND STRENGTHEN OUR ECONOMY.



2024 Board of Directors

Executive Committee

Chair Cassidy Hjelmstad, SRT

Chair-Elect Ryan Ackerman, Ackerman-Estvold

Treasurer Missy Feist-Erickson, Peoples State Bank

Past Chair Kevin Black, Creedence Energy Services

Board Members

Beth Feldner, Xcel Energy

Peter Hankla, McGee, Hankla & Backes PC

Jonn Knecht, Bravera Bank

John Kutch, Trinity Health

Brent Lohnes, Hess Corporation

Jason Olson, Ward County Commission

Mayor Tom Ross, City of Minot

Dr. Steven Shirley, Minot State University

Dr. Mark Vollmer, Minot Public Schools (*retired 6.30.24*)

Jason Zimmerman, Minot Area Community Foundation



Our Team

Minot Area Chamber EDC

Brekka Kramer, President | CEO

Carla Dolan, Vice President

Mark Lyman, Economic Development Specialist

Chanda DeCent, Finance Director

Keli Rosselli-Sullivan, Workforce Development | Military Liaison

Katie Dotson, Communications & Outreach Specialist

Marie Sanders, Finance Assistant

Jaime Hauge, Executive Assistant

Kelly Ryan-Johnson, Administrative Assistant

Motor Vehicle Department

Lacey Coleman, Manager

Tammy Hanson, Clerk

Wendy Keldson, Clerk

Tracey Oja Zeretzke, Clerk

Kim Reedy, Clerk

Destiny Waddle, Clerk

Courtney Stroschein, Clerk



Strategic Plan

Five-year strategic plan was implemented in Q4 2022 (Attachment A)

- January 1, 2023 - December 31, 2027

Five key pillars:





Economic Development

- Minot Intermodal Service at Logistics Park of North Dakota (LPND)
- Consolidated Rail Infrastructure and Safety Improvements (CRISI Grant)
- North Dakota's only BNSF Site Certified location
- Natural gas solutions in-state
- Business leads and inquiries - major primary sector project for the Minot region
- Business Retention and Expansion program
- Start Up Minot entrepreneurial support and programming



Economic Development

“We appreciate partnering with the Minot Area Chamber EDC, the North Dakota Department of Agriculture and Rail Modal Group to move U.S. agriculture exports through our gateway,” **stated Port of Tacoma Commissioner President and The Northwest Seaport Alliance Co-Chair Kristin Ang.** “The direct connection between the NWSA gateway and Minot has proven to be a great success and highlights the importance of our gateway’s Inland Rail Hub strategy. We look forward to further collaboration and increasing agricultural export opportunities in new and existing foreign markets.”

“The Northwest Seaport Alliance prides itself on being a top gateway for agricultural exports and the inland rail hub in Minot plays a key role in driving increased U.S. exports to foreign markets,” **stated Port of Seattle Commissioner President and The Northwest Seaport Alliance Co-Chair Hamdi Mohamed.** “The Minot Area Chamber EDC, the North Dakota Department of Agriculture and Rail Modal Group have been exceptional partners in this endeavor and we look forward to growing our partnership in the future.”



Workforce Development

- Digital Newcomer + Relocation guide
- Minot Area Workforce Committee
- WayFinders www.magicinminot.com
- Find The Good Life Community Champions
- ND Department of Commerce Regional Workforce Impact Program



Military Programming

- Adopt an Airman
- Honorary Commanders Program
- Military Affairs Committee
- Right Start Committee
- Prairie Warrior Auction
- Home for the Holidays
- Military Appreciation Events
- Barksdale Trophy 2023-2025, second time



Minot Air Force Base Retention

- Task Force 21
- North Dakota Nuclear Triad Symposium
- Advocacy, awareness, Sentinel preparation
- Support for modernization of the B52 and Long-Range Standoff Weapon program
- Support for missile system modernization, Sentinel



Minot Air Force Base Retention

Key remarks from Air Force Global Strike Command Commander General Thomas Bussiere:

“Whether it is Task Force 21 or our industry partners or it’s our Congressional leadership or just great Americans that are interested in the nation’s most important mission thank you for taking the time to be here. But I’m going to ask you to do something. Every week engage with someone who doesn’t understand what we do and the importance of it and spend three to five minutes having the conversation about it. Because I would offer to you, the mission requires it, our nation needs it, and I think it would help, truly I do.”

“Why do I think this is the most important mission being performed at the most important installation. I offer to the Airmen at Minot that they perform the nation’s most important mission at the nation’s most important Department of Defense installation because it is the only installation that hosts two thirds of the triad. Both the air leg and the land leg. It is the center of gravity in my world. No other installation on the planet has that responsibility. I would offer to you where Minot goes the Air Force goes. I would offer to you, where Minot goes the Department goes, I would offer to you where Minot goes the nation goes, no pressure.”



Q&A

THANK YOU FOR HELPING TO DRIVE KEY INITIATIVES THAT BUILD AND STRENGTHEN OUR ECONOMY THROUGH ECONOMIC DEVELOPMENT, WORKFORCE DEVELOPMENT AND SUPPORT OF MILITARY.

EXHIBIT E**List of Opioid Remediation Uses****Schedule A
Core Strategies**

States and Qualifying Block Grantees shall choose from among the abatement strategies listed in Schedule B. However, priority shall be given to the following core abatement strategies (“*Core Strategies*”).¹⁴

A. **NALOXONE OR OTHER FDA-APPROVED DRUG TO
REVERSE OPIOID OVERDOSES**

1. Expand training for first responders, schools, community support groups and families; and
2. Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.

B. **MEDICATION-ASSISTED TREATMENT (“MAT”)
DISTRIBUTION AND OTHER OPIOID-RELATED
TREATMENT**

1. Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service;
2. Provide education to school-based and youth-focused programs that discourage or prevent misuse;
3. Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders; and
4. Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.

¹⁴ As used in this Schedule A, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

C. **PREGNANT & POSTPARTUM WOMEN**

1. Expand Screening, Brief Intervention, and Referral to Treatment (“*SBIRT*”) services to non-Medicaid eligible or uninsured pregnant women;
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for women with co-occurring Opioid Use Disorder (“*OUD*”) and other Substance Use Disorder (“*SUD*”) / Mental Health disorders for uninsured individuals for up to 12 months postpartum; and
3. Provide comprehensive wrap-around services to individuals with OUD, including housing, transportation, job placement/training, and childcare.

D. **EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME (“*NAS*”)**

1. Expand comprehensive evidence-based and recovery support for NAS babies;
2. Expand services for better continuum of care with infant-need dyad; and
3. Expand long-term treatment and services for medical monitoring of NAS babies and their families.

E. **EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES**

1. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments;
2. Expand warm hand-off services to transition to recovery services;
3. Broaden scope of recovery services to include co-occurring SUD or mental health conditions;
4. Provide comprehensive wrap-around services to individuals in recovery, including housing, transportation, job placement/training, and childcare; and
5. Hire additional social workers or other behavioral health workers to facilitate expansions above.

F. **TREATMENT FOR INCARCERATED POPULATION**

1. Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system; and
2. Increase funding for jails to provide treatment to inmates with OUD.

G. **PREVENTION PROGRAMS**

1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);
2. Funding for evidence-based prevention programs in schools;
3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the 2016 CDC guidelines, including providers at hospitals (academic detailing);
4. Funding for community drug disposal programs; and
5. Funding and training for first responders to participate in pre-arrest diversion programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.

H. **EXPANDING SYRINGE SERVICE PROGRAMS**

1. Provide comprehensive syringe services programs with more wrap-around services, including linkage to OUD treatment, access to sterile syringes and linkage to care and treatment of infectious diseases.

I. **EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE**

Schedule B
Approved Uses

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (“OUD”) and any co-occurring Substance Use Disorder or Mental Health (“SUD/MH”) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:¹⁵

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment (“MAT”) approved by the U.S. Food and Drug Administration.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (“ASAM”) continuum of care for OUD and any co-occurring SUD/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (“OTPs”) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

¹⁵ As used in this Schedule B, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

8. Provide training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.
10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Offer scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.
12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (“*DATA 2000*”) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
13. Disseminate of web-based training curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.
14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.
5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED
(CONNECTIONS TO CARE)

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Fund SBIRT programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.
6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.
8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.
11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.
15. Engage non-profits and the faith community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
 1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (“*PAARP*”);
 2. Active outreach strategies such as the Drug Abuse Response Team (“*DART*”) model;
 3. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (“*LEAD*”) model;
 5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or
 6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (“CTP”), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (“NAS”), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women—or women who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Provide training for obstetricians or other healthcare personnel who work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; and expand long-term treatment and services for medical monitoring of NAS babies and their families.

5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with NAS get referred to appropriate services and receive a plan of safe care.
6. Provide child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.
7. Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.
8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.
10. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).
2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("PDMPs"), including, but not limited to, improvements that:

1. Increase the number of prescribers using PDMPs;
2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or
3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
7. Increasing electronic prescribing to prevent diversion or forgery.
8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Funding community anti-drug coalitions that engage in drug prevention efforts.
6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).
7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.
2. Public health entities providing free naloxone to anyone in the community.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.
8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.
10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.
12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.
13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment

intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).
7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (“*ADAM*”) system.
8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.

Opioid Task Force Update- 6/18/24

The Ward County Opioid Task Force has been meeting for the past several months to develop and implement a plan to use the Opioid Settlement funds. The Task Force made a decision that these funds would be concentrated in the Ward County Detention Center (WCDC) for Inmates who are currently in recovery for Opioid Use Disorder (OUD) or those inmates in need of treatment for OUD.

In 2022, guidance came down from the US Department of Justice for Inmates that are currently receiving treatment for OUD. These Inmates are protected by the Americans with Disabilities Act. This includes individuals that are currently on Medication for Opioid Use Disorder (MOUD). If an Inmate is receiving a MOUD or any other treatment for their OUD, it needs to be continued while they are incarcerated. If these services are not continued after incarceration, it leaves the facility open for litigation. This has been an ongoing topic around the State in all Correctional facilities for the past two years. The Facilities in smaller communities do not have the services in their communities to provide. The WCDC has been assisting other counties and housing their Inmates that are on MOUD for the past several years. We currently have two inmates from other counties that are receiving MOUD through Community Medical Services.

Goals

1. Training for Officer on recognizing the symptoms of Detox
2. Training for Officers for accessing the need for MOUD
3. Continuing treatment and peer support for Inmates that come into the facility that are currently receiving a MOUD
4. Induction of a MOUD to inmates that are in need and follow-up treatment/peer support
5. Provide guidance to inmates upon release of where they can go to get services for OUD
6. Provide Data that shows the success of the program

There are many different agencies that have offered assistance to meet these goals. These are still the opening stages but I will give you a synopsis of each provider.

First District Health Unit

First District Health Unit has been responsible for coordinating the meetings and bringing all of the different Organizations together.

City of Minot

They will provide technical support that will track the success of the program.

Community Medical Services (CMS)

In 2017, Ward County entered into an agreement with CMS to provide Methadone inside the facility. CMS provides doses for inmates who are currently enrolled in their MOUD program. We are in the initial talks for CMS to provide Tele medical appointments for admissions into their program. We may need another contract for them to provide evaluations and Treatment plans. They have offered to come up with a screening tool for inmates that may be a candidate for induction and to provide assistance in tracking the inmates that are participants when they leave the Detention Center.

Quality Health Associates of ND

Quality of Health Associates of ND help set up a virtual meeting with the DOCR Correctional Health Authority of the Department of Corrections-Stephanie Gravning, MD. She was very interested in our progress and will provide resources for training.

North Central Human Service Center

North Central Human Service Center has a provider who is able to prescribe Suboxone. If we were to provide this service in the jail, it would be through a telehealth platform. There would be some concern about capacity and timeliness of appointments as we currently only have one provider who is able to prescribe Suboxone and he is split between two centers.

It is critical in my opinion that treatment for the incarcerated individuals not only include Medication for Opioid Use Disorder, but more comprehensive treatment to include services from a Licensed Addiction Counselor. This would include a proper evaluation by a Licensed Addiction Counselor to establish a needed level of care based on ASAM criteria. Depending on that level of care recommendation, individuals need access to groups and individual sessions to treat their opioid use.

North Central is working towards a designation as a Certified Community Behavioral Health Clinic. Part of this designation will allow us to enhance our Care Coordination efforts. I anticipate that we would have the ability to strengthen our presence within the jail and help facilitate an individual's transition from incarceration to treatment at the human service center. I anticipate that we would have a Care Coordinator in place within the next 4-5 months.

Management and Training Corporation (MTC)

The WCDC has twelve inmates from the ND Department of Corrections that are serving the remainder of the sentencing and are working in the community. MTC is providing treatment for these individuals outside of the jail. There may be a possibility of MTC providing some in house group treatment for a specific inmate population.

Minot Area Recovery Community Organization (MARCO)

A MARCO representative will be joining the Task Force for the next meeting. There may be some additional funding available for justice-involved individuals with substance abuse disorders through the Bureau of Justice Assistance/Department of Justice. They may be able to offer some peer support.

Ideal Options

We have received a professional Services agreement from Ideal Options to increase access to MOUD care to facilitate diagnosis and treatment of OUD.

Next Steps

1. Develop a screening tool to be used during the booking process that will identify individuals who:
 - a) Are Currently participating in a MOUD program.
 - b) Have participated in an MOUD program in the past.
 - c) Have an active diagnosis for an OUD
 - d) May be a candidate for an MOUD program.
2. Develop or implement an existing training course for recognizing the symptoms of Detoxification from drugs and alcohol.
3. Decide on a provider for induction into a MOUD program. This could be a group effort involving all MOUD providers in the area. This will incorporate the follow up treatment needed when an individual is participating in a MOUD program.
4. Draft a pamphlet to be provided to all inmates that leave the facility that gives them information and options for MOUD in the community.
5. Develop a policy that encompassed the entire plan
6. Develop a tracking system to measure results

Conclusion

The main goal of this plan is to reduced recidivism in the community and re-integrate the inmates back into society with the tools to deal with their addictions. Another focus is lowering the overdose rate for inmates that are released from the facility. We have made great strides over the last few months, but have a lot more work to do. The monetary portion of using these funds has not yet surfaced. We need to ensure that when this program is started, it is sustainable for many years to come.

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 - b) Have participated in an MOUD program in the past.
 - c) Have an active diagnosis for an OUD
 - d) May be a candidate for an MOUD program.
2. Develop or implement an existing training course for recognizing the symptoms of Detoxification from drugs and alcohol.
3. Decide on a provider for induction into a MOUD program. This could be a group effort involving all MOUD providers in the area. This will incorporate the follow up treatment needed when an individual is participating in a MOUD program.
4. Draft a pamphlet to be provided to all inmates that leave the facility that gives them information and options for MOUD in the community.
5. Develop a policy that encompasses the entire plan
6. Develop a tracking system to measure results

Conclusion

The main goal of this plan is to reduced recidivism in the community and re-integrate the inmates back into society with the tools to deal with their addictions. We have made great strides over the last few months, but have a lot more work to do. The monetary portion of using these funds has not yet surfaced. We need to ensure that when this program is started, it is sustainable for many years to come.

2023 ANNUAL REPORT



HEALTHY PEOPLE IN HEALTHY COMMUNITIES

The mission of public health is to make a positive impact on the health and welfare of the community through service, education, prevention, and collaborative activities.

2023 MANAGEMENT TEAM

Holly Brekhus, Executive Director
hibrekhus@nd.gov

Roxanne Vendsel, RN, Director of Nursing
rvendsel@nd.gov

Danell Eklund, RN, County Nursing Supervisor
deklund@nd.gov

Lisa Westman, Director of Environmental Health
ecotto@nd.gov

Jim Snyder, Director of Nutrition
jsnyder@nd.gov

Jen Clark, Director of Health Promotions
jlclark@nd.gov

Lori Brierley, Director of Communications
lbrierley@nd.gov

Lois Mackey, Business Manager
lmackey@nd.gov

Becky Fred, Administrative Staff Supervisor
bfred@nd.gov

Zach Bruns, Emergency Preparedness &
Response Coordinator
zbruns@nd.gov

FIRST DISTRICT HEALTH UNIT BOARD OF HEALTH MEMBERS

DAWN MATTERN, MD, **PRESIDENT**..... WARD
RON KREBSBACH, **VICE PRESIDENT**..... MCLEAN
DAWN YSTAAS, **SECRETARY-TREASURER**..... WARD
MAE STREICH..... BOTTINEAU
JEANINE JENSEN..... BURKE
ROBERT MARMON..... RENVILLE
WALTER LIPP..... SHERIDAN
SHELLY WEPPLER..... WARD
NIKKI MEDALEN..... MCHENRY
PENNY HAMILTON..... WARD

District Health Officer - Casmir Nwaigwe, MD
Deputy Health Officer - Dawn Mattern, MD

OUR VISION

Healthy People in Healthy

From the Desk of the Executive Director

Reflecting on 2023, the post-COVID rebuilding process continued for public health. The 2023 legislative session brought with it clarification of the core functions of public health. In addition to all land in North Dakota being served by a local public health unit, the North Dakota Century Code now defines the essential components of public health. Those functions include communicable disease control; chronic disease and injury prevention; environmental public health; maternal, child, and family health; and access to clinical care. The next two pages of this report show how the programs and services of First District align with these core functions.

In order to meet the continually changing needs of the communities we serve, we must be ready to adapt and change. The newest addition to our programming is the Mobile Unit. We are now able to bring many of our services out into our communities. The Mobile Unit has been well received by those who have utilized it.

One significant change at FDHU this year was the retirement of long-time Executive Officer, Lisa Clute. We wish her well and hope she enjoys her retirement. Thank you to Lisa for her 29 years of service to First District and public health. She has been a great mentor and I look forward to serving the counties and communities of First District Health Unit in my new role as Executive Director.

Sincerely,

Holly Brekhus

Holly Brekhus
Executive Director



Communities

North Dakota

Public Health Core Functions

Per NDCC 23-35-02 2. At a minimum, a public health unit shall provide the following core functions:

- Communicable disease control
- Chronic disease and injury prevention
- Environmental public health
- Maternal, child, and family health
- Access to clinical care

Local Public Health

First District Health Unit

Programs and Services

The 2023 North Dakota Legislature passed a new section of century code that defines the minimum functions an entity must provide in order to be considered a public health agency in North Dakota. The passage of this bill helps provide some unity in the provision of public health services and furthers the goal of becoming the healthiest state in the nation.

Access to Clinical Care

- Preschool Screenings*
- Vision Screenings*
- Orthodontic Screenings for Medicaid Clients*
- Peer Support
- Mobile Clinic

Maternal, Child, and Family Health

- Family Planning
- School Health*
- WIC
- Optimal Pregnancy Outcome Program (OPOP)*
- High Priority Infants (HPI)*

Communicable Disease Control

- Good Neighbor SSP Program*
- Harm Reduction Program*
- Ryan White HIV/AIDS Program*
- Jail Health*
- Tuberculosis Testing & Treatment
- Immunizations*
- STI/STD Testing & Treatment*

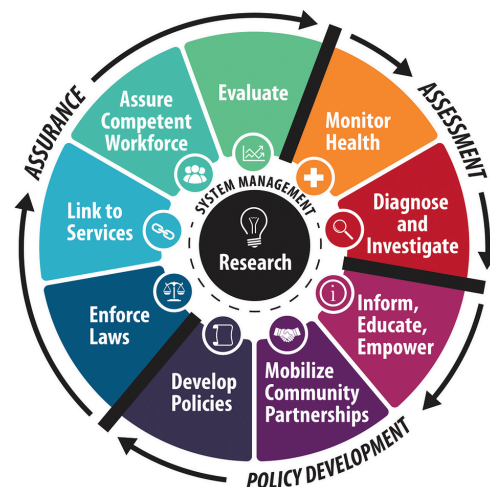
Chronic Disease and Injury Prevention

- Baby & Me Tobacco Free*
- SteppingOn-Senior Fall Prevention
- Tobacco Prevention and Control
- Substance Use Prevention
- Narcan Training and Distribution
- Car Seat Safety*
- Responsible Beverage Server Training
- Prevention Resources for Parents & Schools
- Educational presentations at Senior Centers

Environmental Public Health

- Food & Lodging Inspections
- Rabies Program/Disease Surveillance*
- Onsite Wastewater/Septic Permits and Inspections
- Childcare Inspections*
- Nuisances
- Food Safety Training*
- Body Art Licensing*
- Emergency Preparedness and Response*
- Tanning Facilities Inspections
- Swimming Pool Testing and Inspection
- Water Testing

*Programs/services marked with an asterisk align with more than one of the Public Health Core Functions. For example, Preschool Screenings contribute to both Access to Clinical Care and Maternal, Child and Family Health.





DYK? It's Not All About the Numbers

The Backbone of Public Health

DYK? Over the decades, local public health has advocated for over-arching policies and regulations, such as seat belt laws and smoke-free policies, to reduce the risk of poor health and early death from injury, communicable disease, and chronic illness. Public health starts at the foundation, using community assessments, surveys, and collected data to identify needs and gaps, then finding proven ways to address those needs and build optimal health. The numbers on the following pages are markers of ongoing efforts to help achieve our vision – **Healthy People in Healthy Communities.**

768

**FAMILY PLANNING
& STI/HIV/AIDS
VISITS**

21,184

**IMMUNIZATIONS
TOTAL**

10,723

**FLU
VACCINES**

1,673

**UNITS OF
NARCAN
DISTRIBUTED**



ENVIRONMENTAL HEALTH

WATER TESTS

3,619

INSPECTIONS

1,178

FOOD TESTS

641

SEPTIC PERMITS

149

COMPLAINT INSPECTIONS

69

13,787
WIC CONSULTS

**WIC nutrition consults are provided
throughout all 7 FDHU counties in
person and over the phone .**



MOBILE HEALTH CLINIC

Access to Care



In July 2023, First District introduced a new weapon in the fight to bring public health to the population. The Mobile Health Clinic is equipped to provide many different types of services to the seven-county area.

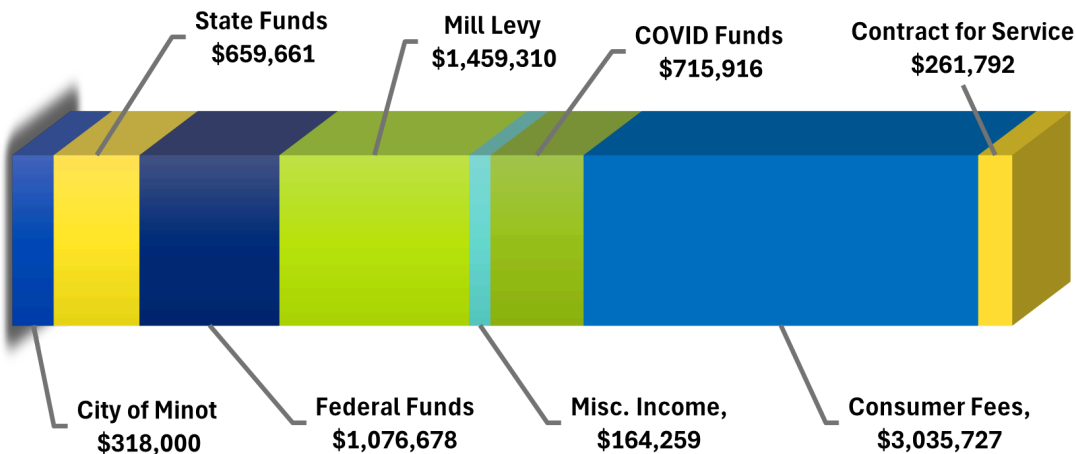
First District Health Unit serves an area of about 10,618 square miles – over 15% of the total land area of the state, and larger than Rhode Island, Connecticut and Delaware combined!

619
JAIL
HEALTH
SERVICES

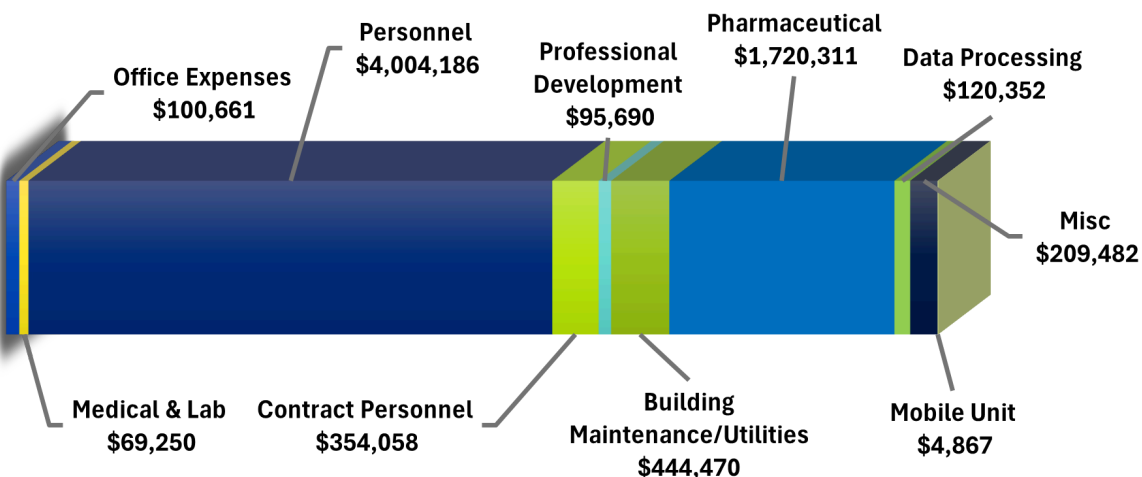
154
ALCOHOL
SERVER
TRAINING

150
TUBERCULOSIS
TESTS & VISITS

417
SYRINGE
SERVICE
PROGRAM
VISITS



2023
REVENUES
\$7,691,343



2023
EXPENSES
\$7,123,327



BURKE COUNTY

103 Main St. SE
Bowbells, ND 58721
Stacey Schoemer, RN
(701) 377-2316

WARD COUNTY

MAIN OFFICE
801 11th Ave. SW
Minot, ND 58701
(701) 852-1376

113 1st Ave. NW
Kenmare, ND 58746
Melissa Burud, RN
(701) 385-4328

BOTTINEAU COUNTY

314 5th St. W Suite #7
Bottineau, ND 58318
Sue Brandvold, RN
(701) 228-3101

RENVILLE COUNTY

205 Main St. E
Mohall, ND 58761
Tami Aberle, RN
(701) 756-6383

SHERIDAN COUNTY

215 2nd St. E
McClusky, ND 58463
Kristi Jensen, RN
(701) 363-2506

McHENRY COUNTY

112 Main St. S
Towner, ND 58788-0517
Nancy Bryn, RN
(701) 537-5732

McLEAN COUNTY

141 N. Main #3
Garrison, ND 58540
Amy Heer, RN
(701) 463-2641

712 5th Ave.
Washburn, ND 58577-1108
Pam Fischer, RN
(701) 462-3330

All services offered by First District are available to everyone in the seven county service area, through either the local county office or the Minot office.

Participating Political Subdivision Opioid Settlement Revenue

Certain Pharmaceutical companies engaged in the production of Opioid based drugs in which deceptive practices were employed leading to their over prescription and a significant public health crisis. Due to such actions the Nation's States and many political subdivisions brought suit against such companies to collect damages as reimbursement for costs of combating and treating those affected.

The State of North Dakota brought suit on behalf of the State represented by the Attorney General while numerous North Dakota Counties and Cities brought their own independent actions represented by private counsel.

A global settlement was reached between the defendants and the State and participating North Dakota political subdivisions. The settling pharmaceutical companies are providing a settlement revenue stream over the next decade plus. The pharmaceutical companies will be providing a separate stream of revenue directly to the State and directly to those political subdivisions that brought independent legal actions.

In the 2023 Legislative session the North Dakota legislature created the Opioid Settlement fund for the deposit of State settlement dollars in which an advisory committee shall recommend to the Department of Health and Human Services spending decisions for the remediation or abatement of the opioid crisis. HB 1447

<https://ndlegis.gov/assembly/68-2023/regular/documents/23-1014-06000.pdf>

Settling political subdivisions have the option of turning over their settlement dollars to the State opioid fund or can expend those received funds as long as they comply with the settlement agreement. Specifically political subdivisions are mandated to collaborate with the local public health unit on the use of the money for local programs for remediating and abating the opioid crisis. While the language in NDCC 50-36-06 is not totally clear the underlying legislative intent is for the political subdivision to come to an agreement for the expenditure of the funds with the local public health unit if they choose not to turn over their settlement dollars to the State Opioid Fund.

Recommendation: Local political subdivisions that received settlement funds should consult with their local public health units to determine an expenditure plan along with how to comply with the reporting requirements. The health units look forward to working with local political subdivisions to share expenditure ideas and assist in submitting reports.

Aaron Birst

NDACo Executive Director

701-425-0808

aaron.birst@ndaco.org

**Sixty-eighth Legislative Assembly of North Dakota
In Regular Session Commencing Tuesday, January 3, 2023**

HOUSE BILL NO. 1447
(Representatives Weisz, Lefor, Nelson, Stemen, Vigesaa)
(Senators Bekkedahl, Lee)

AN ACT to create and enact a new chapter to title 50 of the North Dakota Century Code, relating to creation of the opioid settlement fund, creation of the opioid settlement advisory committee, and use of opioid settlement funds; to amend and reenact subsection 1 of section 21-10-06 and section 23-01-42 of the North Dakota Century Code and section 5 of chapter 3 of the 2021 Session Laws, relating to funds under management of the state investment board, opioid antagonist prescription, distribution, possession, or use, and the funding of the opioid treatment and prevention program; to provide an appropriation; to provide for a transfer; to provide for application; and to declare an emergency.

BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:

SECTION 1. AMENDMENT. Subsection 1 of section 21-10-06 of the North Dakota Century Code is amended and reenacted as follows:

1. Subject to the provisions of section 21-10-02, the board shall invest the following funds:
 - a. State bonding fund.
 - b. Teachers' fund for retirement.
 - c. State fire and tornado fund.
 - d. Workforce safety and insurance fund.
 - e. Public employees retirement system.
 - f. Insurance regulatory trust fund.
 - g. State risk management fund.
 - h. Budget stabilization fund.
 - i. Water projects stabilization fund.
 - j. Health care trust fund.
 - k. Cultural endowment fund.
 - l. Petroleum tank release compensation fund.
 - m. Legacy fund.
 - n. Legacy earnings fund.
 - o. Opioid settlement fund.
 - p. A fund under contract with the board pursuant to subsection 3.

SECTION 2. AMENDMENT. Section 23-01-42 of the North Dakota Century Code is amended and reenacted as follows:

23-01-42. Opioid antagonist prescription, distribution, possession, or use - Immunity from liability.

1. As used in this section:

a. "Health care professional" means a licensed or certified health care professional who is working within the scope of practice for that profession. The term may include a physician, physician assistant, advanced practice registered nurse, and pharmacist acting in the professional's scope of practice.

b. "Opioid antagonist" means a drug:

(1) That is approved by the United States food and drug administration for the treatment of a drug overdose and is recognized by the department of health and human services for the treatment of a drug overdose; and

(2) That when administered negates or neutralizes, in whole or in part, the pharmacological effects of an opioid in the body.

2. A health care professional acting in good faith may directly or by standing order prescribe, distribute, or dispense an opioid antagonist, ~~if the health care professional provides training to:~~

a. ~~An individual at risk of experiencing an opioid-related overdose; or~~

b. ~~A family member, friend, or other individual in a position to assist an individual at risk of experiencing an opioid-related overdose.~~

3. ~~An individual acting in good faith may receive or possess an opioid antagonist if that individual is:~~

a. ~~An individual at risk of experiencing an opioid-related overdose; or~~

b. ~~A family member, friend, or other individual in a position to assist an individual at risk of experiencing an opioid-related overdose.~~

4.3. ~~An individual acting in good faith may self-administer an opioid antagonist or~~ administer an opioid antagonist to another individual who the administering individual suspects is at risk of experiencing an opioid overdose.

5.4. An individual may receive, possess, or administer an opioid antagonist under subsection 3 ~~or~~ 4, regardless of whether the individual is the individual for or to whom the opioid antagonist is prescribed, distributed, or dispensed.

6.5. An individual who prescribes, distributes, dispenses, receives, possesses, or administers an opioid antagonist as authorized under this section is immune from civil and criminal liability for such action. A health care professional who prescribes, distributes, or dispenses an opioid antagonist as authorized under this section is not subject to professional discipline for such action. This section does not expand the scope of practice of a health care professional. Immunity from liability or discipline under this subsection does not apply if the individual's actions constitute recklessness, gross negligence, or intentional misconduct.

SECTION 3. A new chapter to title 50 of the North Dakota Century Code is created and enacted as follows:

Definitions.

As used in this chapter:

1. "Committee" means the opioid settlement advisory committee.

2. "Department" means the department of health and human services.
3. "Fund" means the opioid settlement fund.
4. "Opioid litigation" means statewide opioid settlement agreements, judgments, or other recoveries in connection with a defendant's actual or alleged liability for contributing to the opioid crisis in this state which must be used for purposes of remediating or abating the opioid crisis in this state.

Opioid settlement fund.

There is created in the state treasury an opioid settlement fund. Moneys recovered by the state as a result of opioid litigation must be deposited in the fund. Moneys recovered by a political subdivision as a result of opioid litigation may be deposited in the fund. The state investment board shall invest moneys in the fund and income earned on the moneys in the fund must be credited to the fund. Moneys in the fund may be used in compliance with any court-ordered restrictions and as authorized by legislative appropriation and this chapter; however, legislative appropriations from the fund may not exceed eight million dollars in a biennium. The fund does not include funds not retained by the state pursuant to law or court order.

Opioid settlement advisory committee.

1. The committee is composed of:
 - a. One member of the North Dakota association of counties appointed by the chairman of the legislative management, who shall serve a term of two years.
 - b. One member of the North Dakota league of cities appointed by the chairman of the legislative management, who shall serve a term of two years.
 - c. One member of the North Dakota state association of city and county health officials appointed by the chairman of the legislative management, who shall serve a term of two years.
 - d. One member who represents the highway patrol appointed by the highway patrol superintendent, who shall serve a term of two years.
 - e. The executive director of the department's division of behavioral health.
 - f. The managing director of the office of recovery reinvented.
 - g. One member appointed by the governor who shall serve as a nonvoting member and as the presiding officer of the committee, who shall serve a term of two years.
2. The committee shall forward recommendations to the department on spending decisions of the legislatively appropriated funds for remediation or abatement of the opioid crisis in this state.
 - a. The committee shall develop a process for receiving spending recommendation input from political subdivisions and the public.
 - b. The committee shall develop a process for making recommendations to the department under this subsection.
 - c. The committee shall consider cultural practices and alternative best practice treatment methods when considering and making recommendations to the department under this subsection.

Department of health and human services - Report to budget section.

1. The department shall develop a process for receiving and evaluating spending recommendations of the committee.
2. Annually, each political subdivision that recovers and retains moneys as a result of opioid litigation shall submit to the department a report detailing the decisions of the governing body of the political subdivision regarding use of the moneys.
3. Annually, the department shall make a report to the budget section of the legislative management on the status of the fund and of spending decisions made by the department and the political subdivisions under this chapter.

Opioid remediation and abatement spending decisions - Implementation.

1. The department's spending decisions of the legislatively appropriated funds from the fund for remediating and abating the opioid crisis must include at least twenty percent for opioid use prevention and overdose prevention, including best practices relating to fentanyl drug overdose, and approved use for workforce development.
2. The department shall implement or assist with the implementation of spending decisions made under this chapter.

Political subdivisions - Public health units.

1. A political subdivision that recovers moneys as a result of opioid litigation may deposit the moneys in the fund or may retain the moneys and transfer the moneys to the public health unit that provides services to that political subdivision.
2. A political subdivision that recovers and retains moneys as a result of opioid litigation shall collaborate with a public health unit on the use of the moneys for local programs for remediating and abating the opioid crisis. The use of moneys under this subsection must be in compliance with any court-ordered restrictions. The political subdivision and public health unit shall work together to ensure all reporting requirements are met.
3. All political subdivisions shall provide an allocation plan to the behavioral health division prior to expenditure.

SECTION 4. AMENDMENT. Section 5 of chapter 3 of the 2021 Session Laws is amended and reenacted as follows:

SECTION 5. TRANSFER - LAWSUIT SETTLEMENT PROCEEDS - OPIOID SETTLEMENT FUND - OPIOID ADDICTION PREVENTION AND TREATMENT PROGRAM - APPROPRIATION - DEPARTMENT OF HEALTH AND HUMAN SERVICES - ONE-TIME FUNDING - REPORT. The office of management and budget shall transfer up to \$2,000,000 from opioid-related lawsuit settlement proceeds deposited in the attorney general refund fund to the ~~department of human services~~ opioid settlement fund which is appropriated to the department of health and human services for the purpose of defraying the expenses of an opioid addiction prevention and treatment program during the biennium beginning July 1, 2021, and ending June 30, 2023. The department of health and human services shall consult with the attorney general on the use of funding for the program. The attorney general shall notify the legislative council and office of management and budget of any lawsuit settlement proceeds that become available for transfer to the department of health and human services for this program. This funding is considered a one-time funding item.

SECTION 5. APPROPRIATION - DEPARTMENT OF HEALTH AND HUMAN SERVICES - OPIOID REMEDIATION AND ABATEMENT. There is appropriated out of any moneys in the opioid settlement fund in the state treasury, not otherwise appropriated, the sum of \$8,000,000, or so much of the sum as

may be necessary, to the department of health and human services for the purpose of opioid remediation and abatement efforts under section 2 of this Act, for the biennium beginning July 1, 2023, and ending June 30, 2025.

SECTION 6. TRANSFER - OFFICE OF MANAGEMENT AND BUDGET - OPIOID SETTLEMENT FUND. The office of management and budget shall transfer to the opioid settlement fund all funds received by the state and any political subdivision of the state from opioid settlements and litigation during the period beginning March 1, 2021, and the effective date of this Act, and any additional funds received during the period beginning on the effective date of this Act, and ending June 30, 2025.

SECTION 7. APPLICATION. To initiate staggered terms of the members of the opioid advisory committee, the initial appointments for the positions representing the North Dakota association of counties representative and the North Dakota state association of city and county health officials representative must be for one year.

SECTION 8. EMERGENCY. This Act is declared to be an emergency measure.

Speaker of the House

President of the Senate

Chief Clerk of the House

Secretary of the Senate

This certifies that the within bill originated in the House of Representatives of the Sixty-eighth Legislative Assembly of North Dakota and is known on the records of that body as House Bill No. 1447 and that two-thirds of the members-elect of the House of Representatives voted in favor of said law.

Vote: Yeas 85 Nays 8 Absent 1

Speaker of the House

Chief Clerk of the House

This certifies that two-thirds of the members-elect of the Senate voted in favor of said law.

Vote: Yeas 47 Nays 0 Absent 0

President of the Senate

Secretary of the Senate

Received by the Governor at _____ M. on _____, 2023.

Approved at _____ M. on _____, 2023.

Governor

Filed in this office this _____ day of _____, 2023,
at _____ o'clock _____ M.

Secretary of State



CITY MANAGER RECOMMENDED BUDGET

HAROLD STEWART | MINOT CITY MANAGER | JULY 15, 2024

2025 BUDGET SCHEDULE

APRIL

MONDAY
1

5:30 PM:
City Council approves budget schedule

MONDAY
1

Pay Plan and Classification Study Begins (Human Resources)

MONDAY
15

5:30 PM:
Presentation of the Capital Improvement Plan (CIP)

FRIDAY
26

Community contribution application for funding available on City website

MAY

MONDAY
6

5:30 PM:
Approval of the Capital Improvement Plan (CIP)

MONDAY
6

Department tours with Council members

TUESDAY
7

Department tours with Council members

WEDNESDAY
8

Department tours with Council members

MAY

THURSDAY
9

Department tours with Council members

FRIDAY
10

Department tours with Council members

MONDAY
20

5:30 PM:
Council agenda item to outline budget priorities

FRIDAY
31

Pay Plan and Classification Study complete (Human Resources)

JUNE

MONDAY
3

Budget requests due to Finance and City Manager

MONDAY
3

Community contribution applications due

MONDAY
3

5:30 PM:
Community contribution applicant presentations to Council

MONDAY
10

Budget request meetings start with Department Heads, City Manager and Finance

JUNE

WEDNESDAY
12

Annual Plan presentation to Civil Service Commission (Human Resources)

FRIDAY
14

Budget request meetings end with Department Heads, City Manager and Finance

WEDNESDAY
19

Annual Pay Plan public meeting (Human Resources)

FRIDAY
21

Department budgets complete

MONDAY
24

City Manager and Finance start work on budget and presentation

JULY

MONDAY
1

4:30 PM:
City Council reorganization

MONDAY
8

City Manager and Finance complete work on budget and presentation

TUESDAY
9

Have budget ready to copy and bind

JULY

TUESDAY
9

City Council facilitator meetings

WEDNESDAY
10

City Council facilitator meetings

MONDAY
15

5:30 PM:
Proposed annual budget and annual pay plan to Council

TUESDAY
30

5:30 PM:
Special Council Meeting Q&A and approve preliminary budget

AUGUST

MONDAY
19

5:30 PM:
President of the Council message due

SEPTEMBER

MONDAY
16

5:30 PM:
First reading and public hearing on Budget Ordinance

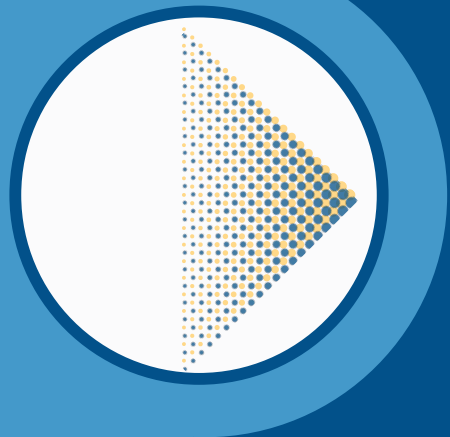
OCTOBER

MONDAY
7

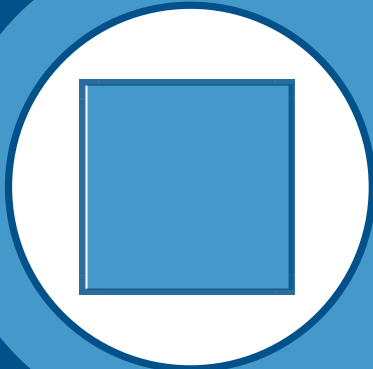
5:30 PM:
Final adoption of Budget Ordinance

DYNAMIC & FLOURISHING

MINOT IS A THRIVING AND VIBRANT COMMUNITY READY TO COLLABORATE AND ADAPT TO ACHIEVE STRATEGIC GROWTH.



PREPARED & RESILIENT



MINOT IS PREPARED TO TAKE EFFECTIVE ACTION WHEN FACED WITH CHALLENGES AND WORKS WITH THE COMMUNITY’S RESILIENT NATURE TO PERSEVERE.

SAFE & WELCOMING

MINOT IS A WELCOMING COMMUNITY WHERE PEOPLE FEEL SAFE AND ENGAGED, WITH THE FREEDOM TO CELEBRATE THEIR RICH, DIVERSE HISTORIES AND IDENTITIES.

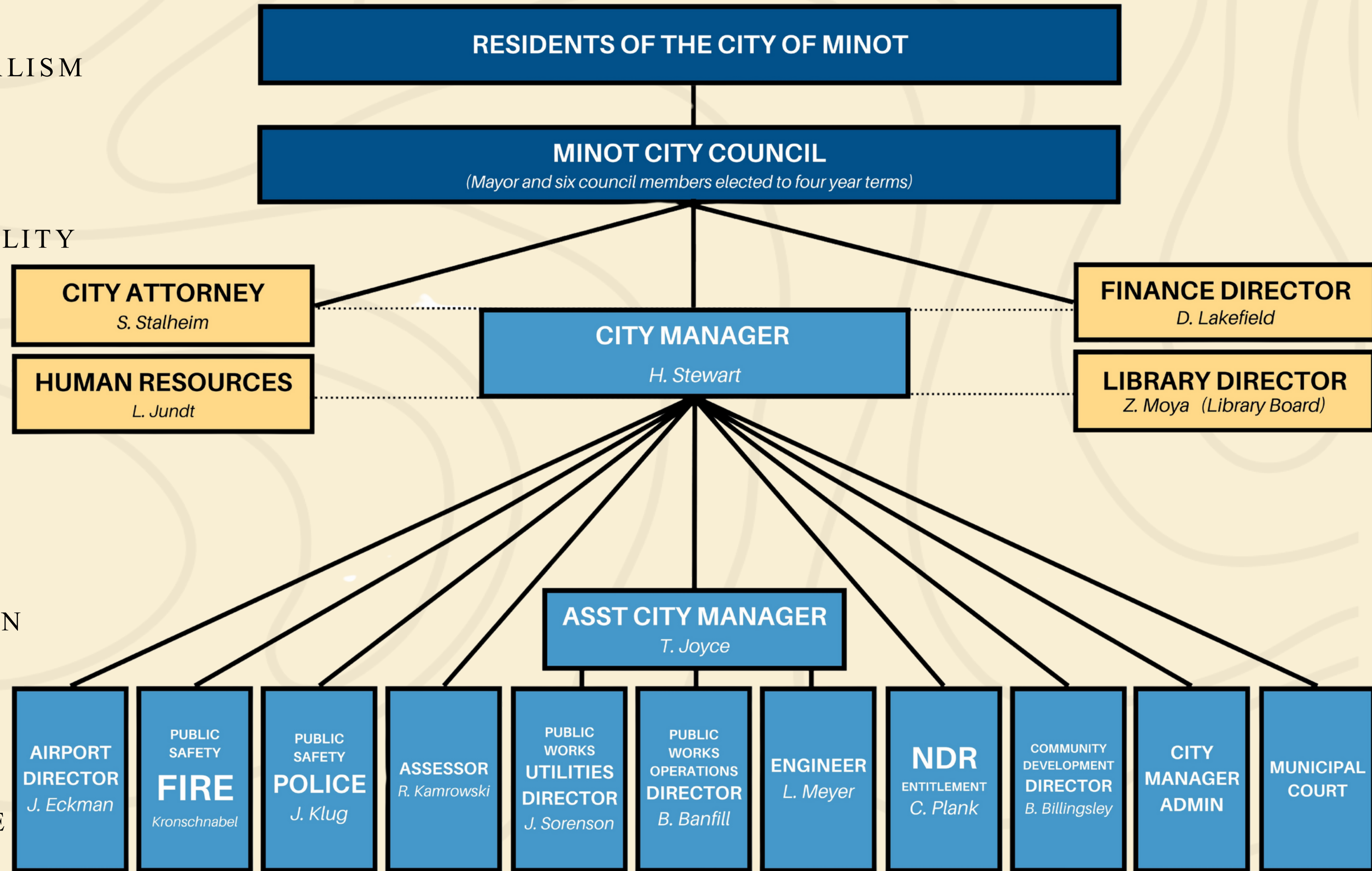


EXCELLENT & CONNECTED



MINOT IS FISCALLY RESPONSIBLE, PROVIDES QUALITY SERVICES, AND ENGAGES WITH COMMUNITY MEMBERS AND STRATEGIC PARTNERS WHO ADDRESS BROADER NEEDS.

Serving our community with:
P
R
I
D
E
PROFESSIONALISM
RESPONSIBILITY
INTEGRITY
DEDICATION
EXCELLENCE



COMMUNITY SATISFACTION SURVEY

459 RESPONSES



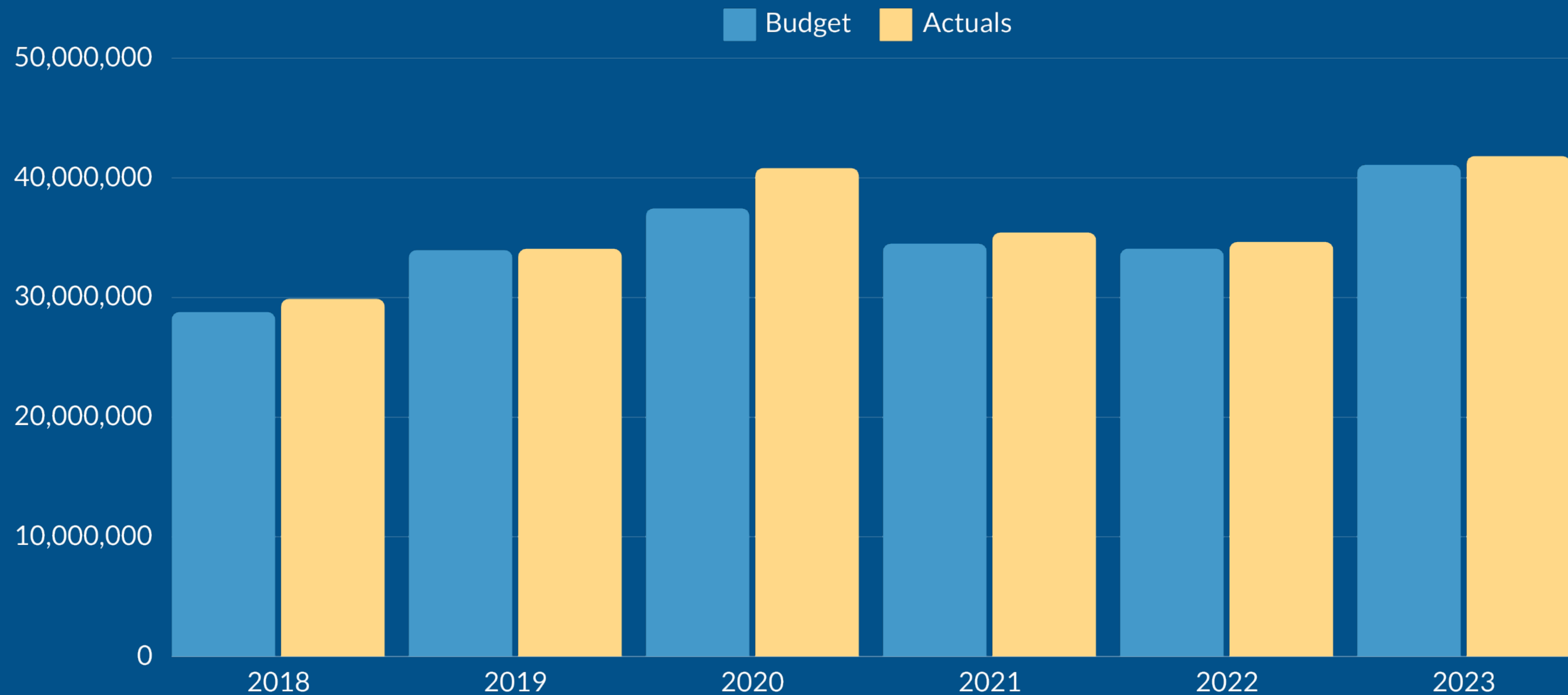


BUDGET HISTORY & FUNDS

FIVE YEAR COMPARISON | FUNDS | DEPARTMENT FUNDING

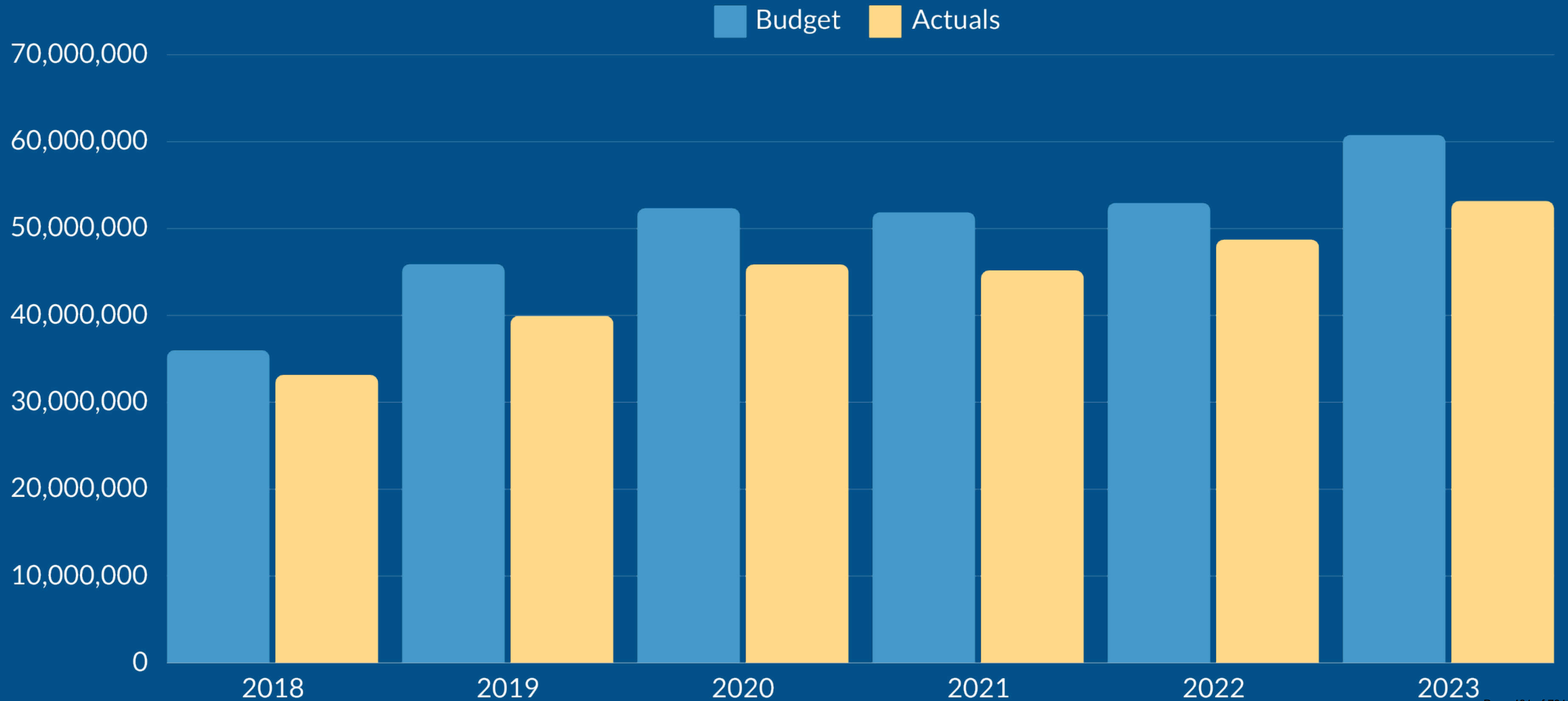
BUDGET COMPARISON

GENERAL FUND REVENUE | BUDGET TO ACTUAL | 5 YEAR COMPARISON



BUDGET COMPARISON

GENERAL FUND EXPENSES | BUDGET TO ACTUAL | 5 YEAR COMPARISON



BUDGET COMPARISON

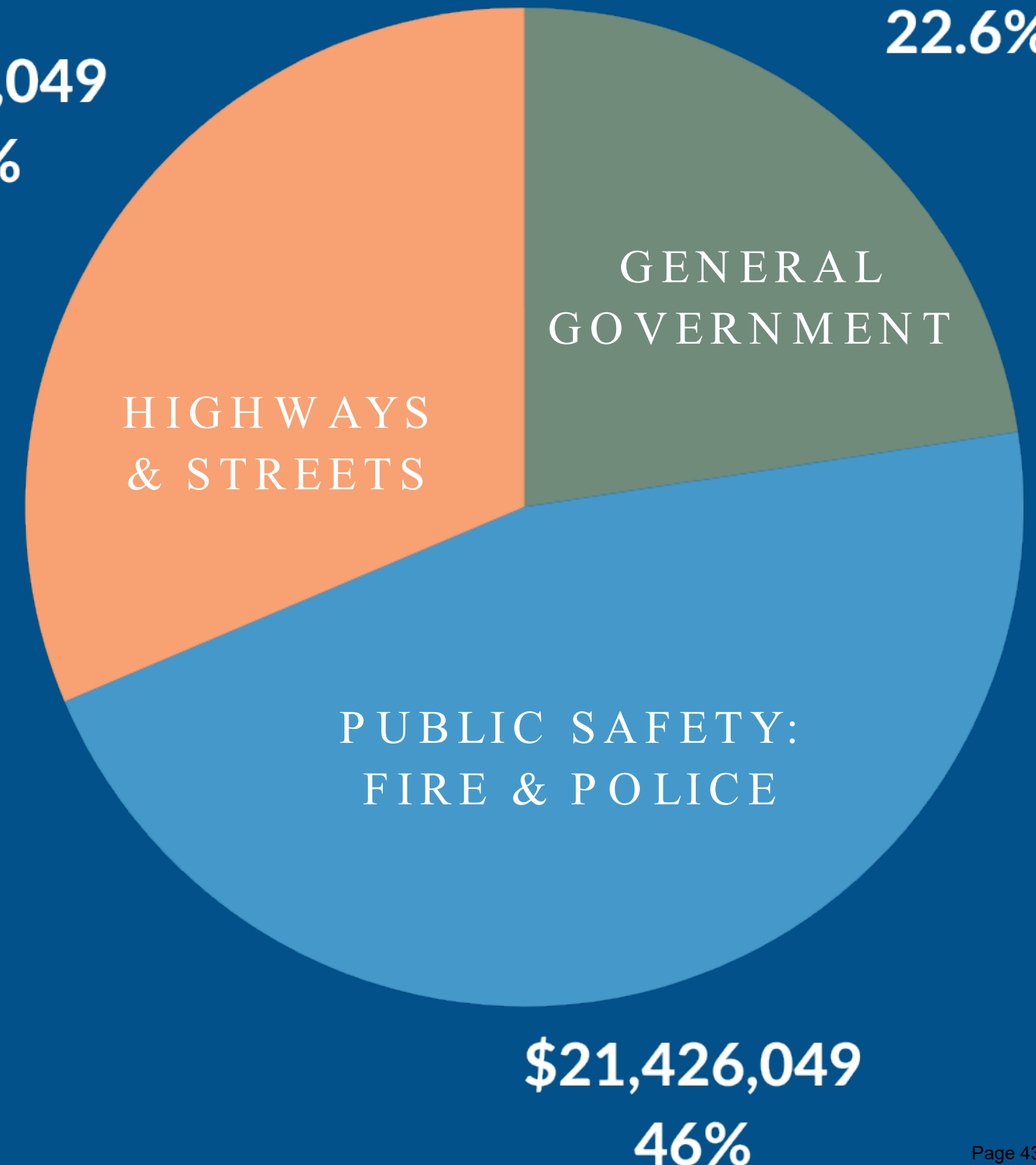
FUND DEFINITIONS | PAGE 1 OF 3 | 2025 BUDGET VALUES

\$14,253,856

GENERAL FUND: PRIMARY OPERATING FUND

\$19,801,049
31.4%

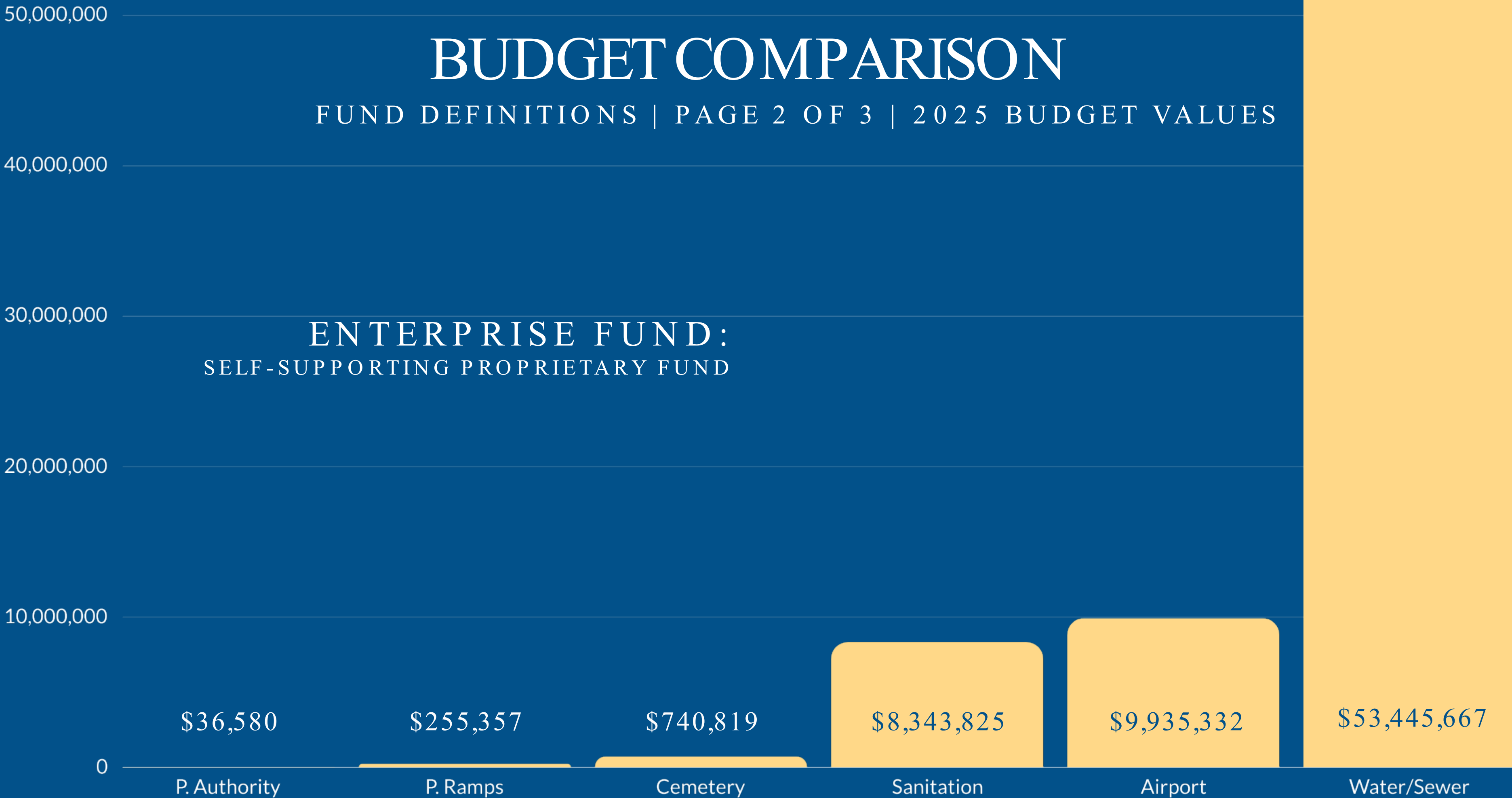
- LICENSES & PERMITS
 - FINES & FORFEITURES
 - TRANSFERS
 - INTERGOVERNMENTAL (GRANTS)
 - CHARGES FOR SERVICE
-
- 71% OF PROPERTY TAX COLLECTED IS FOR THE GENERAL FUND
 - 29% OF PROPERTY TAX COLLECTED IS FOR AIRPORT, CEMETERY, LIBRARY, TRANSIT AND DEBT RETIREMENT



BUDGET COMPARISON

FUND DEFINITIONS | PAGE 2 OF 3 | 2025 BUDGET VALUES

ENTERPRISE FUND:
SELF-SUPPORTING PROPRIETARY FUND



BUDGET COMPARISON

FUND DEFINITIONS | PAGE 3 OF 3 | 2025 BUDGET VALUES

SPECIAL REVENUE FUNDS:

RESTRICTED USE FUNDS INCLUDE
PUBLIC TRANSPORTATION, LIBRARY,
NAWS BIOTA PLANT, FLOOD CONTROL
MAINTENANCE, CDBG, ETC.

2025 REVENUE: \$35,824,660

2025 EXPENDITURES: \$48,504,776

CAPITAL PROJECT FUNDS:

THE CITY OF MINOT MAINTAINS
3 CAPITAL PROJECT FUNDS:

CAPITAL INFRASTRUCTURE
CAPITAL EQUIPMENT
CAPITAL FLOOD CONTROL

DEBT SERVICE FUND:

BONDS INCLUDE: GENERAL OBLIGATION,
SPECIAL ASSESSMENT, SALES TAX, TAX
INCREMENTAL FINANCING, STATE
REVOLVING LOAN FUNDS

2025 REVENUE: \$6,755,783

2025 EXPENDITURES: \$6,684,863

TAXES:

TAXES ARE THE LARGEST GENERAL FUND
REVENUE SOURCE FOR THE CITY OF MINOT.

- PROPERTY TAX IS SPLIT AMONG
GENERAL FUND, AIRPORT, CEMETERY,
PUBLIC TRANSPORTATION, LIBRARY,
AND DEBT RETIREMENT.

BUDGET COMPARISON

HOW DEPARTMENTS ARE FUNDED

	GENERAL FUND	AIRPORT	CEMETERY	PARKING AUTH	SANITATION	WATER/SEWER STORM-SEWER	PARKING RAMP	TRANSIT	LIBRARY	NAWS BIOTA	FLOOD CONTROL	CDBG ENTITL.
PROPERTY TAXES	31%	6%	37%					37%	87%			
SALES TAXES	18%		5%			1%	13%		9%		53%	
GRANTS	26%	26%				16%		56%	2%	100%		100%
USER FEES		66%	49%	100%	96%	82%	42%				47%	
OTHER	26%		9%		4%	1%	45%	7%	3%			

BUDGET COMPARISON

HOW DEPARTMENTS ARE FUNDED

	PUBLIC SAFETY: FIRE	PUBLIC SAFETY: POLICE	ENGINEERING	PUBLIC WORKS: UTILITIES	PUBLIC WORKS: OPERATIONS	ADMIN SERVICES
PROPERTY TAXES	91%	92%			19%	100%
SALES TAXES			33%	2%	2%	
GRANTS	6%	5%	36%	7%	29%	
USER FEES			1%	91%	9%	
OTHER	2%	2%	30%		40%	

REVENUES ARE NOT DIRECTLY DIVIDED BY DEPARTMENT, FIGURES ARE BEST ESTIMATES BY THE FINANCE DEPARTMENT.

BUDGET COMPARISON

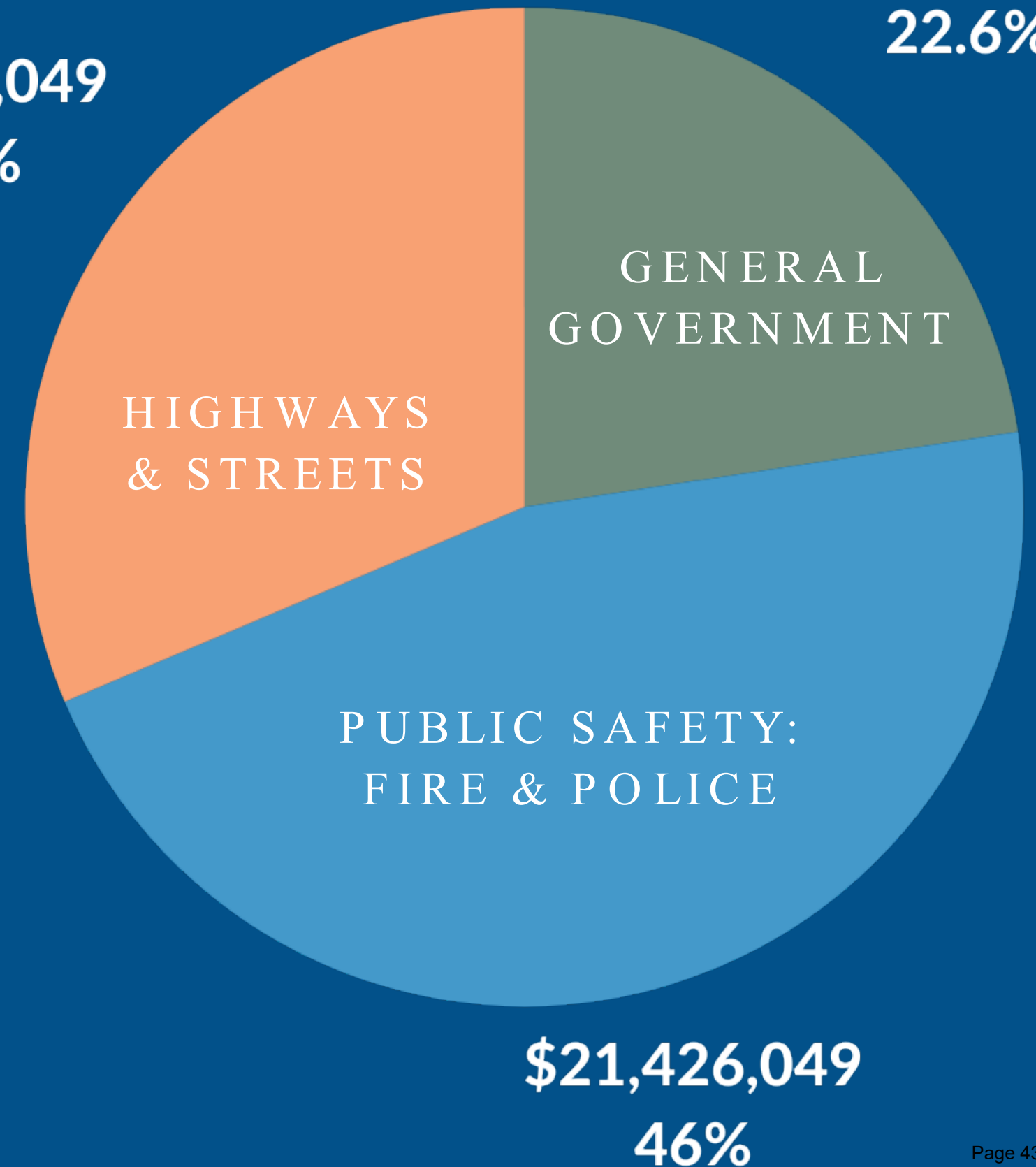
FUND DEFINITIONS | PAGE 1 OF 3 | 2025 BUDGET VALUES

\$14,253,856

GENERAL FUND: PRIMARY OPERATING FUND

\$19,801,049
31.4%

- LICENSES & PERMITS
 - FINES & FORFEITURES
 - TRANSFERS
 - INTERGOVERNMENTAL (GRANTS)
 - CHARGES FOR SERVICE
-
- 71% OF PROPERTY TAX COLLECTED IS FOR THE GENERAL FUND
 - 29% OF PROPERTY TAX COLLECTED IS FOR AIRPORT, CEMETERY, LIBRARY, TRANSIT AND DEBT RETIREMENT





2025 BUDGET: REVENUE

PROPERTY TAX | SALES TAX | SERVICE FEES | RESERVES

City Manager: BUDGET RECOMMENDATIONS

Priorities:

PRIORITIES & DIRECTIVES COUNCIL MEETING ON MAY 8, 2024

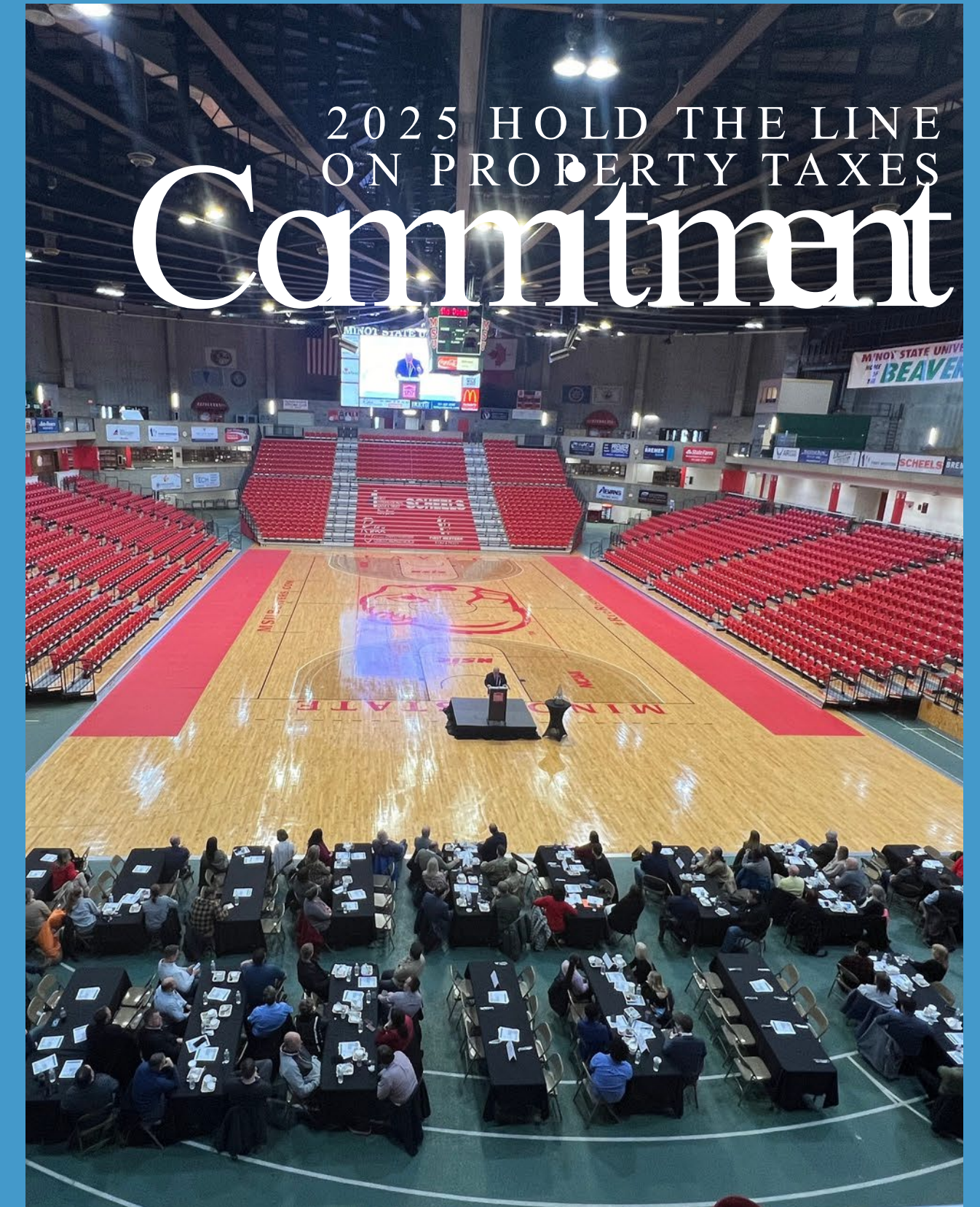
- MAINTAIN WHAT WE HAVE: PEOPLE & INFRASTRUCTURE
- HOLD THE LINE ON PROPERTY TAXES
- EFFICIENCIES: PROCESS TO IDENTIFY, PROCESS & EXECUTE
- FRANCHISE FEES
- ROAD MAINTENANCE
- SNOW REMOVAL
- CODE ENFORCEMENT

MINDFUL OF 2026 PRIORITIES:

- VERF: VEHICLE EQUIPMENT REPLACEMENT FUND
- INFLATION, WORKFORCE, CONSTRUCTION & PAYMENT
 - NAWs
 - FLOOD CONTROL: DEBT APPROX 2051
- POLICE DEPARTMENT & CITY HALL LEGACY BUILDING
- PUBLIC SAFETY RETIREMENT SYSTEM

Pressures:

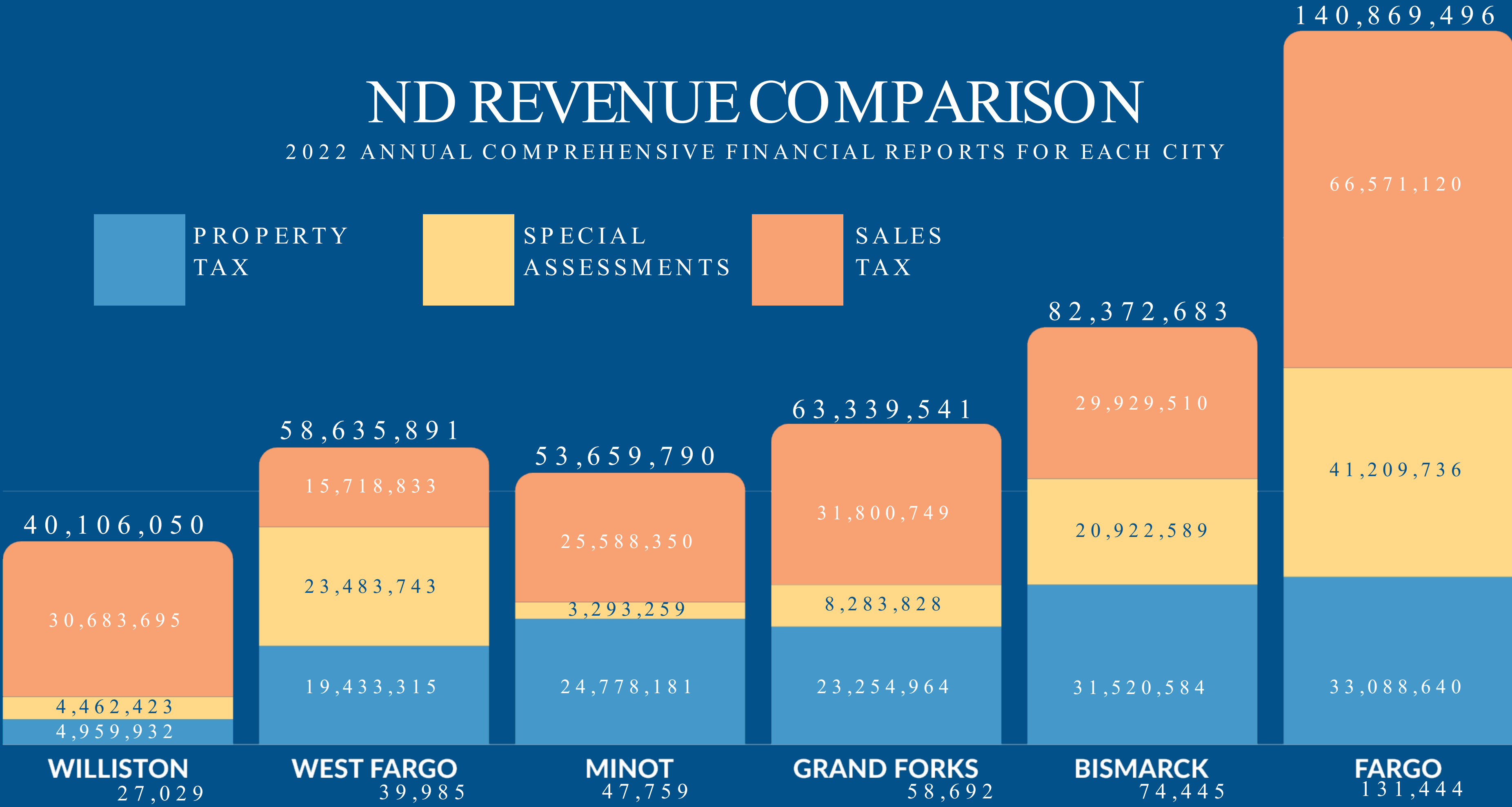
- ROAD MAINTENANCE TO \$11 MILLION
- 2025 ANNUAL PAY & CLASSIFICATION PLAN
- HEALTH INSURANCE



VIDEO RUNTIME: 2:45 | FEBRUARY 8, 2024 | STATE OF THE CITY

ND REVENUE COMPARISON

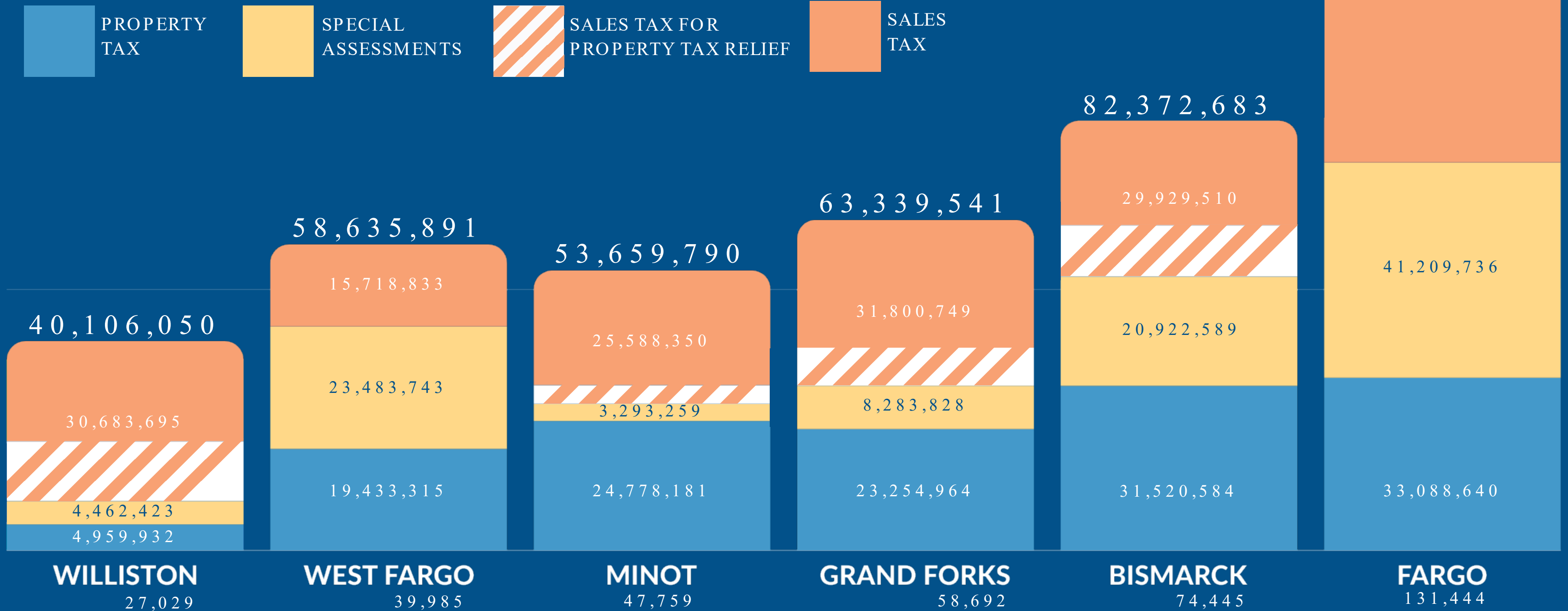
2022 ANNUAL COMPREHENSIVE FINANCIAL REPORTS FOR EACH CITY



NORTH DAKOTA CITIES LISTED BY 2022 POPULATION

ND REVENUE COMPARISON

2022 ANNUAL COMPREHENSIVE FINANCIAL REPORTS FOR EACH CITY



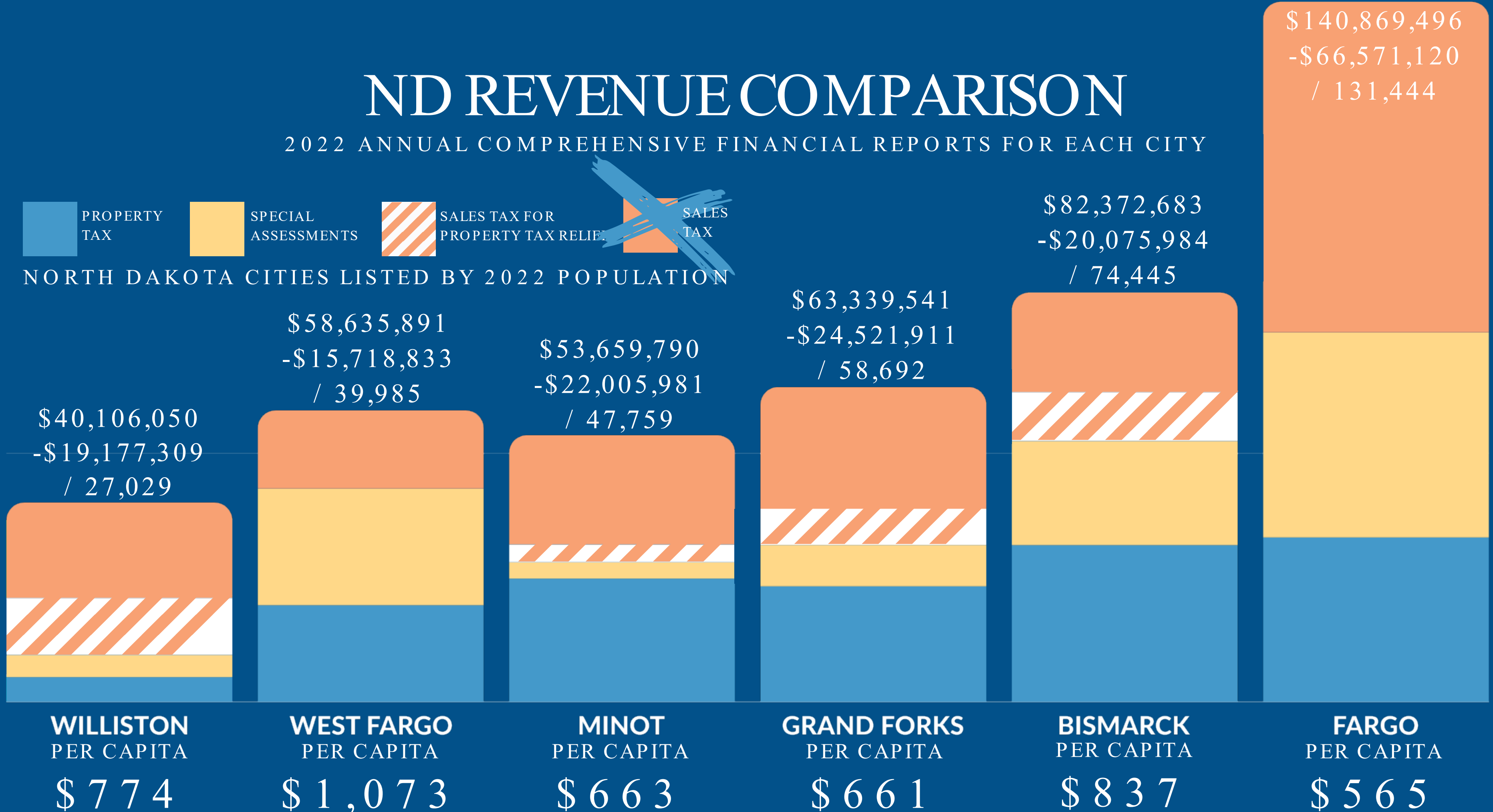
NORTH DAKOTA CITIES LISTED BY 2022 POPULATION

ND REVENUE COMPARISON

2022 ANNUAL COMPREHENSIVE FINANCIAL REPORTS FOR EACH CITY



NORTH DAKOTA CITIES LISTED BY 2022 POPULATION

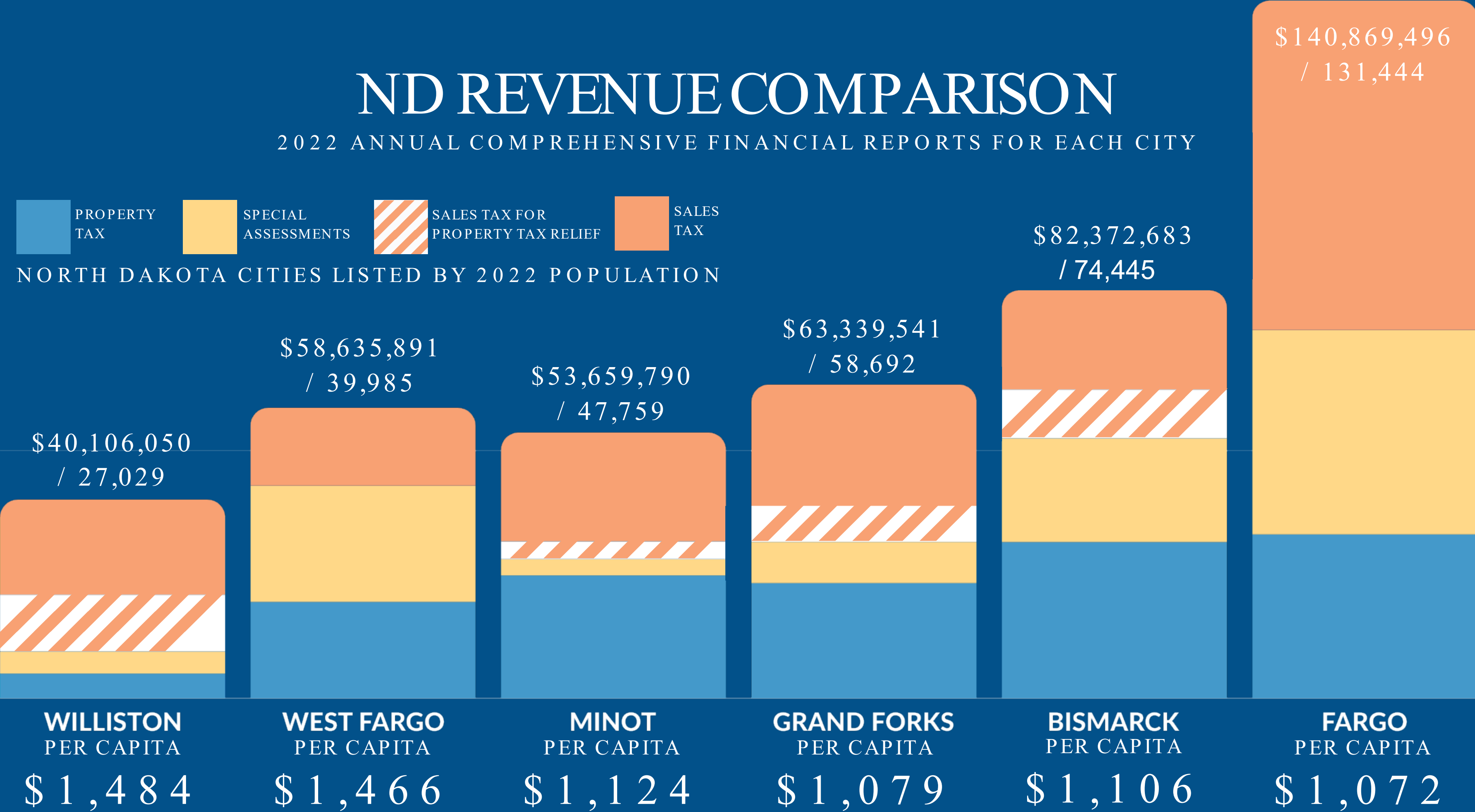


ND REVENUE COMPARISON

2022 ANNUAL COMPREHENSIVE FINANCIAL REPORTS FOR EACH CITY



NORTH DAKOTA CITIES LISTED BY 2022 POPULATION



BUDGET BY REVENUE SOURCE

ALL REVENUE SOURCES

2025

TRANSFER AMONG FUNDS
\$38,807,767 | 17.04%

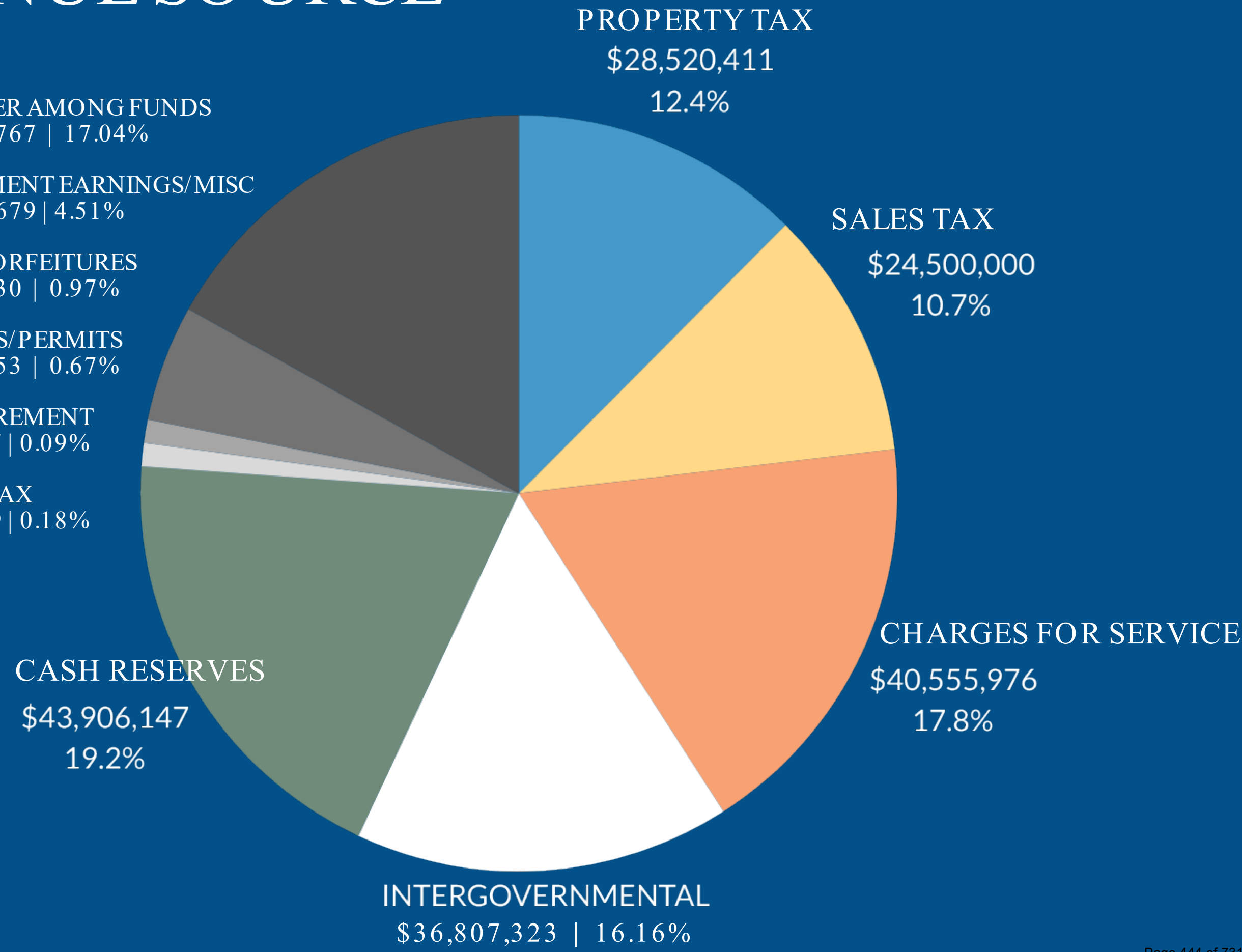
INVESTMENT EARNINGS/MISC
\$10,270,679 | 4.51%

FINES/FORFEITURES
\$2,197,630 | 0.97%

LICENSES/PERMITS
\$1,534,953 | 0.67%

TAX INCREMENT
\$208,307 | 0.09%

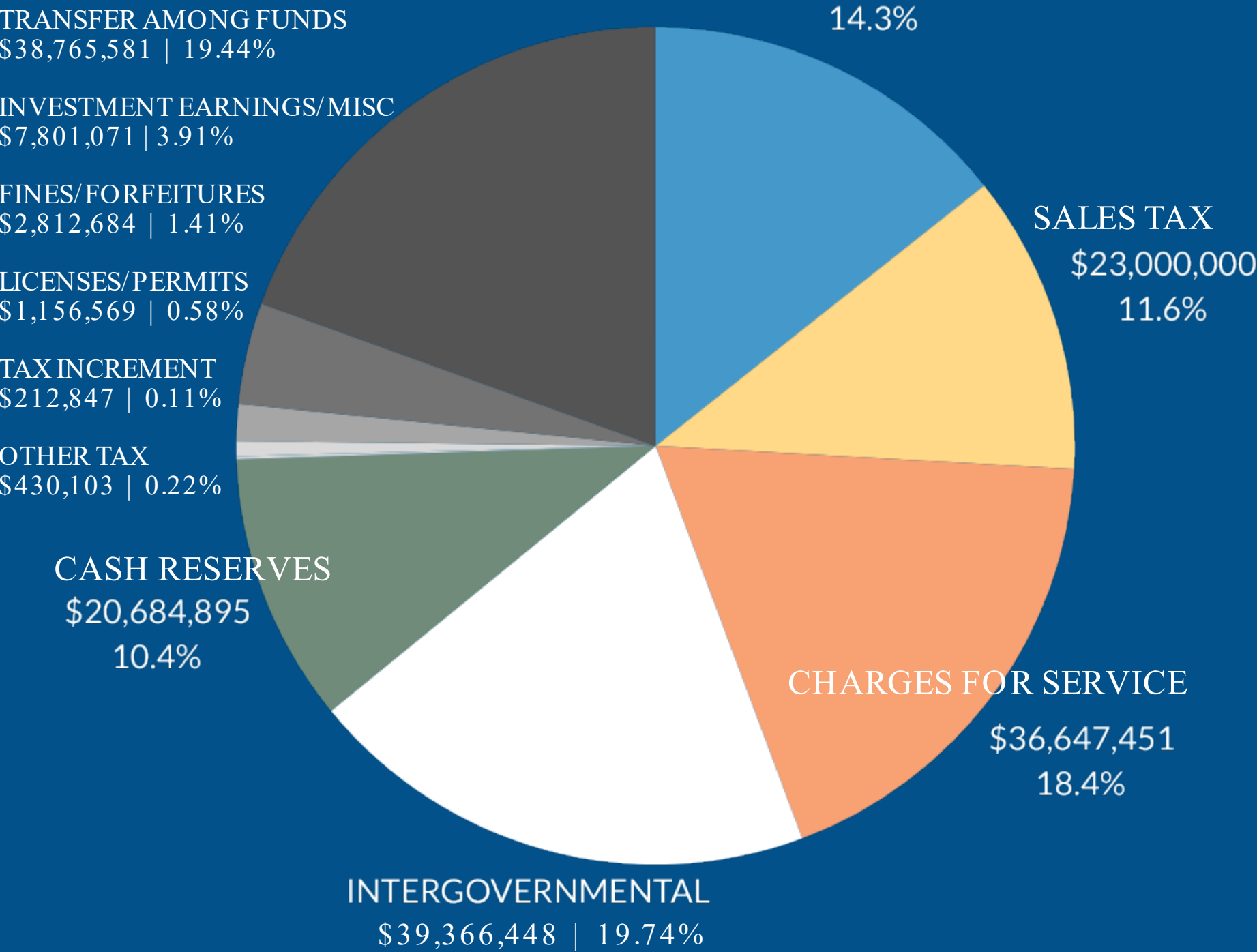
OTHER TAX
\$417,109 | 0.18%



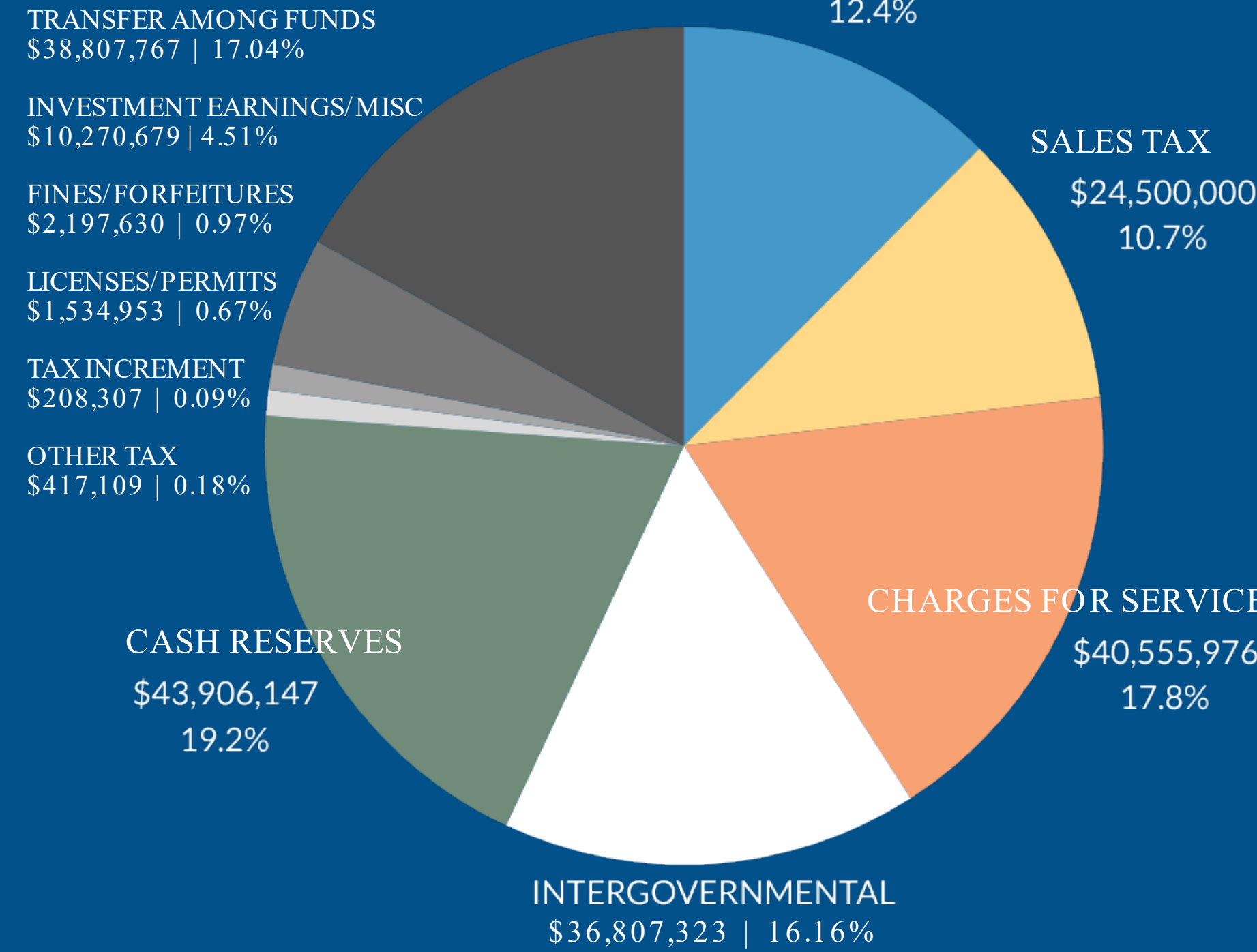
BUDGET BY REVENUE SOURCE

ALL REVENUE SOURCES

2024

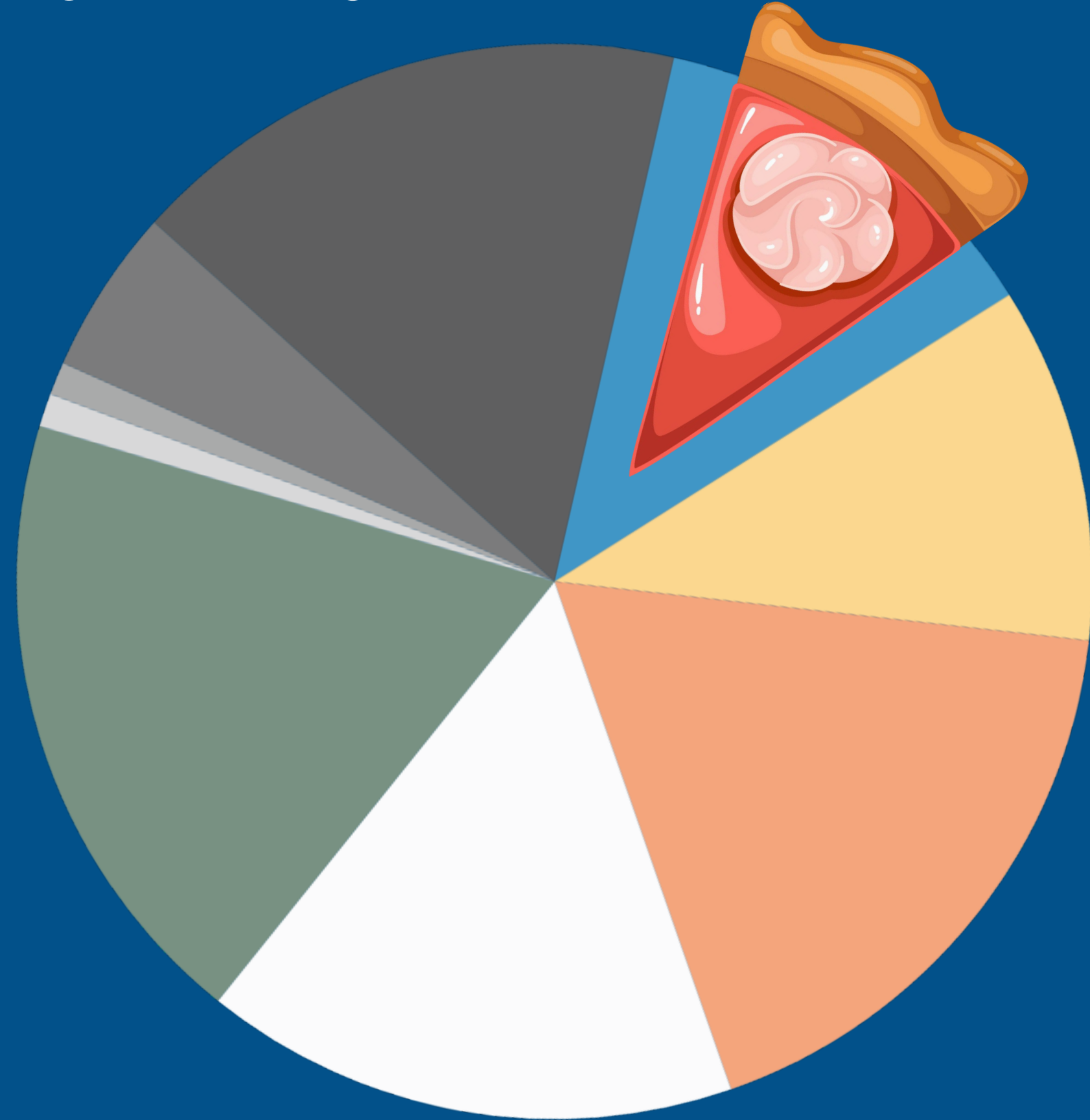
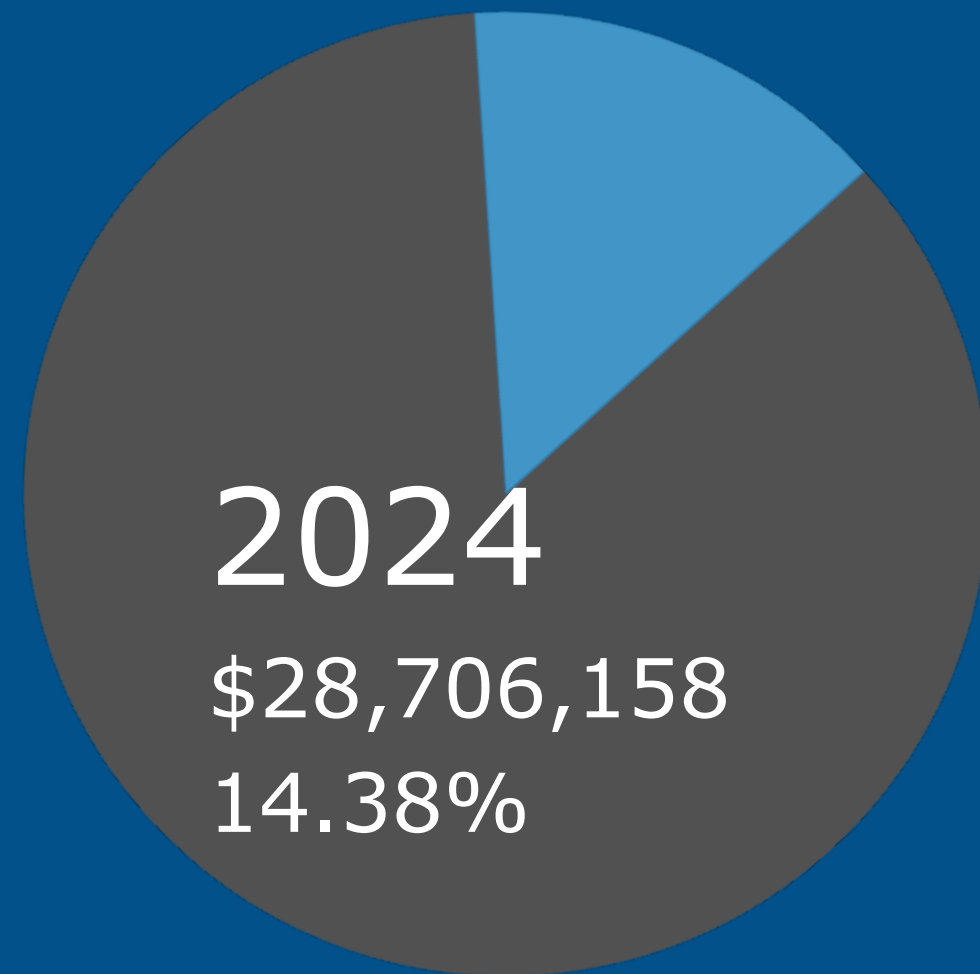
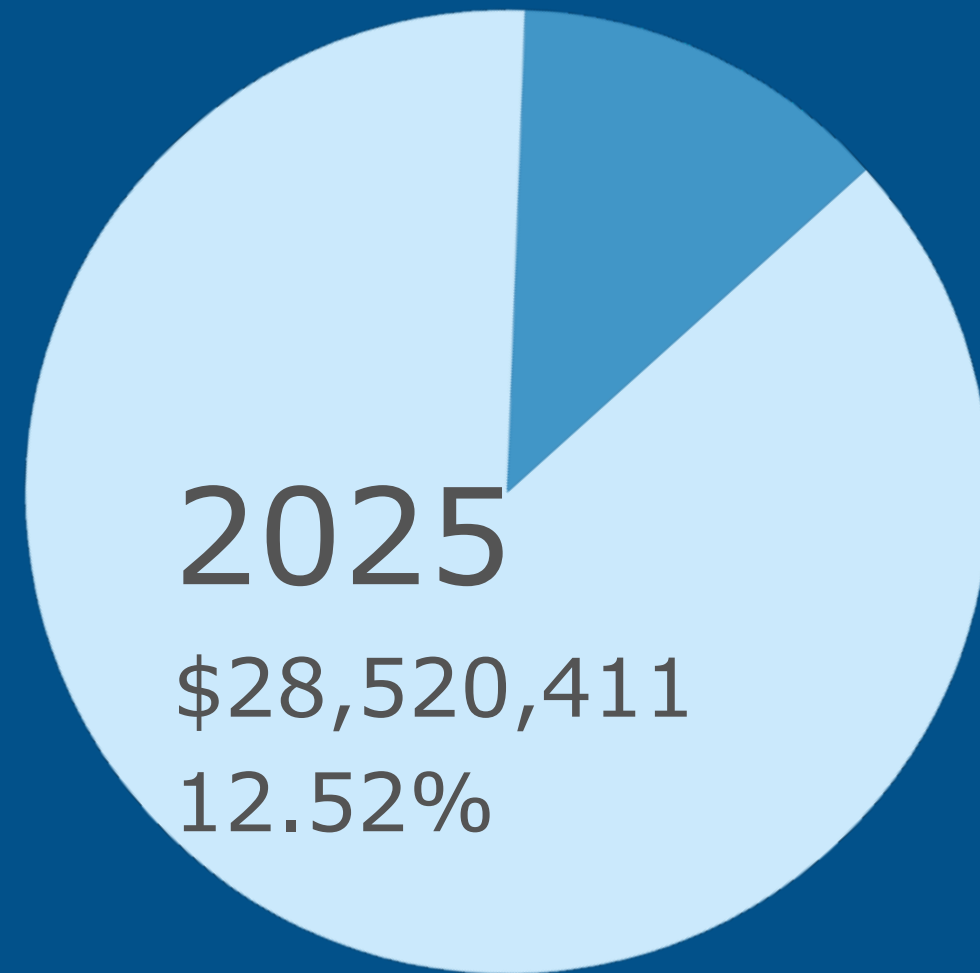


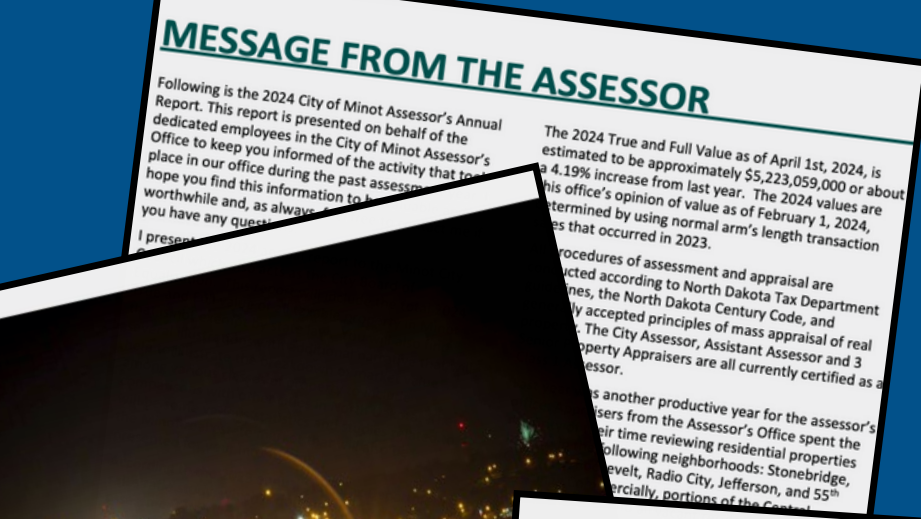
2025



BUDGET BY REVENUE SOURCE

ISOLATION: PROPERTY TAX





City of Minot
Assessor's Annual
Report 2024

CITY OF MINOT
2024 ASSESSOR'S
ANNUAL REPORT:



MESSAGE FROM THE ASSESSOR

Following is the 2024 City of Minot Assessor's Annual Report. This report is presented on behalf of the Office to keep you informed of the activity that took place in our office during the past assessment year. We hope you find this information to be worthwhile and, as always, if you have any questions, please contact the Assessor's Office.

The 2024 True and Full Value as of April 1st, 2024, is estimated to be approximately \$5,223,059,000 or about a 4.19% increase from last year. The 2024 values are determined by using normal arm's length transaction procedures that occurred in 2023.

Procedures of assessment and appraisal are conducted according to North Dakota Tax Department rules, the North Dakota Century Code, and the City Assessor, Assistant Assessor and 3 Property Appraisers are all currently certified as assessors.

This is another productive year for the assessor's office. Assessors from the Assessor's Office spent their time reviewing residential properties in the following neighborhoods: Stonebridge, Stonehenge, Radio City, Jefferson, and 55th Street, as well as commercially, portions of the Central Business District, and the Airport area.

CITY OF MINOT ASSESSOR'S MISSION

City of Minot Assessor's Mission Statement

The City of Minot Assessor's Office mission is to produce an annual assessment roll, including all assessable property, in accordance with legal mandates in a timely, accurate and efficient manner; and, provide current assessment related information to the public and governmental agencies, in a timely and responsive way.

Responsibility of the Assessor's Office

The Assessor's Office has the responsibility to annually locate all taxable real property, identify ownership, establish a value for all property subject to State property taxation laws, list the value of all property on the assessment roll and apply all legal exemptions. The assessment roll is comprised of 19,335 parcels and is the basis upon which property taxes are levied.

It takes a team of experts and an efficient customer service model to process the assessment roll each year. Here is a snapshot of some of the work BY THE NUMBERS.

Real Property Assessments

19,335

Tax Exemptions Administered

261

Sales reviewed & verified

981

Building Permit Inspections

345

Tax Credit Applications Processed

1164

Properties Reassessed in 2023

3002

Real Property Activities Processed

50,516

The City of Minot Assessor does not compute property tax bills, collect property taxes, establish property tax laws, establish rules by which property is assessed, or set property tax rates.

Property taxes are calculated by the Ward County Treasurer and are an essential source of revenue for the City of Minot, supporting basic public services provided by schools, cities, special districts and local governments that are critical to the vitality of our region.

www.minotnd.gov

PROPERTY ASSESSMENTS

REVENUE SOURCE ISOLATION: PROPERTY TAX

2023 ASSESSED VALUATION TRUE & FULL:

\$5,012,821,000

2024 ASSESSED VALUATION TRUE & FULL:

\$5,216,211,000

Additional value:

\$203,390,000

Year	Total Value	Total change in value from previous year	Market Value Change	% Market Value / Total Value	New Construction Value	% New Const / Total Value2
2024	\$ 5,216,211,000	\$ 203,390,000	\$ 160,478,000	3.1%	\$ 42,912,000	0.8%
2023	\$ 5,012,821,000	\$ 201,027,000	\$ 161,652,000	3.2%	\$ 39,375,000	0.8%
2022	\$ 4,811,794,000	\$ 289,913,000	\$ 173,066,000	3.6%	\$ 116,847,000	2.4%
2021	\$ 4,521,881,000	\$ (41,501,200)	\$ (146,324,200)	-3.2%	\$ 104,823,000	2.3%
2020	\$ 4,563,382,200	\$ 89,089,000	\$ 35,883,000	0.8%	\$ 53,206,000	1.2%
2019	\$ 4,474,293,200	\$ 46,758,040	\$ 2,601,040	0.1%	\$ 44,157,000	1.0%
2018	\$ 4,427,535,160	\$ (118,052,500)	\$ (162,138,500)	-3.7%	\$ 44,086,000	1.0%
2017	\$ 4,545,587,660	\$ (361,395,762)	\$ (420,470,762)	-9.3%	\$ 59,075,000	1.3%
2016	\$ 4,906,983,422	\$ 8,253,000	\$ (40,043,000)	-0.8%	\$ 48,296,000	1.0%
2015	\$ 4,898,730,422					

The Minot Assessor's Office is budgeted for the City Assessor/Department Head, an Assistant Assessor, 3 Property Appraisers, and a Property Assessment Specialist to conduct the following activities:

- Estimating the market value of over 19,335 properties each assessment year
- Physically reviewed approximately 16% of the taxable properties last year
- Measuring and listing all new construction sizes, property tax estimates, and building information to all city departments and the general public
- Administering over 1,400 tax exemptions, disabled veterans credits, and homestead credits applications on a yearly basis
- Explaining, defending, or recommending changes to the assessed value of various properties in abatement proceedings
- Assisting all city departments in determining market value of land or buildings as relating to the conducting of city business for purchase of property or sale of city property

Some interesting facts concerning the residence in Minot are as follows:

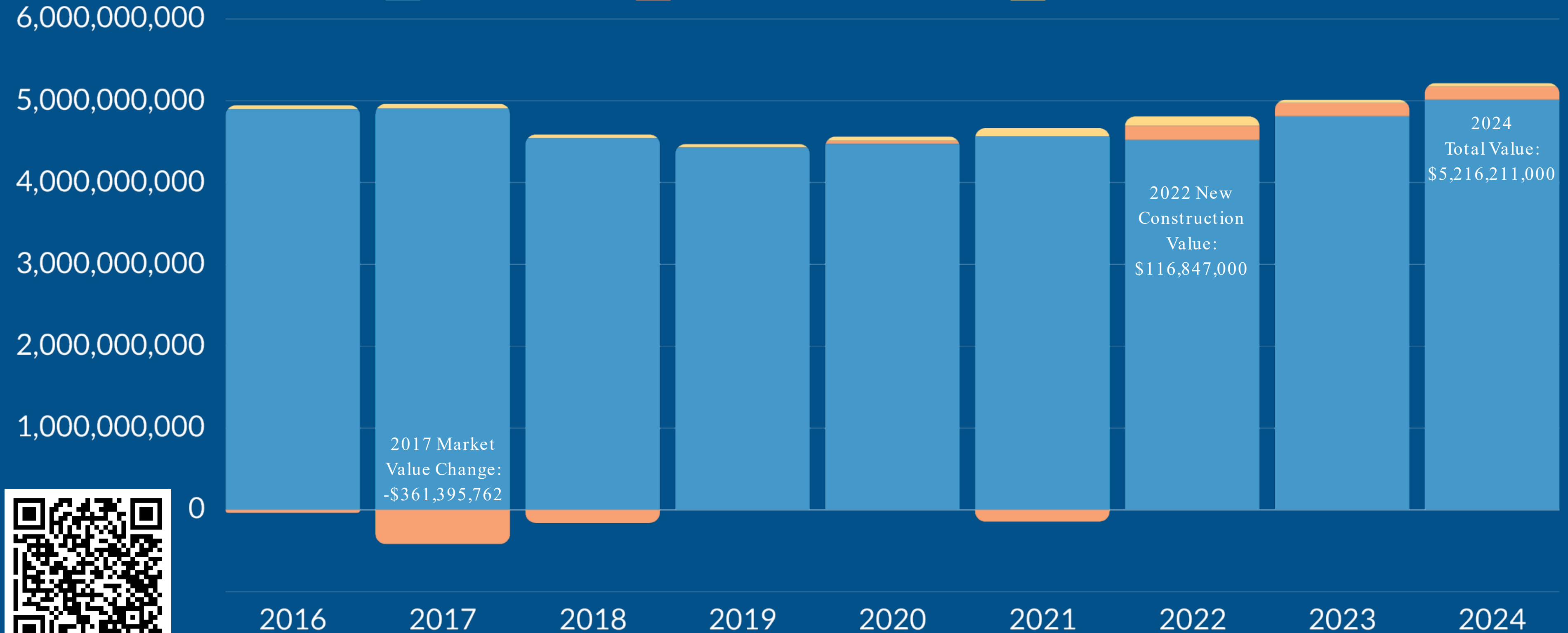
- Assessor records indicate a median sale price for 2023 on 802 sales as compared to \$234,000 for 2022 or an estimated 4.3% increase. It should be noted that assessor records include all homes sold with or without a realtor.
- MML records (property that sold with a realtor) median sale price for homes sold in Minot in 2023 was \$249,450 which is up from \$240,000 in 2022. This is a 3.94% increase. (These figures do not include financing points or seller concessions which assessor records do include).
- The median days on the market for a home prior to listing a property to closing was 73 days, there were 26 homes that sold in Minot for over \$500,000.

www.minotnd.gov

PROPERTY ASSESSMENTS

REVENUE SOURCE ISOLATION: PROPERTY TAX

Previous Year + Market Value Change + New Construction Value



MILLEVY CHANGES

REVENUE SOURCE ISOLATION: PROPERTY TAX

	2023	2024	2025
HOME VALUE	\$100,000	\$100,000	\$100,000
ASSESSED VALUE AT 50%	50,000	50,000	50,000
TAXABLE VALUE AT 9%	4,500	4,500	4,500
TOTAL CITY BUDGETED MILLS	120.08	119.93	115.07
PROPERTY TAX	\$540.36	\$539.69	\$517.82

2025 IMPACT TO \$100,000 VALUE HOME:  \$21.87/YEAR

$$\text{RATE} = \text{TAX LEVIED} / \text{VALUE}$$

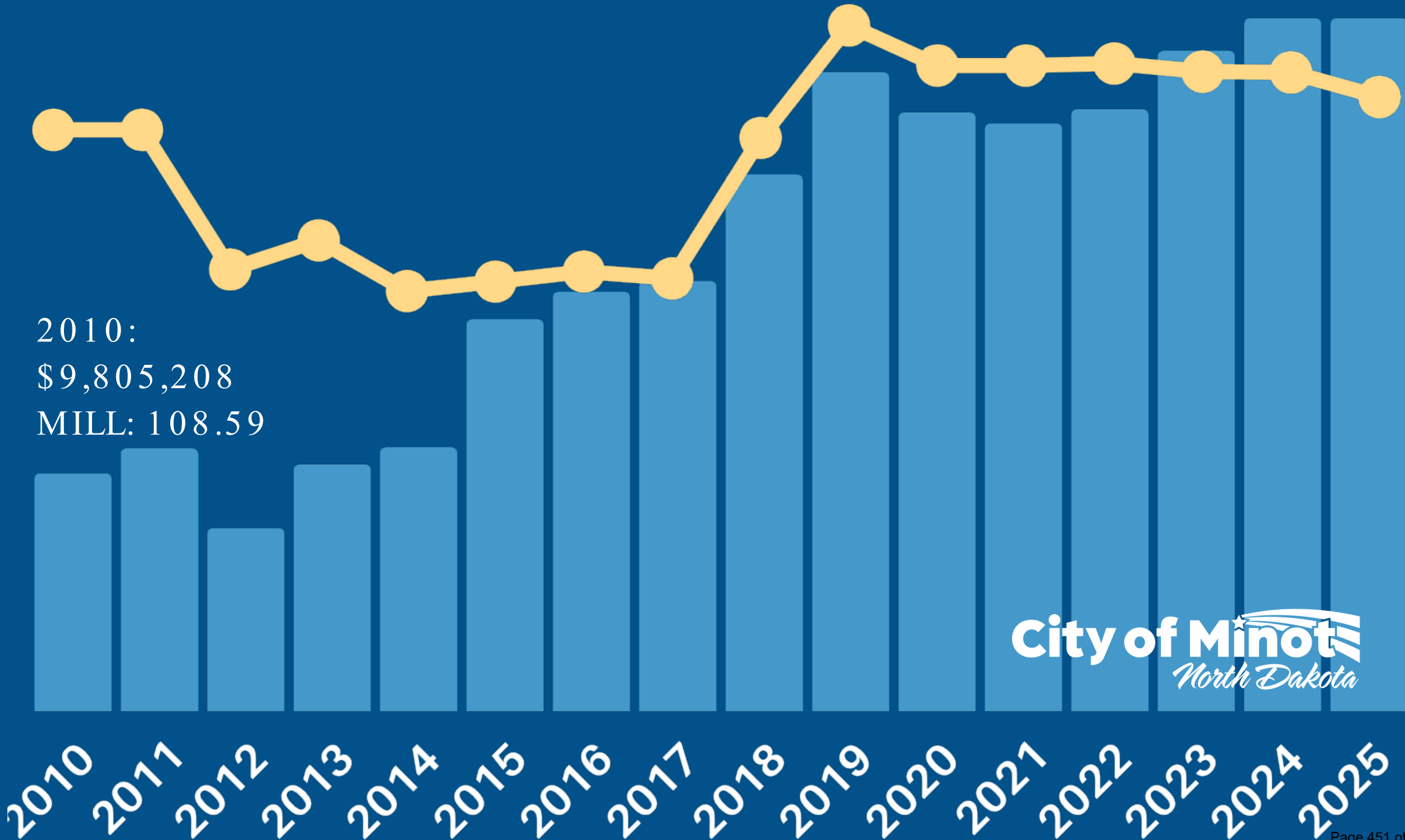
REVENUE SOURCE ISOLATION: PROPERTY TAX



COLLECTIONS & MILLRATE

REVENUE SOURCE ISOLATION: PROPERTY TAX

2025:
\$28,520,411
MILL: 115.07



2023
CITY COLLECTIONS
2023: \$27,186,821
CITY MILL RATE
2023: 119.15

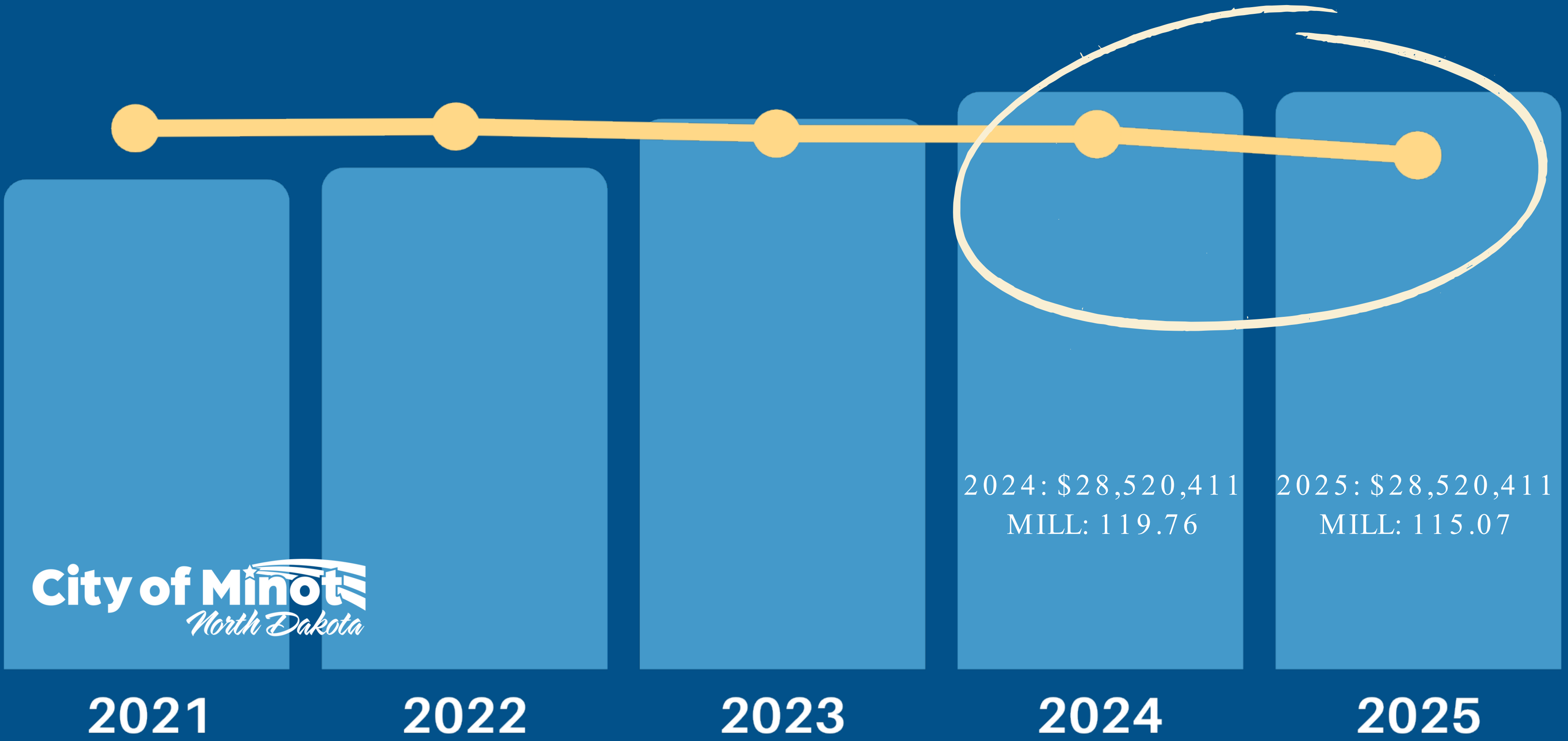
2024
CITY COLLECTIONS
2024: \$28,520,411
CITY MILL RATE
2024: 119.76



2025
CITY COLLECTIONS
2025: \$28,520,411
CITY MILL RATE
2025: 115.07

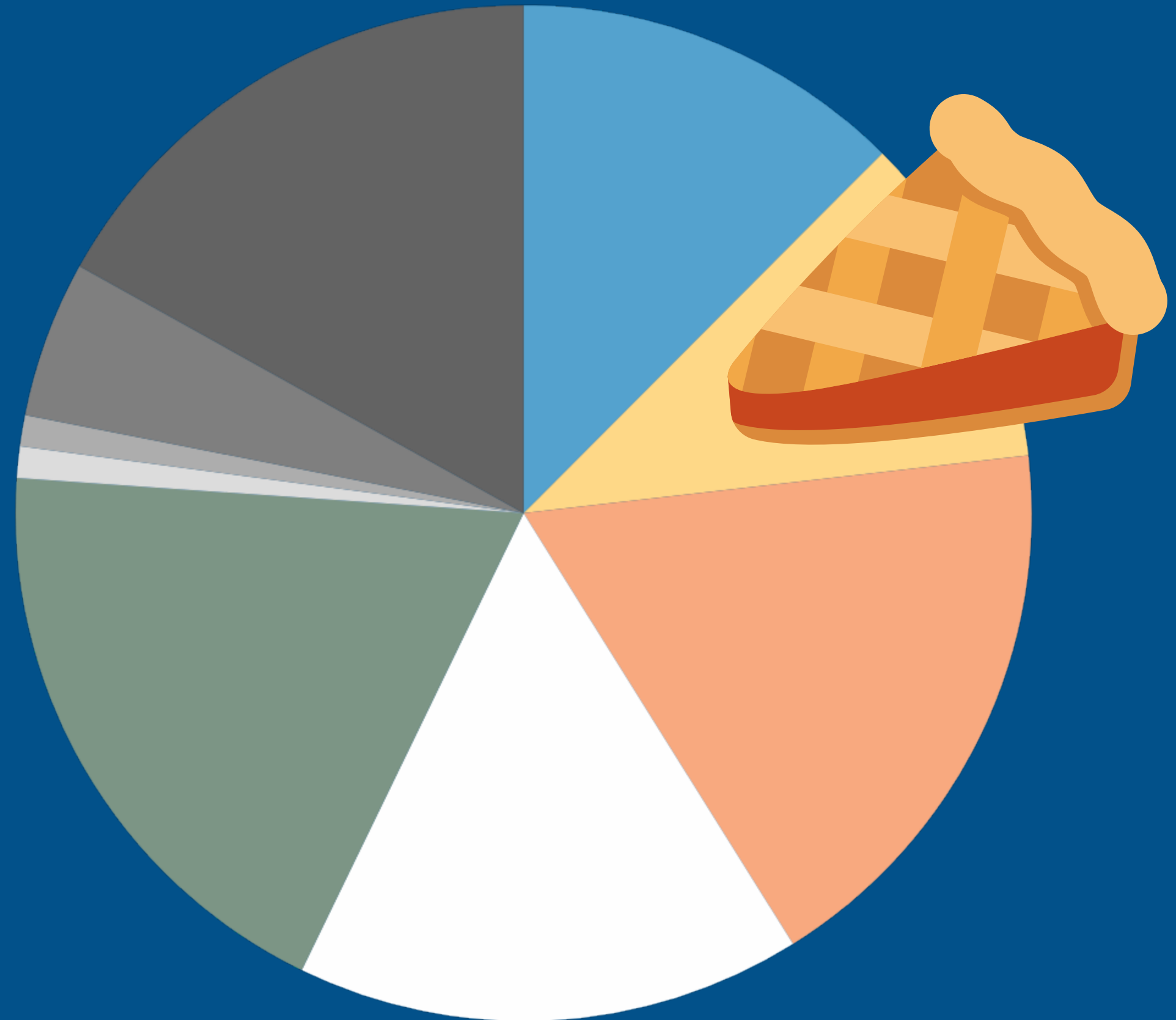
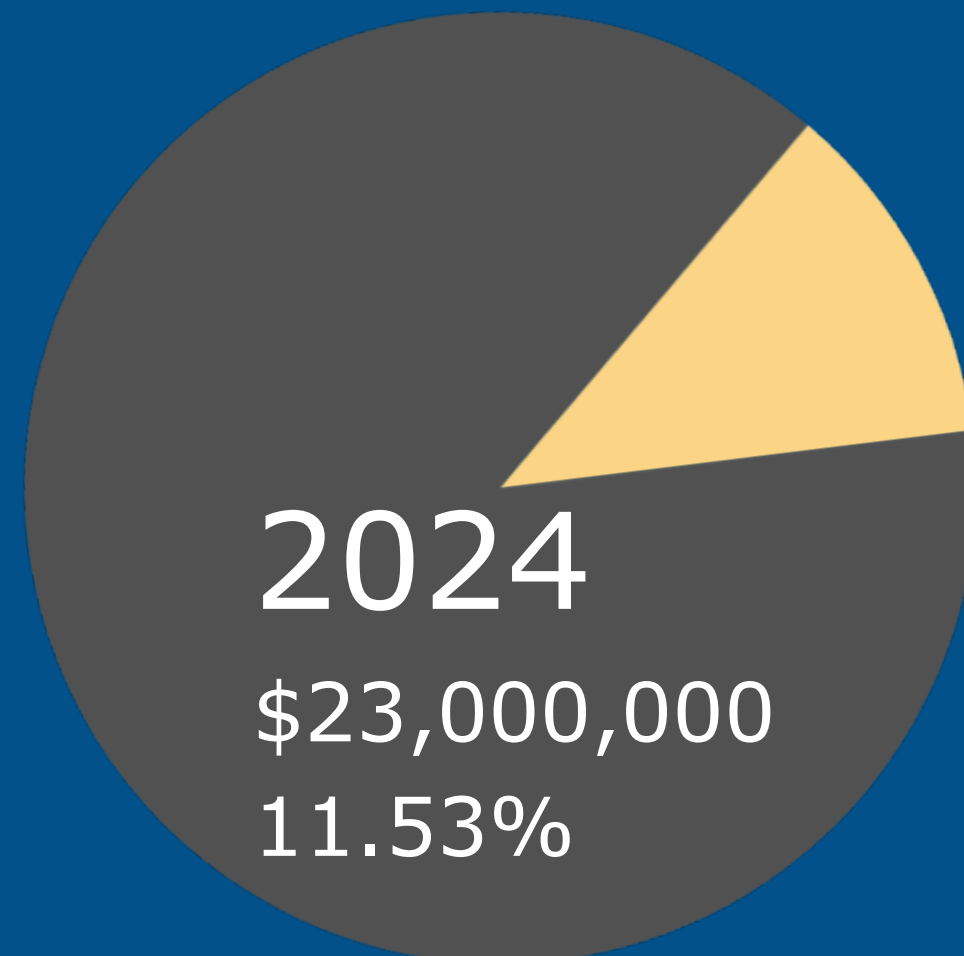
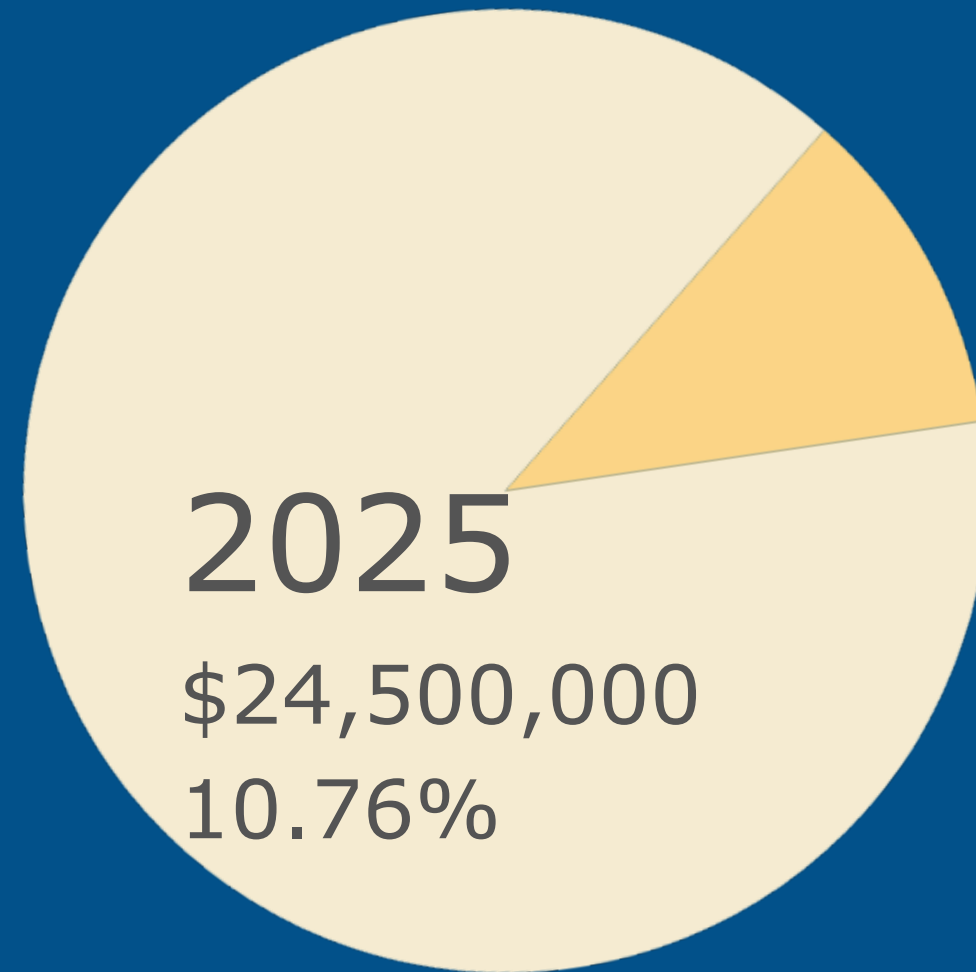
COLLECTIONS & MILLRATE

REVENUE SOURCE ISOLATION: PROPERTY TAX



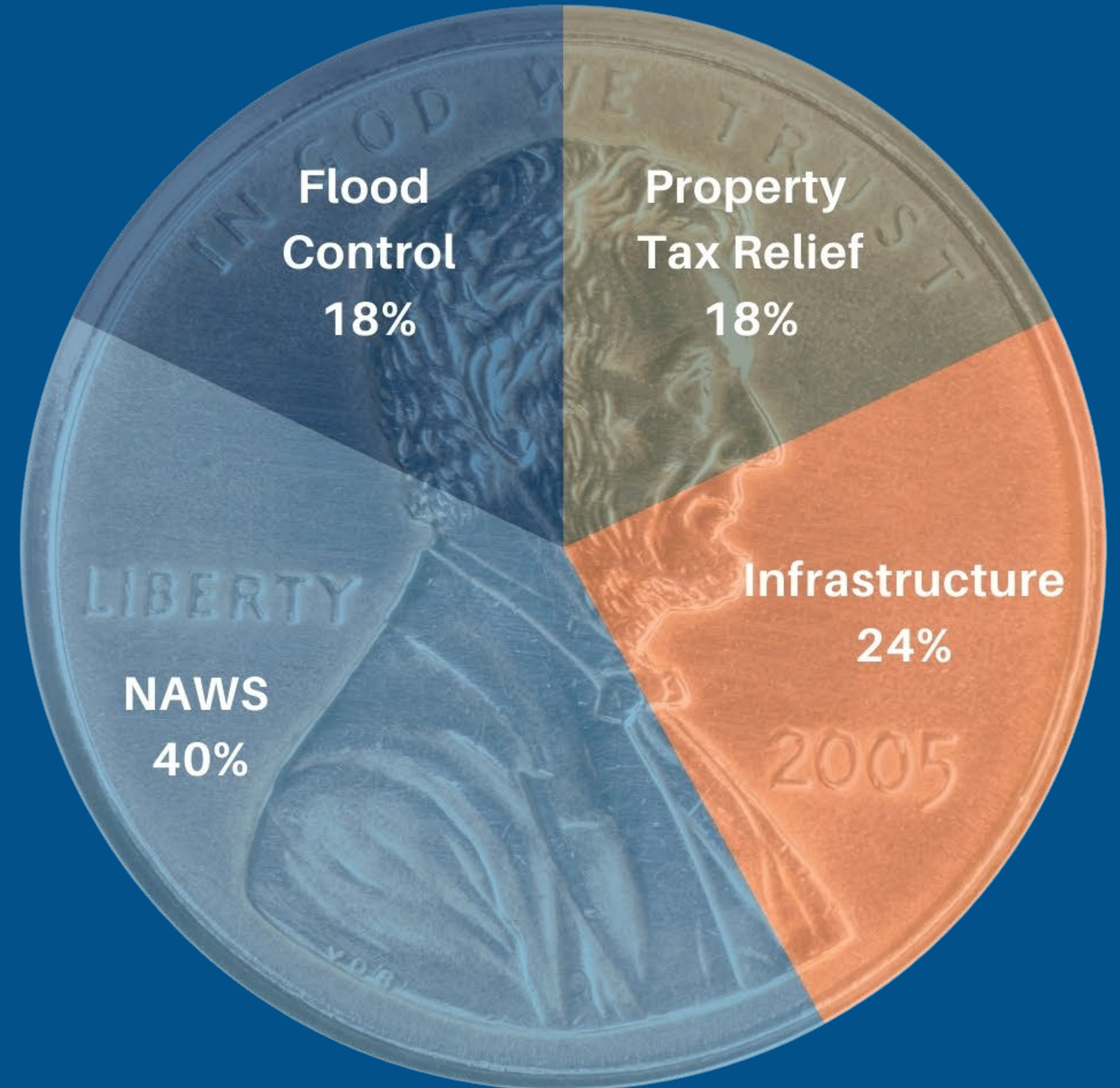
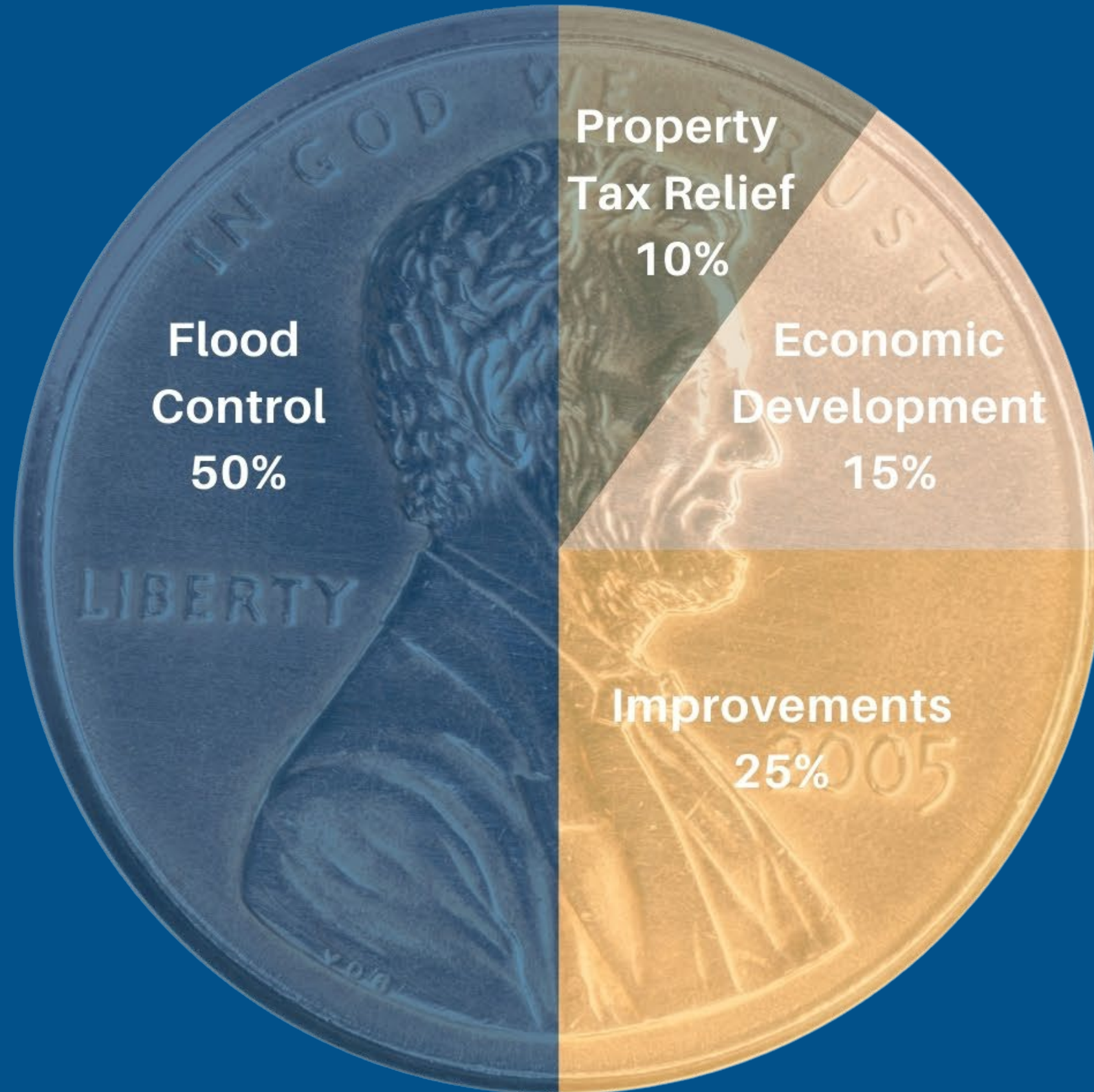
BUDGET BY REVENUE SOURCE

ISOLATION: SALES TAX



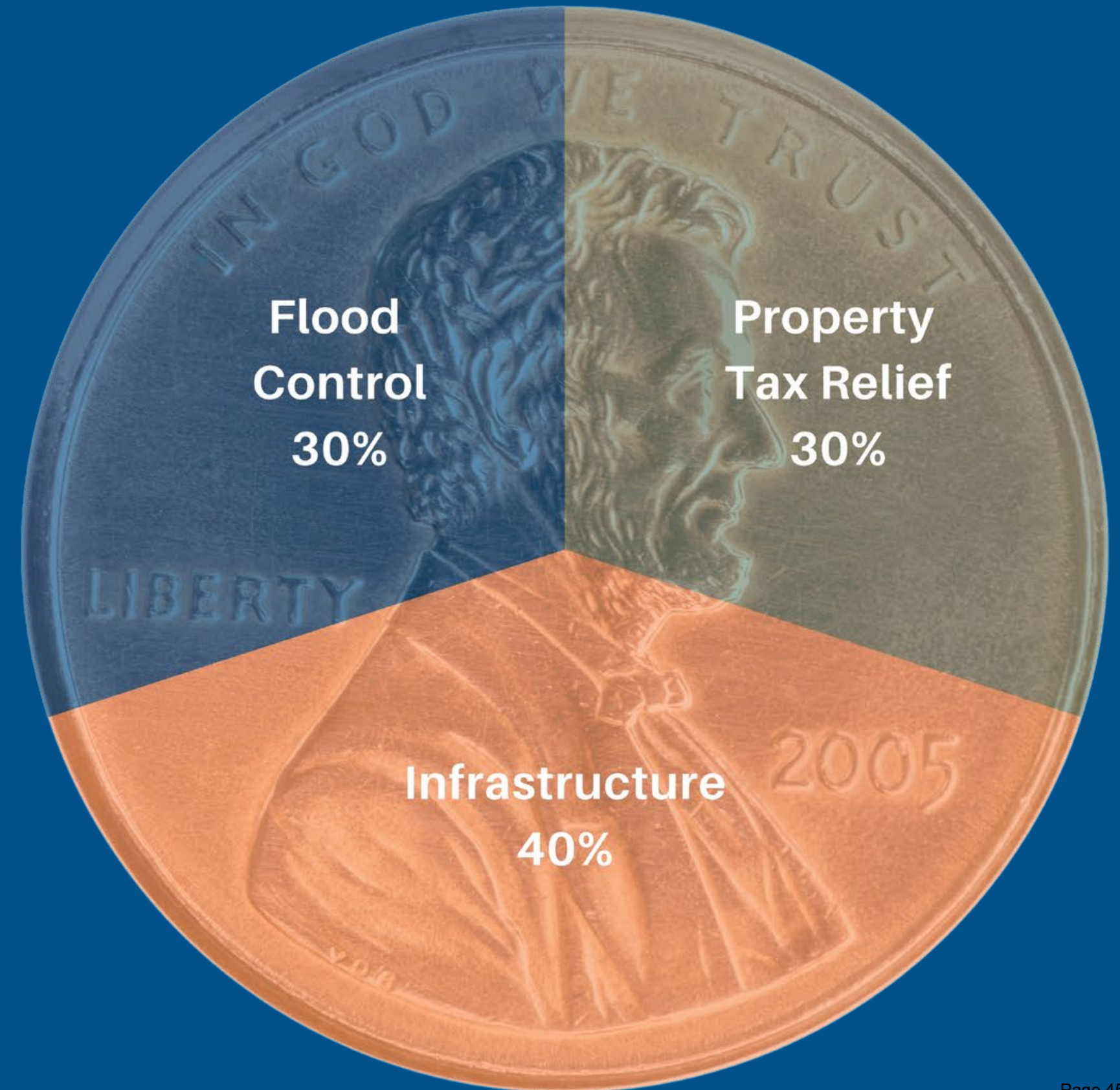
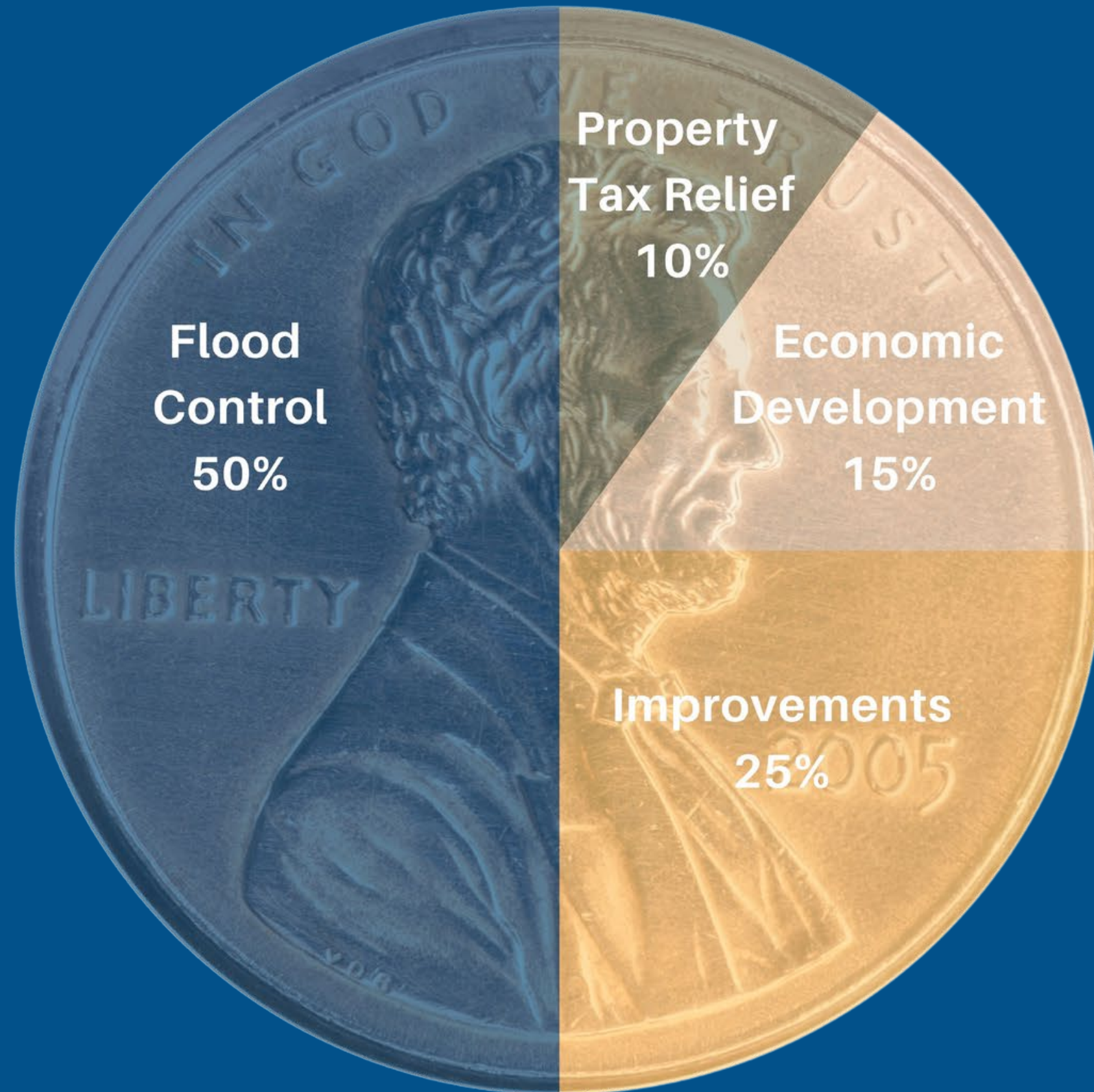
SALES TAX REVENUE

ESTIMATED VALUE PER PENNY: \$12.25 MILLION



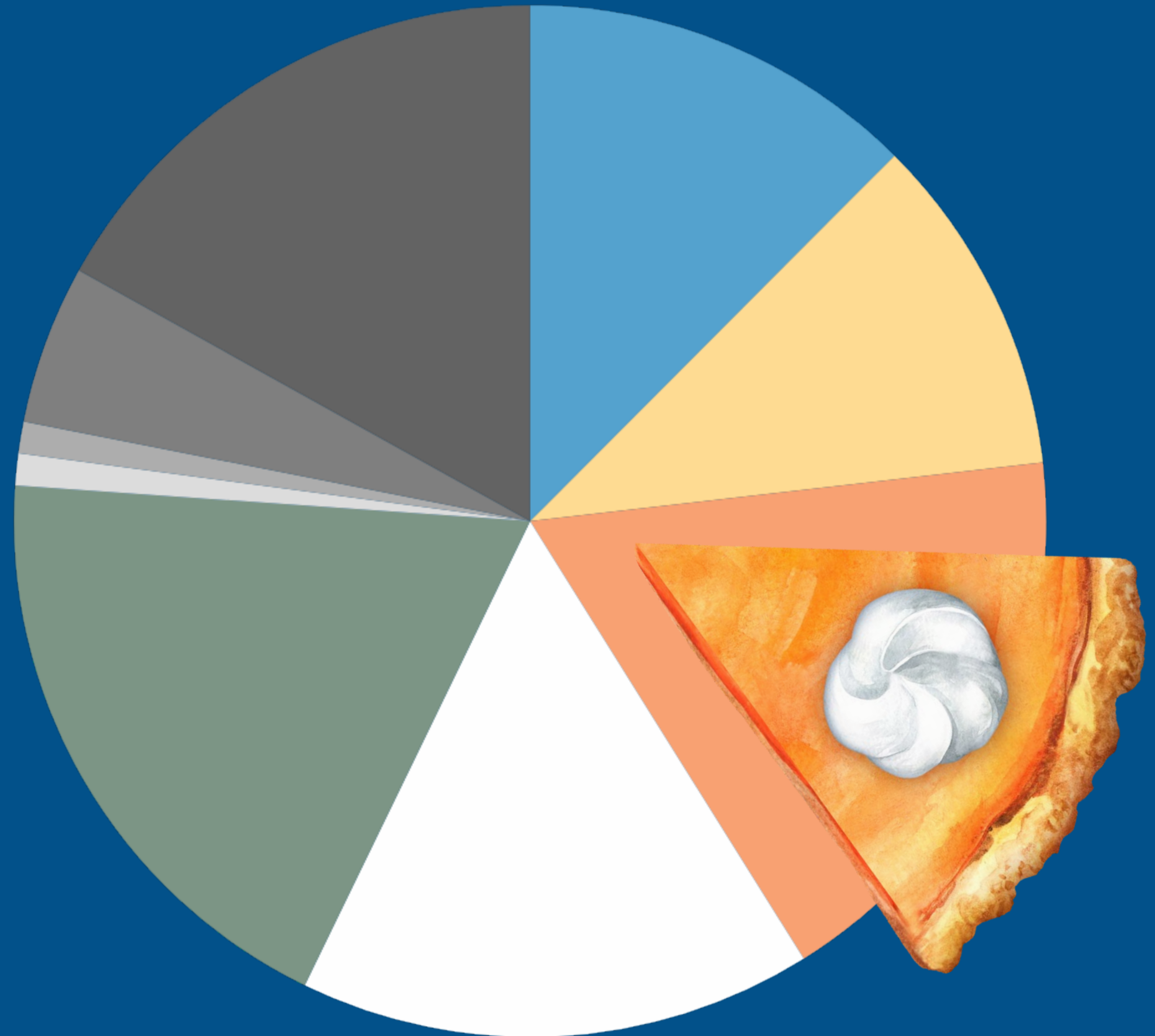
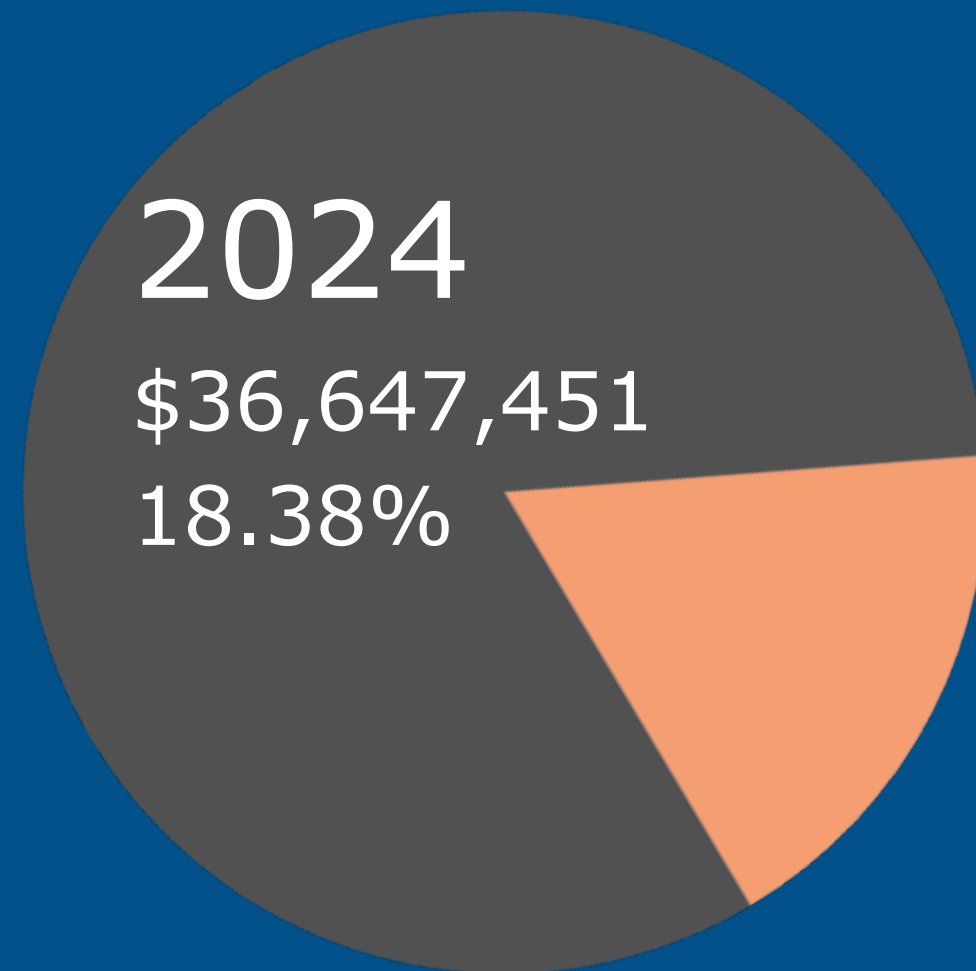
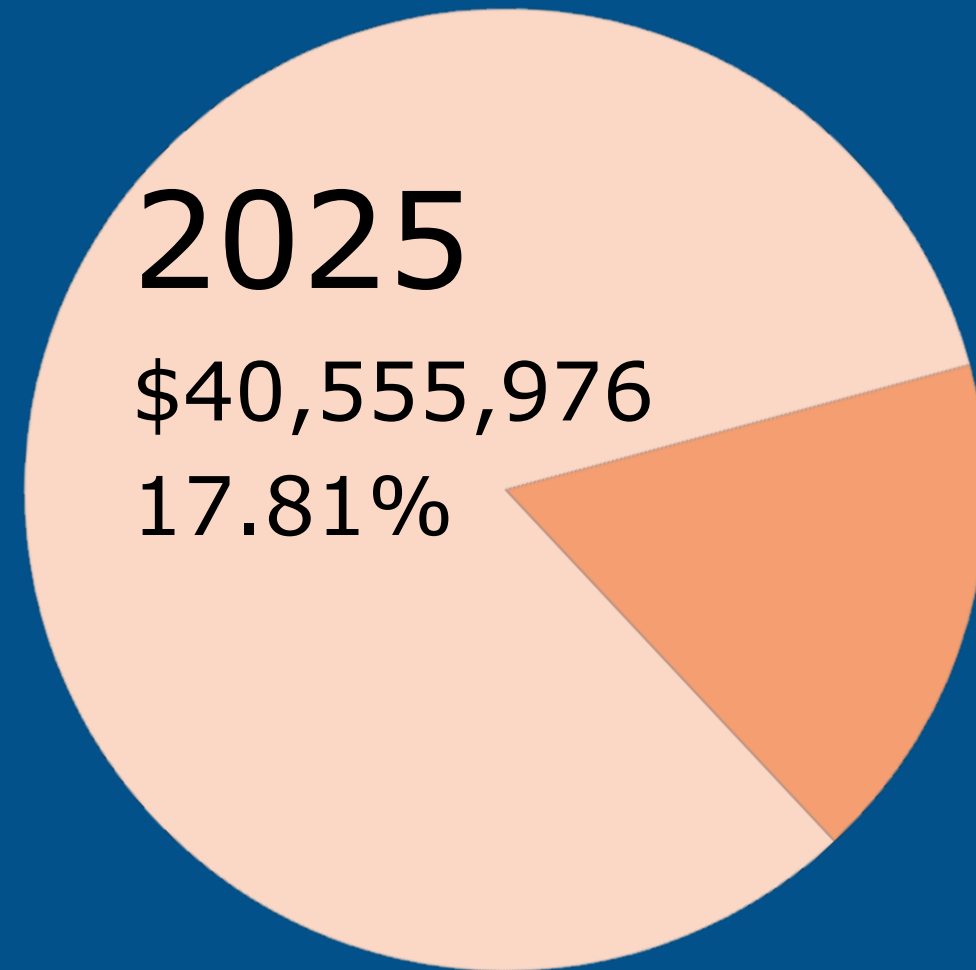
SALES TAX REVENUE

SECOND PENNY ALLOCATION WHEN NAWS IS COMPLETE



BUDGET BY REVENUE SOURCE

ISOLATION: SERVICE FEES



CHARGES FOR SERVICE

ONE NEW SERVICE FEE PROPOSED FOR 2025

COMMERCIAL PLAN REVIEWER

	2024	2025	Change
Plan Review Fee			
Hourly Rate	\$ 75.00	\$ 105.00	\$ 30.00
Residential			
Flat Fee	\$ -	\$ 75.00	\$ 75.00
Commercial - Flat Fee			
Under \$249,999	\$ -	\$ 175.00	\$175.00
\$250,000 - \$499,999	-	250.00	250.00
\$500,000 - \$999,000	-	350.00	350.00
Over \$1,000,000	-	500.00	500.00

A NEW PLAN REVIEW
FEE IS ESTIMATED
TO COLLECT:

\$126,850

THIS FEE IS PROPOSED TO
SUPPORT A NEW
POSITION:
COMMERCIAL PLAN
REVIEWER FTE

SALARY AND BENEFITS
FOR THIS POSITION ARE
PROPOSED AT:

\$100,537

CHARGES FOR SERVICE

INCREASES TO EXISTING SERVICE FEES | PAGE 1 OF 3

AIRPORT

Airport Rates and Fees	2024	2025	Change	
Terminal Rents and Fees				
Terminal Airline Rent & Per User Fees	\$ 18.70	\$ 25.00	\$ 6.30	Per square foot
Non-Signatory Rate Premium	444.42	600.00	155.58	Per Turn
Remain Over Night (RON) fees	-	150.00	150.00	Per Day
Landing and ARFF Fees				
<i>Signatory Rates</i>				
Landing Fees	\$ 2.35	\$ 2.41	\$ 0.06	Per 1,000 lbs MGLW (All aircraft greater than 12,500 lbs and all commercial)
ARFF Fees	0.57	0.57	-	Per 1,000 lbs MGLW (All aircraft greater than 12,500 lbs and all commercial)
Commercial Air Freight Operator & all Commercial Commuter aircraft weighting less than 12,500 lbs	23.66	23.72	0.06	Per Landing
<i>Non-Signatory Rate Premium</i>				
125% of Signatory Landing Fees and ARFF Fees	\$ 3.61	\$ 3.67	\$ 0.06	Per 1,000 lbs MGLW
Non-signatory: Commercial Air Freight Operator & all Commercial Commuter aircraft weighting less than 12,500 lbs	29.58	29.64	0.06	Per Landing
Ground Lease Rates				
<i>General Aviation Leases</i>				
Southeast General Aviation Lots - Improved Area	\$ 0.22	\$ 0.22	\$ -	per Square Foot/year - General Utilities and Accesses
Southeast General Aviation Lots - Unimproved Area	0.11	0.11	-	per Square Foot/year - Bare Land
Northwest General Aviation Lots - Improved Area	0.26	0.26	-	per Square Foot/year - General Utilities and Accesses
Northwest General Aviation Lots - Unimproved Area	0.13	0.13	-	per Square Foot/year - Bare Land
Westside General Aviation Lots - Improved Area	0.30	0.30	-	per Square Foot/year - All Utilities and Accesses
<i>Commercial Aviation Leases</i>				
Aircraft Storage	\$ 0.32	\$ 0.32	\$ -	per Square Foot/year
Specialized Aviation Operator	0.32	0.32	-	per Square Foot/year
Fixed Based Operator (FBO)	0.30	0.30	-	per Square Foot/year
Hangar Rates				
T-Hangars	\$ 75.00	\$ 125.00	\$ 50.00	Per Month
Airport Parking Fees				
Short-Term Parking	\$ 1.00	\$ 1.00	\$ -	Zero (0) - One (1) Hour
	5.00	5.00	-	One (1) - Three (3) Hours
	8.00	8.00	-	Four (4) - Six (6) Hours
	14.00	14.00	-	Six (6) - Twnety-Four (24) Hours
	12.00	12.00	-	Daily Rate
Long-Term Parking	-	-	-	Weekly Maximum
Employee Parking	200.00	250.00	50.00	Terminal Tenant Employee Parking (yearly)
Unreturned Parking Pass	50.00	50.00	-	Unreturned parking permit fee
	30.00	30.00	-	Air Crews Using Pay Parking (monthly)

Airport Rates and Fees	2024	2025	Change	
Conference Room Rental Rates				
2nd Floor Conference Room at Airport Terminal	\$ 40.00	\$ 40.00	\$ -	Per hour - 50% discount for Airport Tenants
2nd Floor Conference Room at Airport Terminal	-	-	-	Per day - 50% discount for Airport Tenants
1st Floor Conference Rooms at Airport Terminal	20.00	20.00	-	Per hour - 50% discount for Airport Tenants
1st Floor Conference Rooms at Airport Terminal	-	-	-	Per day - 50% discount for Airport Tenants
1st Floor Training Room	20.00	20.00	-	Per hour - 50% discount for Airport Tenants
1st Floor Training Room	-	-	-	Per day - 50% discount for Airport Tenants
Ramp Parking Fees				
Aircrafts under 12,500 pounds	\$ 60.00	\$ 60.00	\$ -	Per Month
	5.00	5.00	-	Per Day
Aircrafts over 12,500 pounds	15.00	15.00	-	Per Day
Aircraft Fuel Flowage Fees				
FBO	\$ 0.06	\$ 0.06	\$ -	Per Gallon
Self Fueling Permits	50.00	50.00	-	Per Year
Commercial Service Provider License Fees				
Commercial Aeronautical Service Provider Tenant	\$ 325.00	\$ 325.00	\$ -	Per Year
Commercial Aeronautical Service Provider Non-Tenant	1,000.00	1,000.00	-	Per Year
Commercial Ground Transportation (Taxis, Shuttles, Vans, etc.) Tenant	400.00	400.00	-	Per Year
Commercial Ground Transportation (Taxis, Shuttles, Vans, etc.) Non-Tenant	600.00	600.00	-	Per Year
Hotel shuttles/vans	100.00	100.00	-	Per Year
Rental Car Agencies				
Terminal Facilities Base Rate	\$ 18.70	\$ 25.00	\$ 6.30	Per Squuare Foot
Car Rental Leased Space	15.00	15.00	-	Per stall/month
Badges, Keys, and Security				
Badges	\$ 40.00	\$ 40.00	\$ -	AOA Badge
	80.00	80.00	-	SIDA Badqe
	20.00	20.00	-	Renewal
	50.00-150.00	50.00-150.00	-	Lost Badge - determined by number of offenses
	30.00	30.00	-	Damaged Badge
Keys	100.00	100.00	-	Unreturned Badge
	50.00	50.00	-	Building/Office Key
	20.00	20.00	-	Post Office Key
	50.00-150.00	50.00-150.00	-	Lost Key-determined by number of offenses
	200.00	200.00	-	ReKey Locks
Security Violation Fines	20.00	20.00	-	Rental Per Year
	500.00	500.00	-	1st Fine; Three offenses in 60 days
	1,500.00	1,500.00	-	2nd Fine; Subsequent offense within 60 days of 1st fine
	2,500.00	2,500.00	-	3rd Fine; Subsequent offense within 60 days of 2nd
Miscellaneous Charges				
Special Operator Permit Fee (Per Occurrence)	\$500.00-\$1,000.00	000.00-\$1,000.00	-	Per Occurrence
Security Video Request Fee	50.00	50.00	-	per video - Labor rate charges after 1 hour
Mobile Runway Closure X's Monthly Rental Fee	1,500.00	1,500.00	-	
Mobile Runway Closure X's Daily Rental Fee	50.00	50.00	-	
GSE Repair Area (Maintenance Bay	400.00	400.00	-	Per Bay/Month
Glycol Storage	18.70	18.70	-	Per square foot
Labor Rates	85.00	85.00	-	Per Hour
Labor with Equipment Usage	120.00	120.00	-	Per Hour
Advertising Upload Fee	25.00	25.00	-	Per Occurrence
Airport Administrative Fee	-	-	-	Actual Cost plus 15%
Repair Fees	-	-	-	Actual cost of materials plus 15% and labor rates
Sales Tax will be charged when Applicable	-	-	-	Only when applicable
Finance Charges on Overdue Payments	1.75%	1.75%	0.00%	Assessed on bills 30 days past due

CHARGES FOR SERVICE

INCREASES TO EXISTING SERVICE FEES | PAGE 2 OF 3

PUBLIC WORKS: OPERATIONS & UTILITIES

Cemetery Rates and Fees				2024	2025	Change		2024	2025	Change
Interment Fees								General Care Lots		
<u>Monday - Friday</u>							Adult	\$ 700	\$ 800	\$ 100
Adult (Summer)				\$ 725	\$ 800	\$ 75	Infant	250	300	50
Adult (Winter)				825	900	75				
Infant (Summer)				300	350	50	Monument Area Lots			\$ 800 \$ 900 \$ 100
Infant (Winter)				400	450	50				
Urn (Summer)				550	625	75	Winter Storage Fee			
Urn (Winter)				650	725	75	All	\$ 95	\$ 115	\$ 20
<u>Saturday</u>								Setting Fees		
Adult (Summer)				\$ 825	\$ 900	\$ 75	<u>Monument Foundation</u>			
Adult (Winter)				925	1,000	75	Single	\$ 175	\$ 225	\$ 50
Infant (Summer)				400	450	50	Double	225	275	50
Infant (Winter)				500	550	50				
Urn (Summer)				650	725	75	<u>Markers & Vases</u>			
Urn (Winter)				750	825	75	Single	\$ 100	\$ 150	\$ 50
<u>Sunday or Holiday</u>							Double	150	200	50
Adult, Infant or Urn (Summer)				\$ 1,050	\$ 1,150	\$ 100	Vases	45	60	15
Adult, Infant or Urn (Winter)				1,150	1,250	100	Columbarium			
							Niche (Top 3 Rows)	\$ 900	\$1,100	\$ 200
							Niche (Bottom 3 Rows)	800	1,000	200
Disinterment										
Adult				\$ 850	\$ 850	\$ -	Surcharge for 2nd Interment	\$ 150	\$ 150	\$ -
Winter fees will be applied during the time period of November 1st to April 1st.										

Sanitation Rates and Fees		2024	2025	Change	
Garbage Collection					
35-Gallon Cart	\$	14.72	\$ 15.00	\$ 0.28	
65-Gallon Cart		16.72	17.50	0.78	
95-Gallon Cart		18.72	20.00	1.28	
Recycling Cart		2.50	2.50	-	
Landfill					
Asbestos Material	\$	100.00	\$ 100.00	\$ -	Per ton
Asphalt Pavement		8.00	8.00	-	Per ton
Animal Waste		48.00	53.00	5.00	Per ton
Landfill Com. Manure		8.00	8.00	-	Per ton
Contaminated Soil		75.00	75.00	-	Per ton
Inert Commercial		35.00	39.00	4.00	Per ton
Minimum Charge - \$5.00					
Lime Commercial		13.00	13.00	-	Per ton
MSW Commercial		48.00	53.00	5.00	Per ton
Minimum Charge - \$10.00					
Single Stream Recycling		175.00	175.00	-	Per ton
Minimum Charge - \$3.00					
Trees Commercial		15.00	15.00	-	Per ton
Tires Per Ton		200.00	200.00	-	Per ton
Auto Tires		3.00	3.00	-	Each
Truck Tires		5.00	5.00	-	Each
Tractor Tires		15.00	15.00	-	Each
Heavy Equipment Tires		25.00	25.00	-	Each
Non-Freon Appliances		1.00	5.00	4.00	Each
Freon Appliances		2.00	7.00	5.00	Each
Propane Tanks		2.00	2.00	-	Each
Sanitation Roll-Off Tanks		75.00	100.00	25.00	Each
Sanitation Bulk Collections		10.00	15.00	5.00	Each

CHARGES FOR SERVICE

INCREASES TO EXISTING SERVICE FEES | PAGE 3 OF 3

City Clerk Licensing Fees	2024	2025	Change
Alcohol License			
Retail Liquor, Beer, and Wine	\$ 3,125.00	\$ 3,125.00	\$ -
Retail Beer	625.00	625.00	-
Retail Wine	325.00	325.00	-
Specialty Restaurant Wine	325.00	325.00	-
Specialty Restaurant Beer	625.00	625.00	-
Supper Club	3,125.00	3,125.00	-
Winery	325.00	325.00	-
Hotel	3,125.00	3,125.00	-
Motel	3,125.00	3,125.00	-
Fraternal Order or Club Beer	500.00	500.00	-
Fraternal Order or Club Liquor	2,000.00	2,000.00	-
MAYSA	947.50	947.50	-
Airport Terminal Restaurant	3,125.00	3,125.00	-
Souris Valley Golf Course	947.50	947.50	-
Private Golf Course	3,125.00	3,125.00	-
Minot State University	3,125.00	3,125.00	-
Movie Theater	3,125.00	3,125.00	-
Tabcacco License			
1st year (New) License	\$ 100.00	\$ 200.00	\$ 100.00
Annual Renewal	100.00	200.00	100.00
Alcohol License Holder	-		
Gaming Site Authorization			
Yearly Gaming Fee per Site	\$ 100.00	\$ 100.00	\$ -
Permits			
Raffle	\$ 25.00	\$ 25.00	\$ -
Special Event	25.00	25.00	-
Secondhand Dealer's License			
1st year (New) License	\$ 250.00	\$ 250.00	\$ -
Annual Renewal	125.00	125.00	-
Taxi Cab Licensing			
Per Vehicle Charge	\$ 30.00	\$ 30.00	\$ -

Fire Permit Rates	2024	2025	Change
Annual Operational Fire Permits			
	\$60.00	\$60.00	\$0.00
IFC Section 105.5.42 Pyrotechnic special effects materials	\$120 + \$85/hr min. 2hrs		
Construction Permits			
IFC Section 105.6.8 Flammable and combustible liquids	\$ 60.00 \$ \$85 + (Tank Fee Schedule)	60.00 \$	- Per project
Tank Fees			
Tank fee is added to the base fee for the construction permit specified above.			
0 - 1,000 gallon	\$150	\$150	\$0 per tank
1,001 - 5,000 gallon	300.00	300.00	- per tank
5,001 - 12,000 gallon	400.00	400.00	- per tank
12,001 - 20,000 gallon	500.00	500.00	- per tank
20,001 - +	600.00	600.00	- per tank
Special Use Inspection Fees			
Daycare Center	\$25	\$25	\$0 Annually
Re-inspection/Overdue violations fee (Violation not corrected after 60 days).	60.00	60.00	- per inspection/late report

SERVICE FEES WITH NO CHANGE:

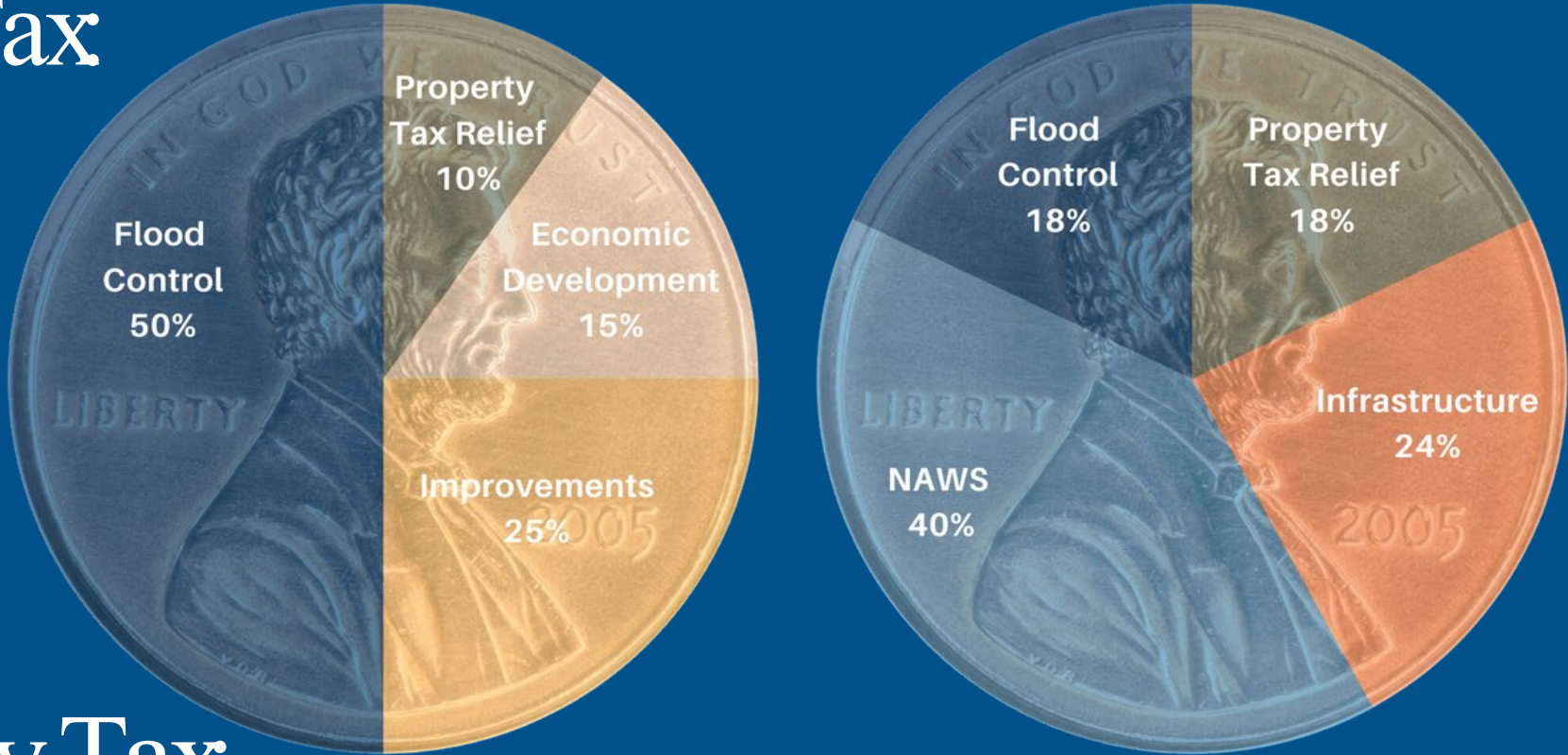
PERMITS
ENGINEERING
WATER/SEWER MAINTENANCE
PARKING RAMPS
EQUIPMENT RENTALS

SERVICE FEES CURRENTLY UNDER REVIEW :

WATER
SEWER
STORM SEWER

REVENUE RECAP

Sales Tax

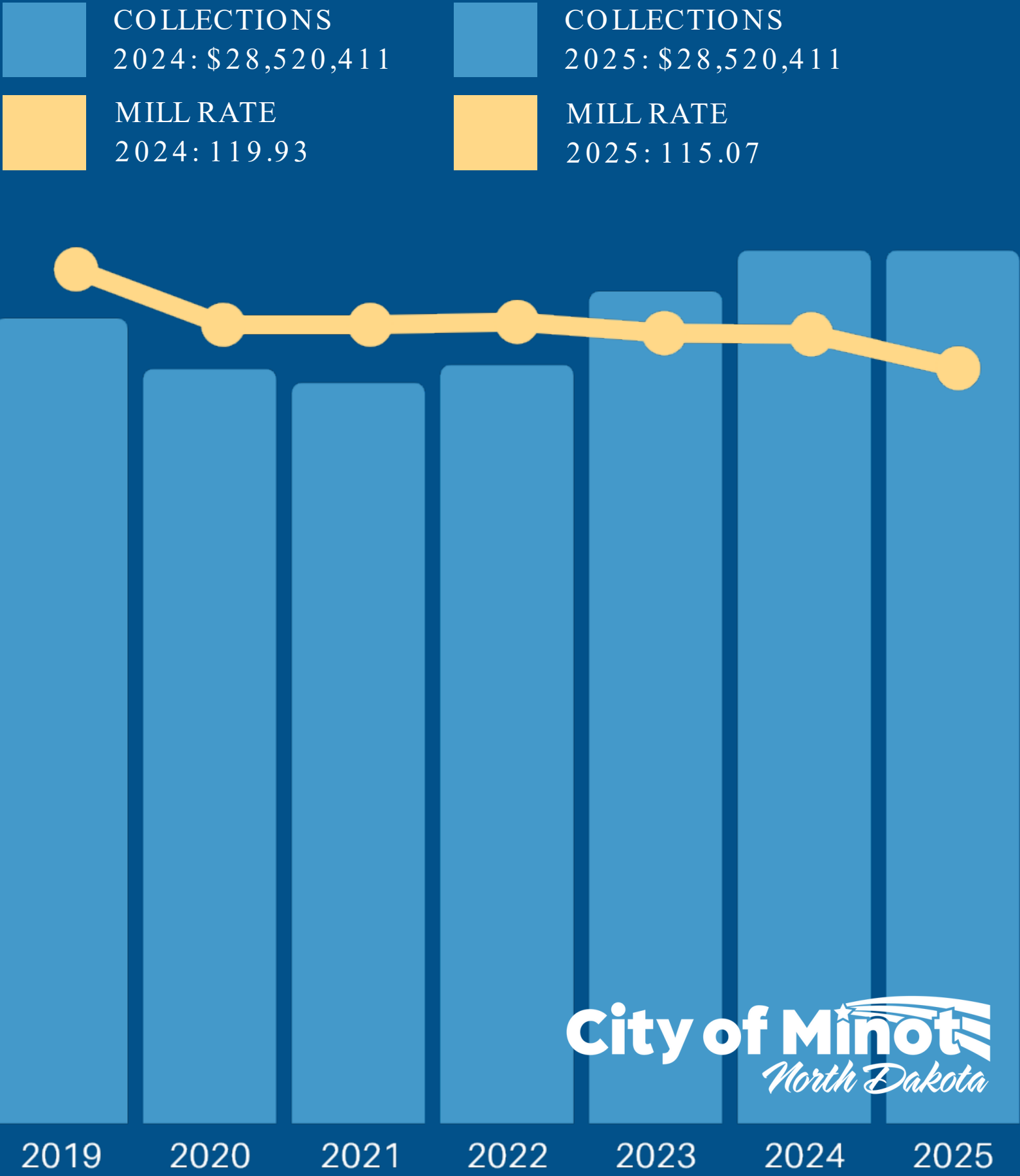


Property Tax



2024

2025



City of Minot
North Dakota

REVENUE RECAP

ALL REVENUE SOURCES

TRANSFER AMONG FUNDS
\$38,807,767 | 17.04%

INVESTMENT EARNINGS/MISC
\$10,270,679 | 4.51%

FINES/FORFEITURES
\$2,197,630 | 0.97%

LICENSES/PERMITS
\$1,534,953 | 0.67%

TAX INCREMENT
\$208,307 | 0.09%

OTHER TAX
\$417,109 | 0.18%

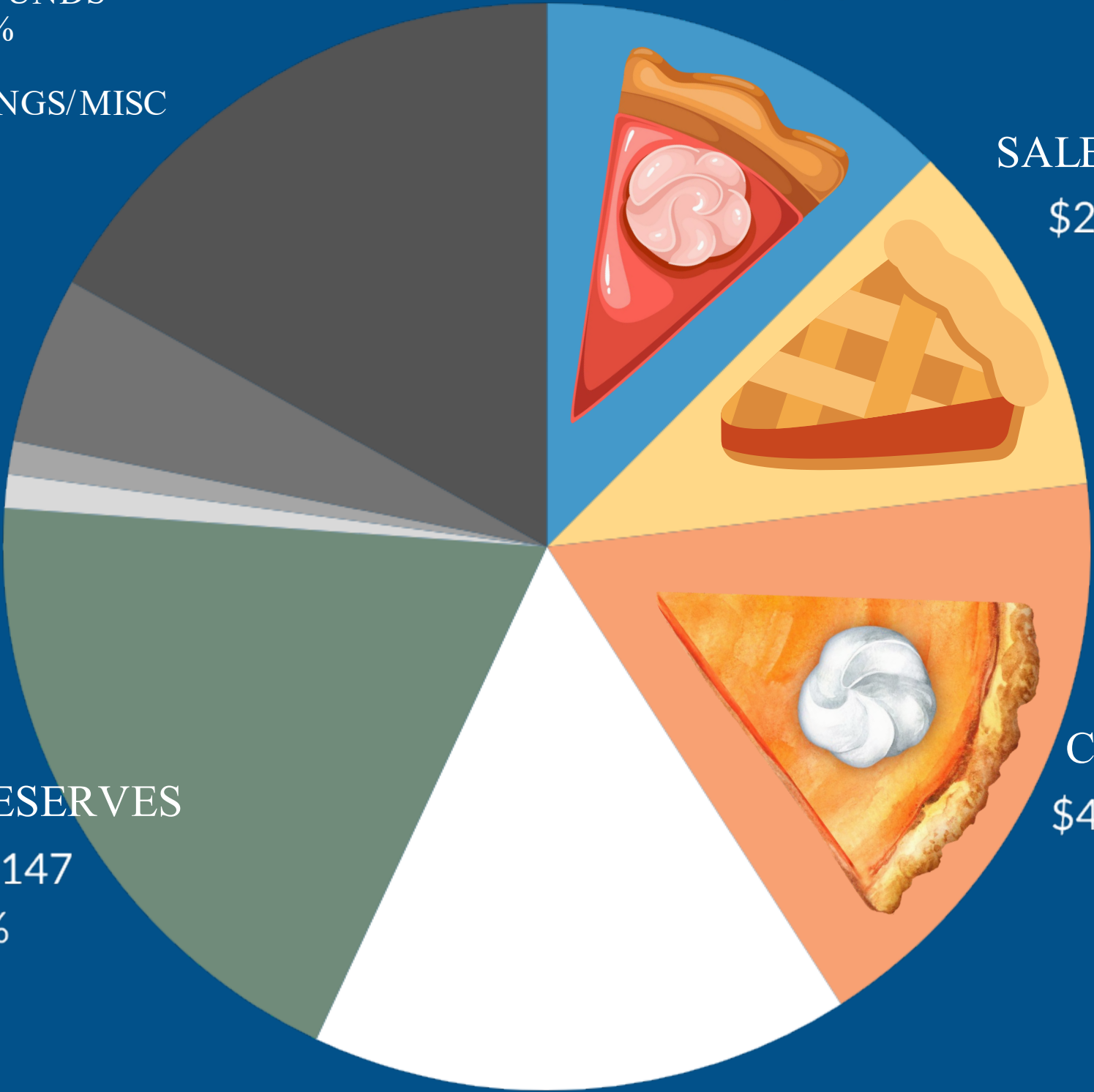
CASH RESERVES
\$43,906,147
19.2%

INTERGOVERNMENTAL
\$36,807,323 | 16.16%

PROPERTY TAX
\$28,520,411
12.4%

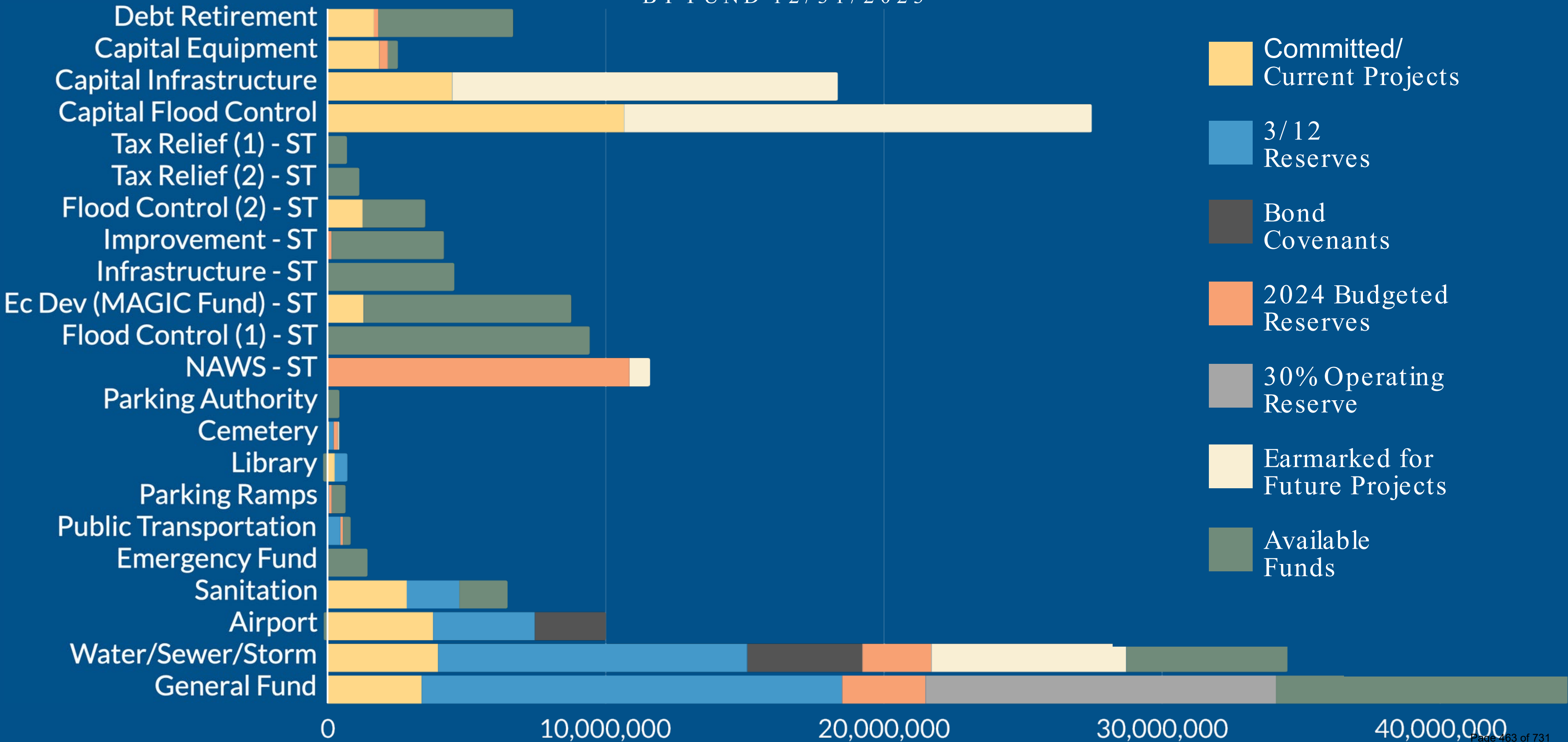
SALES TAX
\$24,500,000
10.7%

CHARGES FOR SERVICE
\$40,555,976
17.8%



CASH RESERVES

BY FUND 12/31/2023



CASH RESERVES

BY FUND 12/31/2023 | BALANCING THE BUDGET

	2024	2025
GENERAL FUND	\$3,000,000	
AIRPORT	(\$450,000)	(\$200,000)
CEMETERY	\$150,000	\$48,750
PARKING AUTHORITY	(\$23,495)	(\$35,858)
SANITATION	(\$109,533)	
WATER, SEWER & STORM SEWER	\$9,483,413	\$7,349,235
PARKING RAMPS	\$109,533	\$86,235
PUBLIC TRANSPORTATION	\$97,834	\$9,384
EMERGENCY FUND		\$300,000
DEBT RETIREMENT	\$151,082	(\$70,920)

	2024	2025
SALES TAX PROPERTY TAX RELIEF		\$500,000
SALES TAX IMPROVEMENTS	\$141,435	\$70,653
SALES TAX FLOOD CONTROL	(\$2,854,246)	\$653,505
SALES TAX NAWS	\$10,851,244	\$8,106,874
SALES TAX PROPERTY TAX RELIEF		\$750,000
SALES TAX INFRASTRUCTURE	(\$168,685)	\$2,289,700
CAPITAL INFRASTRUCTURE		\$5,578,206
CAPITAL EQUIPMENT	\$306,214	\$120,000
CAPITAL FLOOD CONTROL		\$18,350,383
TOTAL RESERVES USED/ (SAVED)	\$20,684,895	\$43,906,147

CASH RESERVES

BY FUND 12/31/2023 | FUND BALANCE

	BALANCE
GENERAL FUND	\$44,587,522
AIRPORT	\$9,872,209
CEMETERY	\$444,861
PARKING AUTHORITY	\$431,805
SANITATION	\$6,475,019
WATER, SEWER & STORM SEWER	\$34,515,551
PARKING RAMPS	\$657,660
PUBLIC TRANSPORTATION	\$838,896
EMERGENCY FUND	\$1,440,804
DEBT RETIREMENT	\$6,674,875

	BALANCE
SALES TAX PROPERTY TAX RELIEF	\$701,025
SALES TAX IMPROVEMENTS	\$4,192,184
SALES TAX FLOOD CONTROL	\$10,689,296
SALES TAX NAWS	\$18,346,299
SALES TAX PROPERTY TAX RELIEF	\$1,150,174
SALES TAX INFRASTRUCTURE	\$4,559,412
CAPITAL INFRASTRUCTURE	\$18,348,661
CAPITAL EQUIPMENT	\$1,857,571
CAPITAL FLOOD CONTROL	\$27,480,305
TOTAL BALANCE OF FUNDS	\$204,845,205



2025 BUDGET: EXPENSES

PERSONNEL | EQUIPMENT & BUILDINGS | INFRASTRUCTURE

City Manager: BUDGET RECOMMENDATIONS

Priorities:

PRIORITIES & DIRECTIVES COUNCIL MEETING ON MAY 8, 2024

- MAINTAIN WHAT WE HAVE: PEOPLE & INFRASTRUCTURE
- HOLD THE LINE ON PROPERTY TAXES
- EFFICIENCIES: PROCESS TO IDENTIFY, PROCESS & EXECUTE
- FRANCHISE FEES
- ROAD MAINTENANCE
- SNOW REMOVAL
- CODE ENFORCEMENT

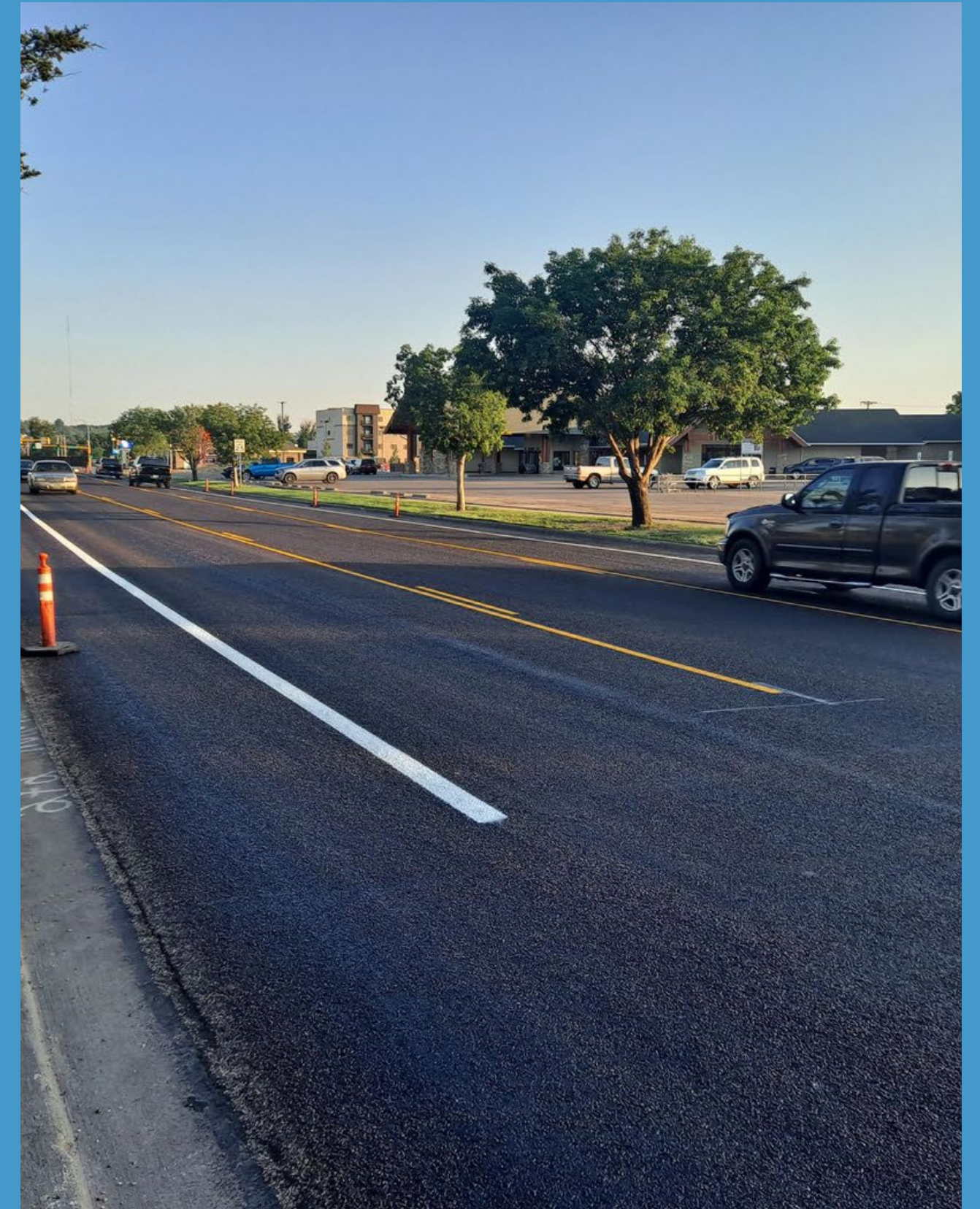
MINDFUL OF 2026 PRIORITIES:

- VERF: VEHICLE EQUIPMENT REPLACEMENT FUND
- INFLATION, WORKFORCE, CONSTRUCTION & PAYMENT
 - NAWS
 - FLOOD CONTROL
- POLICE DEPARTMENT & CITY HALL LEGACY BUILDING
- PUBLIC SAFETY RETIREMENT SYSTEM

Pressures:



- ROAD MAINTENANCE TO \$11 MILLION
- 2025 ANNUAL PAY & CLASSIFICATION PLAN
- HEALTH INSURANCE



PRESSURES

2025 BUDGET CHALLENGES

PERSONNEL

- ANNUAL PAY & CLASSIFICATION PLAN: POTENTIAL \$2.3 MILLION INCREASE
- HEALTH INSURANCE: POTENTIAL INCREASE - 5% BUILT IN
- 2026 PUBLIC SAFETY RETIREMENT SYSTEM CONSIDERATION

BUILDINGS & INFRASTRUCTURE

- CITY HALL LEGACY BUILDING
 - \$522,640 SET ASIDE IN 2024 BUDGET
 - \$0 SET ASIDE IN 2025 BUDGET
- SURVEY: ROAD MAINTENANCE TO \$11 MILLION
- 2026 VERF: VEHICLE EQUIPMENT REPLACEMENT FUND

SERVICES

- SURVEY: SNOW REMOVAL
- SURVEY: CODE ENFORCEMENT

2025 BUDGET PRACTICES:

- ZERO BASED
- FIRST LOOK AT 2026
- BUDGET ITEMS THAT SPAN ALL DEPTS NOW

BUILT INTO DEPTS:

- IT
- WAGES
- BENEFITS

PERSONNEL

2025 BUDGET REQUEST SUMMARY

\$100,537	• COMMERCIAL PLAN REVIEWER ◦ FULL TIME ◦ FEE INCREASE FUNDED
\$85,011	• HUMAN RESOURCES ◦ FULL TIME
\$905,530	• 12 NEW NAWS BIOTA PLANT POSITIONS
\$56,815	• CODE ENFORCEMENT ◦ PERMANENT PART TIME
\$524,280	• POLICE DEPARTMENT ◦ 14 VACANT POSITIONS ARE AUTHORIZED ◦ 8 VACANT POSITIONS INCLUDED BUDGET ◦ 6 VACANT POSITION SAVINGS: \$524,280
	• FIRE ASSISTANT CHIEF ◦  BATTALION CHIEF POSITION
\$277,932	• 3 FIREFIGHTERS ◦ POSSIBLE 2026 SAFER GRANT
\$124,792	• FIRE MARSHALL
\$43,698	• LIBRARY SALARIES & BENEFITS
\$42,500	• WATER DISTRIBUTION EXTRA HELP

PRESSURES

- HEALTH INSURANCE
 - RATES EXPECTED IN JULY
 -  5% IS BUILT INTO THE BUDGET
- ANNUAL PAY & CLASSIFICATION PLAN

FUTURE

- PUBLIC SAFETY RETIREMENT ALTERNATIVE
- CPSM

PERSONNEL

ANNUAL PAY & CLASSIFICATION PLAN

SALARIES ONLY
NOT BENEFITS

1. NO RAISES
 - COST: \$0
2. AWARD BOTH MARKET ADJUSTMENT + STEP RAISES
 - COST: \$2.3 MILLION
3. AWARD MARKET ADJUSTMENT ONLY
 - COST: \$1,451,364
4. AWARD STEP RAISES ONLY
 - COST: \$828,038
5. HYBRID MODEL: HIGHER AMOUNT IS AWARDED
 - COST: \$1.6 MILLION
 - SAVES \$700K IN THE BUDGET
 - NO MORE THAN A 2 STEP INCREASE FOR
DEPARTMENT HEADS

STAFFING FUNDS:
60% GENERAL
40% ENTERPRISE

PROPOSED PAY PLAN:



CURRENTLY
BUILT IN

PERSONNEL

ANNUAL PAY & CLASSIFICATION PLAN

SALARIES ONLY
NOT BENEFITS

- 
1. NO RAISES
 - COST: \$0
 2. AWARD BOTH MARKET ADJUSTMENT + STEP RAISES
 - COST: \$2.3 MILLION
 3. AWARD MARKET ADJUSTMENT ONLY
 - COST: \$1,451,364
 4. AWARD STEP RAISES ONLY
 - COST: \$828,038
 5. HYBRID MODEL: HIGHER AMOUNT IS AWARDED
 - COST: \$1.6 MILLION
 - SAVES \$700K IN THE BUDGET
 - NO MORE THAN A 2 STEP INCREASE FOR
DEPARTMENT HEADS

STAFFING FUNDS:
60% GENERAL
40% ENTERPRISE

PROPOSED PAY PLAN:



EQUIPMENT & INFRASTRUCTURE

2025 BUDGET REQUESTS

	- • PW STREET SNOW BLOWER ATTACHMENT
	- • PW STREET COMMERCIAL DIESEL MOWERS
	- • PW STREET GRATER ATTACHMENT
\$460,000	• PW FUEL DEPOT IMPROVEMENTS
\$20,000	• PW DIGITAL MESSAGE BOARD
	- • PW STREET TRUCK MOUNTED SWEEPER
\$95,000	• PW STORM-SEWER TOOL CAT
\$1,250,000	• PW WATER SEWER MAINTENANCE BUILDING
\$50,000	• PW CEMETERY
\$10,000	• PS FIRE TRAINING
\$900,000	• PS FIRE ENGINE
	◦ CAN WAIT FOR VERF
	◦ WOULD NEED AN ADDITIONAL USED ENGINE
\$20,630	• PS FIRE EQUIPMENT: SCBA & TREADMILL
\$7,358	• PS FIRE THERMAL IMAGER & CAMERA - POSSIBLE GRANTS
\$50,000	• AIRPORT ROOF - ABLE TO ADDRESS IN 2024 BUDGET
\$50,000	• AIRPORT GENERAL AVIATION HVAC - MULTIYEAR
\$41,667	• LIBRARY ROOF - OVER 3 YEARS

PRESSURES

- CPSM
- SURVEY: SNOW REMOVAL
- SURVEY: STREET MAINTENANCE

FUTURE

- VERF
- FACILITY MAINTENANCE
- LEAN PROCESS

SERVICES

2025 BUDGET REQUESTS

	• ROAD MAINTENANCE
\$8,000,000	◦ 2024
\$11,000,000	◦ 2025
\$16,000,000	◦ RECOMMENDATION TO SERVICE MAINTENANCE BACKLOG
	▪ SURVEY REQUEST
	▪ FUNDED BY HUB CITY FUNDS & SALES TAX
\$9,580,000	• WATERMAIN REPLACEMENT
\$350,000	• WAYFINDING SIGNS
	◦ PHASE 3 REDUCTION TO ONLY PARKING GARAGE SIGNAGE
	◦ CUT ARCHWAYS, KIOSKS, SECONDARY GATEWAY SIGNAGE
\$206,186	• LANDFILL CELL 8 CONSTRUCTION
\$32,000	• SNOW ROUTE SIGNAGE \$32K
	• PUPPY DOG COULEE
	• 16TH STREET RECONSTRUCTION PROJECT
	◦ SOUTH 2025
	◦ NORTH 2028
\$65,000	• ENGINEERING AERIAL - BUDGET OVER 3 YEARS

PRESSURES

- NAWS
- FLOOD CONTROL

FUTURE

- CPSM

COMMUNITY DEVELOPMENT

2025 BUDGET REQUESTS BY DEPARTMENT

MINOT'S DOWNTOWN FACADE PROGRAM
MAIN STREET AWARD | GOV. DOUG BURGUM



BEFORE & AFTER PHOTOS OF COMPLETED PROJECTS:



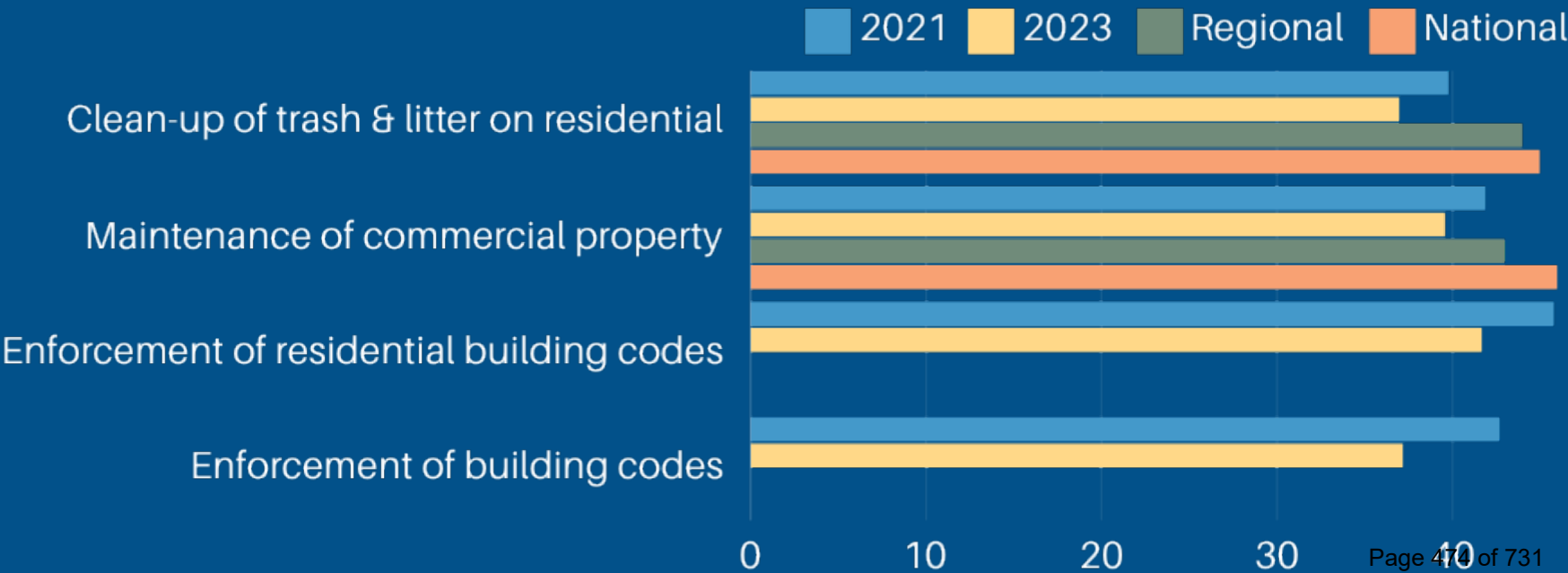
WAYFINDING SIGN PHASE 3 PROPOSED TO
BE REDUCED BY \$350,000
TO ONLY PARKING GARAGE SIGNAGE

INSPECTION: DANGEROUS
BUILDINGS DEMOLITION: \$50,000

Plan Review Fees	2024	2025	Change
Plan Review Fee			
Hourly Rate	\$ 75.00	\$ 105.00	\$ 30.00
Residential			
Flat Fee	\$ -	\$ 75.00	\$ 75.00
Commercial - Flat Fee			
Under \$249,999	\$ -	\$ 175.00	\$175.00
\$250,000 - \$499,999	-	250.00	250.00
\$500,000 - \$999,000	-	350.00	350.00
Over \$1,000,000	-	500.00	500.00

FULL TIME COMMERCIAL PLAN REVIEWER | FULL TIME
FEE ESTIMATED TO COLLECT \$126,850 | SALARY & BENEFITS \$100,537

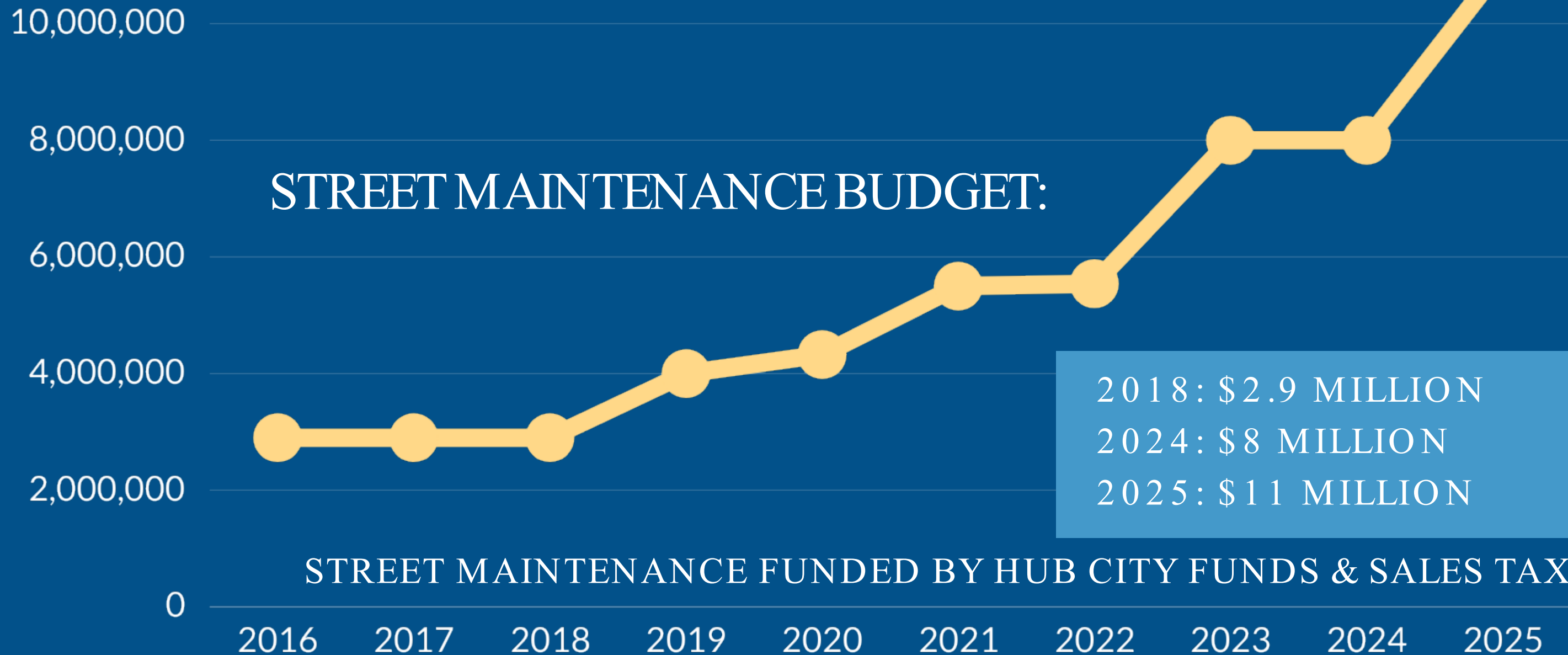
CODE ENFORCEMENT: SEASONAL POSITION IS NOW PERMANENT PART-TIME YEAR-ROUND



ENGINEERING

2025 BUDGET REQUESTS BY DEPARTMENT

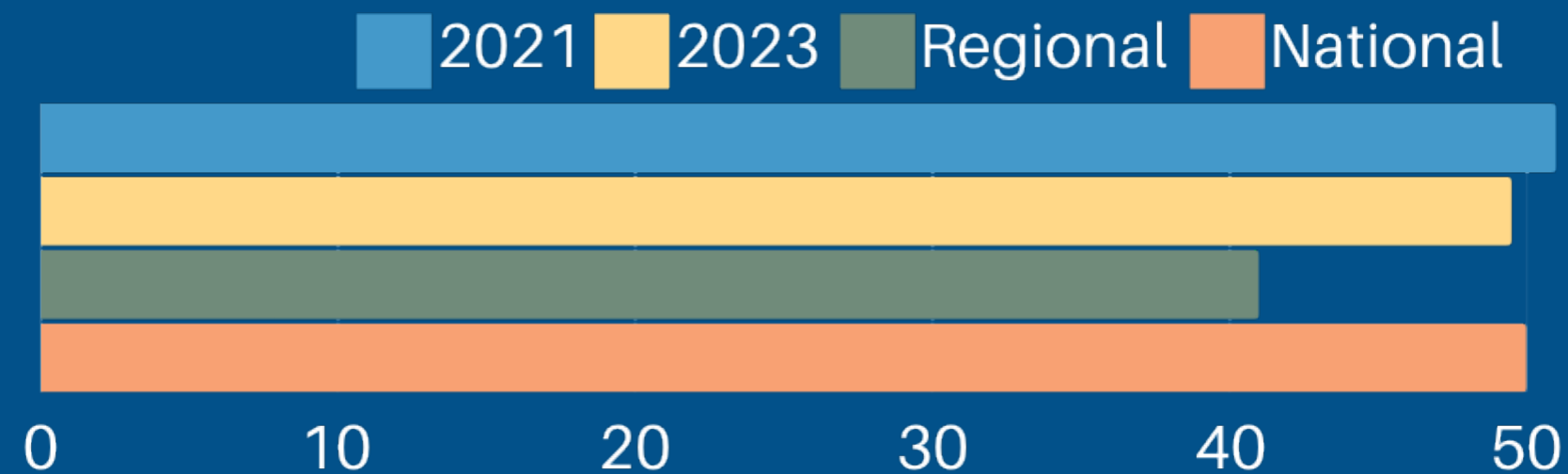
STREET MAINTENANCE BUDGET:



STREET MAINTENANCE FUNDED BY HUB CITY FUNDS & SALES TAX

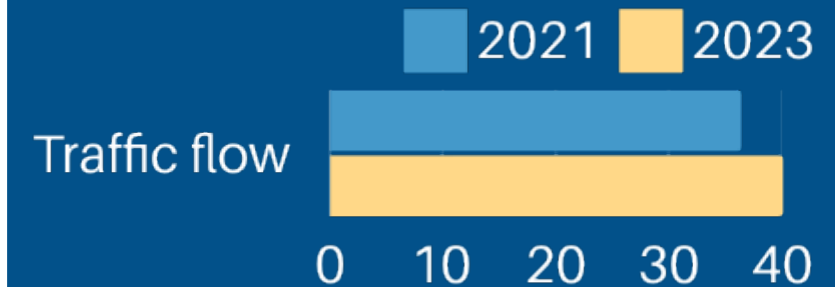
ENGINEERING
RECOMMENDATION
TO SERVICE
MAINTENANCE
BACK LOG IS
\$16 MILLION

Street condition



UPCOMING PROJECTS:

- PUPPY DOG COULEE
- 16TH STREET RECONSTRUCTION
 - SOUTH IN 2025
 - NORTH IN 2028
 - WWW.MINOTROADS.COM
- AERIAL GIS MAPS
 - \$125,000
 - BUDGET OVER 3 YEARS
 - UPDATES EVERY 3-5 YEARS



PUBLIC WORKS: UTILITIES

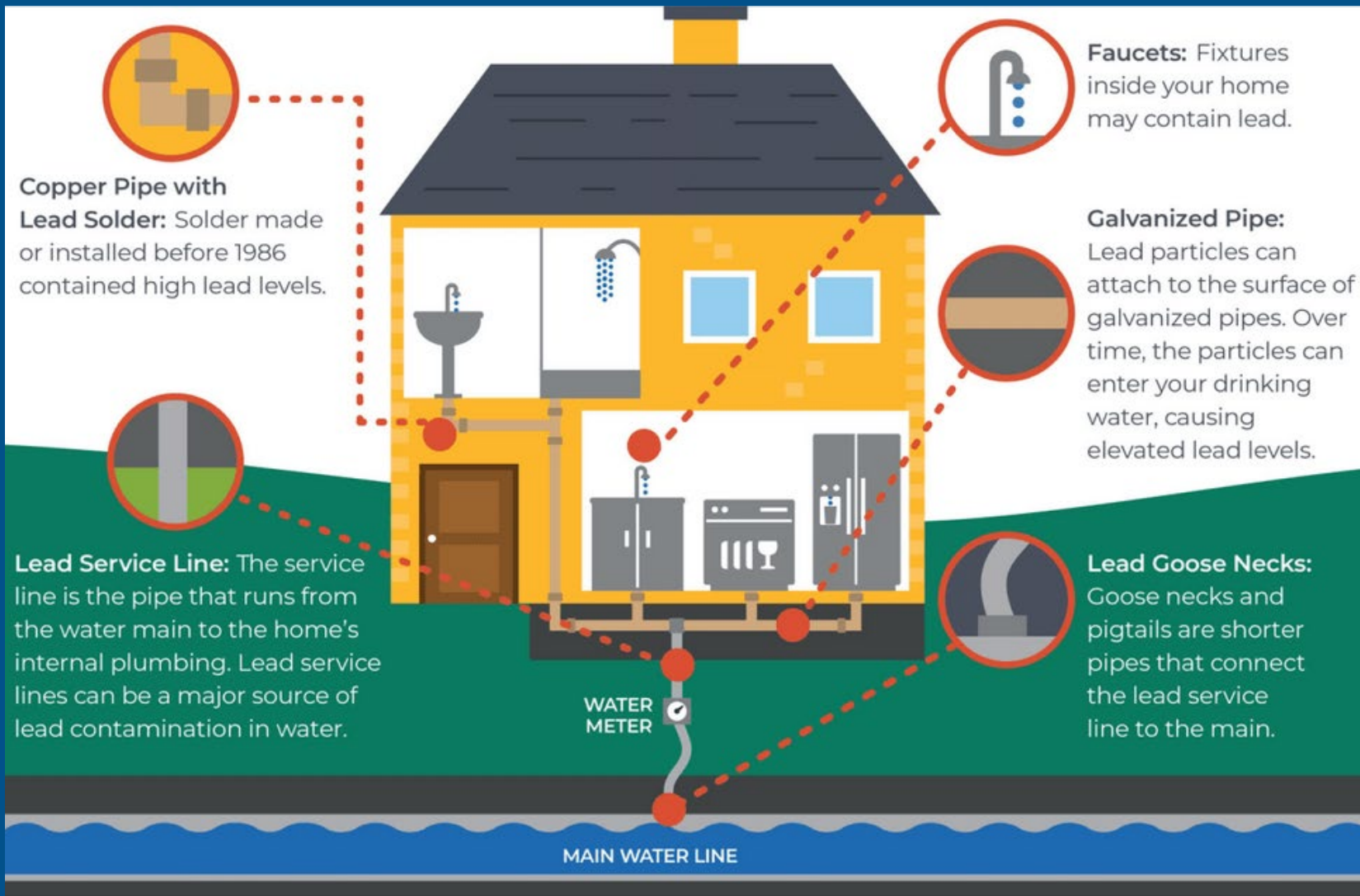
2025 BUDGET REQUESTS BY DEPARTMENT

TOTAL 2025 CUT
FROM UTILITIES:
\$11,098,686

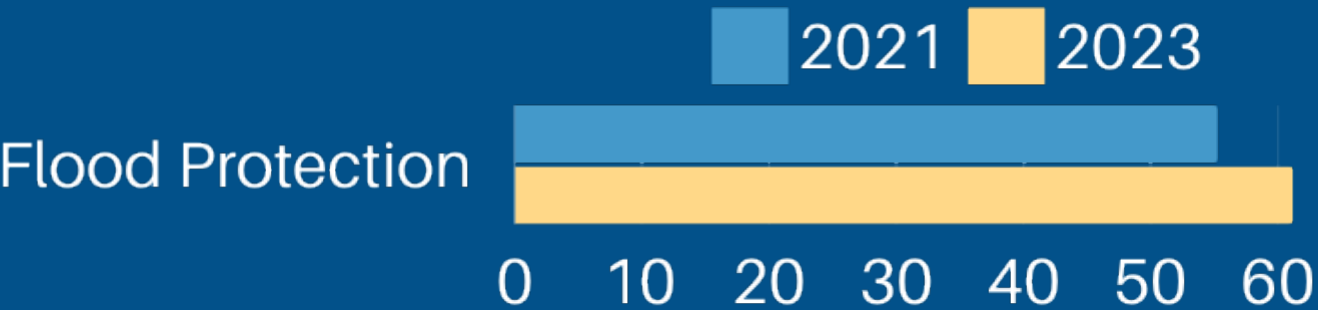
NAWS BIOTA PLANT STAFF (12)



LEAD LINES + CAST IRON

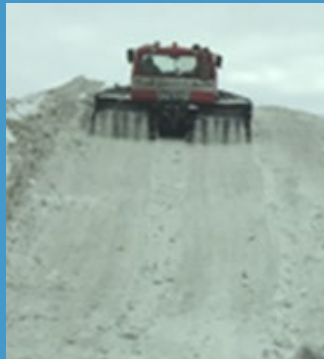


LANDFILL CELL 8 CONSTRUCTION	
LANDFILL EQUIPMENT PURCHASES	
SANITATION TRUCKS	\$800,000
WATERMAIN REPLACEMENT (DELAY)	\$9,580,000
WATER SEWER MAINT. BUILDING	\$1,250,000
WATER DISTRIBUTION EXTRA HELP	\$42,500
NAWS BIOTA WATER PLANT (12)	\$905,530

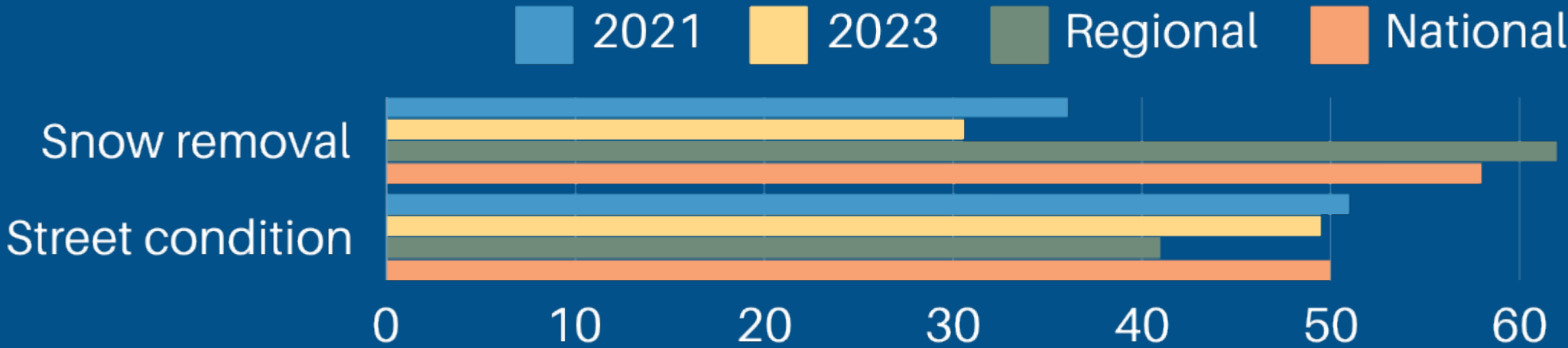


PUBLIC WORKS: OPERATIONS

2025 BUDGET REQUESTS BY DEPARTMENT



SNOW REMOVALAFTER ACTION REPORT



STREET GRADER LEASE	\$210,000
STREET SNOW BLOWER ATTACHMENT	\$240,000
STREET DIESEL 72" FRONT DECK MOWER	\$55,000
STREET ROAD GRADER ATTACHMENT	\$20,000
STREET TRUCK VACUUM SWEEPER (2 YR)	\$125,000
STORM SEWER TOOL CAT	\$95,000
PW FUEL DEPOT (MULTIYEAR)	\$60,000
STREET DIGITAL MESSAGING BOARD	\$20,000
TRANSIT V-BLADE SNOWPLOW (2024)	\$6,000
TRANSIT/FLEET MOBILE POST HOISTS	\$66,000
CEMETERY COLUMBARIUM	\$65,000
CEMETERY NEW RECORDS MGMT	\$41,556



GRASS



TRANSIT CENTER

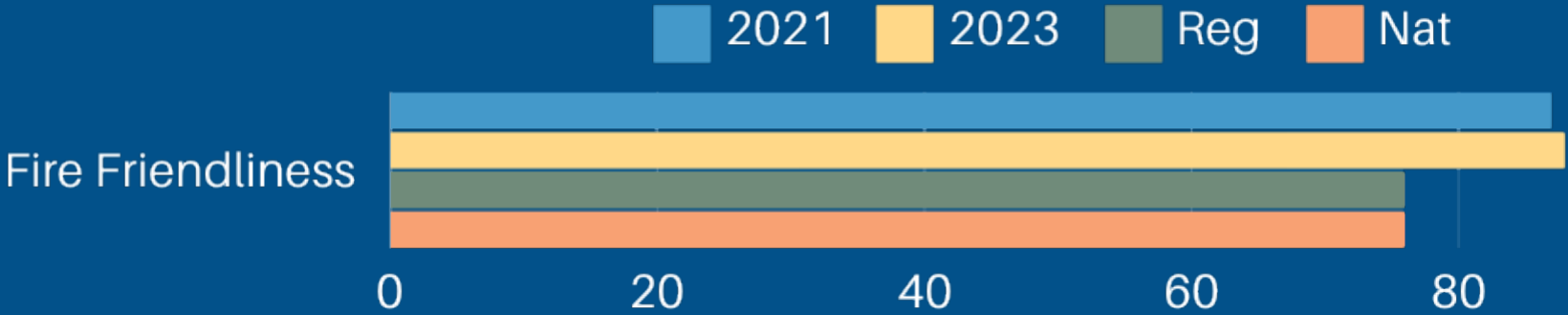


- 2025 PRIORITIES:
- ACCREDITATION
 - CODE ENFORCEMENT
 - PROBLEM PROPERTIES

PUBLIC SAFETY: FIRE

2025 BUDGET REQUESTS BY DEPARTMENT

TOTAL 2025 CUT
FROM FIRE DEPT:
\$1,668,745



CPSM STUDY: FIRE & EMS

- 32 RECOMMENDATIONS INCLUDING:
- ISO REPORT (INSURANCE SERVICES OFFICE)
 - DEPLOYMENT ANALYSIS
 - COMPANY PERSONNEL
 - FLEET: ENGINE/PUMPER
 - STAFFING:
 - ASST. CHIEF
 - FIRE MARSHAL
 - ADMIN ASST.
 - 3 FIREFIGHTERS FOR LADDER 5
 - FIELD INCIDENT TECHNICIANS
 - NFPA 1710 COMPLIANCE
 - EMERGENCY RESPONSE FORCE
 - ENGINE & LADDER STAFFING
 - FIRE EDUCATION & PROFESSIONAL DEVELOPMENT
 - RESPONSE OF EMERGENCY OPERATIONS

VIDEO

CPSM
FIRE & EMS
ANALYSIS
4/15/24

DOCUMENTS



FIRE MARSHAL	\$124,792
FIRE ENGINE	\$900,000
(3) FIREFIGHTERS	\$231,417
EQUIPMENT (3) FF	\$46,515
TREADMILL	\$6,000
SCBA W/BOTTLE	\$14,630
THERMAL IMAGING	\$7,358



PUBLIC SAFETY: POLICE

2025 BUDGET REQUESTS BY DEPARTMENT | POLICE DEPARTMENT PAGE 1 OF 3



VIDEO

CPSM
POLICE DEPT
OPERATIONS &
DATA REPORT
4/15/24

DOCUMENTS



CPSM STUDY: POLICE

78 RECOMMENDATIONS INCLUDING:

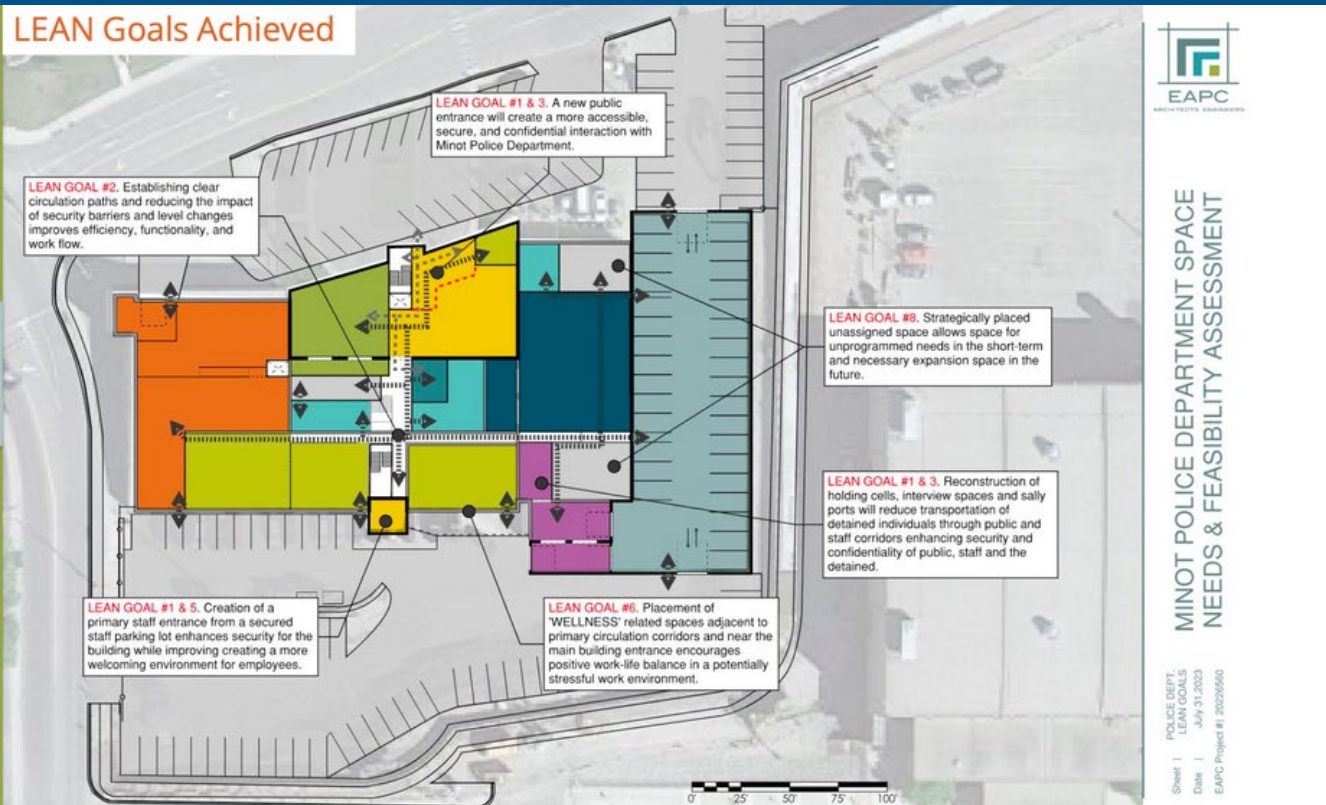
- CLARIFY CHAIN OF COMMAND
- INVESTIGATIONS SOFTWARE
- PATROL:
 - ONLINE REPORTING OPTION
 - SCHEDULE ADJUSTMENTS
 - CIVILIAN POSITIONS AS POSSIBLE
 - RECORDS
 - PROPERTY FUNCTIONS
- INCREASE FLEET
- CONSOLIDATE EVIDENCE STORAGE

PUBLIC SAFETY: POLICE

2025 BUDGET REQUESTS BY DEPARTMENT | POLICE DEPARTMENT PAGE 2 OF 3

Task no. 3: SPACE USAGE ANALYSIS

a mix of well organized and disjointed work elements



EAPC ARCHITECTS MINOT POLICE DEPARTMENT SPACE NEEDS ANALYSIS 10/2/23:

VIDEO:



DOCS:



RENOVATION: PROS AND CONS

PROS

- The new plan resolves space needs issues for 25 years.
- Continues to use a building that still has some years of use remaining.
- Improves efficiency throughout PD by renovating and improving most areas in the building.
- Security/Confidentiality will be improved for the public, staff, and detained persons.
- The construction of a new squad garage will provide tempered vehicle storage.
- Facility is centrally located but department's resources are mobile.

CONS

- The new plan will utilize all available space on this site challenging future expansion.
- There are still numerous level changes throughout the building.
- Special Operations will be located on an adjacent site.
- The Municipal Court is not adequately resolved.
- Special Operations building invests in new long-term building at this site.
- Renovations will cause disruptions to operations.
- Continues ongoing investment in location near tracks and flood plain.

PUBLIC SAFETY: POLICE

2025 BUDGET REQUESTS BY DEPARTMENT | POLICE DEPARTMENT PAGE 3 OF 3

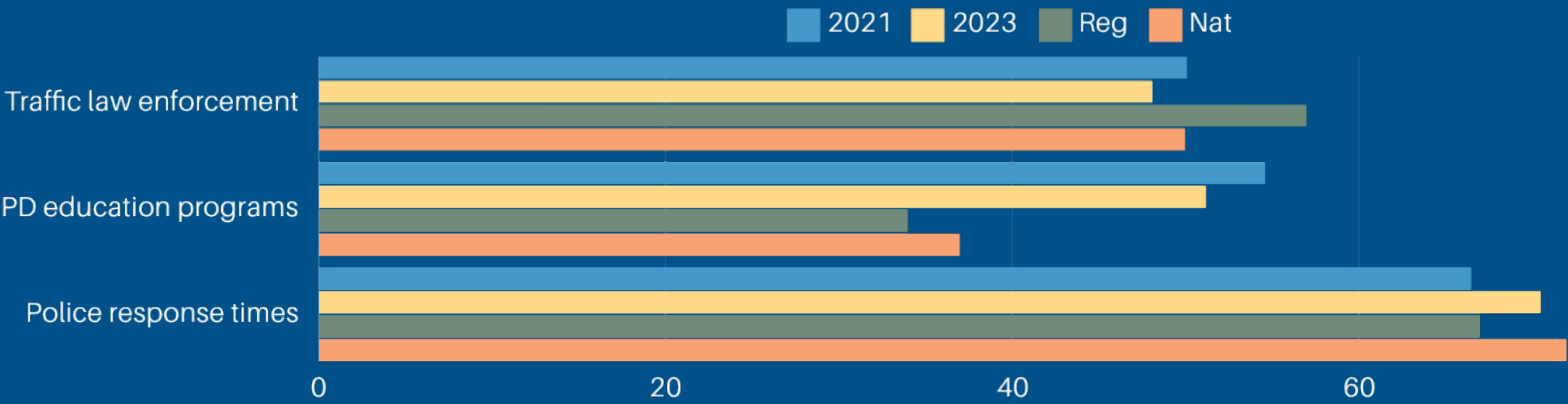
CURRENT VACANT POSITIONS: 14

14 ARE AUTHORIZED TO HIRE

8 ARE INCLUDED BUDGET

6 POSITION SAVINGS: \$524,280

POLICE RANGE LEAD RECLAMATION PROJECT: \$10,000



CITY HALL
LEGACY
BUILDING:

\$522,640
SET ASIDE
IN 2024 BUDGET

\$0 SET ASIDE IN
2025 BUDGET

PD
BUDGET
PRESENTATION
5/6/24:



ASSESSOR

2025 BUDGET REQUESTS BY DEPARTMENT



- PRIMARY RESIDENCE CREDIT
- DISABLED VETERAN
 - SERVICE RELATED DISABILITY
 - VALUE FROM \$4,050-\$8,100
- HOMESTEAD PROPERTY TAX CREDIT
 - 65 + OR DISABILITY
 - VALUE FROM \$4,500-\$9,000
- PROPERTY TAX EXEMPTION

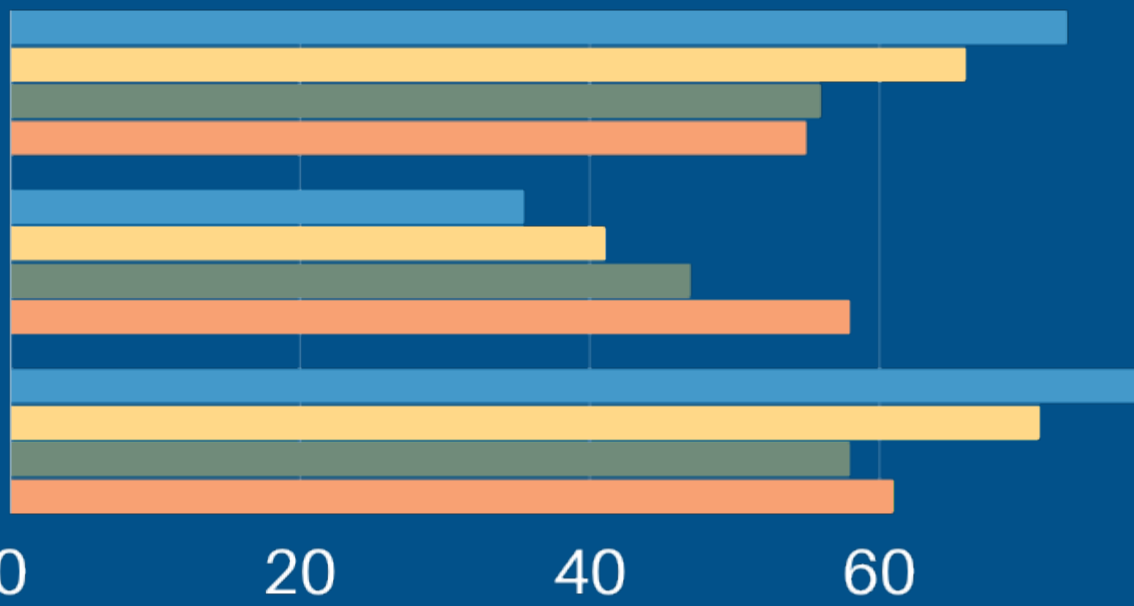
TAX CREDITS & EXEMPTIONS

2021 2023 Reg Nat

As a Place to Live

As a Place to Visit

As a Place to Raise Kids



CITY OF MINOT
2024 ASSESSOR'S
ANNUAL REPORT:



MESSAGE FROM THE ASSESSOR

Following is the 2024 City of Minot Assessor's Annual Report. This report is presented on behalf of the dedicated employees in the City of Minot Assessor's Office to keep you informed of the activity that took place in our office during the past assessment year. We hope you find this information to be worthwhile and, as always, if you have any questions, please contact the Assessor's Office.

The 2024 True and Full Value as of April 1st, 2024, is estimated to be approximately \$5,223,059,000 or about a 4.19% increase from last year. The 2024 values are determined by using normal arm's length transaction procedures of assessment and appraisal are conducted according to North Dakota Tax Department rules, the North Dakota Century Code, and generally accepted principles of mass appraisal of real property. The City Assessor, Assistant Assessor and 3 Property Appraisers are all currently certified as assessors.

CITY OF MINOT ASSESSOR'S MISSION

City of Minot Assessor's Mission Statement

The City of Minot Assessor's Office mission is to produce an annual assessment roll, including all assessable property, in accordance with legal mandates in a timely, accurate and efficient manner; and, provide current assessment related information to the public and governmental agencies, in a timely and responsive way.

Responsibility of the Assessor's Office

The Assessor's Office has the responsibility to annually locate all taxable real property, identify ownership, establish a value for all property subject to State property taxation laws, list the value of all property on the basis upon which property taxes are levied.

It takes a team of experts and an efficient customer service model to process the assessment roll each year. Here is a snapshot of some of the work BY THE NUMBERS.

Real Property Assessments	19,335
Tax Exemptions Administered	261
Sales reviewed & verified	981
Building Permit Inspections	345
Tax Credit Applications Processed	1164
Properties Reassessed in 2023	3002
Real Property Activities Processed	50,516

The City of Minot Assessor does not compute property tax bills, collect property taxes, establish property tax laws, establish rules by which property is assessed, or set property tax rates.

Property taxes are calculated by the Ward County Treasurer and are an essential source of revenue for the City of Minot, supporting basic public services provided by schools, cities, special districts and local governments that are critical to the vitality of our region.

ASSESSMENTS

Analysis of Taxable Real Estate

Estimated true and full value of taxable real property for the year 2024 will be approximately \$5,223,059,000 or about 4.19% more than last year. The result of an increase in most residential assessments and an increase in commercial assessments. Below are some assessment highlights:

- Residential assessment increased about \$213,000 to \$221,000 as compared to the \$202,000 to \$213,000 from 2022 to 2023. Assessments for 4 plex apartments did the 14.67% from \$184,000 to \$211,000 in 2023.
- Assessed value of apartment complexes decreased 1%.
- Assessments of commercial building assessments increased about 4.2% from a median of \$73,000. This is compared to a 10.8% increase in 2022.
- Commercial construction in 2023 was about \$1,000 in 2022.

	2021	2023	2024	Change	Percent
Total All Property	\$ 1,888,000	\$ 3,183,566,000	\$ 12,602,000	\$ 117,699,000	4.08%
Assessed Values (50% of Market Value)	\$ 5,012,821,000	\$ 1,904,000	\$ 130,301,000		
Commercial Land	2023	\$5,223,059,000	16,000		4.27%
Total Commercial	2024	\$ 210,238,000			0.85%
Residential Land	\$ 337,577,500	\$ 340,343,500	\$ 2,766,000		
Residential Bldg	\$ 641,256,500	\$ 678,451,000	\$ 37,194,500		
Total Residential	\$ 978,834,000	\$ 1,018,794,500	\$ 39,960,500		
Total Agricultural	\$ 297,383,500	\$ 303,684,500	\$ 6,301,000		
Total All Property	\$ 1,229,249,000	\$ 1,288,098,500	\$ 58,849,500		
Assessed Value	\$ 1,526,632,500	\$ 1,591,783,000	\$ 65,150,500		
Commercial Land	\$ 944,000	\$ 952,000	\$ 8,000		
Commercial Bldg	\$ 2,506,410,500	\$ 2,611,529,500	\$ 105,119,000		
Commercial	2023	\$ 8,000			4.27%
Commercial Land	2024	\$ 105,119,000			0.85%
Commercial Bldg	\$ 33,757,750	\$ 34,034,350	\$ 276,600		
Land	\$ 64,125,650	\$ 67,845,100	\$ 3,719,450		
Bldg	\$ 97,883,400	\$ 101,879,450	\$ 3,996,050		
Total Residential	\$ 26,764,515	\$ 27,331,605	\$ 567,090		
Residential	\$ 110,632,410	\$ 115,928,865	\$ 5,296,455		
Agricultural	\$ 137,396,925	\$ 143,260,470	\$ 5,863,545		
Total All Property	\$ 94,400	\$ 143,260,470	\$ 5,863,545		



AIRPORT

2025 BUDGET REQUESTS BY DEPARTMENT



~~AIRPORT ROOF (2024 BUDGET)~~ \$50,000

~~AIRPORT GENERAL AVIATION HVAC~~ \$50,000

2025 STRATEGIES

- RUNWAY 8-26
 - PAVEMENT REQUIRES SIGNIFICANT REHABILITATION
- BUILDING SYSTEMS
 - TECHNOLOGY & FREQUENTLY USED MECHANICAL & ELECTRONIC SYSTEMS ARE SHOWING THEIR AGE.
- AIRPORT ACCESS
 - ACCESS, ROADWAYS, LOADING ZONES & PARKING
- CAREER ADVANCEMENT
- CUSTOMS & BORDER PROTECTION (CBP)

FAA REAUTHORIZATION

AIRPORT IMPROVEMENT PROGRAM (AIP) ENTITLEMENT FUNDS WILL BE RECALCULATED.
IT IS ANTICIPATED TO INCREASE FROM ITS CURRENT \$1.7 MILLION.

FEDERAL
MATCH

90% CURRENT
95% OCT 2024



NDR & ENTITLEMENT

2025 BUDGET REQUESTS BY DEPARTMENT

ENTITLEMENT COMMUNITY (2023)
RECEIVED \$331,580 FOR FY24
ANNUAL ALLOCATION
SUPPORT PROJECTS FOR LMI RESIDENTS



You're invited!

OPEN HOUSE

July 19, 2024
11 A.M.
120 Burdick Expwy. East
Minot, ND 58701


DAKOTA COLLEGE
AT BOTTINEAU

www.dakotacollege.edu



DAKOTA COLLEGE DOWNTOWN

Join us for a short program, ribbon cutting, and light refreshments followed by tours of the building — home to DCB's new dental assistant and dental hygiene programs.



GRANT DOLLARS
SUPPORT
3 FULL-TIME POSITIONS:

- GRANT ADMINISTRATOR
- FEDERAL COMPLIANCE OFFICER
- ACCOUNTANT

LIBRARY

2025 BUDGET REQUESTS BY DEPARTMENT

11,313

PROGRAM ATTENDANCE



97,127

VISITORS TO THE LIBRARY

2025 BUDGET REQUEST
ROOF SAVINGS \$41,667
(3 YRS VS 2)

231,985

DIGITAL
RESOURCE
USAGE

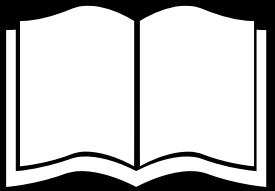
8,274 ?

QUESTIONS ANSWERED



UPCOMING PRIORITIES

REPLACE FAN SYSTEM
FIX HUMIDIFIER
ROOF REPLACEMENT
IMPROVE/INCREASE STAFF SPACES
REPLACE/UPDATE ELEVATORS



ITEMS
CIRCULATED

195,315



11,38
COMPUTER SESSIONS
1



34,96

6

WIRELESS
SESSIONS

22,34
CARDHOLDERS

1



INSTA
FOLLOWERS
1,36



FB FOLLOWERS
6,20



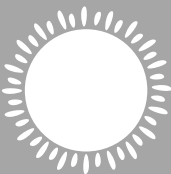
WINTER
READING
DAYS LOGGED

8,161

100

SUMMER
READERS

4



10,02

ITEMS ADDED TO
COLLECTION



2023
NORTH DAKOTA
STATE LIBRARY
STANDARDS

MINOT PUBLIC
LIBRARY HAS
REACHED:

FUTURE FOCUSED





HR
BUDGET
VIDEO

ADMINISTRATIVE SERVICES

2025 BUDGET REQUESTS BY DEPARTMENT

HUMAN RESOURCES

NEW FULL-TIME POSITION:
2025 BUDGET: \$85,011

2024 TO 2025 BUDGET CHANGE:

↑ 24.37%

2024	2025	DOLLAR CHANGE
\$808,689	\$1,005,771	\$197,082

IT

NEW SERVER:
2025 BUDGET: \$216,500
2026 BUDGET: \$500,000

2024 TO 2025 BUDGET CHANGE:

↑ 7.23%

2024	2025	DOLLAR CHANGE
\$1,552,452	\$1,664,770	\$112,318

CITY COUNCIL

POSSIBLE SPECIAL ELECTION:
2025 BUDGET: \$15,000

CAPITAL PURCHASES:
EQUIPMENT & BOOKS

2024 TO 2025 BUDGET CHANGE:

↑ 10.09%

2024	2025	DOLLAR CHANGE
\$1,494,234	\$1,645,010	\$150,776

ADMINISTRATIVE SERVICES

2025 BUDGET REQUESTS BY DEPARTMENT

FINANCE

2024 TO 2025
DOLLAR CHANGE:
\$149,455

↑ 9.49%

2024	2025
\$1,575,570	\$1,725,025



CITY MANAGER

2024 TO 2025
DOLLAR CHANGE:
\$11,928

↑ 1.31%

2024	2025
\$909,744	\$921,672



MUNICIPAL COURT

2024 TO 2025
DOLLAR CHANGE:
\$12,885

↑ 5.55%

2024	2025
\$232,325	\$245,210



ATTORNEY

2024 TO 2025
DOLLAR CHANGE:
\$24,481

↑ 3.24%

2024	2025
\$756,323	\$780,804



COMMUNITY CONTRIBUTIONS

BLUE GENERAL FUND | CORAL SALES TAX & ECONOMIC DEVELOPMENT

	2023	2024	2025
MINOT COMMISSION ON AGING	\$154,500	\$154,500	\$154,500
FIRST DISTRICT HEALTH UNIT	\$318,000	\$318,000	\$318,000
MINOT AREA COUNCIL OF THE ARTS	\$40,000	\$40,000	\$40,000
MACEDC ECONOMIC DEVELOPMENT	\$533,770	\$559,650	\$559,650
MACEDC TASK FORCE 21	\$75,000	\$75,000	\$106,250
SOURIS BASIN PLANNING COUNCIL	\$15,000	\$20,000	\$20,000

TOTAL \$1,136,270 \$1,167,150 \$1,198,400

1
Administration



MAGIC FUND

RECOMMENDATIONS FOR FISCAL YEAR 2025



12/18/2023
MAGIC FUND
GUIDELINES
PRESENTATION

2
Primary Sector



3
State Program
Matching Funds



4
Economic
Development



5
Small Business

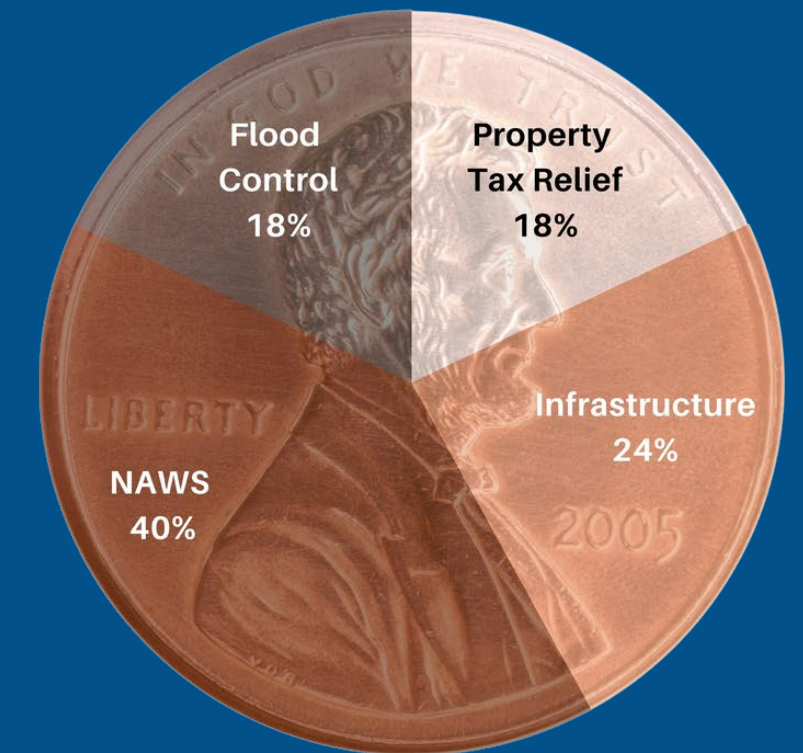


6
Flood Control

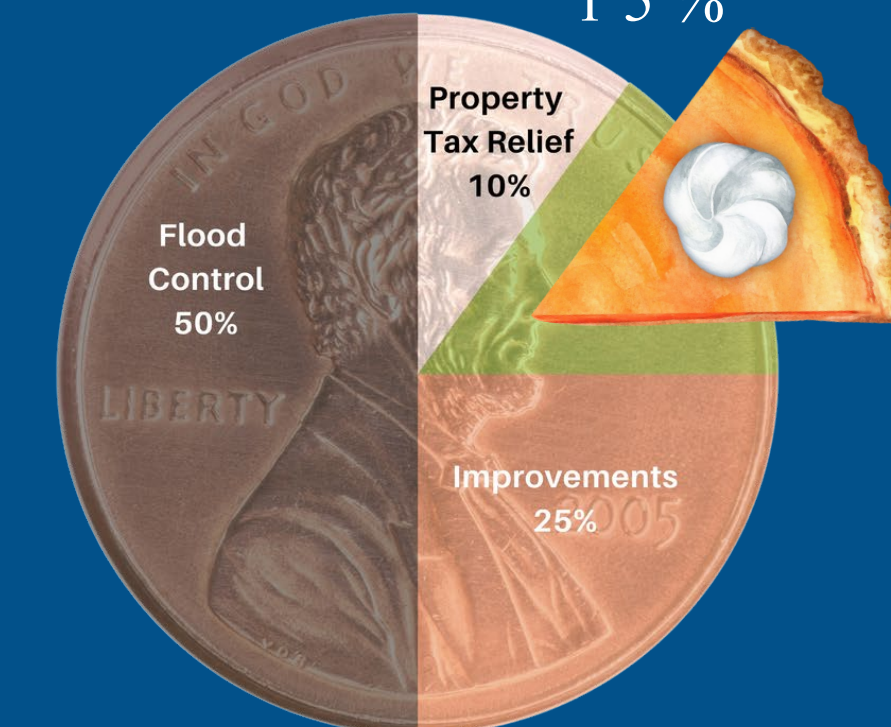


MACEDC Contract	\$665,900
General Fund Administration	\$50,000
ESRI Data & Analysis	\$47,500
Souris Basin Planning Council	\$20,000
AUP Reports	\$10,000
Lois Subscription	\$4,500
Primary Sector	\$39,000
State Program Matching Fund	\$1,000,000
Facade Improvement	\$302,000
Wayfinding Signage	\$48,000

TOTAL: \$2,187,800



ECONOMIC
DEVELOPMENT
15%



PUT SIMPLY, A FRANCHISE FEE IS THE
'RENT' PAID TO USE THE PUBLIC
RIGHT-OF-WAY.

THESE COSTS ALLOW UTILITY
COMPANIES TO ACCESS PUBLIC
STRUCTURES LIKE TRANSMISSION
TOWERS AND ROADS.

NORTH DAKOTA CENTURY CODE ALLOWS UP TO
20-YEAR FRANCHISE AGREEMENTS FOR OPERATION.

NORTH DAKOTA CONSTITUTION GIVES ALL CITIES
THE AUTHORITY TO COLLECT FRANCHISE FEES
FROM PUBLIC UTILITIES WITHIN ITS BOUNDARIES.

	GAS	ELECTRIC	REVENUE
WEST FARGO	2%	4%	\$3.3 M (2024 BUDGET)
FARGO		4% (2008)	\$11.3 M (2024 BUDGET)
GRAND FORKS		2% (2023)	\$3.3 M (2022 ACTUAL)

FRANCHISE FEES

COMPREHENSIVE EVALUATION

CABLE TELEVISION

- FRANCHISE FEE: 5% (MAXIMUM)
- FRANCHISE AGREEMENTS:
 - MIDCONTINENT COMMUNICATIONS
 - 2022 \$430,102.82
 - 2023 \$358,502.47
 - 2024 \$182,575.63 (YTD)

TELEPHONE SERVICES

- FRANCHISE FEE: NO FEE LISTED IN ORDINANCE
- FRANCHISE AGREEMENTS:
 - SRT COMMUNICATIONS

GAS DISTRIBUTION

- FRANCHISE FEE: NO FEE LISTED IN ORDINANCE
- FRANCHISE AGREEMENTS:
 - MONTANA DAKOTA UTILITY CO. (MDU)

ELECTRICITY

- FRANCHISE FEE: ORDINANCE ALLOWS A 2% FEE
- FRANCHISE AGREEMENTS:
 - NORTHERN STATES POWER COMPANY (XCEL)
 - VERENDRYE ELECTRIC COOPERATIVE, INC.

FINAL IMPACTS

2024 TO 2025 BUDGET COMPARISON

TOTAL PROPERTY TAX MILL LEVY REQUEST:

 **115.07 MILLS**

2024 - 2025

 **\$28,520,411**

2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
\$199,298,060	\$227,726,302	\$28,328,242	14.21%

2025 IMPACT TO \$100,000 VALUE HOME:

 **\$21.87/YEAR**

FINAL IMPACTS

2024 TO 2025 BUDGET COMPARISON

TOTAL PROPERTY TAX MILL LEVY REQUEST:

↓ **115.07 MILLS**

= \$28,520,411

2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
\$199,298,060	\$227,726,302	\$28,328,242	14.21%

INCREASE IN PERSONNEL COSTS \$3,000,000

ADDITION OF CENTRAL DAKOTA MPO FUND \$624,035

ADDITION OF CDBG ENTITLEMENT FUND \$339,870

INCREASE IN CAPITAL INFRASTRUCTURE \$8,000,000

INCREASE IN FLOOD CONTROL INFRASTRUCTURE \$7,600,000

INCREASE IN WATER-SEWER-STORM INFRASTRUCTURE \$8,400,000

2025 BUDGET SCHEDULE

APRIL

MONDAY
1

5:30 PM:
City Council approves budget schedule

MONDAY
1

Pay Plan and Classification Study Begins (Human Resources)

MONDAY
15

5:30 PM:
Presentation of the Capital Improvement Plan (CIP)

FRIDAY
26

Community contribution application for funding available on City website

MAY

MONDAY
6

5:30 PM:
Approval of the Capital Improvement Plan (CIP)

MONDAY
6

Department tours with Council members

TUESDAY
7

Department tours with Council members

WEDNESDAY
8

Department tours with Council members

MAY

THURSDAY
9

Department tours with Council members

FRIDAY
10

Department tours with Council members

MONDAY
20

5:30 PM:
Council agenda item to outline budget priorities

FRIDAY
31

Pay Plan and Classification Study complete (Human Resources)

JUNE

MONDAY
3

Budget requests due to Finance and City Manager

MONDAY
3

Community contribution applications due

MONDAY
3

5:30 PM:
Community contribution applicant presentations to Council

MONDAY
10

Budget request meetings start with Department Heads, City Manager and Finance

JUNE

WEDNESDAY
12

Annual Plan presentation to Civil Service Commission (Human Resources)

FRIDAY
14

Budget request meetings end with Department Heads, City Manager and Finance

WEDNESDAY
19

Annual Pay Plan public meeting (Human Resources)

FRIDAY
21

Department budgets complete

MONDAY
24

City Manager and Finance start work on budget and presentation

JULY

MONDAY
1

4:30 PM:
City Council reorganization

MONDAY
8

City Manager and Finance complete work on budget and presentation

TUESDAY
9

Have budget ready to copy and bind

JULY

TUESDAY
9

City Council facilitator meetings

WEDNESDAY
10

City Council facilitator meetings

MONDAY
15

5:30 PM:
Proposed annual budget and annual pay plan to Council

TUESDAY
30

5:30 PM:
Special Council Meeting Q&A and approve preliminary budget

AUGUST

MONDAY
19

5:30 PM:
President of the Council message due

SEPTEMBER

MONDAY
16

5:30 PM:
First reading and public hearing on Budget Ordinance

OCTOBER

MONDAY
7

5:30 PM:
Final adoption of Budget Ordinance

2026 : A FIRST LOOK :

\$ 1 4 M I L L I O N D E F I C I T

- VERF: VEHICLE EQUIPMENT REPLACEMENT FUND
- INFLATION, WORKFORCE, CONSTRUCTION & PAYMENT
 - NAW S: POSSIBLE COMPLETION 2027
 - FLOOD CONTROL: DEBT COMMITMENTS 30+ YEARS
- POLICE DEPARTMENT & CITY HALL LEGACY BUILDING
- PUBLIC SAFETY RETIREMENT SYSTEM



City Manager: BUDGET RECOMMENDATIONS

Priorities:

PRIORITIES & DIRECTIVES COUNCIL MEETING ON MAY 8, 2024

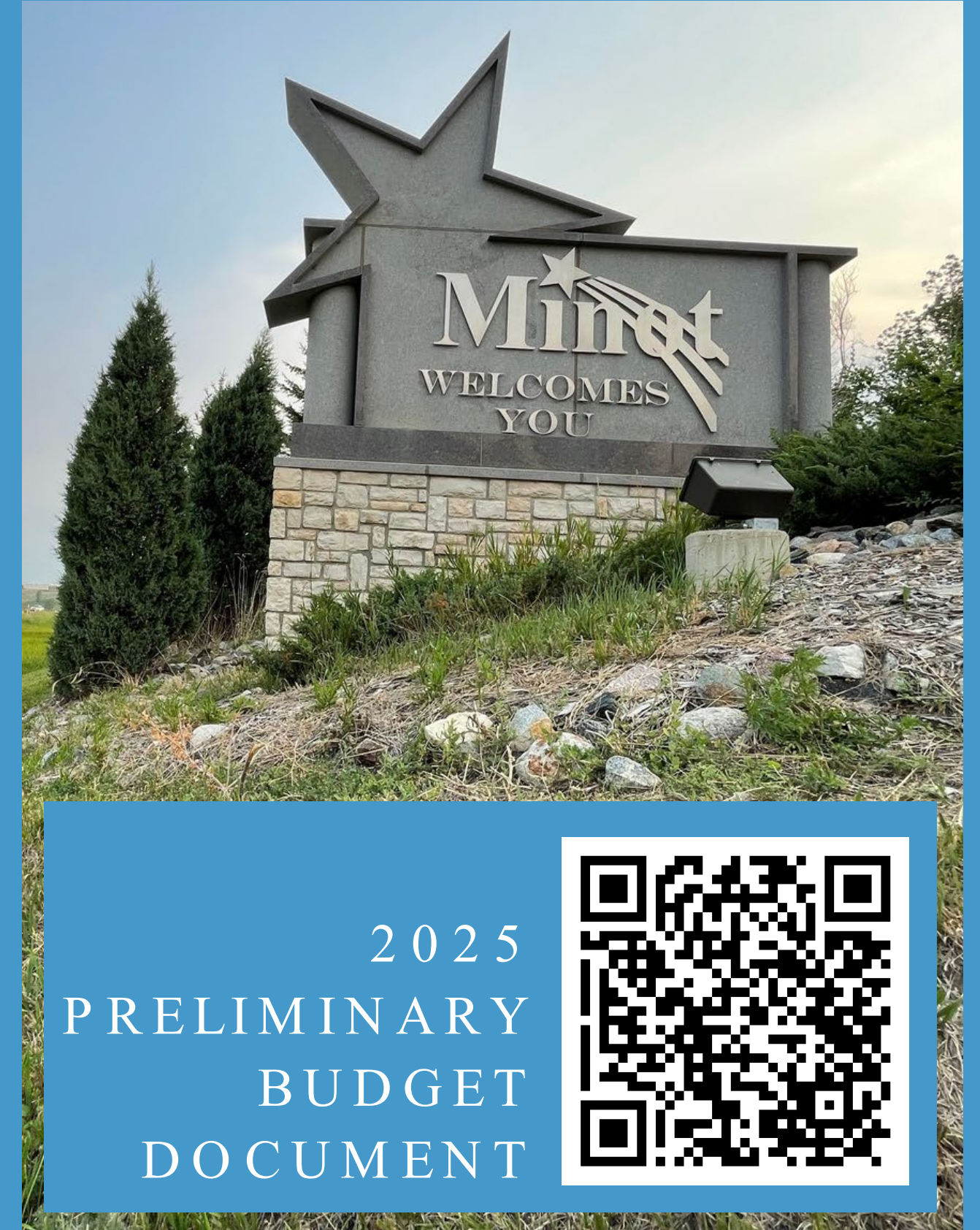
- MAINTAIN WHAT WE HAVE: PEOPLE & INFRASTRUCTURE
- HOLD THE LINE ON PROPERTY TAXES
- EFFICIENCIES: PROCESS TO IDENTIFY, PROCESS & EXECUTE
- FRANCHISE FEES
- ROAD MAINTENANCE
- SNOW REMOVAL
- CODE ENFORCEMENT

MINDFUL OF 2026 PRIORITIES:

- VERF: VEHICLE EQUIPMENT REPLACEMENT FUND
- INFLATION, WORKFORCE, CONSTRUCTION & PAYMENT
 - NAW S
 - FLOOD CONTROL
- POLICE DEPARTMENT & CITY HALL LEGACY BUILDING
- PUBLIC SAFETY RETIREMENT SYSTEM

Pressures:

- ROAD MAINTENANCE TO \$11 MILLION
- 2025 ANNUAL PAY & CLASSIFICATION PLAN
- HEALTH INSURANCE



We look forward to your
QUESTIONS
on July 30 at 5:30.

JULY	
TUESDAY 9	City Council facilitator meetings
WEDNESDAY 10	City Council facilitator meetings
MONDAY 15	5:30 PM: Proposed annual budget and annual pay plan to Council
TUESDAY 30	5:30 PM: Special Council Meeting Q&A and approve preliminary budget
AUGUST	
MONDAY 19	5:30 PM: President of the Council message due
SEPTEMBER	
MONDAY 16	5:30 PM: First reading and public hearing on Budget Ordinance
OCTOBER	
MONDAY 7	5:30 PM: Final adoption of Budget Ordinance

If you have questions between now and then:

COUNCIL Feel free to reach out to departments directly.
Tours are welcome.

PUBLIC Please send your questions in one of the following ways:

1. Send your question to Council
 - Your representatives can ask on July 30
2. Watch for our ‘Ask Me Anything’ Q&A virtual sessions:
 - Public Works
 - Public Safety
 - General Government
3. Call or stop by City Hall for assistance
 - 857-4750 City Manager’s administration team
 - 857-4727 Public Information Office

JULY	
TUESDAY 9	City Council facilitator meetings
WEDNESDAY 10	City Council facilitator meetings
MONDAY 15	5:30 PM: Proposed annual budget and annual pay plan to Council
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AUGUST	
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City Manager: BUDGET RECOMMENDATIONS

Priorities:

PRIORITIES & DIRECTIVES COUNCIL MEETING ON MAY 8, 2024

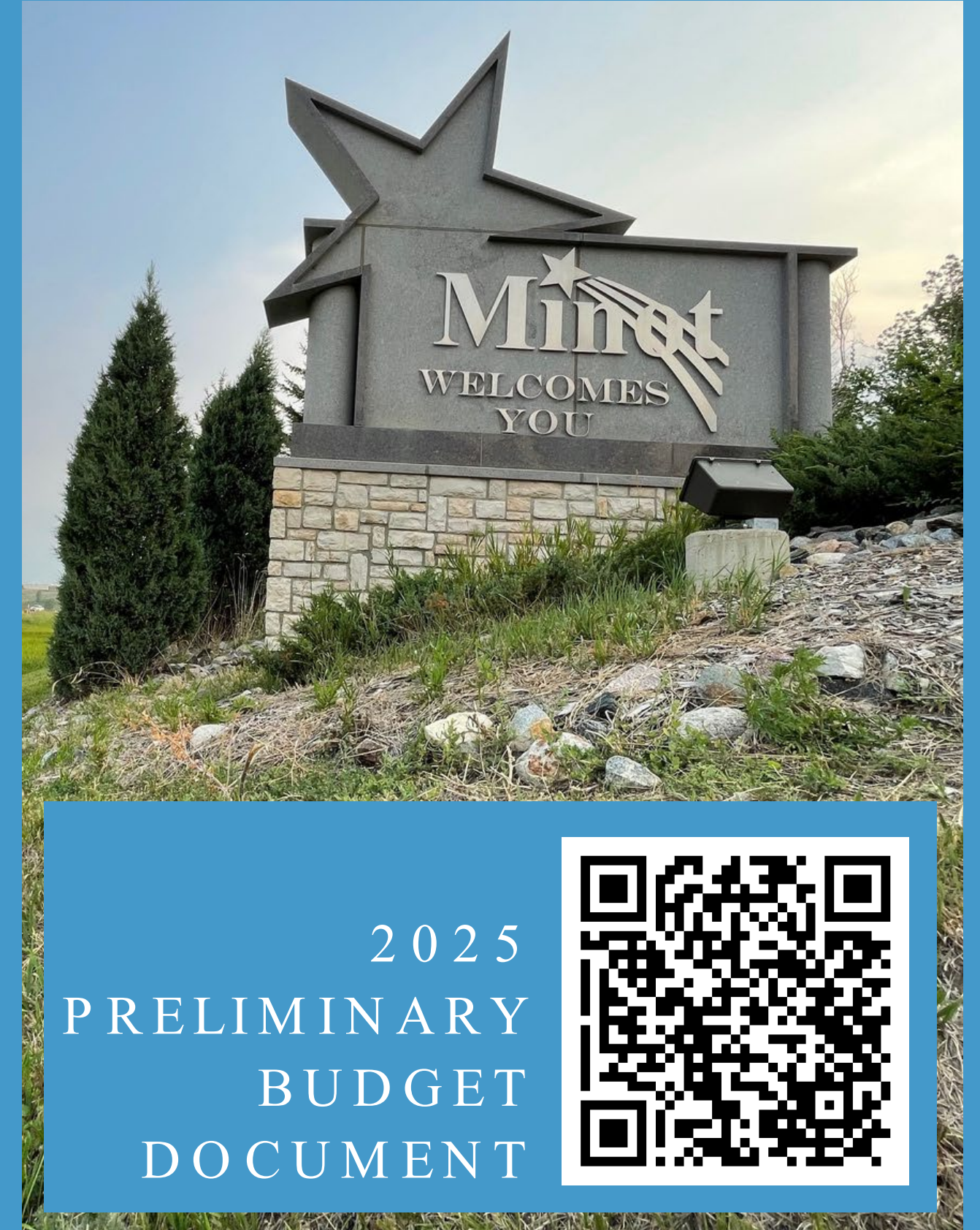
- MAINTAIN WHAT WE HAVE: PEOPLE & INFRASTRUCTURE
- HOLD THE LINE ON PROPERTY TAXES
- EFFICIENCIES: PROCESS TO IDENTIFY, PROCESS & EXECUTE
- FRANCHISE FEES
- ROAD MAINTENANCE
- SNOW REMOVAL
- CODE ENFORCEMENT

MINDFUL OF 2026 PRIORITIES:

- VERF: VEHICLE EQUIPMENT REPLACEMENT FUND
- INFLATION, WORKFORCE, CONSTRUCTION & PAYMENT
 - NAWs
 - FLOOD CONTROL
- POLICE DEPARTMENT & CITY HALL LEGACY BUILDING
- PUBLIC SAFETY RETIREMENT SYSTEM

Pressures:

- ROAD MAINTENANCE TO \$11 MILLION
- 2025 ANNUAL PAY & CLASSIFICATION PLAN
- HEALTH INSURANCE





July 10, 2024

2025 Annual Pay and Classification Plan

The 2025 proposed Annual Pay and Classification Plan has been included as part of the preliminary budget per Section 24-36(a), Article IV (The Civil Service), Division 2 (The Annual Plan), of the Minot Code of Ordinances, as approved by the Minot Civil Service Commission on June 19, 2024. In addition to approving the proposed plan, the Commission recommends a review of the 17-step structure of the plan to determine if the structure has continued viability.

The following report provides details on proposed modifications and administration of the 2025 Annual Pay and Classification Plan and includes the City's salary and benefits survey as prepared by Human Resource Staff.

Lisa Jundt, SPHR
Human Resource Director and Clerk of Commission





**Proposed FY 2025 Compensation Plan
Survey Results Report**

Presented June 2024

1. EXECUTIVE SUMMARY

The following report was prepared by the Human Resource Department for recommended consideration in implementing the FY 2025 City of Minot Compensation Plan.

A. SUMMARY OF PROJECT, CITY RETENTION AND FISCAL IMPACT

1. The City of Minot Human Resource Department completes an annual salary survey each year in preparation for budgeted salary projections in the next fiscal year, and in an effort to stay competitive for workforce recruitment and retention. The survey is completed using data compiled from respondents in comparable municipalities and counties. The survey this year requested data on 55 positions, and was forwarded to 14 agencies for general City positions, and 9 agencies for airport specific positions.
2. The current year-to-date turnover rate, based on budgeted FTEs, is 4.56%; this rate does not include employees who have left due to retirement. The current rate is up from the rate experienced this same time last year, which was 2.90%. If the current trend continues, the annual turnover rate for 2024 should be approximately 10.94%. The final turnover rate for 2023 was 9.42% in comparison. Although current and projected turnover rates look low, it is important to note that several open positions in the police department and public works departments have remained unfilled for the past several months, as we struggle with low unemployment and a reduced available workforce.
3. The cost of the proposed FY 2025 compensation plan, separated in normal raises and market adjustment increases, are \$828,595 (2.66%) and \$1,452,776 (4.66%) respectively for a total of \$2,281,371. The cost of market adjustments has been significantly impacted this year due to grade movement of public safety positions (police department sworn officers and fire department control staff which are the single largest departments in the City), and public works/utilities positions.

B. SUMMARY OF RECOMMENDATIONS FOR FY 2025

1. Continue to utilize the City's Permanent Grade and Step Table.
2. Continue established policy to maintain "step rights" for employees in positions that are reclassified.
3. Adopt the FY 2025 base salary grade assignments as indicated in Table 3-Salary Ranges per Job Class (page 9)
4. Bring the salaries of all employees to the prevailing rate indicated and back to their original Step within the new salary grade proposed for the job class in FY 2025.
5. Annually reallocate job classes to different salary grades on the Grade and Step Table reflecting the varying prevailing rate movement of each job class in the marketplace.
6. Allow Employees currently at Step 17, who are in positions that will not be reclassified to a higher grade in FY 2025, to be afforded a cost of living stipend equal to 2% until the position experiences salary range(s) reclassification.
7. **Recommend reviewing the 17-step structure of the current pay plan to determine if the structure has continued viability.**

2. EXTERNAL COMPETITIVENESS COMPARISONS

The following information and tables compare the City of Minot's current salary structure to similar occupations of public and private employers, for which the City competes to obtain and retain quality employees.

A. SOURCES OF EXTERNAL DATA

1. Pay Information of Individual Public Employers

Information was obtained to complete the salary plan from the following government entities and data was compiled for their job classes that matched the City's salary survey benchmarks

Core Comparators

Aberdeen, City of
Billings, City of
Bismarck, City of
Burleigh County
Dickinson, City of
Fargo, City of
Grand Forks, City of
Mandan, City of
Moorhead, City of
Rapid City, City of
Stark County
State of North Dakota
Ward County
Williams County

Additional Airport Employers

Bismarck International Airport
Dickinson, City of
Hector International Airport-Fargo
Grand Forks Airport
Missoula County Airport Authority
Outagamie Regional Airport
Rapid City Airport
Williston Airport

2. Private Employers

Data was compiled on available similar occupational job classes in the private sector, as reported by Economic Research Institute (ERI) Salary Assessor Survey. To compensate for the cost of living differential in the state, data from the Minot, Bismarck and Fargo areas was used to determine average pay for the State/Region.

B. SALARY RANGE MINIMUM, MIDPOINT, AND MAXIMUM COMPARISON

The standard "structure-to-structure", or salary range method is used to compare the City's salary grades to prevailing rates. The City's salary structures and the prevailing rates are represented by the Midpoint of each occupation, which are the amounts employers pay for sustained competent job performance. Comparisons were also made at salary structure Minimum Levels and Maximum Levels to gain insight into average pay range among the comparators as well, and to assist the competitiveness of Minot's entry and top structure rates when developing the compensation plan.

C. EXTERNAL PREVAILING RATE COMPARISONS

Table 1 of the following page summarizes the comparison of the City's current Minimum, Midpoint and Maximum for surveyed job classes with available data.

NOTE: Relationship of +/-5% to the prevailing rates is considered comparable prevailing rates.

Pay Range Minimum (Step 1) Comparison

	2023		2024		2025	
Relationship to Prevailing Rates	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample
Below	48	67%	40	82%	41	95%
Comparable	21	29%	9	18%	2	5%
Above	3	4%	0	0%	0	0%

Pay Range Midpoint (Step 9) Comparison

	2023		2024		2025	
Relationship to Prevailing Rates	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample
Below	49	68%	40	82%	42	98%
Comparable	21	29%	9	18%	1	2%
Above	2	3%	0	0%	0	0%

Pay Range Maximum (Step 17) Comparison

	2023		2024		2025	
Relationship to Prevailing Rates	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample
Below	42	58%	29	60%	34	79%
Comparable	25	35%	20	40%	9	21%
Above	5	7%	0	0%	0	0%

Table 2 Prevailing Market Data Summary of Positions Surveyed

Benchmark Job Classes	Range Min Variance	Range Mid Variance	Range Max Variance
Accountant	-9.99%	-7.84%	-3.69%
Administrative Clerk	-11.90%	-10.77%	-7.47%
Airport Director	-12.54%	-15.41%	-14.61%
Airport Facility Technician I	-13.14%	-9.70%	-5.46%
Airport Ops/Maintenance Manager	-9.86%	-9.80%	-7.86%
Airport Operations and Maintenance Technician I	-10.43%	-8.22%	-6.52%
Building/Grounds Worker	-12.16%	-10.20%	-7.08%
City Attorney	-11.66%	-9.75%	-6.45%
City Clerk – Survey Data Limited			
City Manager	-12.19%	-11.34%	-8.86%
Commercial Plan Reviewer – Survey Data Limited			
Communication/Engagement Manager-Survey Data Limited			
Communication Specialist – Survey Data Limited			
Comptroller	-11.68%	-10.79%	-8.54%
Dispatcher	-3.45%	-4.51%	-3.19%
Engineering Technician I	-11.51%	-10.91%	-8.59%
Evidence/Property Technician	-6.96%	-7.96%	-6.97%
Executive Secretary	-4.66%	-6.80%	1.27%
Finance Director	-15.21%	-14.33%	-12.27%
Financial Clerk	-13.30%	-10.66%	-6.60%
Fire Battalion Chief	-7.68%	-6.42%	-2.71%
Fire Captain	-10.61%	-8.07%	-3.53%
Fire Chief	-14.79%	-13.99%	-11.98%
Firefighter	-12.31%	-9.19%	-4.43%
Foreman, All Departments Avg	-5.13%	-7.17%	-5.07%
GIS Coordinator	-14.45%	-14.29%	-12.66%
Heavy Equipment Operator	-9.46%	-9.17%	-7.11%
Human Resource Generalist	-16.65%	-14.60%	-12.28%
Info Technology Tech I	-11.66%	-8.61%	-5.04%
Inspector I, All Building Trades Avg	-7.35%	-5.78%	-1.92%
Light Equipment Operator	-9.50%	7.14%	-4.26%
Mechanic	-8.80%	-7.04%	-3.73%

Office and Administrative Specialist	-11.02%	-8.58%	-5.38%
Police Captain	-9.09%	-8.52%	-6.36%
Police Chief	-13.84%	-13.24%	-11.65%
Police Lieutenant	-8.40%	-8.12%	-5.77%
Police Officer	-8.95%	-8.22%	-5.24%
Police Sergeant	-9.75%	-10.14%	-9.33%
Project Civil Engineer I	-9.37%	-8.23%	-6.93%
Property Appraiser	-10.79%	-9.31%	-6.88%
Public Safety Answering Point Manager	-11.47%	-7.94%	-5.39%
Public Works Director	-9.05%	-7.53%	-5.10%
Superintendent-All Dept Avg	-10.75%	-9.41%	-7.49%
Traffic Maintenance Tech I	-10.05%	-8.00%	-5.92%
Utilities Director	-9.62%	-7.64%	-5.13%
Utility Operator I	-9.73%	-7.98%	-5.38%
Utility Operator Lead-Survey Data Limited			
Water Plant Operator I	-11.74%	-9.56%	-6.76%

3. SALARY GRADE STRUCTURE

The City of Minot's current Salary Grade Table is the salary structure that will continue to be used in FY 2025 for City employee salary compensation.

A. SALARY GRADE TABLE

The Permanent Salary Grade Table provides equal in-range salary opportunity of 17 steps with each step equal to 2.50%. This allows for a 43% Minimum to Maximum salary change for each job classification. With uniform increases we are more able to precisely link each job class to external prevailing rates with use of a Calculated Midpoint. Uniform increases also allow for more accurate budgeting from year-to-year.

B. ANNUAL SALARY GRADE ADJUSTMENTS

Job classes are annually reassigned on an individual basis as needed to different salary grades, to reflect movement in the market. The City of Minot will continue this practice as budget allows, to assist in overall competitiveness of the City's compensation plan.

4. RECOMMENDED FY 2025 ANNUAL COMPENSATION PLAN

The following paragraphs and tables outline the recommended FY 2025 compensation plan for the City of Minot and the estimated fiscal impact.

A. RECOMMENDED STEP RETENTION POLICY

The City of Minot has in the past adopted a permanent policy to place its salary competitiveness policy at 100%-105% of the prevailing rates, defined as +/-5% of survey averages on benchmarked job classes.

The City of Minot has also adopted a policy, within budget allowances, to maintain step rights for those employees whose jobs are reclassified due to prevailing rate changes. In the past employees were not placed in their original corresponding step amount when the job was reclassified. This resulted in a setback for employees with regard to job equity and increased compression between entry level employees and existing employees. We continue monitor compression issues annually.

B. ASSIGNMENT OF JOB CLASSES TO SALARY GRADES

Table 3 in the following pages shows the recommended FY 2025 salary grades for each of the job classes in occupational group order. Benchmark job classes were placed as close to the prevailing rates for comparable job classes as was practical, by matching the City's calculated Grade Midpoints to the survey benchmark rates.

Professional judgment is used to prevent illogical relationships that could result from survey data directly linked into salary ranges. Non-benchmark job classes were linked to benchmark job classes by professional judgment as detailed in Table 4.

C. ESTIMATED FISCAL IMPACT OF THE RECOMMENDED COMPENSATION PLAN

The cost of the proposed FY 2025 compensation plan, separated in normal raises and market adjustment increases, are \$828,595 (2.66%) and \$1,452,776 (4.66%) respectively for a total of \$2,281,371.

Table 3 – Salary Ranges Per Job Class (Job Class Order)

Occupational Job Families and Job Classes	Old Grade	New Grade			
			Min Step (Step 1)	Mid Step (Step 9)	Max Step (Step 17)
<u>Executive Group</u>					
City Manager	95	98	\$142,612	\$173,759	\$211,711
Assistant City Manager	91	94	\$129,200	\$157,418	\$191,798
Communication and Engagement Manager	73		\$76,924	\$93,724	\$114,194
Disaster Recovery Grant Manager	70		\$71,432	\$87,032	\$106,041
City Clerk	64	66	\$64,713	\$78,847	\$96,067
Grant Project Compliance Coordinator	62		\$58,627	\$71,432	\$87,032
Public Safety Information Outreach Officer	58	60	\$55,802	\$67,990	\$82,839
Communication Specialist	54	56	\$50,554	\$61,595	\$75,048
<u>Human Resource Group</u>					
Human Resource Director	79		\$89,208	\$108,692	\$132,430
Human Resource Generalist, Senior	62	66	\$64,713	\$78,847	\$96,067
Human Resource Generalist	56	60	\$55,802	\$67,990	\$82,839
Human Resource Specialist		56	\$50,554	\$61,595	\$75,048
<u>Legal Group</u>					
City Attorney	84	86	\$106,041	\$129,200	\$157,418
Assistant City Attorney	75	77	\$84,910	\$103,454	\$126,049
Staff Attorney	68		\$67,990	\$82,839	\$100,931
Legal Administrative Assistant	52		\$45,799	\$55,802	\$67,990
<u>Administrative Support Group</u>					
Clerk Of Municipal Court	58		\$53,113	\$64,713	\$78,847
Executive Secretary	54	55	\$49,321	\$60,093	\$73,217
Office and Administrative Specialist, Senior	54	56	\$50,554	\$61,595	\$75,048
Office and Administrative Specialist	51	53	\$46,944	\$57,197	\$69,689
Administrative Clerk, Principal	49	52	\$45,799	\$55,802	\$67,990
Administrative Clerk, Senior	46	49	\$42,529	\$51,818	\$63,135
Administrative Clerk	43	46	\$39,493	\$48,118	\$58,627
<u>Finance And Accounting Group</u>					
Finance Director	86	90	\$117,049	\$142,613	\$173,760
Comptroller	75	78	\$87,032	\$106,041	\$129,200
City Treasurer	71	74	\$78,847	\$96,067	\$117,049
Senior Internal Auditor	66	68	\$67,990	\$82,839	\$100,931
Accountant, Senior	64	66	\$64,713	\$78,847	\$96,067
Business Systems Analyst	63	65	\$63,135	\$76,924	\$93,724
Internal Auditor	62	64	\$61,595	\$75,048	\$91,438
Accountant	60	62	\$58,627	\$71,432	\$87,032
Financial Specialist Sr	57	60	\$55,802	\$67,990	\$82,839
Financial Specialist	55	58	\$53,113	\$64,713	\$78,847
Financial Clerk, Senior	48	51	\$44,682	\$54,441	\$66,331
Financial Clerk	45	48	\$41,492	\$50,554	\$61,595

Management Information Systems Group

Information Technology Manager Networks/Communication	75		\$80,818	\$98,469	\$119,975
Information Technology Manager Systems/Support	75		\$80,818	\$98,469	\$119,975
Information Technology Specialist, Senior	64	66	\$64,713	\$78,847	\$96,067
Information Technology Specialist	60	62	\$58,627	\$71,432	\$87,032
Information Technology Technician II	56	58	\$53,113	\$64,713	\$78,847
Information Technology Technician I	52	54	\$48,118	\$58,627	\$71,432

City Assessor Group

City Assessor	79		\$89,208	\$108,692	\$132,430
Assistant City Assessor	70		\$71,432	\$87,032	\$106,041
Property Appraiser, Senior	64	66	\$64,713	\$78,847	\$96,067
Property Appraiser	58	60	\$55,802	\$67,990	\$82,839
Property Assessment Specialist	54	56	\$50,554	\$61,595	\$75,048

Law Enforcement Command Group

Police Chief	86	90	\$117,049	\$142,613	\$173,760
Police Captain	77	79	\$89,208	\$108,692	\$132,430
Police Lieutenant	72	74	\$78,847	\$96,067	\$117,049

Law Enforcement Operations Group

Police Sergeant	66	69	\$69,689	\$84,910	\$103,454
Police Officer, Master	62	64	\$61,595	\$75,048	\$91,438
Police Officer, Senior	60	62	\$58,627	\$71,432	\$87,032
Police Officer	58	60	\$55,802	\$67,990	\$82,839
Digital Forensic Analyst	50	52	\$45,799	\$55,802	\$67,990
Evidence and Property Technician	50	52	\$45,799	\$55,802	\$67,990
Intelligence Analyst	50	52	\$45,799	\$55,802	\$67,990
Community Service Officer replaces Animal Control Off	48		\$41,492	\$50,554	\$61,595
Law Enforcement Office Manager		59	\$54,441	\$66,331	\$80,818
Law Enforcement Office Specialist III		54	\$48,118	\$58,627	\$71,432
Law Enforcement Office Specialist II		51	\$44,682	\$54,441	\$66,331
Law Enforcement Office Specialist I		48	\$41,492	\$50,554	\$61,595

Public Safety Communications Group

Public Safety Answering Point Manager	68	70	\$71,432	\$87,032	\$106,041
Assistant Public Safety Answering Point Manager	65	67	\$66,331	\$80,818	\$98,469
Dispatcher, Lead	62		\$58,627	\$71,432	\$87,032
Dispatcher, Senior	56		\$50,554	\$61,595	\$75,048
Dispatcher	52		\$45,799	\$55,802	\$67,990

Fire Group

Fire Chief	86	90	\$117,049	\$142,613	\$173,760
Fire Battalion Chief	75	76	\$82,839	\$100,931	\$122,975
Fire Captain	67	69	\$69,689	\$84,910	\$103,454
Fire Marshal	64	66	\$64,713	\$78,847	\$96,067
Fire Inspector II	62	64	\$61,595	\$75,048	\$91,438
Fire Inspector I	60	62	\$58,627	\$71,432	\$87,032
Firefighter, Senior	58	60	\$55,802	\$67,990	\$82,839
Firefighter	56	58	\$53,113	\$64,713	\$78,847

Community Development

Community and Economic Development Director	84		\$100,931	\$122,975	\$149,833
Economic Development Administrator	76		\$82,839	\$100,931	\$122,975
Principal Planner	73		\$76,924	\$93,724	\$114,194
Planner III / Senior Planner	68		\$67,990	\$82,839	\$100,931

Planner II /Associate Planner	64		\$61,595	\$75,048	\$91,438
Planner I / Assistant Planner	60		\$55,802	\$67,990	\$82,839
Zoning / Code Enforcement Inspector	52		\$45,799	\$55,802	\$67,990
Planning and Code Enforcement Assistant	46	49	\$42,529	\$51,818	\$63,135

Inspections Group

Building Official	75		\$80,818	\$98,469	\$119,975
Senior Building Inspector II	65	67	\$66,331	\$80,818	\$98,469
Senior Building Inspector	63	65	\$63,135	\$76,924	\$93,724
Building Inspector III	63	65	\$63,135	\$76,924	\$93,724
Mechanical Inspector III	63	65	\$63,135	\$76,924	\$93,724
Plumbing Inspector III	63	65	\$63,135	\$76,924	\$93,724
Building Inspector II	61	62	\$58,627	\$71,432	\$87,032
Mechanical Inspector II	61	62	\$58,627	\$71,432	\$87,032
Plumbing Inspector II	61	62	\$58,627	\$71,432	\$87,032
Building Inspector I	57	58	\$53,113	\$64,713	\$78,847
Mechanical Inspector I	57	58	\$53,113	\$64,713	\$78,847
Plumbing Inspector I	57	58	\$53,113	\$64,713	\$78,847
Commercial Plan Reviewer		58	\$53,113	\$64,713	\$78,847
Residential Plan Reviewer	53		\$46,944	\$57,197	\$69,689

Traffic Group

Traffic Engineer	74		\$78,847	\$96,067	\$117,049
Traffic Foreman	61	63	\$60,093	\$73,217	\$89,208
Traffic Maintenance Technician III	58	60	\$55,802	\$67,990	\$82,839
Traffic Maintenance Technician II	54	56	\$50,554	\$61,595	\$75,048
Traffic Maintenance Technician I	52	54	\$48,118	\$58,627	\$71,432
Traffic Maintenance Worker	48	50	\$43,593	\$53,113	\$64,713

Engineering Group

City Engineer	86		\$106,041	\$129,200	\$157,418
Assistant City Engineer	76		\$82,839	\$100,931	\$122,975
Project Manager Field/Design	71	73	\$76,924	\$93,724	\$114,194
Project Civil Engineer II	70	72	\$75,049	\$91,438	\$111,409
Project Civil Engineer I	68	70	\$71,432	\$87,032	\$106,041
GIS Coordinator	61	65	\$63,135	\$76,924	\$93,724
CAD Technician II		60	\$55,802	\$67,990	\$82,839
Engineering Technician II	57	60	\$55,802	\$67,990	\$82,839
GIS Technician II		60	\$55,802	\$67,990	\$82,839
Engineering Technician I	53	56	\$50,554	\$61,595	\$75,048
CAD Technician	53	56	\$50,554	\$61,595	\$75,048
GIS Technician	53	56	\$50,554	\$61,595	\$75,048

Vehicle Maintenance Group

Bus Services/Shop Maintenance Superintendent	72	74	\$78,847	\$96,067	\$117,049
Fleet Management Services Superintendent	72	74	\$78,847	\$96,067	\$117,049
Bus Services Foreman	61	63	\$63,135	\$76,924	\$93,724
Shop Maintenance Foreman	61	63	\$63,135	\$76,924	\$93,724
Fire Equipment Mechanic	61	63	\$63,135	\$76,924	\$93,724
Mechanic, Senior	56	57	\$53,113	\$64,713	\$78,847
Welder/Fabricator	56	57	\$53,113	\$64,713	\$78,847
Mechanic	53	54	\$48,118	\$58,627	\$71,432
Parts Specialist	47	48	\$41,492	\$50,554	\$61,595
Light Mechanic	45	46	\$39,493	\$48,118	\$58,627
Parts Specialist/Bus Driver	47	50	\$43,593	\$53,113	\$64,713

Bus Driver	47	50	\$43,593	\$53,113	\$64,713
Administrative Clerk/Bus Driver, Senior	47	50	\$43,593	\$53,113	\$64,713
Administrative Clerk/Bus Driver	44	47	\$40,480	\$49,321	\$60,093
<u>Street Maintenance Group</u>					
Street Superintendent	72	74	\$78,847	\$96,067	\$117,049
Street Foreman	61	63	\$63,135	\$76,924	\$93,724
Storm Sewer Foreman	61	63	\$63,135	\$76,924	\$93,724
<u>Equipment Operator Group</u>					
Heavy Equipment Operator	52	54	\$48,118	\$58,627	\$71,432
Medium Equipment Operator	49	50	\$43,593	\$53,113	\$64,713
Light Equipment Operator	46	47	\$40,480	\$49,321	\$60,093
<u>Building and Grounds Maintenance Group</u>					
Property Maintenance Superintendent	72	74	\$78,847	\$96,067	\$117,049
Building and Grounds Foreman	61	63	\$63,135	\$76,924	\$93,724
Building and Grounds Worker, Senior	51	54	\$48,118	\$58,627	\$71,432
Building and Grounds Worker	45	48	\$41,492	\$50,554	\$61,595
<u>Public Works Management Group</u>					
Public Works Operations Director	87	89	\$114,194	\$139,134	\$169,522
Utilities Director	87	89	\$114,194	\$139,134	\$169,522
Senior Project Manager Field/Design	73	75	\$80,818	\$98,469	\$119,975
<u>Airport Operations</u>					
Airport Director	84	89	\$114,194	\$139,134	\$169,522
Airport Business and Development Manager	71	73	\$76,924	\$93,724	\$114,194
Airport Operations and Maintenance Manager	71	73	\$76,924	\$93,724	\$114,194
Airport Operations and Maintenance Foreman	61	63	\$63,135	\$76,924	\$93,724
Airport Facility Foreman	61	63	\$63,135	\$76,924	\$93,724
Airport Operations and Maintenance Technician Lead		58	\$53,113	\$64,713	\$78,847
Airport Operations and Maintenance Technician II	54	56	\$50,554	\$61,595	\$75,048
Airport Operations and Maintenance Technician I	50	52	\$45,799	\$55,802	\$67,990
Airport Facility Technician Lead		52	\$45,799	\$55,802	\$67,990
Airport Facility Technician II	48	50	\$43,593	\$53,113	\$64,713
Airport Facility Technician I	44	46	\$39,493	\$48,118	\$58,627
Airport Security Specialist	38	44	\$37,590	\$45,799	\$55,802
<u>Cemetery Operations Group</u>					
Cemetery Superintendent	68	70	\$71,432	\$87,032	\$106,041
<u>Sanitation/Landfill Operations Group</u>					
Sanitation/Landfill Superintendent	72	74	\$78,847	\$96,067	\$117,049
Landfill Foreman	61	63	\$63,135	\$76,924	\$93,724
Sanitation Foreman	61	63	\$63,135	\$76,924	\$93,724
Landfill Attendant/LEO	45	47	\$40,480	\$49,321	\$60,093
Landfill Attendant	43	46	\$39,493	\$48,118	\$58,627
<u>Water Plant Operations Group</u>					
Water Plant Superintendent	72	74	\$78,847	\$96,067	\$117,049
Water Plant Foreman	61	63	\$63,135	\$76,924	\$93,724
Water Plant Operator, Lead	54	56	\$50,554	\$61,595	\$75,048
Water Plant Instrumentation Technician	54	56	\$50,554	\$61,595	\$75,048
Water Plant Operator III	52	54	\$48,118	\$58,627	\$71,432

Water Plant Operator II	50	52	\$45,799	\$55,802	\$67,990
Water Plant Operator I	48	50	\$43,593	\$53,113	\$64,713
Public Works Laboratory Technician	53	55	\$49,321	\$60,093	\$73,217

Water/Wastewater Operations Group

Water/Wastewater Superintendent	72	74	\$78,847	\$96,067	\$117,049
Water/Wastewater Foreman	61	63	\$63,135	\$76,924	\$93,724
Utility Operator, Lead	54	56	\$50,554	\$61,595	\$75,048
Utility Operator III	52	54	\$48,118	\$58,627	\$71,432
Utility Operator II	50	52	\$45,799	\$55,802	\$67,990
Utility Operator I	48	50	\$43,593	\$53,113	\$64,713

Table 4 – Non-Benchmark to Benchmark Position Linkage Table

<u>Non-Benchmark Job Class</u>	<u>Linked to Benchmark Job Class</u>	<u>Calculation</u>
Accountant Senior	Accountant	Plus 4 Ranges
Administrative Clerk Senior	Administrative Clerk	Plus 3 Ranges
Administrative Clerk Principal	Administrative Clerk	Plus 6 Ranges
Administrative Clerk/Bus Driver	Administrative Clerk	Plus 1 Range
Administrative Clerk/Bus Driver Sr	Administrative Clerk	Plus 4 Ranges
Airport Business & Development Manager	Airport Operations and Maintenance Manager	Equal to
Airport Facility Technician II	Airport Facility Technician I	Plus 4 Ranges
Airport Facility Technician Lead	Airport Facility Technician I	Plus 6 Ranges
Airport Operations and Maintenance Technician II	Airport Operations and Maintenance Technician I	Plus 4 Ranges
Airport Operations and Maintenance Technician Lead	Airport Operations and Maintenance Technician I	Plus 6 Ranges
Airport Security Specialist	Community Services Officer	Less 4 Ranges
Assistant City Assessor	City Assessor	Less 9 Ranges
Assistant City Attorney	City Attorney	Less 9 Ranges
Assistant City Engineer	City Engineer	Less 10 Ranges
Assistant City Manager	City Manager	Less 4 Ranges
Assistant Public Safety Answering Point Manager	Public Safety Answering Point Manager	Less 3 Ranges
Building and Grounds Worker Senior	Building and Grounds Worker	Plus 6 Ranges
Bus Driver	Administrative Clerk/Bus Driver	Plus 3 Ranges
Business Systems Analyst	Accountant	Plus 3 Ranges
CAD Technician	Engineering Technician I	Equal to
CAD Technician II	Engineering Technician I	Plus 4 Ranges
Cemetery Superintendent	Property Maintenance Superintendent	Less 4 Ranges
City Assessor	Human Resource Director	Equal to
City Clerk	Human Resource Generalist Senior	Equal To

City Treasurer	Comptroller	Less 4 Ranges
Commercial Plan Reviewer	Residential Plan Reviewer	Plus 5 Ranges
Communication Specialist	Public Safety Outreach Officer	Less 4 Ranges
Community/Economic Development Director	City Engineer	Less 2 Ranges
Digital Forensic Analyst	Evidence and Property Technician	Equal To
Dispatcher Lead	Dispatcher	Plus 10 Ranges
Dispatcher Senior	Dispatcher	Plus 4 Ranges
Economic Development Administrator	Community/Economic Development Director	Less 8 Ranges
Engineering Technician II	Engineering Technician I	Plus 4 Ranges
Financial Clerk Senior	Financial Clerk	Plus 3 Ranges
Financial Specialist	Financial Clerk	Plus 10 Ranges
Financial Specialist Senior	Financial Clerk	Plus 12 Ranges
Fire Equipment Mechanic	Foreman (All Departments)	Equal To
Fire Inspector I	Firefighter	Plus 4 Ranges
Fire Inspector II	Firefighter	Plus 6 Ranges
Fire Marshall	Firefighter	Plus 8 Ranges
Firefighter Senior	Firefighter	Plus 2 Ranges
Foreman Positions (All)	Foreman (All Departments)	Equal To
GIS Technician	Engineering Technician I	Equal To
GIS Technician II	Engineering Technician I	Plus 4 Ranges
Human Resource Generalist Senior	Human Resource Generalist	Plus 6 Ranges
Information Technology Specialist	Information Technology Technician I	Less 8 Ranges
Information Technology Spec. Sr	Information Technology Specialist	Plus 4 Ranges
Information Technology Technician II	Information Technology Technician I	Plus 4 Ranges
Intelligence Analyst	Evidence and Property Technician	Equal To
Inspector II (All Specialties)	Inspector I (All Specialties)	Plus 4 Ranges
Inspector III (All Specialties)	Inspector II (All Specialties)	Plus 3 Ranges
Internal Auditor	Accountant	Plus 2 Ranges
Landfill Attendant	Administrative Clerk	Equal To
Landfill Attendant/LEO	Light Equipment Operator	Equal To
Law Enforcement Office Manager	Office and Administrative Specialist Sr	Plus 3 Ranges
Law Enforcement Office Specialist I	Administrative Clerk	Plus 2 Ranges
Law Enforcement Office Specialist II	Administrative Clerk	Plus 5 Ranges
Law Enforcement Office Specialist III	Administrative Clerk	Plus 8 Ranges
Light Mechanic	Mechanic	Less 8 Ranges
Mechanic Senior	Mechanic	Plus 3 Ranges
Medium Equipment Operator	Light Equipment Operator	Plus 3 Ranges
Office and Administrative Specialist Sr	Office and Administrative Specialist	Plus 3 Ranges
Parking Enforcement Officer	Police Officer	Less 16 Ranges

Parts Specialist	Mechanic	Less 6 Ranges
Parts Specialist/Bus Driver	Administrative Clerk/Bus Driver Sr	Equal to
Planning and Code Enforcement Assist.	Administrative Clerk Sr	Equal to
Police Officer Senior	Police Officer	Plus 2 Ranges
Police Officer Master	Police Officer	Plus 4 Ranges
Project Civil Engineer II	Project Civil Engineer I	Plus 2 Ranges
Project Manager	Project Civil Engineer I	Plus 3 Ranges
Project Manager Senior	Project Civil Engineer I	Plus 5 Ranges
Property Assessment Specialist	Office and Administrative Specialist, Sr	Equal To
Property Appraiser Senior	Property Appraiser	Plus 6 Ranges
Public Safety Outreach Officer	Human Resource Generalist	Equal to
Public Works Laboratory Technician	Utility Operator III	Plus 1 Range
Recycling Coordinator	All Department Foremen	Equal to
Residential Plan Reviewer	Engineering Technician I	Equal to
Senior Building Inspector I	Building Inspector III	Equal to
Senior Building Inspector II	Senior Building Inspector I	Plus 2 Ranges
Senior Internal Auditor	Internal Auditor	Plus 4 Ranges
Superintendents (All not mentioned)	Superintendents(Street, Sanitation WTP)	Equal To
Traffic Maintenance Technician II	Traffic Maintenance Technician I	Plus 2 Ranges
Traffic Maintenance Technician III	Traffic Maintenance Technician I	Plus 6 Ranges
Traffic Maintenance Worker	Traffic Maintenance Technician I	Less 4 Ranges
Utility Operator II	Utility Operator I	Plus 2 Ranges
Utility Operator III	Utility Operator I	Plus 4 Ranges
Utility Operator Lead	Utility Operator I	Plus 6 Ranges
Water Plant Instrumentation Technician	Water Plant Operator III	Plus 2 Ranges
Water Plant Operator II	Water Plant Operator I	Plus 2 Ranges
Water Plant Operator III	Water Plant Operator I	Plus 4 Ranges
Water Plant Operator Lead	Water Plant Operator I	Plus 6 Ranges
Welder Fabricator	Mechanic	Plus 3 Ranges
Water Plant Operator Lead	Water Plant Operator I	Plus 6 Ranges

5. IMPLEMENTATION OF THE FY 2025 COMPENSATION PLAN

Implementation of the updated compensation plan for FY 2025 will be controlled by the City's financial resources, with balance between the desire to pay all employees at the prevailing rates for their occupations, and available funds.

A. JOB CLASSES BELOW PREVAILING MIDPOINT

It is recommended that salaries of all employees whose current positions fall below the prevailing rate be reclassified to within 100% -105% of the prevailing rate as proposed from this year's survey.

B. STEP RE-CREATION

It is recommended that salaries of all employees in positions with a proposed grade change, be re-aligned to match their historical step achievement within the new proposed pay grades, which will move employee salaries for FY 2025 at the same pace as market-based pay grade adjustments.

C. PAY PLAN STEP PROGRESSION

Progression through the steps of the plan will be as follows: If an employee's step within the range is under midpoint (steps 1-8), the employee will move two steps (5%) on January 1, 2025 until the employee reaches midpoint of the range (step 9). Once an employee reaches midpoint and above (steps 9 through 16), the employee will progress one step (2.5%) on January 1, 2025 until the employee reaches step 17.

D. COST OF LIVING STIPEND FOR EMPLOYEES AT MAXIMUM STEP

Continue the policy, adopted in 2018, of giving employees who have reached the maximum step in job grade, a cost of living stipend equal to 2%. This will continue until the position is reclassified to a higher grade.

E. BEYOND 2025

Salary Surveys completed for the past five years (2020 through 2024) have shown salary grades progressively declining in comparable ranges, especially at minimum and midpoint ranges (Table 1 – External Prevailing Rate Comparisons, shown on page 5). **It is recommended the City review the 17-step structure of the current pay plan to determine if the structure has continued viability.**

Pay Plan Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	
38	Hourly	\$15.58	\$15.97	\$16.37	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13
	Pay Period	\$1,247	\$1,278	\$1,310	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851
	Monthly	\$2,701	\$2,769	\$2,838	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010
	Yearly	\$32,414	\$33,224	\$34,054	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118
39	Hourly	\$15.97	\$16.37	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71
	Pay Period	\$1,278	\$1,310	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897
	Monthly	\$2,769	\$2,838	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110
	Yearly	\$33,224	\$34,054	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321
40	Hourly	\$16.37	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30
	Pay Period	\$1,310	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944
	Monthly	\$2,838	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213
	Yearly	\$34,054	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554
41	Hourly	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91
	Pay Period	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993
	Monthly	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318
	Yearly	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818
42	Hourly	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54
	Pay Period	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043
	Monthly	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426
	Yearly	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113
43	Hourly	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17
	Pay Period	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094
	Monthly	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537
	Yearly	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441
44	Hourly	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83
	Pay Period	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146
	Monthly	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650
	Yearly	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802
45	Hourly	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50
	Pay Period	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200
	Monthly	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766
	Yearly	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197
46	Hourly	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19
	Pay Period	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255
	Monthly	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886
	Yearly	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627
47	Hourly	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89
	Pay Period	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311
	Monthly	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008
	Yearly	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093
48	Hourly	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61
	Pay Period	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369
	Monthly	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133
	Yearly	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595

Pay Plan Effective January 1, 2025

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
49	Hourly	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35
	Pay Period	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428
	Monthly	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261
	Yearly	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135
50	Hourly	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11
	Pay Period	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489
	Monthly	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393
	Yearly	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713
51	Hourly	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89
	Pay Period	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551
	Monthly	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528
	Yearly	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331
52	Hourly	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69
	Pay Period	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615
	Monthly	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666
	Yearly	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990
53	Hourly	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50
	Pay Period	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680
	Monthly	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807
	Yearly	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689
54	Hourly	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34
	Pay Period	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747
	Monthly	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953
	Yearly	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432
55	Hourly	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
	Pay Period	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816
	Monthly	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101
	Yearly	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217
56	Hourly	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08
	Pay Period	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886
	Monthly	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254
	Yearly	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048
57	Hourly	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98
	Pay Period	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959
	Monthly	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410
	Yearly	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924
58	Hourly	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91
	Pay Period	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033
	Monthly	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571
	Yearly	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847
59	Hourly	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85
	Pay Period	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108
	Monthly	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735
	Yearly	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818
60	Hourly	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83
	Pay Period	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186
	Monthly	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903
	Yearly	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839

Pay Plan Effective January 1, 2025

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
61	Hourly	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82
	Pay Period	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266
	Monthly	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076
	Yearly	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910
62	Hourly	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84
	Pay Period	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347
	Monthly	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253
	Yearly	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032
63	Hourly	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89
	Pay Period	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431
	Monthly	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434
	Yearly	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208
64	Hourly	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96
	Pay Period	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517
	Monthly	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620
	Yearly	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438
65	Hourly	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06
	Pay Period	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605
	Monthly	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810
	Yearly	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724
66	Hourly	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19
	Pay Period	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695
	Monthly	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006
	Yearly	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067
67	Hourly	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34
	Pay Period	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787
	Monthly	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206
	Yearly	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469
68	Hourly	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52
	Pay Period	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882
	Monthly	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411
	Yearly	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931
69	Hourly	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74
	Pay Period	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979
	Monthly	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621
	Yearly	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454
70	Hourly	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98
	Pay Period	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078
	Monthly	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837
	Yearly	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041
71	Hourly	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26
	Pay Period	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180
	Monthly	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058
	Yearly	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692
72	Hourly	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56
	Pay Period	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285
	Monthly	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284
	Yearly	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409

Pay Plan Effective January 1, 2025

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
73	Hourly	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90
	Pay Period	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392
	Monthly	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516
	Yearly	\$76,924	\$78,847	\$80,318	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194
74	Hourly	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27
	Pay Period	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502
	Monthly	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754
	Yearly	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049
75	Hourly	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68
	Pay Period	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614
	Monthly	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998
	Yearly	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975
76	Hourly	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12
	Pay Period	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730
	Monthly	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248
	Yearly	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975
77	Hourly	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60
	Pay Period	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848
	Monthly	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504
	Yearly	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049
78	Hourly	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12
	Pay Period	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969
	Monthly	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767
	Yearly	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200
79	Hourly	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67
	Pay Period	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093
	Monthly	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036
	Yearly	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430
80	Hourly	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26
	Pay Period	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221
	Monthly	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312
	Yearly	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741
81	Hourly	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89
	Pay Period	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351
	Monthly	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595
	Yearly	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134
82	Hourly	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56
	Pay Period	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485
	Monthly	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884
	Yearly	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613
83	Hourly	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28
	Pay Period	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622
	Monthly	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182
	Yearly	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178
84	Hourly	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03
	Pay Period	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763
	Monthly	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486
	Yearly	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833

Pay Plan Effective January 1, 2025

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
85	Hourly	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84
	Pay Period	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907
	Monthly	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798
	Yearly	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578
86	Hourly	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68
	Pay Period	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055
	Monthly	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118
	Yearly	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418
87	Hourly	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57
	Pay Period	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206
	Monthly	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446
	Yearly	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353
88	Hourly	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51
	Pay Period	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361
	Monthly	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782
	Yearly	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387
89	Hourly	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50
	Pay Period	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520
	Monthly	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127
	Yearly	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522
90	Hourly	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54
	Pay Period	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683
	Monthly	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480
	Yearly	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760
91	Hourly	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63
	Pay Period	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850
	Monthly	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842
	Yearly	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104
92	Hourly	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77
	Pay Period	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021
	Monthly	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213
	Yearly	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556
93	Hourly	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96
	Pay Period	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197
	Monthly	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593
	Yearly	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120
94	Hourly	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21
	Pay Period	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377
	Monthly	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983
	Yearly	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120	\$191,798
95	Hourly	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52
	Pay Period	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561
	Monthly	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383
	Yearly	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120	\$191,798	\$196,593
96	Hourly	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88
	Pay Period	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,054	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750
	Monthly	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792
	Yearly	\$135,740	\$139,135	\$142,613	\$146,178	\$149,832	\$153,578	\$157,416	\$161,352	\$165,386	\$169,522	\$173,759	\$178,104	\$182,557	\$187,121	\$191,799	\$196,594	\$201,509

Pay Plan Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	
97	Hourly	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88	\$99.30
	Pay Period	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750	\$7,944
	Monthly	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792	\$17,212
	Yearly	\$139,134	\$142,613	\$146,178	\$149,832	\$153,578	\$157,417	\$161,351	\$165,386	\$169,521	\$173,760	\$178,103	\$182,557	\$187,121	\$191,799	\$196,594	\$201,509	\$206,547
98	Hourly	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88	\$99.30	\$101.78
	Pay Period	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750	\$7,944	\$8,143
	Monthly	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792	\$17,212	\$17,643
	Yearly	\$142,612	\$146,178	\$149,832	\$153,578	\$157,417	\$161,352	\$165,385	\$169,521	\$173,759	\$178,104	\$182,556	\$187,121	\$191,799	\$196,594	\$201,509	\$206,547	\$211,711

FIRE - Pay Plan Effective January 1, 2025

FIREFIGHTER

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
58	2912 Rate	\$18.24	\$18.70	\$19.16	\$19.64	\$20.13	\$20.64	\$21.15	\$21.68	\$22.22	\$22.78	\$23.35	\$23.93	\$24.53	\$25.14	\$25.77	\$26.42	\$27.08
	2080 Rate	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91
	Yearly	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847

FIREFIGHTER, SENIOR

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
60	2912 Rate	\$19.16	\$19.64	\$20.13	\$20.64	\$21.15	\$21.68	\$22.22	\$22.78	\$23.35	\$23.93	\$24.53	\$25.14	\$25.77	\$26.42	\$27.08	\$27.75	\$28.45
	2080 Rate	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83
	Yearly	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839

FIRE CAPTAIN

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
69	2912 Rate	\$23.93	\$24.53	\$25.14	\$25.77	\$26.42	\$27.08	\$27.75	\$28.45	\$29.16	\$29.89	\$30.63	\$31.40	\$32.19	\$32.99	\$33.81	\$34.66	\$35.53
	2080 Rate	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74
	Yearly	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454

BATTALION CHIEF

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
76	2912 Rate	\$28.45	\$29.16	\$29.89	\$30.63	\$31.40	\$32.19	\$32.99	\$33.81	\$34.66	\$35.53	\$36.42	\$37.33	\$38.26	\$39.21	\$40.20	\$41.20	\$42.23
	2080 Rate	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12
	Yearly	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975

FIRE CHIEF

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
90	HOURLY	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54
	BIWEEKLY	\$4,501.88	\$4,614.43	\$4,729.79	\$4,848.03	\$4,969.23	\$5,093.47	\$5,220.80	\$5,351.32	\$5,485.11	\$5,622.23	\$5,762.79	\$5,906.86	\$6,054.53	\$6,205.89	\$6,361.04	\$6,520.07	\$6,683.07
	Yearly	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760

2024 FRINGE BENEFIT SURVEY

North Dakota Cities

A. HOLIDAYS:

	New Years Day	Luther Martin King Day	President's Day	Good Friday	Memorial Day	Independence Day	Labor Day	Veterans Day	Thanksgiving Day	After Day Thanksgiving	Christmas Eve	Christmas Day	Personal Day / Floating Day
Bismarck	x	x	x	x	x	x	x	x	x		x*	x	
Dickinson	X	X	X	X	X	X	X	X	X			X	x
Grand Forks	x	x	x		x	x	x	x	x			x	x
Ward County	x	x*	x	x	x	x	x	x	x	x*		x	
Fargo	X	X	X	X	X	X	X	X	X			X	x
Minot	X	X	X	X	X	X	X	X	X			X*	X

*When Governor declares as ½ holiday

*Minot Christmas Holiday – The **bolded/underlined** days/dates below shall encompass the entire observed Christmas Holiday, depending on the day of the week Christmas Day falls, and no additional days shall be treated as the Christmas Holiday:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Dec	<u>26 Dec</u>	27 Dec	28 Dec	29 Dec	23 Dec	24 Dec
24 Dec	<u>25 Dec</u>	<u>26 Dec</u>	27 Dec	28 Dec	29 Dec	23 Dec
23 Dec	<u>24 Dec</u>	<u>25 Dec</u>	26 Dec	27 Dec	28 Dec	22 Dec
29 Dec	23 Dec	<u>24 Dec</u>	<u>25 Dec</u>	26 Dec	27 Dec	28 Dec
28 Dec	22 Dec	23 Dec	24 Dec	<u>25 Dec</u>	<u>26 Dec</u>	27 Dec
27 Dec	21 Dec	22 Dec	23 Dec	<u>24 Dec</u>	<u>25 Dec</u>	26 Dec
26 Dec	20 Dec	21 Dec	22 Dec	23 Dec	<u>24 Dec</u>	25 Dec

B. SICK LEAVE POLICY:

Bismarck	8 hours/month. Maximum annual carry-over of 960 hours.
Dickinson	8 hours/month. Unlimited accumulation
Grand Forks	9 1/3 hours/month (112 hours per year). Unlimited accumulation.
Ward County	8 hours/month. Unlimited accumulation.
Fargo	8 Hours/month. Maximum accumulation 960 hours.
Minot	Sick leave frozen with 7 additional accrual days added into PTO leave.

C. PAY FOR SICK LEAVE:

Bismarck	40% pay-out of unused sick leave over 960 hours annually on 12/31.
Dickinson	25% pay-out of unused sick leave
Grand Forks	After 5 years of service, 50% of unused sick leave upon termination or retirement at the rate presently earned for the first 960 hours and at the rate earned 6/30/81 for excess hours. For

hours over 960, employees have the option to sell back a portion of their prior year's sick leave up to 112 hours per year at a rate 50%.

Ward County N/A

Fargo N/A

Minot N/A

D. ANNUAL LEAVE POLICY:

Bismarck 360 hours (45 days) maximum. If there are hours accumulated beyond 360, they must be used by New Years Day or are forfeited. Fire: 477 maximum

Dickinson 240 maximum. Excess vacation must be used prior to 12/31 or forfeited.

Grand Forks Maximum of 2 year accrual dependent on service time with a max carry over of 352 hours. Vacation carryover is automatic from 12/31 each year to the following year. Excess vacation accrued must be used prior to 12/31 or are forfeited.

Ward County 240 hours (30 days) maximum. Excess vacation must be used prior to 12/31 or forfeited.

Fargo Maximum accrual of 256 hours as of 12/31. Max carry-over, any hours of 256 will be forfeited.

Minot Transitioned to PTO Leave effective 01/01/2024.

General 80 Hour Per Pay Period Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	14.69	176	6.78	300	N/A
1-5 years	14.69	176	6.78	300	40
5-10 years	16.69	200	7.70	324	80
10-15 years	18.69	224	8.63	348	80
15+ years	20.69	248	9.55	372	80

Discretionary Pay Combo								
	40 hrs-Monthly Hours	Annual	Per Pay Period	24 hrs-Monthly Hours	Annual	Per Pay Period	Annual Mandatory Use	Carryover
0-1 year	18.03	216	8.32	16.69	200	7.70	N/A	300
1-5 years	18.03	216	8.32	16.69	200	7.70	40	300
5-10 years	20.03	240	9.24	18.69	224	8.63	80	324
10-15 years	22.03	264	10.17	20.69	248	9.55	80	348
15+ years	24.03	288	11.09	22.69	272	10.47	80	372

Non-Administrative Police Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	24.06	289	11.10	321	N/A
1-5 years	24.06	289	11.10	321	43
5-10 years	26.20	314	12.09	347	86
10-15 years	28.34	340	13.08	372	86
15+ years	30.48	366	14.07	398	86

Fire Department 2912 Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	32.00	384	14.77	450	N/A
1-5 years	32.00	384	14.77	450	60
5-10 years	35.00	420	16.15	486	120
10-15 years	38.00	456	17.54	522	120
15+ years	41.00	492	18.92	558	120

Annual Leave Schedules Comparable Municipalities:

YEARS OF SERVICE	BISMARCK	Dickinson	GRAND FORKS	WARD COUNTY	FARGO
0 - 6 months	12	12	0	12	12
6 months - 1 year	12	12	5	12	12
1 - 2 years	12	12	10 ¼	12	12
2 - 3 years	12	12	10 ½	12	12
3 - 4 years	12	12	10 ¾	12	12
4 - 5 years	15	12	11	15	15
5 - 6 years	15	12	11 ¼	15	15
6 - 7 years	15	14	11 ½	15	15
7 - 8 years	18	14	15 ¼	18	15
8 - 9 years	18	14	15 ½	18	18
9 - 10 years	18	14	15 ¾	18	18
10 - 11 years	18	14	16	18	18
11 - 12 years	18	14	16 ¼	18	18
12 - 13 years	21	14	16 1/5	21	18
13 - 14 years	21	14	16 ¾	21	21
14 - 15 years	21	21	17	21	21
15 - 16 years	21	21	20 ¼	21	21
16 - 17 years	21	21	20 1/5	21	21
17 - 18 years	21	21	20 ¾	21	21
18 - 19 years	24	23	21	24	21
19 - 20 years	24	23	21 ¼	24	21
20 - 21 years	24	23	21 1/5	24	24
21 - 22 years	24	23	21 ¾	24	24
22 + years	24	24	22	24	24

E. LIFE INSURANCE:

Bismarck City provides \$30,000 basic life plus AD&D. Cost to the city per month per employee is \$5.20. Disability is 2/3 of salary.

Dickinson \$60000 for \$6.06 per month for employee and employer, \$5000 for spouse and \$2500 for child at \$0.94 per month each for employee. They can also elect supplemental Life and AD&D for additional cost depending on amounts and age of employee.

Grand Forks	City provides a \$35,000 Term Life policy. (Employee can buy up to \$400,000 in additional supplemental coverage.) Employee can elect up to \$150,000 for Spouse Term Life and AD&D at same rates as the employee. Child Term Life insurance available \$10,000 or \$15,000 coverage per child for a total of \$1.30 per month for \$10,000 or \$1.95 for \$15,000 (\$1.30/m covers all children). Long Term Disability: 66.6% of salary (max. \$4,444/mo.) 90 day consecutive qualifying period.
Ward County	Participates in basic term life insurance plan through NDPERS. Allows employees to buy additional supplemental life for spouse and dependent children.
Fargo	The City provides supplemental life insurance for its employees. It does not pay for Life Insurance on it employees.
Minot	\$15,000 term life policy + \$15,000 AD&D. Employee has option of additional \$15,000 + \$15,000 AD&D at a cost of \$4.06 per month. Dependent coverage for spouse and children is optional to the employee at a cost of \$.30 per month.

F. HEALTH INSURANCE:

Bismarck	Self-insured: City pays 100% of policy. \$200 deductible/Individual; (max. \$525/ family) 80/20 to \$1450 out-of-pocket; (max. \$4,275/family). City pays 100% of policy. \$20 co-pay for office visits. \$50 co-pay for emergency room. Preferred Pharmacy Network program.
Dickinson	NDPERS Plan: Employee Only \$733.38. Employee cost \$146.74. Employer contribution \$586.26. Employee + Family \$1,773.60. Employee cost \$354.72. Employer contribution \$1,418.88. For every 5 years employed by the City of Dickson, the City will pay an additional 2.5% of your health insurance. Offer MetLife Dental and MetLife vision. Employee is in charge of full cost.
Grand Forks	BCBS Access Plan: Employer pays 75% and Employee pays 25% toward Single, Single plus dependent and Family coverage.
Ward County	NDPERS Health Plan: County pays 100% of policy.
Fargo	City pays 85% of single policy and 75% of family policy.
Minot	Self-Insured BC/BS Select Choice Plan - \$250 deductible Single plan, \$375 deductible SPD plan, and \$500 Family plan. Single: 100% SPD: 92% Family: 82%

G. LONGEVITY:

Bismarck	Plan eliminated in 1994.
Dickinson	Each Regular Full-time employee, as defined in Section 29.08.04050.14.1, who has been employed with the City for a period of five consecutive years or more shall be considered qualified and shall receive, in addition to his regular pay, a longevity payment. An employee who leaves his employment in good standing as determined by the City. Administrator and who has completed fifteen years of service shall be entitled to percentage pay-out of his longevity pay based on the percentage of calendar year completed at the time of termination. (Code 1637 § 1) Each qualified employee shall receive a longevity payment each year, for each month's service completed, computed as follows:

One through ten years of service \$3.00/month
 Eleven through twenty years of service \$3.50/month
 Twenty-one years and over service \$4.00/month
 18.13.2 Time of Payment

Employees receiving longevity pay must be employed at the time that the reimbursement is paid, except as described 18.13. Payments shall be made on or about December 15 of each year. No early payment will be made except as authorized in Subsection 29.08.04080.18.3

Grand Forks Ended 1/1/2014

Ward County N/A

Fargo N/A

Minot Longevity for employees was frozen in 1980 based on the recommendation of the Public Administration Service. Those employees receiving longevity as of that time continued to receive monthly what they were receiving in 1980. Those not yet eligible to receive longevity payments as of 1980, as well as those employed since that time, do not receive longevity payments.

H. SOCIAL SECURITY PARTICIPATION AND RETIREMENT BENEFITS

Bismarck Participates in Social Security (except for Police and Fire) and provides a City funded Defined Benefit Pension plan to its employees

Dickinson Participates in Social Security.

Grand Forks Participates in Social Security and in NDPERS Defined Benefit Pension plan.

Ward County Participates in Social Security and in NDPERS Defined Benefit Pension plan.

Fargo Participates in Social Security and in NDPERS Defined Benefit Pension plan.

Minot Participates in NDPERS Defined Benefit Pension Plan.

I. TUITION ASSISTANCE

Bismarck The City offers \$3,000 a calendar year. There is no waiting period for an employee to apply for reimbursement. The breakdown is actually up to \$1,000 per course or the NDUS rate. An employee who voluntarily leaves the employment of the City after the date of the reimbursement check and within:

One (1) year must pay back 100% of the paid tuition to the City.

Two (2) years must pay back 50% of the paid tuition to the City.

Three (3) years must pay back 25% of the paid tuition to the City.

Four (4) years will not be required to pay back any amount to the City.

Dickinson Approvals will be based upon the number of applications received and the amount budgeted, as well as the City Administrator's discretion in carrying out the vision and mission of the City. A maximum of \$1,500.00 will be available to any one employee per semester (or semester equivalent). These reimbursements are not for job-related training as described above, and are for education events performed on the employee's own time. The employee must be in good standing at the time of the application for tuition reimbursement. The continuing education program must correspond to an accredited program that either offers growth in an area related to the employee's current position, or

that might lead to promotional opportunities. This may include courses for college credit, continuing education credit courses, seminars, and certification exams. A grade of "C" or its equivalent is required for reimbursement. Expenses must be validated by receipts, and a copy of the final grade or a completion certificate must be presented. In some cases, books and study materials may be included in the reimbursement request. The City will reimburse up to 70% of approved costs. The City will endeavor to make reimbursements equitable across departments, and to qualifying employees within budgetary restrictions. It shall retain the right to limit approvals or approval dollars so that the tuition reimbursement program will have maximum benefit to the most employees and to the City's needs. An employee who resigns or is terminated while attending a course previously approved for reimbursement will not receive reimbursement. An employee who leaves employment with the City within one year of receiving tuition reimbursement must repay the tuition on a pro-rated basis. The City will consider exceptions in extreme cases of health or safety.

Grand Forks

Eligible full-time employees will be entitled to a 40% refund of tuition upon the successful completion with a grade C or higher. A refund under this section shall be limited to a maximum total of 10 semester hours or 15 quarter hours in a calendar year. If the employee terminates or is terminated from employment within two years for which the employee received a refund, then the amount shall be immediately repaid by the employee to the City. The payment of tuition refund shall be subject to and contingent upon the appropriation and availability of funds in the annual budget. Final approval of requests for tuition refunds shall be left to the discretion of the Mayor based upon the best interests of the City.

Ward County

Ward County may at the discretion of the Department Head if budgeted for or with approval of the County Commission, contribute funding to personnel meeting the criteria, for training and expenses to college courses, training conferences, workshops and seminars which will enhance the Ward County organization.

EXTENDED TRAINING: With the approval of their Department Head and the County Commission, employees may be allowed to attend training, which involves extended time away from work while retaining full payment of wages. In the event an employee who has attended training involving extended time away and who received uninterrupted pay during such training resigns from employment or has employment terminated prior to completing three years of service, the employee may be required to repay all or portions of their unearned wages.

Fargo

Full-time employees are eligible for an annual reimbursement of up to \$2,000. Part-time (benefit eligible) employees may also receive financial assistance for job related courses. Part-time (benefit eligible) employees are eligible for an annual reimbursement of up to \$800.

Minot

The City will reimburse tuition only for up to four (4) courses per calendar year, at a maximum of \$1,000 per course. An employee who voluntarily leaves the employment of the City after the date of the reimbursement check and within:

- One (1) year must pay back 100% of the paid tuition to the City.
- Two (2) years must pay back 50% of the paid tuition to the City.
- Three (3) years must pay back 25% of the paid tuition to the City.
- Four (4) years will not be required to pay back any amount to the City.

CLERK OF COMMISSION REPORT

The current City of Minot Pay Plan was implemented in January of 2001 as the result of a recommendation by Public Sector Personnel Consultants and modified by the Civil Service Commission. Each year since, the City of Minot has performed the maintenance function of the Plan by surveying benchmark positions and updating the Plan to the employment market place. Every ten years the City of Minot has chosen to use an outside consultant to complete survey benchmarking in an effort to ensure current grades align with market data. This time period is proposed to be changed to a three-year period between outside surveys, per the recommendations of the City Council.

Movements in Prevailing Rate of the Benchmark Positions

Once the survey is completed and variance percentage of the average prevailing rate for each benchmark position is determined, the benchmarks and those positions tied to the benchmarks are moved to the new market prevailing rate. This plan has set the prevailing rate as -5% or +5% of mid-point for each benchmarked position.

The process is done using the following criteria:

- Survey market data (first priority)
- Internal relationship for job classes
- Professional judgment

This plan utilizes professional judgment to prevent illogical relationships that could result from survey data directly linked to salary grade, as there is no automatic logical job content relationship among survey data collected for a variety of employers. Non-benchmark job classes were linked to benchmarks by professional judgment. Based on the adopted pay plan procedures, where it was deemed necessary to maintain internal relationships within a hierarchy of supervisory positions, professional judgment was used to recommend position placement.

Job Descriptions Update and Additions

As part of the annual review of the Plan, City Staff and the Human Resource Director review the job descriptions of the classified service and, where appropriate, add and/or update individual job descriptions. New job descriptions have been proposed for the following: Airport Facility Technician Lead, Airport Operations and Maintenance Technician Lead, CAD Technician II, GIS Technician II, Law Enforcement Office Manager, Law Enforcement Office Specialist I, Law Enforcement Office Specialist II, Law Enforcement Office Specialist III.

Career Ladder Additions and Changes

Career Ladders have been proposed for the following: CAD Technician II, Financial Specialist Sr., GIS Technician II.

Fringe Benefits Survey

A survey of fringe benefits has been included with the proposed salary plan. No changes are recommended for 2025.

In Conclusion

The goal of the 2025 Pay and Classification Study is to continue a classification and compensation plan, which provides consistency in the application of guidelines and policies as recommended by the Civil Service Commission and adopted by the City Council. The recommended plan applies this policy to all employees, so as to avoid discrimination and/or favoritism; provide consistent differentials between pay grades and steps within each pay grade; to address the issue of external and internal pay equity; and to develop salary range minimums and maximums and benefits which would be competitive within the City of Minot's labor market area.

This report and survey data present a fair and equitable representation of how the maintenance of the plan is currently. However, progressively declining comparable ranges for minimum and midpoint ranges, continue to point to a lack of viability and sustainability in the current plan structure.

Lisa Jundt, Human Resource Director/Clerk of Commission

ADMINISTRATION OF THE PLAN

Anniversary Dates

All City of Minot civil service employee's anniversary dates officially become January 1st once they have completed their probationary period and one year of service.

Pay Plan Implementation and Progression

The 20254 Annual Pay Plan for the City of Minot will be implemented, within budget allowances, utilizing the adopted Permanent Salary Competitiveness Policy which reclassifies current positions to within 100% -105% of prevailing rates, while allowing employees to maintain "step rights" if job grade is reclassified.

All adopted annual pay changes will occur on January 1, 20254.

Position (Step) Progression

Plan step progression for all employees will return to the original progression adopted January 1, 2001. Progression through the steps of the plan will be as follows:

If an employee's step within the range is under midpoint (steps 1-8), the employee will move two steps (5%) on January 1, 20254 until the employee reaches midpoint of the range (step 9). Once an employee reached midpoint and above (Steps 9 through 16), the employee will progress one step (2.5%) on January 1, 20254 until the employee reaches step 17.

In the 2018 pay plan a provision was approved to allow employees who are already in the maximum step for their grade, be given a cost of living stipend equal to 2% until their respective position experiences future grade reclassification. These pay changes will occur on January 1, 20254.

Probationary Step Increase

All new hires to entrance level positions, while on probation will not be eligible for the annual step increase on January 1st until they have completed their probationary period which may consist of six months or one year, depending upon the position (probationary periods may be extended by the department head up to eighteen months). The new hire will receive a 5% (2 steps) increase upon satisfactory completion of the probationary period and completion of one year of service in the position. Thereafter, the employee's annual step increase will occur on January 1st, or as approved by City Council during budget review. In the event an employee, while on probation, is appointed to a different entry level position, while on probation for the new position they will not be eligible for the annual step increase on January 1st until satisfactory completion of the probationary period and completion of one year of service in the new position. Thereafter, the employee's annual step increase will occur on January 1st, or as approved by City Council during budget review.

In the event an employee, while on probation, is appointed to an entry level position of higher grade, there will be no probationary step increase. Thereafter, the employee's annual step increase will occur on January 1st, or as approved by City Council during budget review, commencing after they have completed one year of service from their date of hire.

In the event an employee, while on probation, is appointed to a non-entry level position, there will be no probationary step increase. Thereafter, the employee's annual step increase will occur on January 1st, or as approved by City Council during budget review, commencing after they have completed one year of service from their date of hire.

Filling Vacancies

The Personnel Code gives present employees a "qualified" preference to fill a vacancy before the vacancy is filled through re-hiring of a former employee or the hiring of a new employee. In general terms, most vacancies will be advertised internally and competitive examinations given to qualified applicants. However, there are some exceptions to this general statement and some methods by which an employee can receive additional compensation without opening the job to competition. The following is an effort to clarify how the plan will be administered in this regard.

Entrance Level Positions

The Code provides that the Commission can identify certain entrance level positions for which employees of the city and non-employees can make applications alike on an equal basis. Under this plan, the following are designated as entrance level positions:

- Administrative Clerk
- Administrative Clerk/Bus Driver
- Airport Facility Technician I
- Airport Operations and Maintenance Technician I
- Building Permit Technician
- Buildings and Grounds Worker
- Bus-Driver
- CAD Technician I
- Communication Specialist
- Digital Forensic Analyst
- Dispatcher
- Engineering Technician I
- Evidence and Property Technician
- Financial Clerk
- Firefighter
- GIS Coordinator
- GIS Technician I
- Human Resource Specialist
- Information Technology Technician I
- Information Technology Specialist
- Intelligence Analyst
- Landfill Attendant
- Landfill Attendant/LEO
- Light Equipment Operator
- Light Mechanic
- Mechanic
- Parking Enforcement Officer
- Parts Specialist
- Parts Specialist/Bus Driver
- Planning and Code Enforcement Assistant
- Police Officer
- Property Appraiser
- Public Safety Answering Point Manager
- Traffic Maintenance Worker
- Utility Operator I
- Water Plant Operator I
- Zoning Code Enforcement Officer

Whenever practical and feasible, all other vacancies shall be filled by competitive examinations of eligible applicants in the city's classified service.

Promotional Ladders

In accordance with Section 24-53 of the Code, the Commission can approve the interconnection of related job descriptions into a 'promotional ladder' whereby an employee in one position in the ladder may progress to a higher position in the ladder without competing against other applicants for that position. The Commission has established rules and regulations to govern the use of promotional ladders which provide that progression is dependent upon satisfactory job performance as determined by the employee's department head (who shall have the sole discretion to make that determination) and which provide that the employee pass certain competency tests prescribed by the Commission. Following are the promotional ladders included in this issue of the Annual Plan:

Administrative Clerk, Senior and Principal
Airport Facility Technician II
Airport Operations and Maintenance Technician II
Building Inspector II and III
CAD Technician II
Engineering Technician II, III and Project Civil Engineer I
Financial Clerk, Senior
Financial Specialist Sr.
Firefighter, Senior
Fire Inspector II, Fire Marshall
GIS Technician II
Human Resource Generalist and Senior
Information Technology Specialist, Senior
Information Technology Technician II
Mechanic, Senior
Mechanical Inspector II and III
Medium Equipment Operator
Office and Administrative Specialist, Senior
Planner II / Associate Planner and Planner III / Senior Planner
Plumbing Inspector II and III
Police Officer, Senior and Master
Project Civil Engineer II
Project Manager Field/Design Senior
Property Appraiser Senior
Senior Accountant
Senior Building Inspector II
Senior Internal Auditor
Traffic Maintenance Technician, I, II and III
Utility Operator, II and III
Water Plant Operator, II and III

Voluntary Lateral Transfers

Whenever a vacancy exists in a position that is not an entrance level position, the administration will consider requests for a lateral transfer.

However, as a general rule, these positions will be filled by competitive promotional examinations and, the administration may require those requesting a transfer to the position to write the required examination in competition with others in the classified service.

Salary Policy for Promotions, Career Ladders and Reclassifications

If an employee is promoted through competitive examination or career ladder, a minimum 5% (two step) salary adjustment will be made on the effective date of the promotion. In the event that the employee is at the top step of the former position and the first step of the new position is at a higher level, the employee will be placed in the first step of the new position or a minimum of 5%. If an employee accepts a position in another department that results in a new occupational career for the employee, the employee may not receive a 5% adjustment in salary. The actual step the employee will be placed into will be determined by the Human Resource Director in consultation with the Department Head involved. Information that will be considered by the Human Resource Director in determining placement into the grade includes step placement of current employees within the department, required certifications of the position and eligibility for future career ladder promotion.

In the event of promotion of a non-exempt employee to an exempt position, the employee will receive a salary increase of not less than 10% or will be adjusted to the minimum salary level of the new position's salary grade, whichever is greater. The actual step the employee will be placed in will be determined by the Human Resource Director in consultation with the Department Head involved.

If an employee's position is reclassified to a higher range of pay or is recommended to a higher range of pay as a result of a prevailing rate adjustment as part of the Annual Plan, the employee will be placed into the new range at the same rate of pay and then progress through the pay ranges as so designated under pay plan progression. If the first step in the reclassified service position is higher than the employee's current rate of pay, the employee shall be placed in the first step of the reclassified position, on January 1st, or as approved by City Council during budget review, and then progress through the pay plan ranges as so designated under pay plan progression.

If an employee's position is reclassified to a lower range of pay and the highest step in the reclassified position is lower than the employee's current rate of pay, the employee's salary shall be frozen at their current rate of pay until such time that that position range is adjusted.

Notwithstanding anything to the contrary above, the appointing authority has the authority to place an employee in a step or a temporary appointment, that results in more than a 10% increase in the best interest of the City.

FLSA Application to Fire Department

The City of Minot governing body and the City of Minot Firefighters have agreed that the firefighters working schedule is based on a 1428-day period. The FLSA states that during a 1428-day period, firefighters may be required to work 106242 hours without paying overtime (106 hours every two-weeks). All hours worked more than 106242 in a 1428-day period, calculated as 106 hours every two-weeks, will be treated as overtime hours subject to pay at time and one half per hour.

However, the City agrees to not offset the Firefighter's overtime pay with payments made for holiday pay. The City also agrees that the Firefighters will receive overtime pay for all hours worked beyond their regularly scheduled hours when they are called back for a major fire incident such as when they are called back to work, regardless of whether they have taken leave time within that work period. Major fire call-back hours will be paid at a factor of 2.1 of the 2912 rate rather than the normal 1.5 overtime rate.

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Pay Differential Policy

In order to provide for the proper and efficient administration of the City, the City Administration is authorized to make a maximum 10% temporary adjustment in pay for any full-time permanent City employee temporarily assigned to fill in for a department head or exempt level position expected to be vacated for more than a two (2) week period. Temporary pay will be shown as a separate pay entry for payroll processing efficiency.

In addition, the City Administration is authorized to make a 5% temporary adjustment for any full-time permanent City employee temporarily assigned to the duty of substituting for a full-time permanent City employee during an extended absence. Temporary pay will be shown as a separate entry for payroll processing efficiency.

All temporary adjustments in pay must first be approved by the department head and the City manager.

Non-Career Employee Policy Eliminated

Due to changes in requirements for the City to provide health insurance to qualified non-career employees under the Patient Protection and Affordable Care Act (PPACA), and the closing of the former City administered Pension Plan, the designation of the non-career position has become obsolete. Non-career employees are essentially full-time employees compensated at the same level as Civil Service employees and should be afforded the same benefits, albeit limited additional benefits, as normal Civil Service employees. As such the designation of non-career will be eliminated from Section 24-46(c) of the Minot Code of Ordinances and eligible employees in this designation will be converted to permanent Civil Service employees effective January 1, 2022 without need to reapply and/or test for the position. Conversion of these positions does not allow for past service to be credited as a period of City employment for the purpose of establishing any right or benefit which is dependent in whole or in part upon length of service. Converted non-career employees will not be required to fulfill a probationary period and will be eligible for the normal anniversary date increase.

Health Insurance Formula

Starting in January of 2023, the City of Minot policy on health insurance changed to pay 82% of a family policy, 92% of a single+dependent policy, and 100% of a single policy, based upon the Blue Cross/Blue Shield SelectChoice health insurance plan.

Travel Expense Policy

The City has in place a "Resolution Relating to Travel Expense and Providing for Review of Said Resolution on an Annual Basis at Budget Time".

Establishment of Annual Leave Policy for Mid-Career Professionals

As part of the 2007 Annual Plan the following recommendations are made: The Annual Leave policy was amended to include an exception to the accrual rate for City department head and mid-career professionals joining the City. This will allow the appointing authority to negotiate that accrual rate. The policy will be retroactive to all of 2006.

This policy will still be in effect as the City moves to a PTO Accrual structure as of December 31, 2023.

Maximum "Vacation-Out" Usage for Retirees

The City of Minot has in past years, allowed retirement eligible employees to use vacation at the end of their employment and prior to receiving retirement income, without setting a "vacation-out" limit on the number of hours able to be used. This often places hardship on departments which must wait to hire a replacement employee due to the ongoing budget expense for vacation usage by the vacating employee. This practice also requires the City to continue paying employment benefits throughout the vacation-out period.

Starting January 2023, a maximum of 160 hours may be used by **retirement eligible employees**, who are leaving employment, for "vacation-out" purposes. This allows for a more expedited replacement of the employee, and limited financial expenditure to department budgets.

Exempt and Non-Exempt Status

As part of the 2001 Annual Plan, the City of Minot requested that the Pay and Classification consultant review each position in the City of Minot's classified service and designate it as exempt or non-exempt under the criteria established by the Fair Labor Standards Act. This procedure was completed by the consultant and sent to the Civil Service Commission for approval. The Civil Service Commission reviewed the list as presented by the consultant, made some modifications and approved the list. This list is currently on file in the Human Resource Office and reviewed annually by the Human Resource Director.

Except for Fire Protection and Law Enforcement employees, if a position is designated as "non-Exempt" the employee holding that classification is entitled to the payment of overtime salary for all hours worked (or compensatory time in lieu of overtime) over 40 hours in a one-week period. For purposes of calculating overtime, the City currently calculates law enforcement employees overtime on the basis of all hours worked over 40 hours in a one week period. Fire Department personnel are covered under a separate section entitled "FLSA Application to Fire Departments".

If a position is designated as "Exempt" the employee holding that classification is not entitled to payment for overtime worked. The criteria, as established by the Fair Labor Standards Act, were used to determine that this position fell under the administrative, executive or professional exemption. Employees designated as exempt are also not eligible to receive compensatory time or extra pay for working on a holiday.

Monetary compensation is allowed for exempt employees in an emergency situation where the decision to incur extra time, extra duties, and the timing of the work is dictated by the event. An emergency is defined as an unforeseen combination of circumstances that calls for immediate action. Compensated additional work must be approved by the City Manager.

Several positions will now be reclassified as exempt positions for 2024. Those positions and the exemption classification are:

Accountant – Professional Exemption
Business Systems Analyst – Professional Exemption
City Clerk – Administrative Exemption
Clerk of Court – Administrative Exemption
GIS Coordinator – Professional Exemption
Human Resource Generalist-Professional Exemption
Human Resource Generalist Senior – Professional Exemption
Internal Auditor – Professional Exemption

Planner I / Assistant Planner – Professional Exemption
 Planner II / Associate Planner – Professional Exemption
 Senior Accountant - Professional Exemption
 Senior Internal Auditor – Professional Exemption

Paid Time Off (PTO) Effective December 31, 2023

During the 2024 budget process, the Civil Service Commission and City Council approved the transition to Paid Time Off (PTO) to replace the current vacation

For purposes of policy, PTO will be used as "Scheduled PTO" and "Unscheduled PTO". Scheduled PTO is leave requested and approved in advance. Unscheduled PTO is for unplanned leave used for purposes such as illness, mental health, and bereavement leave. As much notice as possible should be provided by the employee to their supervisor when asking for Unscheduled PTO, and a PTO Request must be submitted through ADP Workforce Manager immediately upon return to work. Employees who have claimed Unscheduled PTO may be required to provide documentation supporting the use.

Medical and dental appointments using PTO will be authorized during work hours, if the employee notifies their supervisor in advance of the appointment within a reasonable amount of time, to ensure there is adequate personnel for work coverage. However, to the extent that is possible, employees are encouraged to set appointments during nonpeak working time for their position.

PTO accrual shall accrue for each full-time employee as follows:

General 80 Hour Per Pay Period Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	14.69	176	6.78	300	N/A
1-5 years	14.69	176	6.78	300	40
5-10 years	16.69	200	7.70	324	80
10-15 years	18.69	224	8.63	348	80
15+ years	20.69	248	9.55	372	80

Discretionary Pay Combo								
	40 hrs-Monthly Hours	Annual	Per Pay Period	24 hrs-Monthly Hours	Annual	Per Pay Period	Annual Mandatory Use	Carryover
0-1 year	18.03	216	8.32	16.69	200	7.70	N/A	300
1-5 years	18.03	216	8.32	16.69	200	7.70	40	300
5-10 years	20.03	240	9.24	18.69	224	8.63	80	324
10-15 years	22.03	264	10.17	20.69	248	9.55	80	348
15+ years	24.03	288	11.09	22.69	272	10.47	80	372

Non-Administrative Police Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	24.06	289	11.10	321	N/A
1-5 years	24.06	289	11.10	321	43
5-10 years	26.20	314	12.09	347	86
10-15 years	28.34	340	13.08	372	86
15+ years	30.48	366	14.07	398	86

Fire Department 2912 Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	32.00	384	14.77	450	N/A
1-5 years	32.00	384	14.77	450	60
5-10 years	35.00	420	16.15	486	120
10-15 years	38.00	456	17.54	522	120
15+ years	41.00	492	18.92	558	120

Fire administration staff will accrue PTO in accordance with the **General** Table above. The **Fire** Table reflects a conversion factor of 1.50, which is used to convert the accrual provided to other City employees to the appropriate equivalent for Fire personnel.

The 10 paid holidays observed by the City are also calculated into the accrual rates for the Police and Fire departments as they are regularly scheduled to work on holidays (80 hours for Police and 106 hours for Fire). This provides flexibility for when they choose to use their time off and ensure compensation if they choose not to use the accrued PTO. Holidays for Police and Fire personnel required to work on a holiday will be treated as a regular day worked for purposes of compensation and overtime policies. If City Council approves additional holidays within the year, the appropriate hours will be added to the accruals for applicable Police and Fire staff.

Carryover of PTO from one calendar year to the next will be calculated in accordance with the tables above. The last pay period in December of each year the City will buy back any accrued PTO over the applicable Carryover amount, at full value. For example, a 5-10 year General employee that has an accrued balance of 350 hours of PTO as of the last pay period of December will have 26 hours of PTO paid out and included in their second (2nd) December paycheck (350-324=26hrs).

Annual Mandatory Use outlined in the tables is the amount of PTO required to be used by an employee in a calendar year and is a cumulative minimum for the year. If an employee has not used the mandatory amount by August 31st of a calendar year, and the employee has not had PTO leave approved/scheduled before the end of the same calendar year the Department Head will schedule the remaining Annual Mandatory Use to be taken prior to December 31st of the calendar year. *The City reserves the right, under the recommendation of the City Manager and the Finance Director, to require additional Mandatory use of PTO to address unexpected budget pressures.*

Paid Time Off Accrual Method – PTO will accrue based on number of paid hours in a pay period, in accordance with the applicable years of service level. This will eliminate the inequity that is created when full accrual amounts are given to employees who do not receive full-time pay during a pay period or are on extended unpaid leaves. Paid hours will include pay from regular hours, PTO hours, frozen sick leave hours, comp time used, and overtime hours, up to 80 hours for employees working an annual 2080-hour schedule, and 96 hours for firefighters working an annual 2912-hour schedule.

Elimination of Holiday Pay for Employees on Extended Unpaid Leave – Employees who are on extended unpaid leave will not be eligible for holiday pay. Extended unpaid leave includes approved unpaid personal leave, military leave at which time the employee is considered inactive with the City, and FMLA leave that has exceeded the federally protected time period.

Engineering Department Career Ladders

5/17/2024

1. General Requirements

- a. Promotions will not be automatic and must be approved by the City Engineer
- b. The minimum technical requirements must be met before a promotion will be considered. These minimums include formal education, years of experience, and any required certifications.
- c. Employee must demonstrate competence and ability through successful employee evaluations with all scores showing satisfactory performance or above.

2. GIS Technician I to GIS Technician II

- a. Associate degree (A.S./A.A.S.) or equivalent from two-year college or technical school in Geographic Information System Technician, Engineering Technology, or other related field
- b. Four years minimum of progressively increasing experience and skill as a GIS Technician I or equivalent position.

3. CAD Technician I to CAD Technician II

- a. Possession of an associate's degree in civil engineering, drafting technology, computer-aided design or equivalent experience.
- b. Four years minimum of progressively increasing experience and skill as a CAD Technician I or equivalent position.

CAREER LADDER QUALIFICATIONS 2025

Financial Specialist to Financial Specialist Senior

1. Promotion will not be automatic.
2. Assists in training other employees on ERP system and procurement procedures.
3. Assists with business process improvement initiatives.
4. A minimum of one (1) year experience as a City of Minot employee as financial specialist, and favorable employee performance evaluation(s).

Law Enforcement Office Specialist I, Law Enforcement Office Specialist II, Law Enforcement Office Specialist III

1. A Law Enforcement Office Specialist I employee must have a minimum of two years of experience in that position in order to be eligible for a career ladder promotion to Law Enforcement Office Specialist II and satisfactory job performance. Promotion will not be automatic.
2. A Law Enforcement Office Specialist II employee must have a minimum of one-year experience in that position in order to be eligible for a career ladder promotion to Law Enforcement Office Specialist III and satisfactory job performance. Promotion will not be automatic.

CITY OF MINOT JOB DESCRIPTION
AIRPORT FACILITY TECHNICIAN LEAD

DEPARTMENT:	Airport	REPORTS TO:	Airport Facility Foreman; Airport Operations Manager
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Airport Facility Technician I
PAY GRADE:	52	DATE REVISED:	6/1/2024

NATURE OF WORK

This is a skilled/experienced position with duties involving the care, cleaning, and maintenance of the airport terminal and grounds. The person in this position must be available to work a flexible schedule that covers 7 days a week, 24 hours a day to include nights, holidays, and weekends. Scheduled work is shiftwork, 40 hours per week with occasional overtime requirements. The work is performed under the general supervision of the Airport Facility Foreman and Airport Operations and Maintenance Manager.

Assists Facility Foreman in oversight of activities that ensure compliance with local, state, and federal regulations regarding airport facilities. Provides supervisory duties to assigned Airport Facility Technician I personnel.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Monitors the terminal building and its various systems/components within to act as a point of contact for maintenance issues and repairs along with the Facility Foreman.

Performs and assists Facility Foreman with significant custodial, electrical, plumbing, mechanical, HVAC repairs, inspections, and preventative maintenance on airport facilities and airport specialized equipment such as conveyers, baggage belts and access control systems.

Trains subordinates on all facility maintenance requirements.

Maintains records and other documentation related to system/equipment failures, repairs, and inspections.

Communicates with vendors, contractors, and service providers to resolve maintenance and custodial issues.

Performs security responses to door alarms, emergency alarms, and any other security response needed to include compliance with Transportation Security Administration (TSA) security requirements and the Airport Security Plan.

Assists with planning, coordinating, and performing snow removal and sanding operations around the terminal, sidewalk, and parking lot areas; operates snow removal equipment and machinery.

Assists with planning, coordinating, and performing grounds work to enhance appearance of landscape by planting, cutting, mowing, raking, trimming, weeding, and watering; operates hand and power mowers, edgers, trimmers, and other related equipment.

Assists Airport Facility Foreman with planning/meeting facility team's work schedule requirements.

Operates a variety of power tools, pneumatic tools, hand tools, test equipment and meters while performing maintenance activities.

Operates light and medium equipment on an incidental basis. Performs other related duties as assigned.

Performs performance evaluations on assigned Airport Facility Technician I personnel; assists Foreman with resolution of employee complaints and problems.

REQUIREMENTS OF WORK

Ability to understand and apply TSA regulations pertaining to airport security requirements.

Thorough knowledge of general maintenance procedures as they pertain to facilities, vehicle maintenance, and grounds maintenance.

Thorough knowledge of and ability to apply general safety precautions and standards as they pertain to building and grounds maintenance, equipment operations, and airport operations.

Thorough knowledge of practices, tools and equipment associated with more than one trade such as carpentry, plumbing, electrical, painting, masonry, heating, ventilation, air conditioning, and others.

Ability to handle stressful situations while remaining calm and collected.

Ability to enforce and follow all regulations and policies effectively and efficiently. Ability to operate motorized vehicles and light equipment in a safe and reliable manner. Ability to use and operate hand and power tools in a safe, efficient manner.

Ability to communicate effectively, both orally and in writing.

Ability to train less experienced personnel and direct special projects or difficult tasks.

Ability to climb high structures, ladders and stairs, as well as lifting heavy objects, bending, stooping, kneeling, walking and working in an outside environment during extreme inclement weather conditions.

Possession of interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Minimum two (2) years of experience as an Airport Facility Technician II or equivalent experience with demonstrated knowledge and experience of duties and equipment. Completed certification/training in at least one of the following areas: HVAC, electrical, plumbing, mechanical, and boiler operations, or in a related field approved in advance by Airport Management. Recurrent/remedial training in one or more areas is desired.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota Driver License.

Pass a fingerprint-based background check and maintain federally mandated security clearance required to work at an airport.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions. Frequent exposure to high decibels.

CITY OF MINOT JOB DESCRIPTION
AIRPORT OPERATIONS & MAINTENANCE LEAD

DEPARTMENT:	Airport	REPORTS TO:	Airport Operations & Maintenance Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Airport Operations & Maintenance Technician I
PAY GRADE:	58	DATE REVISED:	2024-05-06

NATURE OF WORK

This is a skilled position with duties maintaining airport certification requirements for airport facilities, grounds, runways, taxiways, ramps and associated equipment. The personnel in this position must be available to work a flexible schedule that covers 7 days a week, 24 hours a day to include holidays. The work is performed under the general supervision of the Airport Operations & Maintenance Foreman and performs the role of acting foreman when Airport Operations & Maintenance Foreman is absent. Personnel in this position are expected to give guidance, direction and training to less experienced employees. Assists Airport Operations & Maintenance Foreman in oversight of activities that ensure compliance with local, state, and federal regulations regarding airport facilities. Provides supervisory duties to assigned Airport Operations & Maintenance Technician I personnel.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Monitors operations of the airfield and acts as airport 24-hour point of contact for all airport operations.

Performs daily and nightly airport self-inspections in accordance with Federal Aviation Administration (FAA) Regulations and the Airport Certification Manual

Maintains and inspects airfield lighting, signage, and navigational aids.

Maintains and inspects runways/taxiways/aircraft parking ramps in accordance with FAA Regulations. This includes minor concrete and asphalt repair and repainting runway and taxiway markings.

Performs snow and ice removal from runways, taxiways, aircraft parking ramps, airport roads and public parking areas in accordance with the Airport Snow and Ice Control Plan. This requires the operation and use of multiple pieces of light, medium, and heavy snow removal equipment to include skid steers, high speed plows, snow blowers, sanders, sweepers, graders, and front-end loaders.

Leads the Airport Operations & Maintenance team in routine, special, continuous, and periodic inspections of the airfield as defined in the Airport Certification Manual to maintain compliance with 14 CFR Part 139, coordinates efforts with internal and external partners to repair or mitigate any discrepancies in a timely manner and supervises the initiation and dissemination of NOTAMs (Notices to Air Missions) in accordance with Part 139 and the FAA's Advisory Circulars.

Performs *Snow Lead* duties, as needed.

Performs runway friction test and certifies the report's results.

Issues and cancels Notice to Air Mission (NOTAM's) reports along with other airfield safety and operations notification requirements.

Initiates recall procedures for snow events, emergencies, and other problems and acts as a first responder for aircraft accidents/incidents, natural disasters, fires, and personnel injury. This requires making proper notifications in accordance with the Airport Emergency Plan (AEP).

Assists with airport security requirements. Performs airport security checks in accordance with Transportation Security Administration (TSA) regulations and the Airport Security Plan (ASP).

Repairs, maintains, and updates airport security fences and gates as required.

Maintains and performs maintenance on airport facilities to include airport jet bridges. This work includes performing basic plumbing, lighting, electrical, HVAC, and carpentry repairs along with occasional custodial work. Assists Facilities division, as needed.

Maintains lawns and fields around airport facilities and on airfield property both land and airside using a combination of power mowers, chainsaws, weed trimmers, farm tractors, and sprayers.

Performs wildlife hazard assessments in accordance with FAA regulations and the Airport Wildlife Hazard Management Plan (WHMP). Takes immediate actions for wildlife removal which may include hazing and or dispatching of wildlife that pose a threat to airfield operations. Assigned authority under deprivation permits.

Performs Storm Water Pollution Prevention Plan (SWPPP) in accordance with current permits.

Take Lead up on quarterly inspections, including SWPPP, fuel farm, etc.

Inspects, services, and performs minor maintenance on all airport vehicles and equipment to include changing small to heavy equipment tires, cutting edges and broom bristles on snow plows and sweepers.

Operates a variety of power tools, pneumatic tools, and hand tools.

Tests equipment and meters while performing maintenance and repairs.

Assists with planning, coordinating, and performing snow removal and sanding operations around landside and airside areas.

Assists Airport Operations & Maintenance Foreman with planning/meeting operations team's work schedule requirements.

Performs performance evaluations on assigned Airport Operations & Maintenance Technician I personnel; assists Foreman with resolution of employee complaints and problems.

Act as jet bridge operation trainer for airlines.

Act as trainer for MOT airfield driver's training.

Oversees Part 139 trainings as a trainer.

REQUIREMENTS OF WORK

Maintains sufficient qualifications and abilities in order to understand and apply FAA and TSA regulations pertaining to airport maintenance and operations.

Thorough knowledge of general maintenance procedures as they pertain to facilities, vehicle maintenance, and grounds maintenance.

Ability to operate all airport assigned motorized vehicles to include light, medium, and heavy equipment in a safe and reliable manner.

Ability to communicate effectively to ATCT, pilots, emergency responders, and other airfield users on radios.

Thorough knowledge and ability to apply general safety precautions and standards as they pertain to equipment operations, building and grounds maintenance, vehicle maintenance, and airport operations.

Ability to prepare and maintain official records and reports using personal computers and office equipment.

Ability to use Microsoft Word, PowerPoint, Excel and Outlook intermediately

Ability to train, motivate, supervise, and evaluate the work of

Ability to read, understand, interpret, and explain rules and

Ability to gather, analyze and evaluate facts and to prepare and present concise oral and written reports.

Ability to establish and maintain effective working

Maintain the ability and flexibility to work all shifts and needed and assigned by foreman based on team needs.

Maintain the ability to work extended shifts hours (overtime) in order to ensure adequate resources are available to sustain the operations on the airfield.

Uses keyboard devices and computer.

Ability to handle stressful situations while remaining calm and collective.

Ability to enforce and follow all regulations and policies effectively and efficiently.

Ability to communicate effectively, both orally and in writing.

Ability to train less experienced personnel and direct special projects or difficult tasks.

Possess interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants, and the general public.

Ability to climb high structures, ladders and stairs, as well as lifting heavy objects, bending, stooping, kneeling, walking and working in an outside environment during extreme inclement weather conditions.

Possession of interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Minimum two (2) years' experience as an Airport Operations Technician II, or equivalent experience, with demonstrated knowledge and experience of duties and equipment. Must obtain AAAE ACE Operations and/or AAAE C.M., and must attend AAAE Snow Academy

Or

Minimum four (4) years' experience as an Airport Operations Technician II, or equivalent experience, with demonstrated knowledge and experience of duties and equipment. Must obtain FEMA ICS 100, 200, 700, and 800. Must obtain AAAE Snow Academy & Advanced Snow Academy.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota Class B Driver's License with air brake endorsement. Pass a fingerprint-based background check and maintain federally mandated security clearance required to work at an airport.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions. Frequent exposure to high decibels.

CAD TECHNICIAN II

DEPARTMENT:	Engineering	REPORTS TO:	City Engineer
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	
PAY GRADE:	60	DATE REVISED:	6/1/2024

NATURE OF WORK

This is responsible, technical civil engineering and drafting work performing a variety of engineering tasks. Work is performed under the managerial direction of the Assistant City Engineer.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Designs and drafts detailed construction drawings, topographical and existing features drawings, and related maps used in planning and construction of civil engineering projects.

Assists project managers with preparation of civil engineering design plans and surveys.

Generates draft sketches, drawings, and other engineering data received from project managers.

Prepares engineering designs, plans, specifications and cost estimates for the construction of streets, street lighting, traffic signals, sidewalks, curbs, sewers, water mains, storm drains and the like.

Plots maps, plans, profiles and cross-sections, indicating topographical contours and elevations.

Makes redline revisions as requested by project managers to create final engineering plans and/or surveys.

Drafts drawings of structures and installations such as roads, culverts, and public utility infrastructure.

Reviews "as-built" plans submitted after construction is completed.

Maintains a variety of records pertaining to public works installations and projects; prepares reports related to the work.

Answers inquiries and complaints from the public regarding property boundaries, easements, subdivisions, and the like.

Occasionally works outdoors as a construction observer or survey crew member.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Advanced knowledge of professional civil engineering principles, practices and methods applied to public works construction.

Strong working knowledge of AutoCAD Civil 3D including an understanding of features and concepts with the ability to create grading plans, conduct earthwork computations, develop alignments & profiles, cross sections, pipe networks, and generate plan sheets.

Advanced knowledge of construction standards and regulations.

CAD TECHNICIAN II (continued)

Advanced knowledge of maps, deeds, plats and plans.

Ability to prepare accurate plans, specifications, cost estimates and engineering reports.

Ability to maintain a variety of technical records, both hard copy and digital.

Ability to establish and maintain effective working relationships with other employees, engineers, contractors, and the general public.

Understanding of intermediate survey concepts with prior field survey experience preferred.

Ability to maneuver on foot around construction sites, on uneven terrain, climb stairs and ladders, in all weather conditions.

Ability to manage time and multi-task on multiple priorities.

Ability to work extended hours as needed to meet deadlines.

Attention to detail with ability to recognize engineering plan discrepancies.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of an associate's degree in civil engineering, drafting technology, computer-aided design or equivalent experience.

Four years minimum of progressively increasing experience and skill as a CAD Technician I or equivalent position.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

COMMUNITY SERVICE OFFICER

DEPARTMENT:	Police	REPORTS TO:	Police Patrol Supervisor
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	48	DATE REVISED:	6/1/2024

NATURE OF WORK

Under the general supervision of a Police Sergeant, is responsible for enforcing motor vehicle parking regulations, animal control laws, assisting with non-reportable vehicle crashes, and respond to calls for service involving assistance not requiring a police officer. Performs other work as requested or assigned.

The Community Service Officer position is a non-sworn position designed to assist the Patrol Division by performing tasks that will allow the Police Officers the opportunity to better provide police services for the City of Minot.

ESSENTIAL FUNCTIONS OF WORK

Responds to citizen complaints and completes appropriate reports for incidents that do not require a sworn police officer.

Responds to traffic hazards, and other miscellaneous safety hazards (reports of kids on ice, traffic signal inoperable, water main break, etc.)

Responds to reports of found property and secures property as necessary.

Conducts motorist's assists, assisting patrol officers with towing of vehicles, and will assist with traffic control (traffic crash scenes, funeral escorts, special events, etc.) or upon request.

Enforce city parking ordinances through proactive patrol or in response to complaints.

Write parking citations for parking violations and arranges towing of vehicles when appropriate.

Handle animal complaints for the purpose of investigations of mistreatment, or control of abandoned, dangerous, or unattended animals. Issues citations as necessary.

Patrol within the city to identify and capture animals running at large or being a nuisance.

Prepares reports for prosecutions and gives evidence and provides testimony in court as necessary.

REQUIREMENTS OF WORK

Knowledge of city ordinances and state law pertaining to areas of responsibility described in Essential Work Functions.

Knowledge of safety standards and equipment pertaining to traffic control, parking enforcement, capturing animals, and dealing with members of the public.

Knowledge of city streets and locations within the city limits.

Knowledge of computer system operations and the ability to type.

Ability to learn other technology as required for job duties.

Ability to lift, up to 50 pounds.

Ability to operate a motor vehicle.

Ability to learn effective police radio operation and communication skills.

Possess effective oral and written communication skills.

COMMUNITY SERVICE OFFICER (continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a high school diploma or GED equivalent.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license, and ability to pass the required background check.

PHYSICAL REQUIREMENTS

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands to handle or feel; and reach with hands or arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

GIS TECHNICIAN II

DEPARTMENT:	Engineering	REPORTS TO:	City Engineer
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	
PAY GRADE:	60	DATE REVISED:	6/1/2024

FLSA STATUS: Non-Exempt

NATURE OF WORK

This is mid-level technical support work performing a variety of GIS support tasks. Work is performed under the continuing supervision of the GIS Coordinator. The employee may be expected to give guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

In a developing and skill expanding capacity:

Create and modify GIS datasets and map layers; and work with geodatabases.

Assists in developing and implementing GIS applications for database maintenance and map output.

Uses GIS applications to query, analyze, display and interpret department GIS databases.

Performs quality control of GIS attribute and spatial data.

Converts paper and CAD data into a GIS format. Locates and compiles graphic data and attributes from plans, profiles, field data collection, and other sources.

Accurately collects and records asset data, including asset type, condition, location, age, photos, and other pertinent information.

Maintains maps in ArcGIS

Utilize ArcGIS Pro, ArcGIS Online and other ESRI products

Generates, collects, and processes data on location-based assets utilizing legal documents, desktop and mobile applications, aerial photography, GIS software and equipment.

Assists with developing and maintaining GIS based asset management systems

Keep up-to-date with GIS equipment, software, and training to improve efficiency and accuracy

REQUIREMENTS OF WORK

Considerable knowledge of: geographic information systems (or GIS) themes, geo-data bases, and shape files.

Knowledge of principles and practices of data collection and report preparation.

Ability to operate modern office equipment; operate electronic surveying equipment, GIS software, Global Positioning System (GPS) equipment, plotters, and map reproduction equipment.

Ability to collect, compile, and analyze information and data.

Experience digitizing maps for effective presentation of map format and elements, scale, color, shading, symbols, and other elements such as images, graphs, tables, and overlays.

Ability to maintain a variety of technical records and adapt records systems for computerization.

GIS TECHNICIAN II (continued)

Ability to perform technical work involving the use of independent judgment and personal initiative.

Ability to plan and organize work to meet schedules and timelines.

Ability to exercise good judgment, flexibility, creative, and sensitivity in response to changing situations and needs.

Ability to communicate effectively with a wide variety of individuals, perform accurate and timely data entry, read and comprehend technical information, provide effective customer service, and establish and maintain effective and cooperative working relationships with City employees, other agencies, and the public.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Geographic Information Systems Technician Program Certificate or equivalent and four years-experience in engineering, GIS applications or civil asset management or related work; or any equivalent combination of training and experience at a minimum.

Associate degree (A.S./A.A.S.) or equivalent from two-year College or technical school in Geographic Information System Technician, Engineering Technology, or other related field, and four years-experience in engineering, GIS applications or civil asset management or related work; or any equivalent combination of training and experience preferred.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

LAW ENFORCEMENT OFFICE SPECIALIST MANAGER

DEPARTMENT:	Police	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	59	DATE REVISED:	06/01/2024

NATURE OF WORK

Under general direction, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices. Will assist in the training of, and be responsible for acting as back-up to all other Law Enforcement Office Specialist positions. Manages the responsibilities of tasks assigned to the police records section. Supervises personnel assigned to the records section.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Manages the job duties assigned to the records office to ensure all responsibilities are completed in an effective and efficient manner.

Supervises the personnel assigned to the Records Office, approves leave, and evaluates work performance of staff.

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing, Data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Testifies in court as required.

Processes warrants, permits, and other various records.

Assists in maintaining data sets for the Records Management System.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists with researching and verifying information pertaining to specific records to reduce duplication and ensure accuracy in compliance with state and federal audit standards; as appropriate evaluating records(such as protection orders and warrants) and seeking clarification from the issuing entity.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Counsels, advises, assists and explains complex policies, procedures, practices, and local, state and federal regulations to employees, other agencies and the general public.

LAW ENFORCEMENT OFFICE SPECIALIST MANAGER (continued)

Maintains confidentiality of information and data.

Assists public with inquiries by identifying and resolving problems, verbally diffuses difficult situations and/or refers to appropriate staff for resolution.

Assist with resolving problems and responds to non-routine inquiries relating to law enforcement records and operations.

Reads, interprets, and classifies individual offense details in case reports for Crime Analysis and NIBRS reporting.

Cross-train with other positions to achieve a working knowledge of all positions.

Assist in monetary deposits for the Records Division or Community Outreach.

Participates in professional staff development, training, and education opportunities to maintain and improve proficiency.

Performs highly specialized tasks related to sensitive court process.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to assist with personnel training and process development and improvement. Ensures assigned personnel are trained in specific processes, understand department policies and procedures, and provides ongoing training opportunities to promote a learning environment.

Ensures personnel performance meets expectations, counsels as necessary to promote improvement.

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to comprehend and accurately apply laws, codes and procedures, classify reports of crime form the public while maintaining a high degree of accuracy

Ability to work both independently and within a team environment, or to work at routine assignments for extended periods of time.

Ability to establish and maintain effective working relationships with other city employees. Ability to work with public in stressful situations in a tactful manner.

Ability to adapt to changing modern office methods and computer technologies including being familiar with, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

LAW ENFORCEMENT OFFICE SPECIALIST MANAGER (continued)

Type at a minimum rate of 45 net words per minute.

Some knowledge of office practices, methods and procedures in performance of clerical work of standard difficulty.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions. Some knowledge of business communications.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school. One year of experience as a Law Enforcement Specialist III; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

SPECIALIZED REQUIREMENT

Must pass a background investigation by the police department.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

LAW ENFORCEMENT OFFICE SPECIALIST I

DEPARTMENT:	Police	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	48	DATE REVISED:	06/01/2024

NATURE OF WORK

Under close supervision, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing. Data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Operates standard office equipment, a computer, microfilm, and scanning equipment.

Testifies in court as required.

Processes warrants, permits, and other various records.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Maintains confidentiality of information and data.

Interprets and applies technical and procedural information.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

LAW ENFORCEMENT OFFICE SPECIALIST I (continued)

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to work both independently and within a team environment.

Ability to work with public in stressful situations.

Ability to adapt to changing modern office methods and computer technologies.

Be familiar with computer software to include, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

Type at a minimum rate of 45 net words per minute.

Some knowledge of business communications.

Some knowledge of office practices, methods and procedures.

Ability to perform clerical work of standard difficulty.

Ability to establish and maintain effective working relationships with other city employees and the general public.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

Ability to work at routine assignments for extended periods as needed.

Ability to stand, bend, and reach to accept payments from the public from the counter.

Ability to file and retrieve materials and supplies in and from file and storage cabinets.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and two years of complex clerical experience; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

SPECIALIZED REQUIREMENT

Must pass a background investigation by the police department.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

LAW ENFORCEMENT OFFICE SPECIALIST II

DEPARTMENT:	Police	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	51	DATE REVISED:	06/01/2024

NATURE OF WORK

Under general direction, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing, data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Operates standard office equipment, a computer, microfilm, and scanning equipment.

Testifies in court as required.

Processes warrants, permits, and other various records.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Maintains confidentiality of information and data.

Interprets and applies technical and procedural information.

Assists public with inquiries by identifying and resolving problems, verbally diffuses difficult situations and/or refers to appropriate staff for resolution.

Reads, interprets, and classifies individual offense details in case reports for Crime Analysis and NIBRS reporting.

Cross-train with other positions to achieve a working knowledge of all positions.

Assist in monetary deposits for the Records Division or Community Outreach.

Participates in professional staff development, training, and education opportunities to maintain and improve proficiency.

LAW ENFORCEMENT OFFICE SPECIALIST II (continued)

Performs highly specialized tasks related to sensitive court process.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to comprehend and accurately apply laws, codes and procedures, classify reports of crime from the public while maintaining a high degree of accuracy

Ability to work both independently and within a team environment, or to work at routine assignments for extended periods of time.

Ability to establish and maintain effective working relationships with other city employees. Ability to work with public in stressful situations in a tactful manner.

Ability to adapt to changing modern office methods and computer technologies including being familiar with, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

Type at a minimum rate of 45 net words per minute.

Some knowledge of office practices, methods and procedures in performance of clerical work of standard difficulty.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions. Some knowledge of business communications.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school. Two years of experience as a Law Enforcement Specialist I; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

SPECIALIZED REQUIREMENT

Must pass a background investigation by the police department.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

LAW ENFORCEMENT OFFICE SPECIALIST III

DEPARTMENT:	Various	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	54	DATE REVISED:	06/01/2024

NATURE OF WORK

Under general direction, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices.

Will assist in the training of, and be responsible for acting as back-up to all other Law Enforcement Office Specialist positions.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing, data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Testifies in court as required.

Processes warrants, permits, and other various records.

Assists in maintaining data sets for the Records Management System.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists with researching and verifying information pertaining to specific records to reduce duplication and ensure accuracy in compliance with state and federal audit standards; as appropriate evaluating records (such as protection orders and warrants) and seeking clarification from the issuing entity.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Counsels, advises, assists and explains complex policies, procedures, practices, and local, state and federal regulations to employees, other agencies and the general public.

Maintains confidentiality of information and data.

Assists public with inquiries by identifying and resolving problems, verbally diffuses difficult situations and/or refers to appropriate staff for resolution.

LAW ENFORCEMENT OFFICE SPECIALIST III (continued)

Assist with resolving problems and responds to non-routine inquiries relating to law enforcement records and operations.

Reads, interprets, and classifies individual offense details in case reports for Crime Analysis and NIBRS reporting.

Cross-train with other positions to achieve a working knowledge of all positions.

Assist in monetary deposits for the Records Division or Community Outreach.

Participates in professional staff development, training, and education opportunities to maintain and improve proficiency.

Performs highly specialized tasks related to sensitive court process.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to assist with personnel training and process development and improvement.

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to comprehend and accurately apply laws, codes and procedures, classify reports of crime from the public while maintaining a high degree of accuracy

Ability to work both independently and within a team environment, or to work at routine assignments for extended periods of time.

Ability to establish and maintain effective working relationships with other city employees. Ability to work with public in stressful situations in a tactful manner.

Ability to adapt to changing modern office methods and computer technologies including being familiar with, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

Type at a minimum rate of 45 net words per minute.

Some knowledge of office practices, methods and procedures in performance of clerical work of standard difficulty.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions. Some knowledge of business communications.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

LAW ENFORCEMENT OFFICE SPECIALIST III (continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school. One year of experience as a Law Enforcement Specialist II; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

SPECIALIZED REQUIREMENT

Must pass a background investigation by the police department.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

THE CITY OF MINOT

PROPOSED BUDGET

2025
MINOTND.GOV



Harold Stewart – City Manager
PO Box 5006
Minot, ND 58702-5006
(701) 857-4750

To: Honorable Mayor & City Council Members
Date: July 15, 2024
RE: 2025 Proposed Annual Budget

The proposed 2025 City of Minot budget continues the City Council's long standing effort at providing municipal services as cost effectively as possible. The City levy approved by the City Council in 2024 was 119.93 mills or \$28,520,411. The final adjusted rate by the County was 119.76. The proposed levy for 2025 is 115.07 mills, a decrease of 4.85 mills and no change in the dollar amount. The value of each mill has increased 4.22%, as detailed in the attached 2025 budget summary.

The proposed 2025 budget incorporates the adopted 2025-2029 Capital Improvement Plan (CIP). To meet the growth of the City and continue to maintain infrastructure, the City has a number of capital improvement projects planned for 2025. The following is a brief list of the major projects:

- Flood Control Projects
- NAWS
- Puppy Dog Coulee Storm Sewer District
- 16th St SW Reconstruction Phase I
- 3rd St E and Central Ave Reconstruction
- Floodway Property Acquisitions

The annual budget makes efforts to address the results from the community survey. One of the biggest areas of priority from the citizens of Minot was overall maintenance of City streets/sidewalks. Staff has proposed to increase the set aside for street infrastructure maintenance from \$8 million to \$11 million in the 2025 proposed budget.

The 2025 proposed budget is \$227,726,302 compared to \$199,398,060 in 2024, which is an increase of \$28,328,242 or 14.21%.

Thank you for the opportunity to submit the 2025 proposed annual budget for your consideration.

Sincerely,

Harold Stewart – City Manager



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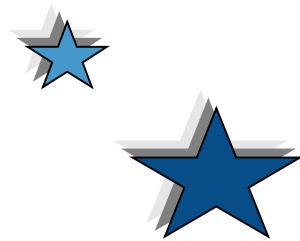




TABLE OF CONTENTS

CITY MANAGER’S LETTER OF TRANSMITTAL	
ELECTED OFFICIALS.....	1
ORGANIZATION CHART.....	2
MISSION AND VALUES.....	3
MAGIC CITY ASPIRATIONS.....	4
BUDGET GUIDE.....	5
COMPARISON OF TOTAL BUDGET BY FUND.....	13
COMPARISON OF PROPERTY TAX LEVY.....	14
COMPARISON OF OPERATING BUDGETS BY SPENDING CATEGORY.....	15
BUDGET SUMMARY.....	19
GENERAL FUND	
CITY COUNCIL.....	36
CITY MANAGER.....	38
HUMAN RESOURCES.....	40
CITY ATTORNEY.....	42
FINANCE.....	44
INFORMATION TECHNOLOGY.....	46
ASSESSOR.....	48
POLICE ADMIN/PATROL/INVESTIGATIONS.....	50
NARCOTICS TASK FORCE.....	52
DISPATCH.....	54
MUNICIPAL JUDGE.....	56
FIRE CONTROL.....	58
COMMUNITY DEVELOPMENT.....	60
INSPECTION.....	62
TRAFFIC.....	64
ENGINEERING.....	66
SHOP.....	68
STREET.....	70
PROPERTY MAINTENANCE.....	72



TABLE OF CONTENTS

ENTERPRISE FUNDS

AIRPORT.....	76
CEMETERY.....	80
PARKING AUTHORITY.....	84
GARBAGE COLLECTION.....	88
LANDFILL.....	90
STORM SEWER	94
WATER PLANT.....	96
WATER DISTRIBUTION.....	100
SEWAGE PUMPING.....	102
UTILITY BILLING.....	104
RENAISSANCE PARKING RAMP.....	108
CENTRAL PARKING RAMP.....	110

SPECIAL REVENUE FUNDS

PUBLIC TRANSPORTATION.....	114
LIBRARY.....	118
NAWS BIOTA PLANT.....	122
FLOOD CONTROL MAINTENANCE.....	126
EMERGENCY FUND.....	130
CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION.....	134
SALES TAX - TAX RELIEF, ECONOMIC DEVELOPMENT, IMPROVEMENTS & FLOOD CONTROL - FIRST PENNY.....	137
SALES TAX - TAX RELIEF, INFRASTRUCTURE, COMMUNITY FACILITIES/FLOOD CONTROL & NAWS - SECOND PENNY.....	139
COMMUNITY DEVELOPMENT BLOCK GRANT - ENTITLEMENT.....	142

DEBT SERVICE FUND

DEBT RETIREMENT.....	146
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CAPITAL PROJECT FUNDS

CAPITAL INFRASTRUCTURE.....	149
CAPITAL EQUIPMENT.....	151
CAPITAL FLOOD CONTROL.....	153

PAY PLAN

SCHEDULE OF ANNUAL SALARY RANGES.....	155
JOB CLASSES BY GRADE AND STEP.....	160



ELECTED OFFICIALS

CITY COUNCIL

Tom Ross | Mayor

Mark Jantzer | Council President

Lisa Olson | Council Vice President

Paul Pitner | Council Member

Rob Fuller | Council Member

Mike Blessum | Council Member

Scott Samuelson | Council Member

OTHER ELECTED OFFICIAL

Ashley Beall | Municipal Judge

DEPARTMENT DIRECTORS

Harold Stewart | City Manager

David Lakefield | Finance Director

Lisa Jundt | Human Resources Director

Stefanie Stalheim | City Attorney

Ryan Kamrowski | City Assessor

John Klug | Police Chief

Kelli Kronschnabel | Fire Chief

Brian Billingsley | Community Development Director

Lance Meyer | City Engineer

Bryan Banfill | Public Works Operations Director

Jason Sorenson | Utilities Director

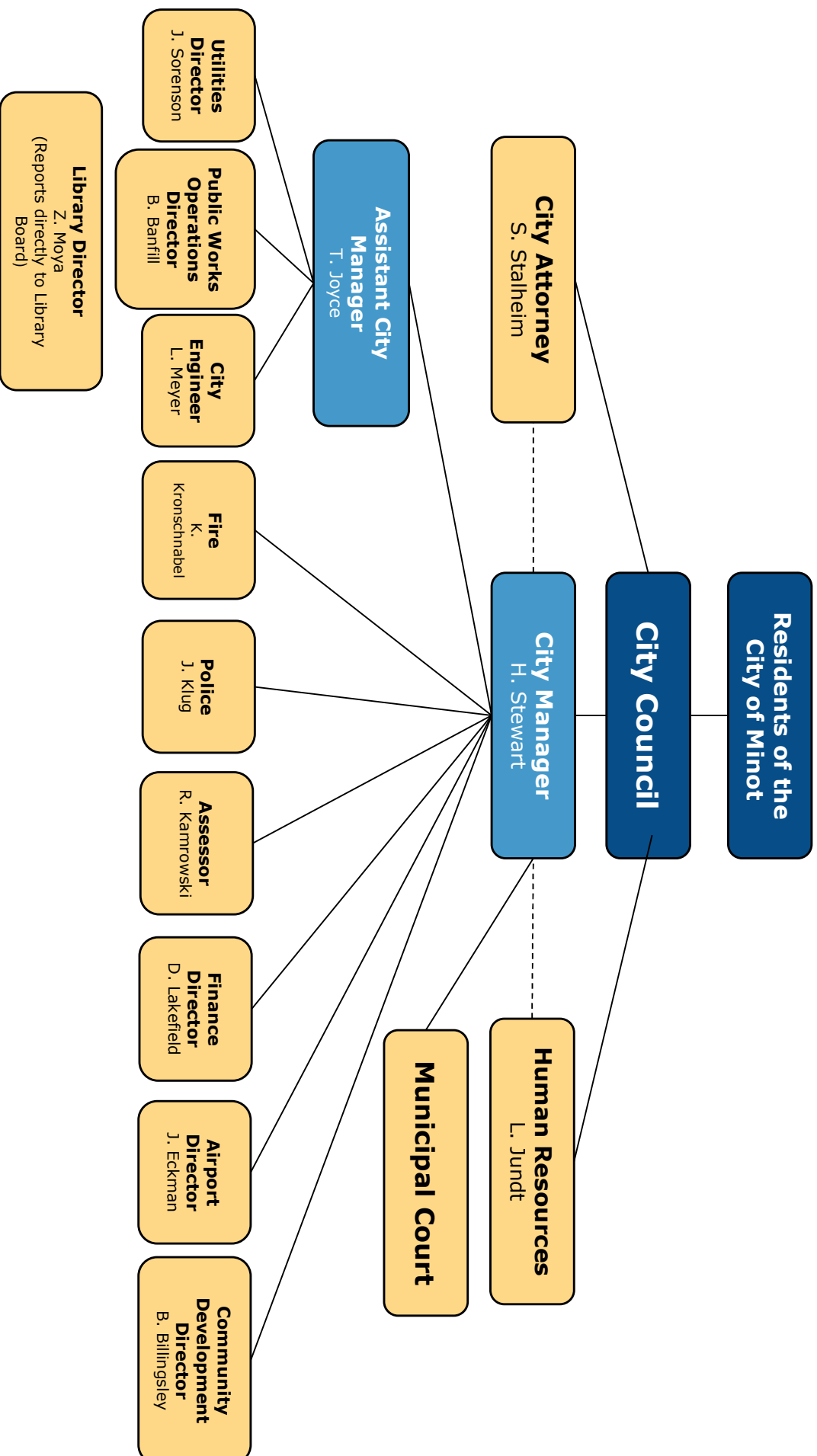
Jennifer Eckman | Airport Director

Zhaina Moya | Library Director

Chris Plank | NDR Program Manager

City of Minot

Organizational Chart



OUR MISSION

**SERVING OUR
NEIGHBORS,
BUILDING OUR
COMMUNITY WITH
PRIDE.**

OUR VALUES

P

Professionalism

R

Responsibility

I

Integrity

D

Dedication

E

Excellence



Magic City Aspirations

The City of Minot City Council has laid out its vision for the future of Minot. Four aspirations will now drive every decision the Council makes to help reach that goal of a thriving, resilient, safe, and connected community.

DYNAMIC & FLOURISHING

- Minot is a thriving and vibrant community, built on a spirit of sharing strengths
- Committed to being adaptable and ready for strategic growth, and making successful investments in targeted partnerships



RESILIENT & PREPARED

- Be proactive and plan for infrastructure, equipment and capital projects
- Focus on speeding up flood control project (12 years)
- Minot is ready to meet the challenges and opportunities of the future



SAFE & WELCOMING

- *Increase community engagement to increase diversity and inclusion
- *Maintain a constant and accurate flow of information from the City
- *Maintain current levels of public safety (even if more resources are required)
- *Minot is a caring community where people feel safe and engaged, with opportunities to celebrate our histories and diverse identities.



EXCELLENT & CONNECTED

- *Minot is an innovative, professional, fiscally responsible City government that works collaboratively with residents and partners to provide community leadership and deliver high quality services.





BUDGET GUIDE

OVERVIEW

The City of Minot offers the readers this budget guide to assist in the use and understanding of the City's Annual Budget. The annual budget serves as a policy document, a financial plan, an operation guide, and a communication device for the City's operations.

BUDGET SECTIONS

The annual budget is organized into the following sections:

- Letter of Transmittal
- Budget Guide
- Budget Summary
- Source and Use of Fund Statements
- Pay Plan

LETTER OF TRANSMITTAL

The letter of transmittal is the City's Manager's message to the Mayor and City Council members highlighting significant changes in the proposed annual budget. It also provides the reader with a brief synopsis of the total budget.

BUDGET GUIDE

This section is intended to provide the reader a summary of the budget document and inform the user of the City's financial and budget policies.

BUDGET SUMMARY

This section contains the budget summary, rates and fees, outstanding debt, new personnel requests and employee pay/benefits as well as a breakdown of budgeted cash reserves.

SOURCE AND USE OF FUND STATEMENTS

This section is organized by fund type and contains a schedule of estimated revenues and appropriations for each City fund, including the General Fund, Enterprise Funds, Special Revenue Funds, Debt Service Fund, and Capital Project Funds. Internal Service and Fiduciary Funds have no budgeted revenues or expenditures.

PAY PLAN

This section provides detailed information on the 2025 annual pay and classification plan as approved by the Minot Civil Service Commission. Information includes detailed grade and steps, occupational job families and job classes, and the number of positions included in the 2025 annual budget.

THE CITY ORGANIZATION

The City of Minot, incorporated on July 16, 1887, is located in the north central part of North Dakota. The City currently occupies a land area of approximately 27.67 square miles and serves a population of approximately 47,759. Located twelve miles north of the City, and a definite part of the community, is one of the nation's largest Air Force bases. The economic impact of the Minot Air Force Base on the City during 2023 was nearly \$621.6 million. The Minot Air Force Base had nearly \$84.3 million in construction, services and other expenditures. Minot Air Force Base serves as the home for over 11,827 active duty personnel and their dependents. Many of the personnel assigned to the base choose to reside in the City during their tour of duty and after their discharge. The relationship between the citizens of Minot and the citizens of the base is one of cooperation and friendliness.

The City of Minot is a home rule city and adopted its home rule charter on November 7, 1972. Minot operates under a "modern council" form of government and a council-manager plan. The City Council is comprised of the mayor and six council members. The mayor is elected, at large, to serve a four-year term; council members serve four-year staggered terms, with three council members elected, at large, every two years. Among other things, the City Council is responsible for passing ordinances, establishing policies, adopting the budget, appointing committees, confirming the appointments of department heads, and hiring the City Manager. The City Manager is responsible for carrying out the City Council’s policies and ordinances, and for overseeing the day-to-day operations of the City government.

The City provides a full range of services contemplated by statute or charter. This includes police and fire protection, the construction and maintenance of highways, streets, and other infrastructure, sanitation, planning and community development, water, sewer, and storm sewer, cemetery, airport, two parking ramps located in downtown Minot and general administrative services necessary to serve the citizens of the City.

The City is empowered to levy a property tax on real property located within its boundaries. It is also empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the City Council.

Minot’s centralized location in North America and its high-quality transportation make it an attractive site for both businesses and manufacturers. The sales tax base, the oil industry, and construction are all factors that build a solid foundation for business and industry to enjoy greater productivity and profitability.

Sales Tax Collections		Property Tax Levied	
2019	22,160,231	2020	25,301,186
2020	20,655,109	2021	25,781,496
2021	23,141,014	2022	26,137,235
2022	25,588,350	2023	27,186,821
2023	26,440,643	2024	28,520,411

The financial position of the City remains sound with management continuing to administer the financial policies established by the City Council in a prudent and effective manner.

BASIS OF ACCOUNTING AND BUDGETING

The City's accounting and budgeting records for all governmental funds are maintained on the modified accrual basis. This method recognizes revenues when they are measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues available if they are collected within 30 days of the end of the fiscal year. The proprietary funds are accounted and budgeted for using the full accrual basis. Under this method, revenues are recognized when they are earned and expenses are recognized when they are incurred. The Annual Comprehensive Financial Report (ACFR) shows the status of the City's finances on a basis of Generally Accepted Accounting Principles (GAAP). The ACFR is posted to the City's website at the following link: <https://www.minotnd.gov/Archive.aspx?AMID=40>.

FUND STRUCTURE

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, similar to other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Each fund is considered a separate accounting entity. All of the funds of the City can be divided into three fund types: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds account for essentially the same functions reported as governmental activities in the government-wide financial statements. The governmental fund statements provide a detailed short-term view of the government operations and the basic services it provides, and are reported on the modified accrual basis of accounting which focuses on available spendable resources. This allows the reader to evaluate the City's short-term financing requirements.

Because the focus of governmental funds is narrower than the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate the comparison between the governmental funds and the government-wide financial statements.

The City of Minot maintains 22 individual governmental funds. The City presents separate information in the governmental fund balance sheet and statement of revenues, expenditures, and changes in fund balances for the general fund, and the following major funds: debt service, capital infrastructure and capital flood control. Data from the other governmental funds are combined in a single, aggregate presentation. Combining statements provide individual fund data for each of these non-major governmental funds.

The City of Minot adopts an annual budget for all governmental funds.

The City maintains two types of proprietary funds, enterprise and internal service. Enterprise funds report activities that charge for services provided to outside customers. The enterprise funds are business-type activities in the government-wide statements. The City uses enterprise funds to account for its airport, sanitation, water, sewer and storm sewer, as major funds, and its cemetery, parking authority operation, and parking ramps operations, as non-major funds. Internal Service funds report activities that provide supplies and services to other City programs and activities. The City of Minot uses internal service funds to account for its central garage and the self-funded insurance program. Because these services predominantly benefit governmental rather than

business-type functions, they have been included within governmental activities in the government-wide financial statements.

Proprietary fund statements provide the same type of information as the government-wide statements, only in more detail. The City combines both internal service funds in a single, aggregate presentation in the proprietary fund financial statements. The City provides individual fund data for the non-major proprietary funds in the form of combining statements. Individual fund data for the internal service funds are also in the form of combining statements.

Fiduciary funds account for resources held for the benefit of parties outside the government. The City is a trustee for its employees' pension and other post-employment benefit plans. It is also responsible for other assets held on behalf of others. The City is responsible for ensuring the assets reported in these funds are used for their intended purpose.

The City reports fiduciary activities in separate Statements of Fiduciary Net Position and Changes in Fiduciary Net Position. These activities have been excluded from the City's other financial statements since the City cannot use these assets to finance its operations. The accounting used for fiduciary funds is similar to proprietary funds.

FINANCIAL POLICIES

BUDGET POLICIES

- The City Council shall adopt a structurally balanced budget for the upcoming fiscal year.
- The annual budget is presented in accordance with Generally Accepted Accounting Principles (GAAP).
- The budget is prepared by fund, by department within each fund, and by line item within each department. The legal level of budgetary control is at the fund level. The management of the City of Minot has the authority to exceed line items or departments budgets as long as the fund appropriations are not exceeded. City Council approval is required for (a) the transfer of appropriations from one fund to another fund or the addition of line items within a fund or both and (b) an increase in the aggregate total of appropriations in order to reflect changes in financial circumstances.
- Financial control systems shall be in place to monitor compliance within the adopted budget, including the use of monthly and quarterly reporting.

REVENUE POLICIES

The City will use its best efforts to collect past due revenues. These efforts may include internal and external processes. Uncollectible revenues will be considered on a case-by-case basis, and decisions related to write-offs will be brought to the Finance department as deemed appropriate.

The City will establish all user charge fees at a level related to the full cost (operating, direct, indirect and capital) of providing the service. The City will review fees during the annual budget process.

EXPENDITURE POLICIES

The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior years.

The City shall make every effort to maximize any discounts offered by creditors/vendors. Staff shall follow applicable procurement policies and use competitive bidding to attain the best possible price on goods and services.

RESERVE POLICIES

All funds must maintain an operating reserve equivalent to 1/12 of the annual budget for that fund per City ordinance. The purpose of this ordinance is to maintain an adequate level of fund balance to provide for large future expenditures, cash flow requirements and contingencies. The City strives to maintain a 3/12 operating reserve in all operating funds.

FUND BALANCE CATEGORIES

Nonspendable is a component of fund balance that includes only amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted fund balance represents a portion of fund balance that reflects constraints placed on the use of resources (other than nonspendable items) that are either: (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority (the City Council), the vote of the citizens, or the wishes of a donor or third party. The formal action required to be taken to establish, modify or rescind a fund balance commitment is a majority vote by the City Council.

Assigned fund balance represents amounts constrained by the government's intent to be used for specific purposes, but neither restricted nor committed. The City Council has the authority to assign amounts to a specific purpose via an ordinance or resolution.

Unassigned fund balance represents residual classification for the general fund. This classification represents fund balance not assigned to other funds and not restricted, committed, or assigned to specific purposes within the general fund. The general fund should be the only fund that reports a positive unassigned fund balance amount. In other governmental funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it would be necessary to report a negative unassigned fund balance.

In the event the fund balance exceeds the minimum requirements equal to one month's average expenditures for the budget year, the excess may be utilized for any lawful purpose approved by City Council. The first priority is to utilize the restricted before unrestricted fund balance when both are available. Committed funds will be considered spent first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classification could be used like assigned or unassigned. In order to minimize the long term effect of such use, the excess shall be appropriated to fund one time expenditures or expenses which do not result in recurring operating costs, or other onetime costs including the establishment of or increase in legitimate restriction or commitment of fund balance/retained earnings in other funds.

The emergency levy fund is established and updated through the annual budget process with the budget ordinance approval by the City Council. The fund objective is to keep the cash balance around the value of three mills. The funds may be spent for overtime along with associated benefits or operation expenditures not predictable in the budget.

INVESTMENT POLICIES

It is the policy of the City of Minot to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds.

North Dakota state statute authorizes municipalities to invest their surplus funds in: a) bonds, treasury bills and notes, or other securities that are a direct obligation of, or an obligation insured or guaranteed by, the Treasury of the United States, or its agencies, instrumentalities, or organizations created by an act of Congress; b) securities sold under agreements to repurchase written by a financial institution in which the underlying securities for the agreement to repurchase are of a type listed above; c) certificates of deposit fully insured by the federal deposit insurance corporation or by the state; d) certificates of deposit, savings deposits, or other deposits fully insured or guaranteed by the federal deposit insurance corporation and placed for the benefit of the public depositor by a public depository through an appropriate deposit placement service as determined by the commissioner of financial institutions; e) State and local securities: (1) any security that is a general obligation of any state or local government with taxing powers and is rated in the highest three categories by a nationally recognized rating agency; (2) an obligation of the state housing finance agency that is rated in the highest two categories by a nationally recognized rating agency; (3) any security that is a general obligation of a school district and is rated in the highest two categories by a nationally recognized rating agency; (4) obligations of this state and general obligations of its political subdivisions; f) commercial paper issued by a United States corporation rated in the highest quality category by at least two nationally recognized rating agencies and matures in two hundred seventy days or less.

The Pension Trust Funds are authorized to invest all or part of their surplus funds in other investments by selecting a funding agent or agents to hold and invest such funds for the board and such funds shall be placed for investment only with a firm or firms whose primary endeavor is money management.

DEBT POLICIES

- The City will strive to maintain its high bond rating, currently Aa2 for general obligation and refunding bonds and Aa3 for sales tax revenue bonds. The City will receive credit ratings on all its bond issuances.
- Management will consider and research all available funding options prior to the issuance of any new debt.

CAPITAL ASSET POLICIES

Capital assets, which include land, infrastructure assets (e.g., roads, bridges, and similar items), buildings, equipment, intangibles, and books, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets, other than infrastructure assets, are defined as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of one year.

Accordingly, the amounts spent for the construction or acquisition of infrastructure assets are capitalized and reported in the government-wide financial statements regardless of their amount. Capital assets are valued at historical or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at acquisition value on the date donated.

Additions or improvements that significantly add value to an asset such as extending the useful life of an asset or increasing capacity or efficiency are capitalized. Other costs for repairs and maintenance are expensed as incurred.

BUDGET PROCESS

PREPARATION

Every year, the City of Minot prepares an annual budget. The City operates on a calendar year fiscal cycle. The budget process is a comprehensive effort coordinated by the Finance Department under the direction of the Finance Director and involves input from each department director and the City Manager. Once a preliminary budget has been assembled, it is presented to the City Council for discussion.

The budget process is a year long event. Starting in January, departments start to prepare and develop the five-year capital improvement plan where they forecast any capital infrastructure needs and rank them accordingly. In April-May, the Finance Department begins to work on revenue estimates, utility estimates, etc. and opens budget entry to all departments so they can begin forecasting expenditures. During this same time period, the Human Resources department is completing the pay plan and classification study and preparing for the Civil Service Commission meeting. In June, the Civil Service Commission meets to approve the annual pay plan. Departments conducted budget tours with the City Council to present upcoming budget requests and challenges. In April, members of the City Council along with department directors held a meeting to get direction from the Council on what the priorities are for the upcoming budget and how those priorities align with our "Magic City Aspirations".

ADOPTION

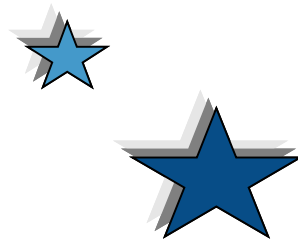
The proposed budget, pay plan, tax levies, and fees and charges are presented to the City Council during the first scheduled meeting in August and is made available on the City's website. At the second Council meeting in August, the City Manager and department directors are available for any questions from the Council on the proposed budget. The second scheduled Council meeting in September is the public hearing on the budget and the first reading of the budget ordinance to hear any protests or objections to the items or amounts set forth in the proposed budget. The first meeting in October is the final adoption of the budget and the second reading of the budget ordinance.

IMPLEMENTATION

The fiscal year begins January 1. The budget document is compiled and made available on the City's website. Hard copies are distributed to all City Council members as well as department users. Department directors are responsible for managing their budget throughout the duration of the year.



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COMPARISON OF THE TOTAL BUDGET BY FUND

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
<u>GENERAL FUND</u>	\$ 60,449,258	\$ 64,738,477	\$ 4,289,220	7.10%
<u>ENTERPRISE FUNDS</u>				
AIRPORT	14,618,294	9,935,332	(4,682,962)	-32.03%
CEMETERY	676,728	740,819	64,091	9.47%
PARKING AUTHORITY	33,538	36,580	3,042	9.07%
SANITATION	7,554,747	8,343,825	789,078	10.44%
WATER, SEWER, AND STORM SEWER	44,454,003	53,445,667	8,991,664	20.23%
PARKING RAMPS	196,439	255,357	58,918	29.99%
<u>SPECIAL REVENUE FUNDS</u>				
PUBLIC TRANSPORTATION	1,735,327	1,776,743	41,417	2.39%
LIBRARY	1,872,603	2,178,694	306,091	16.35%
NAWS BIOTA PLANT	3,622,285	1,463,464	(2,158,821)	-59.60%
FLOOD CONTROL MAINTENANCE	610,603	757,202	146,599	24.01%
EMERGENCY FUND	-	357,400	357,400	100.00%
CENTRAL DAKOTA MPO	-	624,035	624,035	100.00%
CDBG ENTITLEMENT	-	339,870	339,870	100.00%
<u>DEBT SERVICE FUND</u>				
DEBT RETIREMENT	6,408,634	6,684,863	276,229	4.31%
<u>CAPITAL PROJECT FUNDS</u>				
CAPITAL INFRASTRUCTURE	4,758,640	12,768,000	8,009,360	168.31%
CAPITAL EQUIPMENT	3,441,714	3,532,606	90,892	2.64%
CAPITAL FLOOD CONTROL	15,925,000	18,740,000	2,815,000	17.68%
TOTAL OPERATIONS	166,357,812	186,718,933	20,361,121	12.24%
<u>OTHER FUNDS</u>				
SALES TAX	10,553,250	15,482,528	4,929,278	46.71%
SALES TAX FLOOD CONTROL	7,035,754	11,794,811	4,759,057	67.64%
SALES TAX NAWS	15,451,244	13,730,030	(1,721,214)	-11.14%
	<u>\$ 199,398,060</u>	<u>\$ 227,726,302</u>	<u>\$ 28,328,242</u>	<u>14.21%</u>

COMPARISON OF PROPERTY TAX LEVY

THE 2024 PROPERTY TAX LEVY WAS \$28,520,411. THE TAXABLE VALUATION FOR THAT BUDGET WAS \$237,815,202 (FINAL WAS \$238,125,875) AND PRODUCED A MILL LEVY OF 119.93. THE TAXABLE VALUATION FOR 2025 IS ESTIMATED AT \$247,848,015. THE PROPERTY TAX LEVY OF \$28,520,411 WILL PRODUCE A MILL LEVY OF 115.07.

	2024 LEVY	2024 MILLS	2025 LEVY	2025 MILLS
GENERAL FUND - 1601	\$ 19,607,850	82.45	\$ 19,185,746	77.41
GENERAL FUND - 1601 E911	1,005,876	4.23	1,021,682	4.12
AIRPORT - 1606	700,700	2.95	591,389	2.39
CEMETERY - 1614	125,243	0.53	271,291	1.09
PUBLIC TRANSPORTATION - 1638	656,946	2.76	656,946	2.65
LIBRARY - 1613	1,773,365	7.46	1,886,230	7.61
TOTAL OPERATIONS	23,869,980	100.37	23,613,283	95.27
DEBT RETIREMENT GENERAL OBLIGATION BONDS - 1622	1,493,860	6.28	1,010,736	4.08
DEBT RETIREMENT SPECIAL ASSESSMENT BONDS - 1623	565,512	2.38	36,616	0.15
DEBT RETIREMENT FLOOD CONTROL - 1621	2,591,059	10.90	3,859,776	15.57
GRAND TOTAL	<u>\$ 28,520,411</u>	<u>119.93</u>	<u>\$ 28,520,411</u>	<u>115.07</u>
DOLLAR CHANGE			(0.0)	
LEVY CHANGE				(4.85)

COMPARISON OF OPERATING BUDGETS BY SPENDING CATEGORY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
41100 - REGULAR EMPLOYEES	\$ 32,727,803	\$ 34,854,917	\$ 2,127,114	6.50%
41200 - TEMP & PART-TIME EMPLOYEES	776,465	755,740	(20,725)	-2.67%
41300 - OVERTIME	890,839	1,276,556	385,717	43.30%
TOTAL SALARIES	34,395,107	36,887,213	2,492,106	7.25%
42100 - ER'S HEALTH INSURANCE	6,799,157	7,300,016	500,859	7.37%
42110 - ER'S LIFE INSURANCE	22,582	23,200	618	2.74%
42200 - ER'S SOCIAL SECURITY	126,458	134,488	8,030	6.35%
42210 - ER'S MEDICARE	439,760	473,772	34,012	7.73%
42300 - ER'S PENSION	6,334,981	6,047,974	(287,007)	-4.53%
42310 - ER'S DEF CONTRIBUTION	386,989	346,293	(40,696)	-10.52%
42320 - ER'S NDPERS	1,438,189	1,694,329	256,140	17.81%
42400 - TUITION REIMBURSEMENTS	20,000	22,000	2,000	10.00%
42500 - UNEMPLOYMENT COMP	13,270	15,566	2,296	17.30%
42600 - WORKERS' COMPENSATION INSUR	199,728	199,849	121	0.06%
42610 - CITY MANAGER PAY PLAN	16,239	16,588	349	2.15%
42700 - ER'S ST DISABILITY INS	231,369	261,175	29,806	12.88%
42900 - ER'S LT DISABILITY INS	135,851	144,206	8,355	6.15%
TOTAL BENEFITS	16,164,573	16,679,456	514,883	3.19%
43020 - ATTORNEYS	132,000	135,500	3,500	2.65%
43030 - AUDITORS	69,913	78,108	8,195	11.72%
43040 - CONSULTANTS	997,387	1,436,709	439,322	44.05%
43050 - ENGINEERS	116,748	25,000	(91,748)	-78.59%
43060 - MONITORING	135,725	134,400	(1,325)	-0.98%
43100 - ELECTIONS	7,550	15,000	7,450	98.68%
43200 - PROFESSIONAL TESTING	21,788	13,828	(7,960)	-36.53%
43300 - OTHER PROFESSIONAL SERVICES	142,034	212,464	70,430	49.59%
43900 - MEMBERSHIPS & ASSOCIATIONS	111,250	105,197	(6,053)	-5.44%
TOTAL PROFESSIONAL AND TECHNICAL SERVICES	1,734,395	2,156,206	421,812	24.32%
44110 - WATER, SEWER, GARBAGE UTILITY	64,080	83,414	19,334	30.17%
44200 - CLEANING AND RESTORATION	3,000	4,000	1,000	33.33%
44210 - THIRD PARTY DISPOSAL	573,728	441,480	(132,248)	-23.05%
44220 - THIRD PARTY SNOW REMOVAL	329,758	320,028	(9,730)	-2.95%
44240 - THIRD PARTY LAWN & GROUNDS	296,091	324,773	28,682	9.69%
44250 - ONE-CALL SERVICES	15,500	15,460	(40)	-0.26%
44260 - ARFF AIRPORT EXPENSES	311,317	333,109	21,792	7.00%
44320 - STRUCTURE RPR & MTCE	1,116,373	1,416,694	300,321	26.90%
44321 - PLUMBING SYSTEM RPR & MTCE	14,392	16,653	2,261	15.71%
44322 - HVAC RPR & MTCE	302,470	434,644	132,174	43.70%
44323 - ELECTRICAL RPR & MTCE	110,240	111,440	1,200	1.09%
44324 - ELEVATOR RPR & MTCE	42,449	60,128	17,679	41.65%
44325 - PEST CONTROL RPR & MTCE	11,329	18,189	6,860	60.55%
44326 - IRRIGATION/GROUNDS RPR & MTCE	3,400	3,400	-	0.00%
44327 - SECURITY SYSTEM RPR & MTCE	80,807	66,725	(14,082)	-17.43%
44330 - VEHICLE & EQUIPMENT REPAIR	1,699,039	1,657,024	(42,015)	-2.47%
44340 - POUND SERVICES AGMTS	50,000	45,000	(5,000)	-10.00%
44341 - NAWS DISTRIBUTION O&M	390,000	390,000	-	0.00%
44342 - NAWS DISTRIBUTION REM	390,000	390,000	-	0.00%

COMPARISON OF OPERATING BUDGETS BY SPENDING CATEGORY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
44350 - IT MTCE & REPAIR AGREEMTS	\$ 1,295,783	\$ 1,448,976	\$ 153,193	11.82%
44360 - NUISANCE ABATEMENT	118,000	97,860	(20,140)	-17.07%
44370 - SIGNS & MARKERS	18,000	20,000	2,000	11.11%
44381 - AIRSIDE WILDLIFE MGMT	1,000	2,000	1,000	100.00%
44382 - AIRSIDE RUNWAY MTCE	333,000	347,000	14,000	4.20%
44383 - AIRSIDE ELECTRICAL MTCE	21,850	10,000	(11,850)	-54.23%
44384 - AIRSIDE CHEMICALS, SEED, TESTS	43,250	41,250	(2,000)	-4.62%
44385 - AIRSIDE GRASS SEED	200	200	-	0.00%
44386 - AIRSIDE WATER TEST	1,000	1,300	300	30.00%
44387 - AIRSIDE FUEL FARM	10,000	30,000	20,000	200.00%
44388 - AIRSIDE SHOP MATERIALS	62,000	39,000	(23,000)	-37.10%
44389 - AIRSIDE JET BRIDGE	78,800	64,800	(14,000)	-17.77%
44400 - RENTALS	1,340,117	1,597,742	257,625	19.22%
TOTAL PURCHASED PROPERTY SERVICES	9,126,974	9,832,288	705,314	7.73%
44501 - WATERMAIN MAINTENANCE	2,625,000	2,100,000	(525,000)	-20.00%
44502 - SEWER REHAB MAINTENANCE	1,020,000	1,220,000	200,000	19.61%
44503 - STORM SEWER MAINTENANCE	750,000	750,000	-	0.00%
44504 - STREETS ALLEYS & ROAD MTCE	1,078,000	1,049,000	(29,000)	-2.69%
44505 - SIGNALS & LIGHTING	280,000	285,000	5,000	1.79%
44506 - SIDEWALKS CURB & GUTTERS	944,885	1,040,000	95,115	10.07%
44507 - WATER WELL MAINTENANCE	250,000	250,000	-	0.00%
44508 - STREET MAINTENANCE	8,000,000	11,000,000	3,000,000	37.50%
44509 - LEVEE MAINTENANCE	325,000	325,000	-	0.00%
TOTAL INFRASTRUCTURE MAINTENANCE SERVICES	15,272,885	18,019,000	2,746,115	17.98%
45201 - GENERAL LIABILITY INSURANCE	309,520	287,828	(21,692)	-7.01%
45202 - BUILDING & CONTENTS INSUR	256,459	448,560	192,101	74.91%
45203 - AUTOMOTIVE INSURANCE	242,200	232,825	(9,375)	-3.87%
45204 - INLAND MARINE INSURANCE	36,533	39,684	3,151	8.62%
45205 - COVERAGE FOR FLOOD INSURANCE	43,505	47,679	4,174	9.59%
45206 - STORAGE TANK LIABILITY	735	1,288	553	75.24%
45207 - CYBER SECURITY INSURANCE	60,635	42,103	(18,532)	-30.56%
45300 - TELEPHONE SERVICES	268,229	301,318	33,089	12.34%
45400 - ADVERTISING	126,927	110,041	(16,885)	-13.30%
45800 - TRAVEL COSTS	337,189	363,539	26,350	7.81%
45900 - EDUCATION & TRAINING	344,564	366,698	22,134	6.42%
45920 - WEARING APPAREL	131,830	120,193	(11,637)	-8.83%
45930 - TOOL ALLOWANCE	68,100	11,100	(57,000)	-83.70%
45940 - TOWING	34,813	33,122	(1,691)	-4.86%
45950 - BANKING & CREDIT CARD FEES	326,148	577,088	250,940	76.94%
45951 - COLLECTION FEES	23,072	22,275	(797)	-3.45%
45960 - PRISONER CARE	150,000	150,000	-	0.00%
45970 - POSTAGE/SHIPPING	134,837	133,628	(1,209)	-0.90%
45980 - LAUNDRY	500	500	-	0.00%
45990 - MAFB METER	2,000	2,500	500	25.00%
TOTAL OTHER PURCHASED SERVICES	2,897,796	3,291,969	394,173	13.60%

COMPARISON OF OPERATING BUDGETS BY SPENDING CATEGORY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
46101 - DPMT MATERIALS & SUPPLIES	\$ 1,427,387	\$ 1,429,459	\$ 2,072	0.15%
46102 - FURNITURE & EQUIPMENT	644,602	595,426	(49,176)	-7.63%
46103 - COPIER & PRINTER SUPPLIES	64,152	62,777	(1,376)	-2.14%
46104 - CANINE CARE & SUPPLIES	9,000	13,000	4,000	44.44%
46105 - CLEANING SUPPLIES	44,519	43,950	(569)	-1.28%
46106 - EMPLOYEE AWARDS	10,182	13,600	3,419	33.58%
46107 - FOAM & CHEMICALS	7,000	13,013	6,013	85.89%
46108 - AMMUNITION & TARGETS	30,000	30,000	-	0.00%
46109 - WATER METERS	70,000	60,000	(10,000)	-14.29%
46110 - WATER TREATMENT SUPPLIES	3,800,000	2,112,380	(1,687,620)	-44.41%
46111 - THINNER PAINT & MARKINGS	535	-	(535)	-100.00%
46112 - CUTTING EDGES & BROOMS	85,000	85,000	-	0.00%
46114 - CRIME INVESTIGAT & BUY MONEY	12,500	2,500	(10,000)	-80.00%
46115 - FLEET LABOR	90,000	105,500	15,500	17.22%
46117 - SIGNS & MARKERS	81,000	117,000	36,000	44.44%
46119 - COMMUNITY OUTREACH	11,000	12,000	1,000	9.09%
46120 - SIGNALS & LIGHTING	150,000	100,000	(50,000)	-33.33%
46210 - NATURAL GAS	467,258	392,038	(75,220)	-16.10%
46220 - ELECTRICITY	4,349,244	3,379,428	(969,816)	-22.30%
46230 - PROPANE	54,504	76,250	21,746	39.90%
46240 - GENERATOR FUEL	-	1,500	1,500	100.00%
46261 - DIESEL	1,108,247	1,016,167	(92,080)	-8.31%
46262 - UNLEADED	362,691	353,702	(8,989)	-2.48%
46300 - SAND & SALT	200,000	225,000	25,000	12.50%
46400 - BOOKS & SUBSCRIPTIONS	328,804	385,524	56,721	17.25%
TOTAL SUPPLIES	13,407,624	10,625,213	(2,782,411)	-20.75%
47100 - PRINCIPAL ON DEBT	8,876,169	8,568,279	(307,890)	-3.47%
47201 - INTEREST ON GO BONDS	335,947	285,657	(50,290)	-14.97%
47202 - INTEREST ON SA BONDS	464,060	491,514	27,454	5.92%
47203 - INT REVENUE BONDS WATER	35,241	25,998	(9,243)	-26.23%
47204 - INT REVENUE BONDS SEWER	291,937	250,430	(41,507)	-14.22%
47205 - INT REVENUE BONDS STORM SEW	164,205	145,709	(18,496)	-11.26%
47206 - INTEREST OTHER DEBT	1,874,446	2,447,563	573,117	30.58%
TOTAL DEBT RETIREMENT	12,042,005	12,215,150	173,145	1.44%
48100 - COMMUNITY CONTRIBUTIONS	520,500	773,522	253,022	48.61%
48200 - PASS-THROUGH	398,753	435,879	37,126	9.31%
48201 - DOMESTIC VIOLENCE	24,033	30,500	6,467	26.91%
48202 - RESTITUTION	25,356	50,000	24,644	97.19%
48203 - BONDS POSTED	111,483	170,000	58,517	52.49%
48204 - PARK DISTRICT STATE AID	661,567	694,327	32,760	4.95%
48206 - LIBRARY MEMORIAL FUNDS	12,000	15,000	3,000	25.00%
48300 - GF REIMBURSEMENT	3,313,162	3,584,233	271,071	8.18%
48400 - PAYMENT IN LIEU OF TAXES	4,739	5,379	640	13.50%
TOTAL OTHER	5,071,593	5,758,840	687,247	13.55%

COMPARISON OF OPERATING BUDGETS BY SPENDING CATEGORY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
49101 - GENERAL FUND	\$ 331,851	\$ 829,799	\$ 497,948	150.05%
49105 - SANITATION	246,726	288,456	41,730	16.91%
49106 - WATER/SEWER/STORM SEWER	229,739	237,725	7,986	3.48%
49124 - CAPITAL INFRASTRUCTURE	2,377,640	1,711,500	(666,140)	-28.02%
49125 - CAPITAL EQUIPMENT	1,793,300	2,044,581	251,281	14.01%
49137 - CENTRAL DAKOTA MPO	-	86,117	86,117	100.00%
TOTAL TRANSFERS BETWEEN FUNDS	4,979,256	5,198,177	218,921	4.40%
57100 - LAND	2,000,000	6,500,000	4,500,000	225.00%
57200 - INFRASTRUCTURE	43,783,890	53,556,814	9,772,924	22.32%
57300 - BUILDINGS	565,000	250,000	(315,000)	-55.75%
57500 - EQUIPMENT	4,772,500	5,619,473	846,973	17.75%
57600 - INTANGIBLES	5,000	5,000	-	0.00%
57700 - BOOKS	139,214	124,134	(15,080)	-10.83%
TOTAL CAPITAL PURCHASES	51,265,604	66,055,420	14,789,816	28.85%
GRAND TOTALS	<u>\$ 166,357,812</u>	<u>\$ 186,718,933</u>	<u>\$ 20,361,121</u>	<u>12.24%</u>



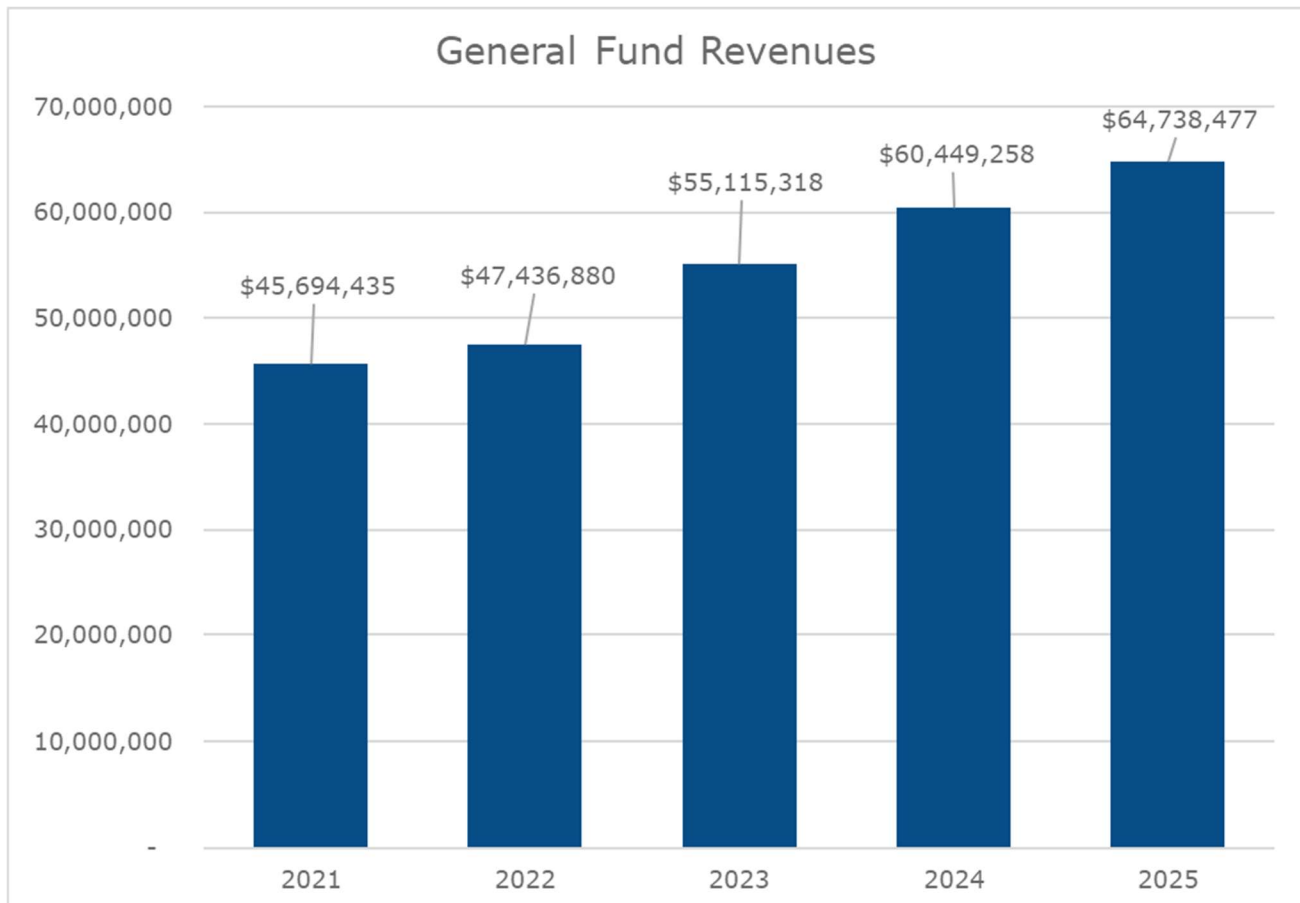
BUDGET SUMMARY

The budget summary provides an analysis of the proposed budget. This section includes a summary of operating and capital budgets, a summary of fund balance, detailed analysis of the General Fund, Special Revenue Funds, Debt Service Funds, Enterprise Funds and significant changes in the budget.

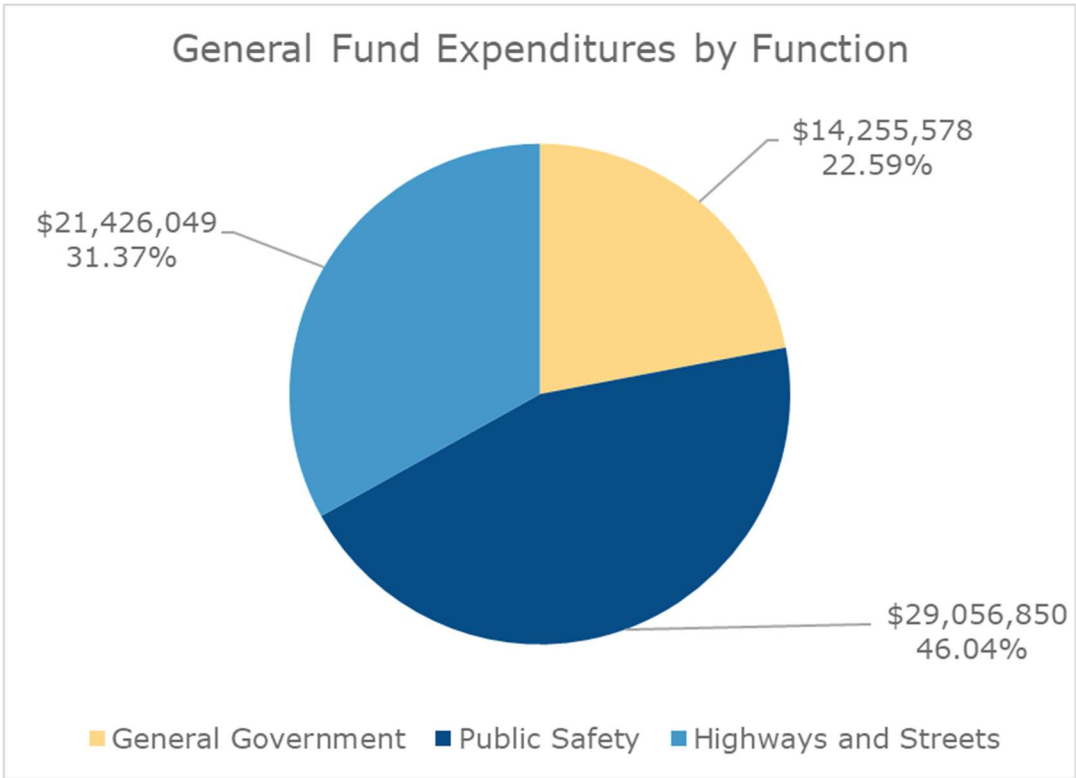
The following summarizes the fiscal year 2025 proposed annual budget by providing a summary of the revenue and expenditures of the City's various funds and provides a comparison to the 2024 annual budget.

GENERAL FUND

The general fund is the government's primary operating fund. It accounts for all the financial resources of the general government, except those required to be accounted for in another fund. The City takes a conservative approach in estimating revenues for the budget. Funding of the City's general fund operations is derived from major revenue categories including property taxes, licenses and permits, intergovernmental, charges for services, fines and forfeitures, and transfers.



There are three main functions in the General Fund including general government, public safety and highways and streets. A breakdown of the 2025 departmental expenditures and a brief description is provided below.



GENERAL GOVERNMENT

General government is comprised of the mayor and city council, city manager, human resources, city attorney, finance, information technology, assessors, municipal judge, community development, building inspection, vehicle maintenance and property maintenance departments.

PUBLIC SAFETY

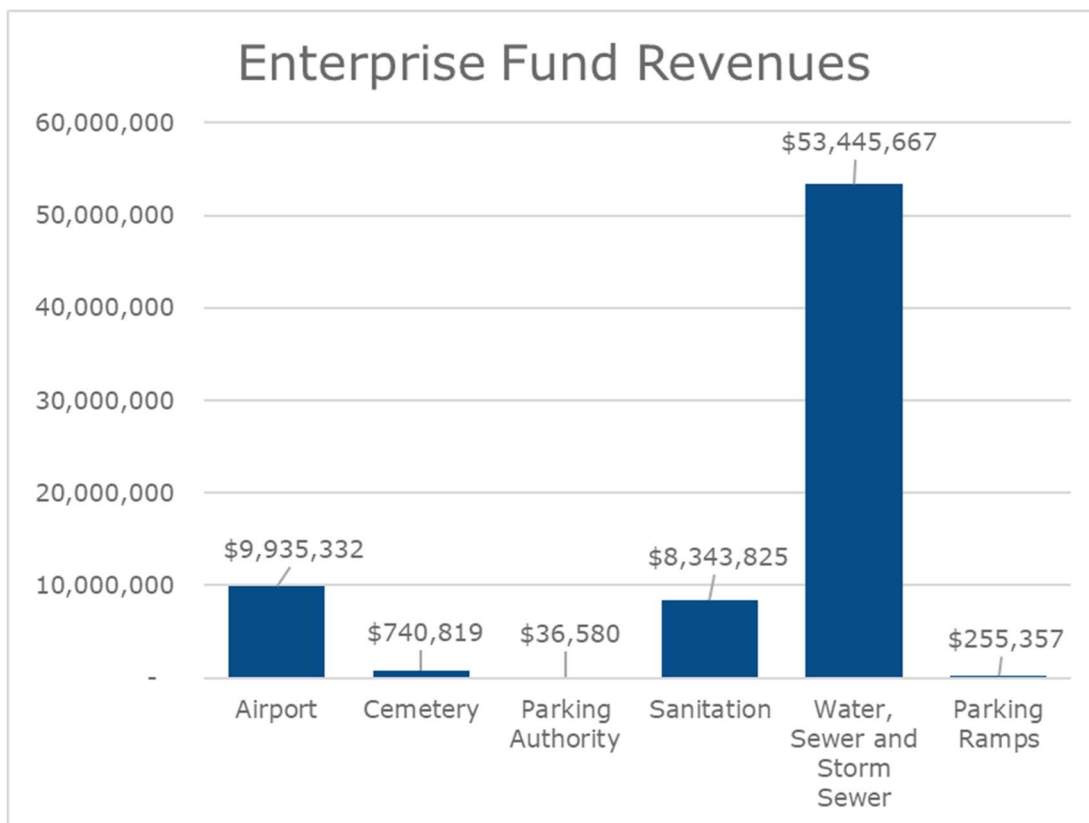
Public safety handles all aspects related to citizen protection and consists of police, fire, dispatch and traffic. Over \$22.9 million of public safety expenditures are relating to personnel costs in these departments.

HIGHWAYS AND STREETS

Highways and streets function handles both commercial and residential development as well as the maintenance of City streets and right-of-way. This function is comprised of the engineering and street department. The majority of the expenditures in this function are attributed to the City’s street maintenance and improvement projects of \$11 million.

ENTERPRISE FUNDS

An enterprise fund is a self-supporting proprietary fund that sells goods and services to the public for a fee. The enterprise funds for the City of Minot include the following airport, cemetery, parking authority, sanitation, water-sewer-storm sewer, and parking ramps. Only two enterprise funds, airport and cemetery, are subsidized by minimal property tax levy for the City.



Under North Dakota State law, cities are allowed to transfer up to 20% of revenues from utility funds to the general fund in part to cover the City's administrative costs in providing water and sewer services. The recommendation for the 2025 proposed budget is a transfer of 7.32%. The 2024 transfer was 8.77%.

SPECIAL REVENUE FUNDS

The special revenue funds are established to account for specific revenue sources that are legally restricted to expenditures for specified purposes. These funds include Public Transportation, Library, NAWS Biota Plant, Flood Control Maintenance, Emergency Fund, Central Dakota Metropolitan Planning Organization, Community Development Block Grant - Entitlement and Sales Tax. Revenues are generated primarily from sales tax, property taxes, grant funds and fines and forfeitures. For the 2025 proposed annual budget, the total revenues are \$35,824,660, which is mainly sales tax revenue of \$24,500,000. The total appropriated expenditures is \$48,504,776.

DEBT SERVICE FUND

The Debt Service Fund provides the resources necessary to retire the outstanding governmental indebtedness of the City of Minot. Debt in this category consists of general obligation bonds, special assessment bonds, sales tax bonds, tax incremental financing bonds, and state revolving loan funds which all funded various public improvement projects such as street improvements, street lighting, flood control, etc. Revenues are generated from the collection of special assessments, property taxes, and sales tax proceeds. For the 2025 proposed budget, the total revenues are estimated at \$6,755,783. The total appropriated expenditures is \$6,684,863, which includes \$3,815,785 for principal retirement, \$2,660,241 for interest, and \$208,837 for administrative charges. In November 2022, the international credit rating agency Moody's reaffirmed the City of Minot's Aa2 bond rating for all debt except sales tax bonds which carry a rating of Aa3. The bond rating for a City is similar to a credit score for an individual person of

2025 PROPOSED ANNUAL BUDGET

business. A higher bond rating enables the City to issue debt at a lower interest rate and allows the City the flexibility to refinance existing debt at a lower interest rate, ultimately saving taxpayers money.

Long-term debt outstanding as of 12/31/2023, is as follows:

Issuance	Issuance Date	Date of Final Payment	Interest Rates	Original Par Value	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Series 2015E Airport Revenue Bonds	11/24/2015	10/1/2035	2.25-3.625%	\$ 11,770,000	\$ 8,335,000	\$ -	\$ 535,000	\$ 7,800,000	\$ 550,000
Series 2020C Airport Revenue Refunding Bonds	9/9/2020	10/1/2035	1.00-1.70%	16,750,000	14,705,000	-	1,060,000	13,645,000	1,075,000
Series 2012C Water & Sewer Revenue Refunding Bonds	11/28/2012	10/1/2024	2.00%	1,955,000	380,000	-	190,000	190,000	190,000
Series 2012B Water & Sewer Revenue Refunding Bonds	11/28/2012	10/1/2023	2.00%	3,650,000	270,000	-	270,000	-	-
Series 2013C Water & Sewer Revenue Bonds	11/26/2013	10/1/2028	3.00-4.00%	5,220,000	2,400,000	-	370,000	2,030,000	380,000
Series 2014C Water & Sewer Revenue Bonds	11/25/2014	10/1/2029	2.25-3.10%	4,200,000	2,160,000	-	285,000	1,875,000	290,000
Series 2015D Water & Sewer Revenue Bonds	11/24/2015	10/1/2025	3.00%	6,860,000	2,235,000	-	725,000	1,510,000	745,000
Series 2016C Water & Sewer Revenue Bonds	11/29/2016	10/1/2031	3.00-4.00%	4,785,000	3,170,000	-	305,000	2,865,000	315,000
Clean Water State Revolving Loan Fund	9/24/2018	9/1/2038	1.50%	6,433,406	5,335,000	-	285,000	5,050,000	290,000
Clean Water State Revolving Loan Fund	6/1/2018	9/1/2040	1.50%	9,120,716	7,663,716	-	505,000	7,158,716	515,000
Drinking Water State Revolving Loan Fund	6/1/2018	9/1/2040	1.50%	1,143,947	934,947	-	70,000	864,947	75,000
Series 2012D General Obligation Refunding Bonds	11/28/2012	10/1/2023	2.00%	2,900,000	170,000	-	170,000	-	-
Series 2013B General Obligation Bonds	11/26/2013	10/1/2023	3.00%	6,815,000	705,000	-	705,000	-	-
Series 2014B General Obligation Bonds	11/25/2014	10/1/2024	3.00-4.00%	3,950,000	870,000	-	425,000	445,000	445,000
Series 2015C General Obligation Bonds	11/24/2015	10/1/2025	3.00%	390,000	130,000	-	40,000	90,000	45,000
Series 2016B General Obligation Bonds	11/29/2016	10/1/2031	3.00-4.00%	10,110,000	6,700,000	-	640,000	6,060,000	665,000
Series 2022A Taxable General Obligation Bonds (Tax Increment)	12/8/2022	10/1/2042	4.54-5.40%	2,385,000	2,385,000	-	115,000	2,270,000	100,000
Series 2012A Refunding Improvement Bonds	11/28/2012	10/1/2023	1.45-1.60%	1,885,000	200,000	-	200,000	-	-
Series 2013A Refunding Improvement Bonds	11/26/2013	10/1/2033	3.00-4.00%	11,595,000	5,610,000	-	5,610,000	-	-
Series 2014A Refunding Improvement Bonds	11/25/2014	10/1/2034	3.00-3.375%	4,135,000	1,640,000	-	345,000	1,295,000	355,000
Series 2015B Refunding Improvement Bonds	11/24/2015	10/1/2035	2.00-3.25%	1,835,000	1,300,000	-	85,000	1,215,000	85,000
Series 2016A Refunding Improvement Bonds	11/29/2016	10/1/2036	3.00-3.25%	780,000	590,000	-	35,000	555,000	35,000
Series 2020A Refunding Improvement Bonds	9/9/2020	10/1/2030	2.00%	1,340,000	1,095,000	-	125,000	970,000	130,000
Series 2021A Refunding Improvement Bonds	9/29/2021	10/1/2031	4.00-5.00%	3,535,000	3,255,000	-	295,000	2,960,000	310,000
Series 2022B Refunding Improvement Bonds	12/29/2022	10/1/2033	5.00%	5,610,000	5,160,000	-	845,000	4,315,000	820,000
Series 2015A Capital Financing Program Bonds	2/11/2015	6/1/2029	3.00-4.00%	1,945,000	1,060,000	-	135,000	925,000	140,000
Series 2020B Sales Tax Revenue Bonds	9/9/2020	10/1/2050	1.00-3.00%	8,145,000	7,760,000	-	205,000	7,555,000	210,000
Series 2021B Sales Tax Revenue Bonds	9/29/2021	10/1/2051	2.00-5.00%	42,555,000	41,770,000	-	830,000	40,940,000	870,000
				<u>\$ 181,798,069</u>	<u>\$ 127,988,663</u>	<u>\$ -</u>	<u>\$ 15,405,000</u>	<u>\$ 112,583,663</u>	<u>\$ 8,635,000</u>

CAPITAL PROJECT FUNDS

The City of Minot maintains three capital project funds: capital infrastructure, capital equipment and capital flood control. Capital project funds are used to account for the capital resources for highway improvement project, equipment, flood control and other capital infrastructure needs within the City. Funding for these projects vary depending on the type of project.

TAXES

Taxes are the largest general fund revenue source for the City of Minot. Property tax is split between the General Fund, Airport, Cemetery, Public Transportation, Library, and Debt Retirement. The 2025 proposed budget is based on the valuation of the 2024 mill, which has a one-year lag. The City represented 32.77 percent of the consolidated mill levy in 2024, including school, county, park and state and city levies.

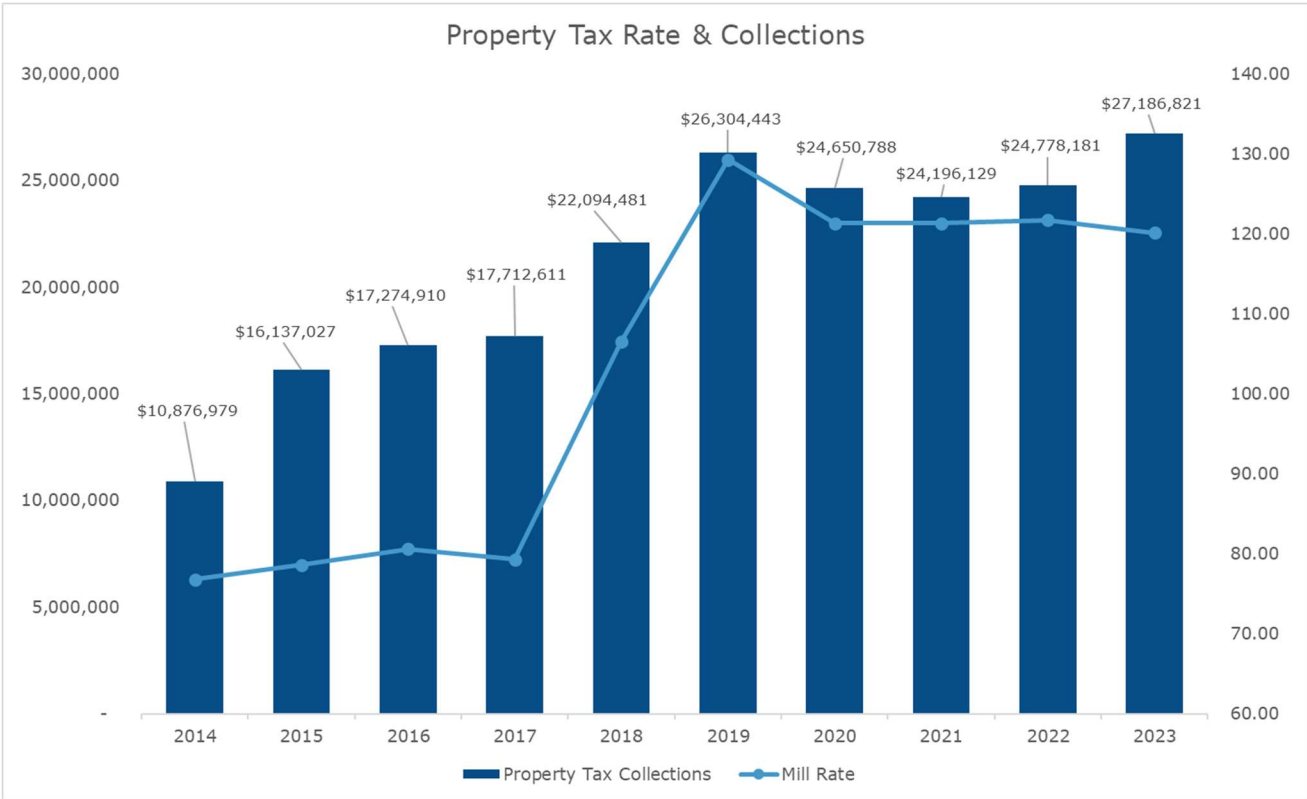
Property taxes are based on the assessed value of an individual's home and the number of mills required by the City for services supported by property tax, such as public safety and street maintenance. The 2025 proposed budget will affect individual property owners differently. The 2025 estimated value of a mill (\$247,848,015) increased 4.22 percent compared to 2024. The number of mills budgeted includes a decrease of 4.85 mills and a flat dollar amount.

The following example illustrates the change in mill value of a \$100,000 home in Minot from 2024 to 2025:

	2024	2025
Home value	\$ 100,000	\$ 100,000
Assessed value at 50%	50,000	50,000
Taxable value at 9%	4,500	4,500
Total City budgeted mills	0.11993	0.11507
Property tax	<u>\$ 539.69</u>	<u>\$ 517.82</u>

This means a homeowner within the City of Minot would see a decrease of approximately \$21.87/year or \$1.82/month for every \$100,000 of home value.

The following chart summarizes the property tax mill rate history and property tax collections.



The General Fund receives approximately 70.85% of the total property tax revenues to support basic city services such as police, fire, traffic, and streets.

SALES TAXES

Sales tax is another primary revenue source used to offset property taxes. Sales tax is collected in each respective sales tax fund and transferred according to the adopted budget. The City’s portion of the local sales tax rate is 2% which is projected to generate \$24.5 million in revenue for 2025. The 2025 sales tax allocations are as follows:

First Penny Sales Tax

Property Tax Relief (10%)
Economic Development (15%)
Improvements (25%)
Flood Control (50%)

Second Penny Sales Tax

Property Tax Relief (18%)
Infrastructure (24%)
Community Facilities/Flood Control (18%)
Northwest Area Water Supply Project (NAWS)
(40%)

The NAWS project will bring Missouri River water to Minot and Northwest North Dakota, ensuring an adequate water supply for the future, and has an estimated \$141.8 million in expenditures remaining. The project will be to complete pipelines, storage tanks, and pumping facilities along the pipeline. The City of Minot has a 35% cost share or approximately \$39.8 million which will be paid with sales tax funds. The City has approximately \$18.1 million in cash reserves remaining for this purpose. The project will extend to northwest North Dakota.

The City will be operating and maintaining the biota treatment facility in Max, North Dakota which is scheduled to be operating in 2024. The costs associated with operating this facility will be 100% funded through the federal government. The 2025 proposed budget continues to include estimated expenditures for the operation of the plant.

The Mouse River Enhanced Flood Protection Project (MREFPP) is designed to provide flood relief to Mouse River valley residents – both urban and rural. The project was originally initiated by the North Dakota State Water Commission (NDSWC) in response to a request for assistance from the Souris River Joint Board (SRJB) following the record-breaking Mouse River flood of June 2011.

The first phase of MREFPP included the development of a plan to reduce flood risk in the river valley from Burlington to Velva, and Mouse River Park, presented in the Preliminary Engineering Report (PER). This report describes in detail proposed improvements along the Mouse River to reduce flood risk in areas that are primarily developed or urban in nature.

In the latter stages of the development of the PER, the focus began to shift to the rural areas of the Mouse River valley. Basin-wide evaluations of erosion, sedimentation, hydraulics and hydrology were completed to begin to assess the basin-wide implication of improvements proposed in the valley. Additionally, an evaluation of 12 different alternatives for reducing flood risk for the rural reaches of the basin was completed.

The focus of the MREFPP now shifts toward implementation. The SRJB has developed a long-range capital improvements program (through 2039) focused on rural and urban improvements throughout the Mouse River valley. The total estimated cost of this program, in 2022 dollars, is approximately \$1 billion.

EMPLOYEE PAY/BENEFITS

The 2025 proposed budget incorporates the established pay plan as recommended by the Civil Service Commission. The individual costs of the recommended 2025 pay plan are: normal raises (\$828,595) and market adjustment increases (\$1,452,776) for a total of \$2,281,371.

The City Council approved the transition to a PTO system for 2024. This transition will shift time-off from the traditional vacation and sick leave model to a more flexible Paid Time Off (PTO) system, offering greater freedom and work-life balance for employees. Along with this, the Council approved the inclusion of short-term disability coverage, providing financial protection to employees and the organization during temporary absences due to illness or injury.

The annual recommended contribution for the City's closed pension plan for 2025 is 74.50 percent or \$8,292,738 (60.28 percent City and 14.74 percent active pension employees). It is composed of 14.50 percent normal cost and 59.99 percent for the unfunded liability. Normal cost is the

2025 PROPOSED ANNUAL BUDGET

present value of benefits attributed to employee service performed during the current year or in simple terms, the cost of the pension plan for the current employees.

STAFFING

The 2025 proposed budget includes the addition of 14 full-time positions in the following departments:

<u>New Position Requested</u>	<u>Department</u>	<u>Salary & Benefits</u>
Human Resource Specialist	Human Resources	85,011
Commercial Plan Reviewer	Inspection	100,537
Water Plant Foreman	NAWS Biota Plant	89,809
Water Plant Operator Lead	NAWS Biota Plant	79,144
Water Plant Operator Lead	NAWS Biota Plant	79,144
Water Plant Instrumentation Tech	NAWS Biota Plant	79,144
Water Plant Operator II	NAWS Biota Plant	73,828
Water Plant Operator II	NAWS Biota Plant	73,828
Water Plant Operator II	NAWS Biota Plant	73,828
Water Plant Operator I	NAWS Biota Plant	71,361
Water Plant Operator I	NAWS Biota Plant	71,361
Water Plant Operator I	NAWS Biota Plant	71,361
Water Plant Operator I	NAWS Biota Plant	71,361
Water Plant Operator I	NAWS Biota Plant	<u>71,361</u>
		\$1,091,078

RATES AND FEES

Rates and fees are revenues received for directly providing a service to a specialized group or individual. The City of Minot charges rates or fees for many services including water, sewer, storm sewer, cemetery, airport, sanitation, bus, planning, etc. These rates are reviewed annually by staff and adjusted accordingly. The 2025 proposed budget will include the following rate adjustments.

<u>Airport Rates and Fees</u>	<u>2024</u>	<u>2025</u>	<u>Change</u>	
Terminal Rents and Fees				
Terminal Airline Rent & Per User Fees	\$ 18.70	\$ 25.00	\$ 6.30	Per square foot
Non-Signatory Rate Premium	444.42	600.00	155.58	Per Turn
Remain Over Night (RON) fees	-	150.00	150.00	Per Day
Landing and ARFF Fees				
<i>Signatory Rates</i>				
Landing Fees	\$ 2.35	\$ 2.41	\$ 0.06	Per 1,000 lbs MGLW (All aircraft greater than 12,500 lbs and all commercial)
ARFF Fees	0.57	0.57	-	Per 1,000 lbs MGLW (All aircraft greater than 12,500 lbs and all commercial)
Commercial Air Freight Operator & all Commercial Commuter aircraft weighting less than 12,500 lbs	23.66	23.72	0.06	Per Landing
<i>Non-Signatory Rate Premium</i>				
125% of Signatory Landing Fees and ARFF Fees	\$ 3.61	\$ 3.67	\$ 0.06	Per 1,000 lbs MGLW
Non-signatory: Commercial Air Freight Operator & all Commercial Commuter aircraft weighting less than 12,500 lbs	29.58	29.64	0.06	Per Landing
Ground Lease Rates				
<i>General Aviation Leases</i>				
Southeast General Aviation Lots - Improved Area	\$ 0.22	\$ 0.22	\$ -	per Square Foot/year - General Utilities and Accesses
Southeast General Aviation Lots - Unimproved Area	0.11	0.11	-	per Square Foot/year - Bare Land
Northwest General Aviation Lots - Improved Area	0.26	0.26	-	per Square Foot/year - General Utilities and Accesses
Northwest General Aviation Lots - Unimproved Area	0.13	0.13	-	per Square Foot/year - Bare Land
Westside General Aviation Lots - Improved Area	0.30	0.30	-	per Square Foot/year - All Utilities and Accesses
<i>Commercial Aviation Leases</i>				
Aircraft Storage	\$ 0.32	\$ 0.32	\$ -	per Square Foot/year
Specialized Aviation Operator	0.32	0.32	-	per Square Foot/year
Fixed Based Operator (FBO)	0.30	0.30	-	per Square Foot/year
Hangar Rates				
T-Hangars	\$ 75.00	\$ 125.00	\$ 50.00	Per Month
Airport Parking Fees				
Short-Term Parking	\$ 1.00	\$ 1.00	\$ -	Zero (0) - One (1) Hour
	5.00	5.00	-	One (1) - Three (3) Hours
	8.00	8.00	-	Four (4) - Six (6) Hours
	14.00	14.00	-	Six (6) - Twnty-Four (24) Hours
Long-Term Parking	12.00	12.00	-	Daily Rate
	-	-	-	Weekly Maximum
Employee Parking	200.00	250.00	50.00	Terminal Tenant Employee Parking (yearly)
Unreturned Parking Pass	50.00	50.00	-	Unreturned parking permit fee
	30.00	30.00	-	Air Crews Using Pay Parking (monthly)

Airport Rates and Fees		2024	2025	Change	
Conference Room Rental Rates					
2nd Floor Conference Room at Airport Terminal	\$	40.00	\$ 40.00	\$ -	Per hour - 50% discount for Airport Tenants
2nd Floor Conference Room at Airport Terminal		-	-	-	Per day - 50% discount for Airport Tenants
1st Floor Conference Rooms at Airport Terminal		20.00	20.00	-	Per hour - 50% discount for Airport Tenants
1st Floor Conference Rooms at Airport Terminal		-	-	-	Per day - 50% discount for Airport Tenants
1st Floor Training Room		20.00	20.00	-	Per hour - 50% discount for Airport Tenants
1st Floor Training Room		-	-	-	Per day - 50% discount for Airport Tenants
Ramp Parking Fees					
Aircrafts under 12,500 pounds	\$	60.00	\$ 60.00	\$ -	Per Month
		5.00	5.00	-	Per Day
Aircrafts over 12,500 pounds		15.00	15.00	-	Per Day
Aircraft Fuel Flowage Fees					
FBO	\$	0.06	\$ 0.06	\$ -	Per Gallon
Self Fueling Permits		50.00	50.00	-	Per Year
Commercial Service Provider License Fees					
Commercial Aeronautical Service Provider Tenant	\$	325.00	\$ 325.00	\$ -	Per Year
Commercial Aeronautical Service Provider Non-Tenant		1,000.00	1,000.00	-	Per Year
Commercial Ground Transportation (Taxis, Shuttles, Vans, etc.) Tenant		400.00	400.00	-	Per Year
Commercial Ground Transportation (Taxis, Shuttles, Vans, etc.) Non-Tenant		600.00	600.00	-	Per Year
Hotel shuttles/vans		100.00	100.00	-	Per Year
Rental Car Agencies					
Terminal Facilities Base Rate	\$	18.70	\$ 25.00	\$ 6.30	Per Square Foot
Car Rental Leased Space		15.00	15.00	-	Per stall/month
Badges, Keys, and Security					
Badges	\$	40.00	\$ 40.00	\$ -	AOA Badge
		80.00	80.00	-	SIDA Badge
		20.00	20.00	-	Renewal
	50.00-150.00	50.00-150.00	-	-	Lost Badge - determined by number of offenses
	30.00	30.00	-	-	Damaged Badge
	100.00	100.00	-	-	Unreturned Badge
Keys		50.00	50.00	-	Building/Office Key
	20.00	20.00	-	-	Post Office Key
	50.00-150.00	50.00-150.00	-	-	Lost Key-determined by number of offenses
	200.00	200.00	-	-	ReKey Locks
	20.00	20.00	-	-	Rental Per Year
Security Violation Fines		500.00	500.00	-	1st Fine; Three offenses in 60 days
	1,500.00	1,500.00	-	-	2nd Fine; Subsequent offense within 60 days of 1st fine
	2,500.00	2,500.00	-	-	3rd Fine; Subsequent offense within 60 days of 2nd
Miscellaneous Charges					
Special Operator Permit Fee (Per Occurrence)	\$500.00-\$1,000.00	\$500.00-\$1,000.00	-	-	Per Occurrence
Security Video Request Fee	50.00	50.00	-	-	per video - Labor rate charges after 1 hour
Mobile Runway Closure X's Monthly Rental Fee	1,500.00	1,500.00	-	-	
Mobile Runway Closure X's Daily Rental Fee	50.00	50.00	-	-	
GSE Repair Area (Maintenance Bay)	400.00	400.00	-	-	Per Bay/Month
Glycol Storage	18.70	18.70	-	-	Per square foot
Labor Rates	85.00	85.00	-	-	Per Hour
Labor with Equipment Usage	120.00	120.00	-	-	Per Hour
Advertising Upload Fee	25.00	25.00	-	-	Per Occurrence
Airport Administrative Fee	-	-	-	-	Actual Cost plus 15%
Repair Fees	-	-	-	-	Actual cost of materials plus 15% and labor rates
Sales Tax will be charged when Applicable	-	-	-	-	Only when applicable
Finance Charges on Overdue Payments	1.75%	1.75%	0.00%	Assessed on bills 30 days past due	

Cemetery Rates and Fees	2024	2025	Change		2024	2025	Change
Interment Fees					General Care Lots		
<u>Monday - Friday</u>				Adult	\$ 700	\$ 800	\$ 100
Adult (Summer)	\$ 725	\$ 800	\$ 75	Infant	250	300	50
Adult (Winter)	825	900	75				
Infant (Summer)	300	350	50	Monument Area Lots	\$ 800	\$ 900	\$ 100
Infant (Winter)	400	450	50				
Urn (Summer)	550	625	75	Winter Storage Fee			
Urn (Winter)	650	725	75	All	\$ 95	\$ 115	\$ 20
<u>Saturday</u>					Setting Fees		
Adult (Summer)	\$ 825	\$ 900	\$ 75	<u>Monument Foundation</u>			
Adult (Winter)	925	1,000	75	Single	\$ 175	\$ 225	\$ 50
Infant (Summer)	400	450	50	Double	225	275	50
Infant (Winter)	500	550	50				
Urn (Summer)	650	725	75	<u>Markers & Vases</u>			
Urn (Winter)	750	825	75	Single	\$ 100	\$ 150	\$ 50
<u>Sunday or Holiday</u>				Double	150	200	50
Adult, Infant or Urn (Summer)	\$ 1,050	\$ 1,150	\$ 100	Vases	45	60	15
Adult, Infant or Urn (Winter)	1,150	1,250	100	Columbarium			
				Niche (Top 3 Rows)	\$ 900	\$1,100	\$ 200
				Niche (Bottom 3 Rows)	800	1,000	200
Disinterment							
Adult	\$ 850	\$ 850	\$ -	Surcharge for 2nd Interment	\$ 150	\$ 150	\$ -
Winter fees will be applied during the time period of November 1st to April 1st.							

Winter fees will be applied during the time period of November 1st to April 1st.

2025 PROPOSED ANNUAL BUDGET

Sanitation Rates and Fees	2024	2025	Change
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Garbage Collection

35-Gallon Cart	\$ 14.72	\$ 15.00	\$ 0.28
65-Gallon Cart	16.72	17.50	0.78
95-Gallon Cart	18.72	20.00	1.28
Recycling Cart	2.50	2.50	-

Landfill

Asbestos Material	\$ 100.00	\$ 100.00	\$ -	Per ton
Asphalt Pavement	8.00	8.00	-	Per ton
Animal Waste	48.00	53.00	5.00	Per ton
Landfill Com. Manure	8.00	8.00	-	Per ton
Contaminated Soil	75.00	75.00	-	Per ton
Inert Commercial	35.00	39.00	4.00	Per ton
<i>Minimum Charge - \$5.00</i>				
Lime Commercial	13.00	13.00	-	Per ton
MSW Commercial	48.00	53.00	5.00	Per ton
<i>Minimum Charge - \$10.00</i>				
Single Stream Recycling	175.00	175.00	-	Per ton
<i>Minimum Charge - \$3.00</i>				
Trees Commercial	15.00	15.00	-	Per ton
Tires Per Ton	200.00	200.00	-	Per ton
Auto Tires	3.00	3.00	-	Each
Truck Tires	5.00	5.00	-	Each
Tractor Tires	15.00	15.00	-	Each
Heavy Equipment Tires	25.00	25.00	-	Each
Non-Freon Appliances	1.00	5.00	4.00	Each
Freon Appliances	2.00	7.00	5.00	Each
Propane Tanks	2.00	2.00	-	Each
Sanitation Roll-Off Tanks	75.00	100.00	25.00	Each
Sanitation Bulk Collection:	10.00	15.00	5.00	Each

Water Rates and Fees	2024	2025	Change
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Residential, Duplex, Tri-plex, & Four-plex

Flat meter rate	\$ 10.78	\$ 10.78	\$ -
Cubic fee per month per 100 cubic feet	3.75	3.75	-
MXU Rate	2.00	2.00	-
Irrigation meter rate (May through October)	\$ 10.78	\$ 10.78	\$ -
Cubic fee per month per 100 cubic feet	3.75	3.75	-

Apartment, Commercial, Government, Industrial and Mobile Homes

Flat meter rate			
5/8" to 1"	\$ 13.20	\$ 13.20	\$ -
1.5" to 2"	25.23	25.23	-
3" to 4"	66.96	66.96	-
6" to 8"	136.38	136.38	-
Cubic fee per month per 100 cubic feet	4.22	4.22	-
MXU Rate	2.00	2.00	-
Irrigation meter rate	\$ 13.20	\$ 13.20	\$ -
Cubic fee per month per 100 cubic feet	3.75	3.75	-

Sewer Rates and Fees	2024	2025	Change
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Residential, Duplex, Tri-plex, & Four-plex

Flat rate	\$ 7.76	\$ 7.76	\$ -
Cubic fee per month per 100 cubic feet	3.30	3.30	-

Apartment, Commercial, and Government

Flat rate	\$ 7.71	\$ 7.71	\$ -
Cubic fee per month per 100 cubic feet	3.70	3.70	-

Industrial

Flat meter rate	\$ 5.87	\$ 5.87	\$ -
Cubic fee per month per 100 cubic feet	3.36	3.36	-
Bio-oxygen Demand	88.11	88.11	-
Total Suspended Solids	73.92	73.92	-

Storm Sewer Rates and Fees	2024	2025	Change
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Maintenance Charge	\$ 6.07	\$ 6.07	\$ -
Development Charge	4.82	4.82	-
Flood Maintenance Charge			
Residential	2.00	2.00	-
Commercial	4.00	4.00	-

Plan Review Fees	2024	2025	Change
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Plan Review Fee			
Hourly Rate	\$ 75.00	\$ 105.00	\$ 30.00
Residential			
Flat Fee	\$ -	\$ 75.00	\$ 75.00
Commercial - Flat Fee			
Under \$249,999	\$ -	\$ 175.00	\$175.00
\$250,000 - \$499,999	-	250.00	250.00
\$500,000 - \$999,000	-	350.00	350.00
Over \$1,000,000	-	500.00	500.00

Permit Fees (No changes)

Building Permit-New 1 and 2 Single Family Dwellings

Standard Fee	\$5.00 per \$1,000 of construction value		
Building Valuation	Per square ft. costs		
Main Floor per sq./ft.	\$	63.00	
2nd Floor		41.00	
Finished Basement		41.00	
Unfinished Basement		18.00	
Detached Garage		18.00	
Attached Garage		27.00	
Deck		14.00	
Foundation		18.00	
Plan Review		75.00	
Minimum Fee		75.00	
Re-inspection fees		75.00	
Excavation fees		15.00	

Permit Fees (No changes)			
Residential Remodeling/Addition Permit			
Minimum Fee	\$	75.00	
Standard Fee		Based on provided cost estimates	
Plan Review		75.00	per hour
Re-inspection fees		75.00	per hour
Excavation fee		15.00	
Building Permit-Commercial			
Minimum Fee	\$	75.00	minimum
Standard Fee Valuation based on cost estimates		\$5 per \$1,000 of construction value	
Plan Review		75.00	per hour
Re-inspection fees		75.00	per hour
Excavation fee		15.00	
Use of Outside Consultants for Plan Review, Inspections, or Both			
		Actual Costs (plus 10% for administrative and overhead costs)	
Demolition Permit			
Minimum Fee	\$	50.00	
Standard Fee Valuation based on cost estimates		\$5 per \$1,000 for construction value	
		\$15,000 surety bond is required prior to permit issuance (Sec. 9-2 (a))	
Excavation fee		15.00	
Temporary Structure Permit			
Minimum Fee	\$	75.00	
Standard Fee Valuation based on cost estimates		\$5 per \$1,000 for construction value	
Accessory Building Permit			
Minimum Fee	\$	75.00	
Standard Fee Valuation based on cost estimates		\$5 per \$1,000 for construction value	
Plan Review		75.00	per hour
Re-inspection fees		75.00	per hour
Excavation fee		15.00	
Moving Permit			
Permit fee Approved by City Council	\$	450.00	
Permit Fee Approved by City Engineer	\$	250.00	
		10,000.00 surety bond is required prior to permit issuance (Section 9-51)	
Electrical Permit			
Electrical construction less than \$500		No permit required	
Electrical construction over \$500	\$	-	
Inspections requested to certify that electrical facilities in a building meet code (standards)		-	per inspection
Temporary service		-	
Mechanical Permit/Commercial Plumbing Permit			
Valuation	Permit Fee		
\$0-\$1,000.00	\$	50.00	
\$1,001.00-\$2,500.00		65.00	
\$2,501.00-\$5,000.00		95.00	
\$5,001.00-\$10,000.00		120.00	
\$10,001.00-\$20,000.00		150.00	
\$20,001.00-\$40,000.00		200.00	
\$40,001.00-\$60,000.00		250.00	
\$60,001.00-\$80,000.00		315.00	
\$80,001.00-\$100,000.00		420.00	
\$100,001.00-\$200,000.00		550.00	
Over \$200,000.00		\$2.75 per \$1,000.00	
Gas Piping Permit			
		Minimum fee: \$50.00	
		\$10.00 per Fixture	

Permit Fees (No changes)		
Plumbing Permit		
Water Heater Only	\$	50.00
Gas Water Heaters		50.00
Electric Water Heaters		50.00
Irrigation (sprinkling system)		50.00
Water Softner		35.00
Sewer Line		30.00
Water Line		30.00
Residential - NEW	\$8 per fixture (\$50.00 minimum)	
Commerical - NEW	By Valuation, schedule listed in Mechanical Permit/Commerical Plumbing Permit	

Commercial Building Permit

Minimum Fee: \$75
\$5 per \$1,000 of construction value

Residential Building Permits:

New Residential/Remodel/Additions

Minimum Fee: \$75
Standard Fee: \$5 per \$1,000 of construction cost
New Residential Construction Valuation: Per square foot cost-
Main Floor (per sq. ft.) \$67
2nd Floor \$44
Finished Basement \$45
Unfinished Basement \$19
Detached Garage \$19
Attached Garage \$28
Deck \$14
Foundation \$19

City Clerk Licensing Fees	2024	2025	Change
<u>Alcohol License</u>			
Retail Liquor, Beer, and Wine	\$ 3,125.00	\$ 3,125.00	\$ -
Retail Beer	625.00	625.00	-
Retail Wine	325.00	325.00	-
Specialty Restaurant Wine	325.00	325.00	-
Specialty Restaurant Beer	625.00	625.00	-
Supper Club	3,125.00	3,125.00	-
Winery	325.00	325.00	-
Hotel	3,125.00	3,125.00	-
Motel	3,125.00	3,125.00	-
Fraternal Order or Club Beer	500.00	500.00	-
Fraternal Order or Club Liquor	2,000.00	2,000.00	-
MAYSA	947.50	947.50	-
Airport Terminal Restaurant	3,125.00	3,125.00	-
Souris Valley Golf Course	947.50	947.50	-
Private Golf Course	3,125.00	3,125.00	-
Minot State University	3,125.00	3,125.00	-
Movie Theater	3,125.00	3,125.00	-
<u>Tabcacco License</u>			
1st year (New) License	\$ 100.00	\$ 200.00	\$ 100.00
Annual Renewal	100.00	200.00	100.00
Alcohol License Holder	-		
<u>Gaming Site Authorization</u>			
Yearly Gaming Fee per Site	\$ 100.00	\$ 100.00	\$ -
<u>Permits</u>			
Raffle	\$ 25.00	\$ 25.00	\$ -
Special Event	25.00	25.00	-
<u>Secondhand Dealer's License</u>			
1st year (New) License	\$ 250.00	\$ 250.00	\$ -
Annual Renewal	125.00	125.00	-
<u>Taxi Cab Licensing</u>			
Per Vehicle Charge	\$ 30.00	\$ 30.00	\$ -

2025 PROPOSED ANNUAL BUDGET

Engineering Fees (No changes)

Wireless Telecommunication Facility Guidelines Type of Installation

Attachment to existing franchised utility pole owned by a third party (i.e. no pole replacement/ground disturbance)	Fees
	One-time Application review fee of \$500 for the first 5 sites with an additional \$100 per site after 5
Attachment to existing City-owned structure (i.e. no pole replacement/ground disturbance)	No annual fee
	One-time Application review fee of \$500 for the first 5 sites with an additional \$100 per site after 5
Attachment to existing Wireless Company or Wireless Infrastructure Provider owned pole (i.e. no pole replacement/ground disturbance)	\$175 annual fee per site
	One-time Application review fee of \$500 for the first 5 sites with an additional \$100 per site after 5
Installation of new or replacement franchised utility pole and attachment thereto.	\$175 annual fee per site
	One-time Application review fee of \$500 for the first 5 sites with an additional \$100 per site after 5
Installation of replacement or new City-owned structure and attachment thereto.	No annual fee
	One-time Application review fee of \$500 for the first 5 sites with an additional \$100 per site after 5
Installation of replacement or new Wireless Company or Wireless Infrastructure Provider owned structure and attachment thereto.	\$175 annual fee per site
	One-time Application review fee of \$500 for the first 5 sites with an additional \$100 per site after 5

Storm Water Management Type of Review

Storm Water Management Plan Review	Fees \$75 base charge plus \$15 per acre.
Storm Water Letter of De Minimis Effect Review	\$75
Site Plan Review	\$250

Note: There is an old fee schedule for subdivision reviews. If review is needed for a subdivision please reach out to Lance Meyer, City Engineer

Permits, Licenses, Inspections, and Encroachments Service

Excavator License	Fees \$80 Annual Fee \$25,000 Bond
Right of Way Permit	\$80 each
Traffic Control Only	\$40 each
Re-inspection	Up to \$80 per hour
Permanent Encroachment Permit	\$100 each
Outdoor Dining, Streatery and Parklet Encroachment License	\$35 each

Water/Sewer Maintenance Fees (No changes)				
Meter Type				
Service	Size	Fee	Meter Charges	
Corporation	3/4"	\$99	5"	\$203
	1"	\$126		
	1.5"	\$299		
	2"	\$522		
Curb Stop	3/4"	\$154	3/4"	\$285
	1"	\$206		
	1.5"	\$486		
	2"	\$785		
Curb Box Riser	1 1/2"	\$105	1 1/2"	\$915
	2"	\$110		
SS Rod	54"	\$58	2"	\$1,290
	60"	\$63		
	72"	\$65		
Gate Value Riser	10"	\$65	3"	\$2,950
	GV Cover	\$30		
Taps, Labor, & Equipment			4"	\$5,200
	Service			
Service Tap	1"	\$150	Alley Meters	\$660
	2"	\$150		
	4"	\$500		
	6"	\$500		
	8"	\$500	MXU	
Tailpeice/Flanges	5/8"	\$20	Single Port	\$225
	3/4"	\$28		
	3/4" Ally	\$28		
	1"	\$29		
	1.5"	\$180 a set w/gaskets		
	2"	\$150 a set w/gaskets		
	3"	\$550 a set w/gaskets		
	4"	\$850 a set w/gaskets		
	6"	\$1,600 a set w/gaskets		
Hydrant Repair Kit		\$563	Touch Coupler Dual Port	\$225 \$285
Hydrant Meter	Set hydrant	\$50	Initial Turn On at the Curb Stop	\$15
	Move	\$50		
	hydrant	(1.5 cents per gallon) (\$15 per 1,000 gallons)		
	Rent hydrant	\$10 weekly		
Tracing a Line		\$100	Gate Valves	\$25

Parking Ramp Rates (No changes)

1-2 Hours	-
3-7 Hours	1.50 per hour
8 Hour Maximum	6.00
24 Hour Maximum	9.00

Fire Permit Rates		2024	2025	Change
Annual Operational Fire Permits		\$60.00	\$60.00	\$0.00
IFC Section 105.5.42 Pyrotechnic special effects materials		\$120 + \$85/hr min. 2hrs		
Construction Permits		\$ 60.00 \$	60.00 \$	-
IFC Section 105.6.8 Flammable and combustible liquids		\$85 + (Tank Fee Schedule)		Per project
Tank Fees				
Tank fee is added to the base fee for the construction permit specified above.				
0 - 1,000 gallon		\$150	\$150	\$0 per tank
1,001 - 5,000 gallon		300.00	300.00	- per tank
5,001 - 12,000 gallon		400.00	400.00	- per tank
12,001 - 20,000 gallon		500.00	500.00	- per tank
20,001 - +		600.00	600.00	- per tank
Special Use Inspection Fees				
Daycare Center		\$25	\$25	\$0 Annually
Re-inspection/Overdue violations fee (Violation not corrected after 60 days).		60.00	60.00	- per inspection/late report

Equipment Rental Rates and Fees (No changes)			
<u>Item</u>	<u>Machine</u>	<u>Personnel</u>	<u>Total</u>
Rubber Tire Backhoe w/1 Operator	\$ 110.00	\$ 75.00	\$ 185.00
Kent KF-9 Backhoe Impactor	80.00	-	80.00
Tractor w/Flail Mower w/1 Operator	55.00	70.00	125.00
Bucket Truck w/1 Operator	70.00	75.00	145.00
Tractor w/1 Operator	35.00	75.00	110.00
Small Loader w/1 Operator	99.00	70.00	169.00
Skid Steer Loader w/1 Operator	85.00	70.00	155.00
Front-end Loader w/1 Operator	120.00	75.00	195.00
Snow blowers (CAT or Snow-go)	250.00	-	250.00
Dozer w/1 Operator	160.00	75.00	235.00
Sweeper w/1 Operator	115.00	75.00	190.00
Sand Spreader w/1 Operator (Salt & Sand Extra)	80.00	70.00	150.00
Dump Truck (Tandem) w/1 Driver	90.00	70.00	160.00
Dump Truck (Single) w/1 Driver	80.00	70.00	150.00
Welder Truck w/1 Welder (no materials)	75.00	85.00	160.00
Chipper Truck w/1 Operator	90.00	60.00	150.00
Pickup or Car w/1 Driver	25.00	60.00	85.00
Tilt or non-tilt trailer	10.00	-	10.00
Kubota UTV	20.00	140.00	160.00
Steamer w/2 Operators	99.00	140.00	239.00
Air Compressor w/2 Operators	66.00	-	66.00
Air Compressor (Portable)	35.00	70.00	105.00
Flusher Truck w/1 Operator	80.00	190.00	270.00
Garbage Truck w/Driver & 2 Laborers	100.00	70.00	170.00
6" Pump w/1 Operator	55.00	70.00	125.00
4" Pump w/1 Operator	33.00	70.00	103.00
3" Pump w/1 Operator	28.00	70.00	98.00
Sewer Jetter w/2 Operators	125.00	140.00	265.00
Motor Grader w/1 Operator	135.00	75.00	210.00
Pulser w/2 Operators	50.00	140.00	190.00
Wrecker w/1 Driver & Assistant	250.00	140.00	390.00
Jetter/Vac All w/2 Operators	225.00	140.00	365.00
Sewer Televising Unit w/2 Operators (\$250 mobilization fee plus \$0.6	250.00	-	250.00
Service Truck w/crane w/1Mechanic	95.00	85.00	180.00
Pot Hole Machine w/1 Operator	100.00	70.00	170.00
Roll Off	100.00	70.00	170.00
Hot Taps ¾" - 2"	150.00	-	150.00
Hot Taps 3" - 8"	500.00	-	500.00
Hydrant Repair Kit without barrel	300.00	-	300.00
Hydrant Repair Kit with barrel	505.00	-	505.00

CASH RESERVES

The City must present a balanced budget. In an effort to balance the budget, the following cash reserves will be used by each respective fund with a comparison to the 2024 budgeted cash reserves.

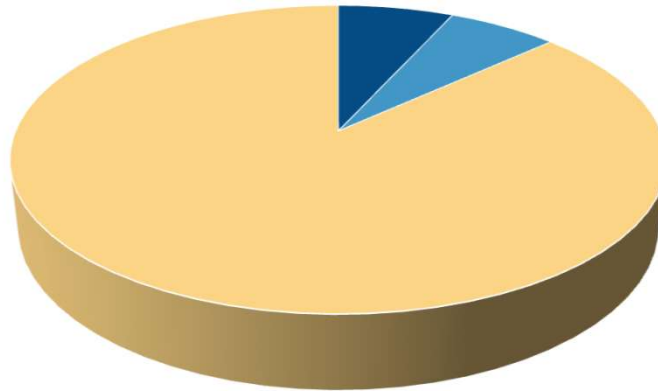
Fund	2024 Budgeted Cash Reserves Used (Saved)	2025 Budgeted Cash Reserves Used (Saved)
General Fund	\$3,000,000	-
Airport	(450,000)	(200,000)
Cemetery	150,000	48,750
Parking Authority	(23,495)	(35,858)
Sanitation	(109,533)	-
Water, Sewer & Storm Sewer	9,483,413	7,349,235
Parking Ramps	109,632	86,235
Public Transportation	97,834	9,384
Emergency Fund	-	300,000
Sales Tax Property Tax Relief (1 st Penny)	-	500,000
Sales Tax Improvements	141,435	70,653
Sales Tax Flood Control	(2,854,246)	653,505
Sales Tax NAWS	10,851,244	8,106,874
Sales Tax Property Tax Relief (2 nd Penny)	-	750,000
Sales Tax Infrastructure	(168,685)	2,289,700
Debt Retirement	151,082	(70,920)
Capital Infrastructure	-	5,578,206
Capital Equipment	306,214	120,000
Capital Flood Control	-	18,350,383
Total Budgeted Cash Reserves Used (Saved)	\$20,684,895	\$43,906,147

GENERAL FUND - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
STATE REVENUES				
10000000- 33400 - STATE OPERATING REVENUES	\$ 145,912	\$ -	\$ (145,912)	-100.00%
CIGARETTE TAX	85,960	76,152	(9,808)	-11.41%
GAMBLING TAX	20,903	25,111	4,208	20.13%
HIGHWAY FUND	2,950,796	3,754,439	803,643	27.23%
STATE AID DISTRIBUTION	4,410,446	4,628,849	218,403	4.95%
FIRE INSURANCE REFUND	581,906	549,862	(32,044)	-5.51%
TELECOMMUNICATIONS TAX	151,190	151,853	663	0.44%
10000000- 33510 - HUB CITY OIL & GAS	5,219,000	6,250,000	1,031,000	19.75%
TOTAL STATE REVENUES	13,566,113	15,436,266	1,870,153	13.79%
LOCAL GOVERNMENT REVENUES				
10000000- 33600 - LOCAL OPERATING REVENUES	30,580	29,664	(916)	-2.99%
COMPUTER MAINTENANCE	89,678	107,022	17,344	19.34%
JOINT COMMUNICATIONS - DISPATCH	970,300	979,962	9,662	1.00%
10000000- 33800 - LOCAL GOVT UNIT PILOT	99,062	112,177	13,115	13.24%
TOTAL LOCAL GOVERNMENT REVENUES	1,189,620	1,228,825	39,206	3.30%
OTHER AGENCY REVENUES				
10000000- 31820 - CABLE FRANCHISE TAXES	430,103	417,109	(12,994)	-3.02%
10000000- 36902 - COA & SOURIS BASIN	116,666	160,948	44,282	37.96%
TOTAL OTHER AGENCY REVENUES	546,769	578,057	31,288	5.72%
CITY REVENUES				
10000000- 32000 - LICENSES AND PERMITS	1,156,569	1,534,953	378,384	32.72%
10000000- 34100 - CHARGES FOR SERVICES	50,000	50,000	-	0.00%
10000000- 34130 - ZONING & SUBDIVISION FEES	34,492	35,271	779	2.26%
10000000- 34140 - ENGINEERING & ADMIN FEES	3,766	13,424	9,658	256.45%
10000000- 34210 - POLICE SERVICES	391,314	290,671	(100,643)	-25.72%
10000000- 34220 - FIRE PROTECTION SERVICES	311,317	333,109	21,792	7.00%
10000000- 34440 - FLEET LABOR	90,000	105,500	15,500	17.22%
10000000- 35100 - COURT FINES	693,186	794,373	101,187	14.60%
10000000- 35500 - SPECIAL ASSESSMENTS	68,731	152,481	83,750	121.85%
10000000- 36110 - INTEREST REVENUES	2,500,000	650,256	(1,849,744)	-73.99%
10000000- 36200 - RENTS AND ROYALTIES	7,260	14,742	7,482	103.06%
10000000- 36904 - PAYROLL FORFEITURES	40,633	-	(40,633)	-100.00%
10000000- 36906 - PROGRAM INCOME	34,788	34,788	-	0.00%
10000000- 36911 - COPY MACHINE REVENUE	1,661	1,751	90	5.40%
10000000- 36912 - FINANCE CHARGES	2,813	-	(2,813)	-100.00%
10000000- 36913 - MISCELLANEOUS	331,911	260,839	(71,072)	-21.41%
10000000- 39210 - SALE OF CITY PROPERTY	18,872	16,187	(2,685)	-14.23%
TOTAL CITY REVENUES	5,737,313	4,288,343	(1,448,970)	-25.26%
TRANSFERS BETWEEN FUNDS				
10000000- 36905 - REIMBURSEMENT TO GF	\$ 3,313,162	\$ 3,584,233	271,071	8.18%
10000000- 39106 - WATER/SEWER/STORM SEWER	185,548	193,237	7,689	4.14%
10000000- 39111 - EMERGENCY FUND	-	357,400	357,400	100.00%
10000000- 39112 - SALES TAX PROP TAX RELIEF 1P	1,150,000	1,752,928	602,928	52.43%
10000000- 39113 - SALES TAX ECONOMIC DEVELOP	594,460	98,000	(496,460)	-83.51%
10000000- 39114 - SALES TAX IMPROVEMENTS	2,810,185	3,044,581	234,396	8.34%
10000000- 39115 - SALES TAX FLOOD CONTROL	3,141,059	5,800,695	2,659,636	84.67%
10000000- 39116 - SALES TAX NAWS	50,000	50,000	-	0.00%
10000000- 39117 - SALES TAX PROP TAX RELIEF 2P	2,070,000	3,000,822	930,822	44.97%
10000000- 39118 - SALES TAX INFRASTRUCTURE	2,335,000	4,838,500	2,503,500	107.22%
10000000- 39136 - FLOOD CONTROL MAINTENANCE	146,303	279,162	132,859	90.81%
TOTAL TRANSFERS BETWEEN FUNDS	15,795,717	22,999,558	7,203,841	45.61%
RESOURCES AVAILABLE	36,835,532	44,531,050	7,695,518	20.89%
CASH RESERVES	3,000,000	-	(3,000,000)	-100.00%
10000000- 31100 - GENERAL PROPERTY TAXES	20,613,726	20,207,428	(406,298)	-1.97%
TOTAL BUDGETED REVENUE	\$ 60,449,258	\$ 64,738,477	\$ 4,289,220	7.10%
MILL LEVY	86.68	81.53	(5.14)	-5.93%

CITY COUNCIL SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 103,680	\$ 103,680	\$ -	0.00%
1 MAYOR				
6 COUNCIL MEMBERS				
BENEFITS	8,061	8,061	-	0.00%
PROFESSIONAL AND TECHNICAL SERVICES	96,478	68,950	(27,528)	-28.53%
REPAIR & MAINTENANCE	1,262	5,892	4,630	366.89%
OTHER PURCHASED SERVICES	19,254	17,445	(1,809)	-9.40%
OPERATION SUPPLIES	9,420	2,750	(6,670)	-70.81%
UTILITIES	12,212	11,229	(983)	-8.05%
OTHER	1,174,067	1,206,827	32,760	2.79%
TRANSFERS BETWEEN FUNDS	69,800	220,176	150,376	100.00%
TOTAL CITY COUNCIL	\$ 1,494,234	\$ 1,645,010	\$ 150,776	10.09%



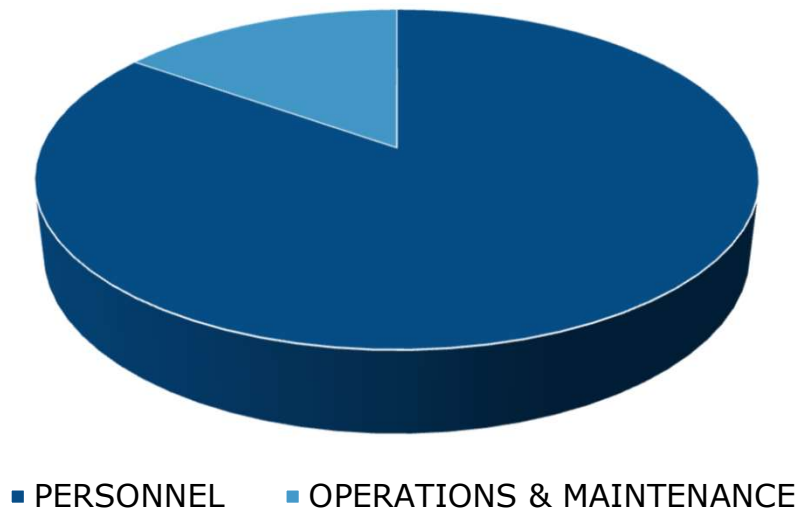
■ PERSONNEL ■ OPERATIONS & MAINTENANCE ■ OTHER

CITY COUNCIL LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10011000-41100 - REGULAR EMPLOYEES	\$ 103,680	\$ 103,680	\$ -	0.00%
10011000-42200 - ER'S SOCIAL SECURITY	6,428	6,428	-	0.00%
10011000-42210 - ER'S MEDICARE	1,503	1,503	-	0.00%
10011000-42600 - WORKERS' COMPENSATION INSUR	130	130	-	0.00%
10011000-43040 - CONSULTANTS	60,000	22,000	(38,000)	-63.33%
10011000-43100 - ELECTIONS	7,550	15,000	7,450	98.68%
10011000-43300 - OTHER PROFESSIONAL SERVICES	1,000	-	(1,000)	-100.00%
10011000-43900 - MEMBERSHIPS & ASSOCIATIONS	27,928	31,950	4,022	14.40%
10011000-44110 - WATER, SEWER, GARBAGE UTILITY	925	1,182	257	27.78%
10011000-44350 - IT MTCE & REPAIR AGREEMTS	337	4,710	4,373	1297.68%
10011000-45201 - GENERAL LIABILITY INSURANCE	5,103	3,621	(1,482)	-29.03%
10011000-45202 - BUILDING & CONTENTS INSUR	1,470	6,842	5,372	365.44%
10011000-45207 - CYBER SECURITY INSURANCE	931	631	(300)	-32.18%
10011000-45300 - TELEPHONE SERVICES	555	555	-	0.00%
10011000-45800 - TRAVEL COSTS	10,250	4,250	(6,000)	-58.54%
10011000-45900 - EDUCATION & TRAINING	-	1,000	1,000	100.00%
10011000-45920 - WEARING APPAREL	700	300	(400)	-57.14%
10011000-45970 - POSTAGE/SHIPPING	245	245	-	0.00%
10011000-46101 - DPMT MATERIALS & SUPPLIES	2,750	750	(2,000)	-72.73%
10011000-46102 - FURNITURE & EQUIPMENT	6,670	2,000	(4,670)	-70.01%
10011000-46210 - NATURAL GAS	1,456	597	(859)	-59.00%
10011000-46220 - ELECTRICITY	10,756	10,632	(124)	-1.15%
10011000-48100 - COMMUNITY CONTRIBUTIONS	512,500	512,500	-	0.00%
MINOT COMMISSION ON AGING	154,500			
FIRST DISTRICT HEALTH UNIT	318,000			
MINOT AREA COUNCIL OF THE ARTS	40,000			
10011000-48204 - PARK DISTRICT STATE AID	661,567	694,327	32,760	4.95%
10011000-49125 - CAPITAL EQUIPMENT	69,800	134,059	64,259	92.06%
10011000-49137 - CENTRAL DAKOTA MPO	-	86,117	86,117	100.00%
TOTAL CITY COUNCIL	\$ 1,494,234	\$ 1,645,010	\$ 150,776	10.09%

CITY MANAGER SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 587,032	\$ 620,335	\$ 33,303	5.67%
1 CITY MANAGER				
0.20 ASSISTANT CITY MANAGER				
1 COMMUNICATION & ENGAGEMENT MANAGER				
1 CITY CLERK				
1 PUBLIC SAFETY INFORMATION OUTREACH OFFICER				
1 COMMUNICATION SPECIALIST				
1 EXECUTIVE SECRETARY				
BENEFITS	175,789	161,356	(14,433)	-8.21%
PROFESSIONAL AND TECHNICAL SERVICES	17,465	14,355	(3,110)	-17.81%
INFRASTRUCTURE MAINTENANCE	2,232	980	(1,252)	-56.09%
REPAIR & MAINTENANCE	39,737	42,515	2,778	6.99%
OTHER PURCHASED SERVICES	54,213	53,753	(460)	-0.85%
OPERATION SUPPLIES	22,210	18,202	(4,008)	-18.05%
UTILITIES	11,066	10,175	(891)	-8.05%
TOTAL CITY MANAGER	\$ 909,744	\$ 921,672	\$ 11,927	1.31%

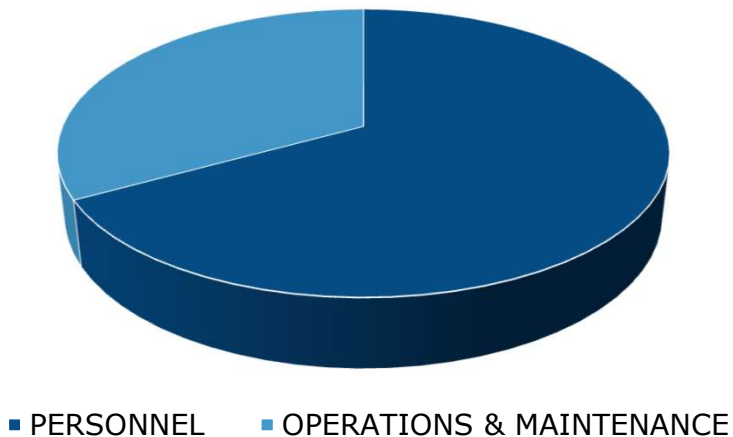


CITY MANAGER LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10012000-41100 - REGULAR EMPLOYEES	\$ 587,032	\$ 620,335	\$ 33,303	5.67%
10012000-42100 - ER'S HEALTH INSURANCE	95,513	77,157	(18,356)	-19.22%
10012000-42110 - ER'S LIFE INSURANCE	304	304	-	0.00%
10012000-42200 - ER'S SOCIAL SECURITY	11,895	12,143	248	2.08%
10012000-42210 - ER'S MEDICARE	7,875	8,425	550	6.98%
10012000-42320 - ER'S NDPERS	36,155	38,846	2,691	7.44%
10012000-42500 - UNEMPLOYMENT COMP	723	723	-	0.00%
10012000-42600 - WORKERS' COMPENSATION INSUR	398	398	-	0.00%
10012000-42610 - CITY MANAGER PAY PLAN	16,239	16,588	349	2.15%
10012000-42700 - ER'S ST DISABILITY INS	4,163	4,105	(58)	-1.39%
10012000-42900 - ER'S LT DISABILITY INS	2,524	2,667	143	5.67%
10012000-43300 - OTHER PROFESSIONAL SERVICES	-	50	50	100.00%
10012000-43900 - MEMBERSHIPS & ASSOCIATIONS	17,465	14,305	(3,160)	-18.09%
10012000-44110 - WATER, SEWER, GARBAGE UTILITY	850	1,071	221	26.00%
10012000-44350 - IT MTCE & REPAIR AGREEMTS	38,887	41,444	2,557	6.58%
10012000-44400 - RENTALS	2,232	980	(1,252)	-56.09%
10012000-45201 - GENERAL LIABILITY INSURANCE	2,459	1,784	(675)	-27.45%
10012000-45202 - BUILDING & CONTENTS INSUR	2,040	8,229	6,189	303.36%
10012000-45207 - CYBER SECURITY INSURANCE	799	560	(239)	-29.92%
10012000-45300 - TELEPHONE SERVICES	3,500	3,500	-	0.00%
10012000-45400 - ADVERTISING	18,000	18,000	-	0.00%
10012000-45800 - TRAVEL COSTS	20,000	16,040	(3,960)	-19.80%
10012000-45900 - EDUCATION & TRAINING	6,150	3,475	(2,675)	-43.50%
10012000-45920 - WEARING APPAREL	250	270	20	8.00%
10012000-45950 - BANKING & CREDIT CARD FEES	378	1,296	918	242.86%
10012000-45970 - POSTAGE/SHIPPING	637	600	(37)	-5.81%
10012000-46101 - DPMT MATERIALS & SUPPLIES	5,000	3,000	(2,000)	-40.00%
10012000-46102 - FURNITURE & EQUIPMENT	6,360	7,200	840	13.21%
10012000-46103 - COPIER & PRINTER SUPPLIES	6,317	3,807	(2,510)	-39.74%
10012000-46210 - NATURAL GAS	1,320	541	(779)	-59.02%
10012000-46220 - ELECTRICITY	9,746	9,634	(112)	-1.15%
10012000-46400 - BOOKS & SUBSCRIPTIONS	4,533	4,195	(338)	-7.46%
TOTAL CITY MANAGER	\$ 909,744	\$ 921,672	\$ 11,927	1.31%

HUMAN RESOURCES SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 357,906	\$ 442,959	\$ 85,053	23.76%
1 HUMAN RESOURCES DIRECTOR				
2 HUMAN RESOURCE GENERALISTS, SENIOR				
1 HUMAN RESOURCE GENERALIST				
1 HUMAN RESOURCE SPECIALIST				
BENEFITS	192,111	230,754	38,643	20.11%
PROFESSIONAL AND TECHNICAL SERVICES	19,335	74,038	54,703	282.92%
REPAIR & MAINTENANCE	2,857	3,710	853	29.85%
OTHER PURCHASED SERVICES	25,564	30,377	4,813	18.83%
OPERATION SUPPLIES	205,600	219,045	13,445	6.54%
UTILITIES	5,316	4,888	(428)	-8.05%
TOTAL HUMAN RESOURCES	\$ 808,689	\$ 1,005,771	\$ 197,082	24.37%

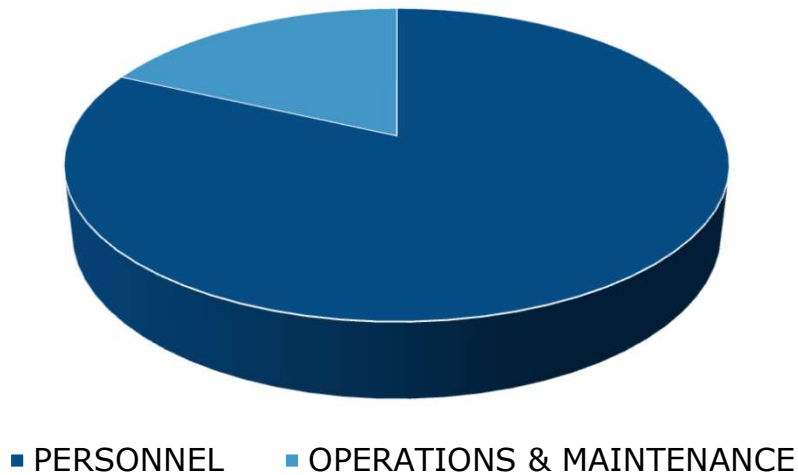


HUMAN RESOURCES LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10013000-41100 - REGULAR EMPLOYEES	\$ 357,906	\$ 442,959	\$ 85,053	23.76%
10013000-42100 - ER'S HEALTH INSURANCE	64,444	90,312	25,868	40.14%
10013000-42110 - ER'S LIFE INSURANCE	196	245	49	25.00%
10013000-42210 - ER'S MEDICARE	4,568	5,634	1,066	23.34%
10013000-42300 - ER'S PENSION	77,754	78,487	733	0.94%
10013000-42320 - ER'S NDPERS	20,879	28,510	7,631	36.55%
10013000-42400 - TUITION REIMBURSEMENTS	20,000	22,000	2,000	10.00%
10013000-42600 - WORKERS' COMPENSATION INSUR	193	314	121	62.69%
10013000-42700 - ER'S ST DISABILITY INS	2,538	3,347	809	31.88%
10013000-42900 - ER'S LT DISABILITY INS	1,539	1,905	366	23.78%
10013000-43040 - CONSULTANTS	-	40,000	40,000	100.00%
10013000-43200 - PROFESSIONAL TESTING	3,700	5,000	1,300	35.14%
10013000-43300 - OTHER PROFESSIONAL SERVICES	12,580	26,788	14,208	112.94%
10013000-43900 - MEMBERSHIPS & ASSOCIATIONS	3,055	2,250	(805)	-26.35%
10013000-44110 - WATER, SEWER, GARBAGE UTILITY	405	514	109	26.91%
10013000-44210 - THIRD PARTY DISPOSAL	100	100	-	0.00%
10013000-44350 - IT MTCE & REPAIR AGREEMTS	2,352	3,096	744	31.62%
10013000-45201 - GENERAL LIABILITY INSURANCE	2,009	1,415	(594)	-29.55%
10013000-45202 - BUILDING & CONTENTS INSUR	640	2,978	2,338	365.34%
10013000-45207 - CYBER SECURITY INSURANCE	532	361	(171)	-32.18%
10013000-45300 - TELEPHONE SERVICES	1,693	1,693	-	0.00%
10013000-45400 - ADVERTISING	3,500	2,500	(1,000)	-28.57%
10013000-45800 - TRAVEL COSTS	1,500	3,895	2,395	159.67%
10013000-45900 - EDUCATION & TRAINING	14,500	16,500	2,000	13.79%
10013000-45950 - BANKING & CREDIT CARD FEES	33	35	2	6.06%
10013000-45970 - POSTAGE/SHIPPING	1,157	1,000	(157)	-13.57%
10013000-46101 - DPMT MATERIALS & SUPPLIES	4,000	2,000	(2,000)	-50.00%
10013000-46102 - FURNITURE & EQUIPMENT	4,650	3,270	(1,380)	-29.68%
10013000-46106 - EMPLOYEE AWARDS	10,000	13,500	3,500	35.00%
10013000-46210 - NATURAL GAS	634	260	(374)	-58.99%
10013000-46220 - ELECTRICITY	4,682	4,628	(54)	-1.15%
10013000-46400 - BOOKS & SUBSCRIPTIONS	186,950	200,275	13,325	7.13%
TOTAL HUMAN RESOURCES	\$ 808,689	\$ 1,005,771	\$ 197,082	24.37%

CITY ATTORNEY SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 480,235	\$ 514,378	\$ 34,143	7.11%
1 CITY ATTORNEY				
2 ASSISTANT CITY ATTORNEYS				
1 LEGAL ADMINISTRATIVE ASSISTANT				
1 ADMINISTRATIVE CLERK, PRINCIPAL				
BENEFITS	139,360	124,933	(14,427)	-10.35%
PROFESSIONAL AND TECHNICAL SERVICES	102,349	100,859	(1,490)	-1.46%
INFRASTRUCTURE MAINTENANCE	-	-	-	100.00%
REPAIR & MAINTENANCE	2,071	5,379	3,307	159.66%
OTHER PURCHASED SERVICES	16,301	20,654	4,353	26.70%
OPERATION SUPPLIES	12,300	11,194	(1,106)	-8.99%
UTILITIES	3,706	3,407	(299)	-8.07%
TOTAL CITY ATTORNEY	\$ 756,323	\$ 780,804	\$ 24,481	3.24%

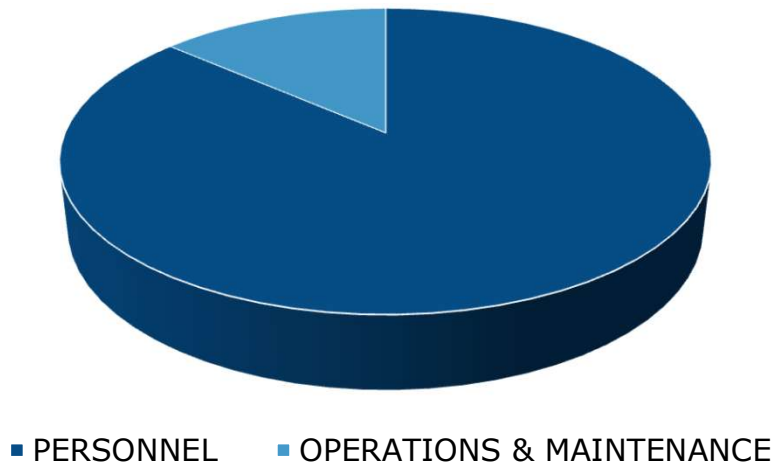


CITY ATTORNEY LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10014000-41100 - REGULAR EMPLOYEES	\$ 480,235	\$ 514,378	\$ 34,143	7.11%
10014000-42100 - ER'S HEALTH INSURANCE	86,270	67,938	(18,332)	-21.25%
10014000-42110 - ER'S LIFE INSURANCE	245	245	-	0.00%
10014000-42210 - ER'S MEDICARE	6,119	6,633	514	8.40%
10014000-42310 - ER'S DEF CONTRIBUTION	21,818	23,303	1,485	6.81%
10014000-42320 - ER'S NDPERS	19,215	20,658	1,443	7.51%
10014000-42600 - WORKERS' COMPENSATION INSUR	222	222	-	0.00%
10014000-42700 - ER'S ST DISABILITY INS	3,406	3,722	316	9.28%
10014000-42900 - ER'S LT DISABILITY INS	2,065	2,212	147	7.12%
10014000-43020 - ATTORNEYS	100,000	98,000	(2,000)	-2.00%
10014000-43900 - MEMBERSHIPS & ASSOCIATIONS	2,349	2,859	510	21.71%
10014000-44110 - WATER, SEWER, GARBAGE UTILITY	300	359	59	19.67%
10014000-44210 - THIRD PARTY DISPOSAL	28	240	212	745.37%
10014000-44350 - IT MTCE & REPAIR AGREEMTS	1,743	4,780	3,037	174.21%
10014000-45201 - GENERAL LIABILITY INSURANCE	3,604	1,782	(1,822)	-50.56%
10014000-45202 - BUILDING & CONTENTS INSUR	446	2,076	1,630	365.49%
10014000-45207 - CYBER SECURITY INSURANCE	632	451	(181)	-28.64%
10014000-45300 - TELEPHONE SERVICES	654	800	146	22.32%
10014000-45400 - ADVERTISING	300	-	(300)	-100.00%
10014000-45800 - TRAVEL COSTS	8,000	10,971	2,971	37.14%
10014000-45900 - EDUCATION & TRAINING	2,000	3,774	1,774	88.70%
10014000-45970 - POSTAGE/SHIPPING	665	800	135	20.30%
10014000-46101 - DPMT MATERIALS & SUPPLIES	2,260	2,100	(160)	-7.10%
10014000-46102 - FURNITURE & EQUIPMENT	4,500	1,000	(3,500)	-77.78%
10014000-46210 - NATURAL GAS	442	181	(261)	-59.05%
10014000-46220 - ELECTRICITY	3,264	3,226	(38)	-1.16%
10014000-46400 - BOOKS & SUBSCRIPTIONS	5,540	8,094	2,554	46.10%
TOTAL CITY ATTORNEY	\$ 756,323	\$ 780,804	\$ 24,481	3.24%

FINANCE SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 1,005,115	\$ 1,120,674	\$ 115,560	11.50%
1 FINANCE DIRECTOR				
1 COMPTROLLER				
0.50 CITY TREASURER				
1.9 ACCOUNTANT, SENIOR				
1 BUSINESS SYSTEMS ANALYST				
0.85 INTERNAL AUDITOR				
3.25 ACCOUNTANTS				
3 FINANCIAL SPECIALISTS				
BENEFITS	315,142	369,745	54,603	17.33%
PROFESSIONAL AND TECHNICAL SERVICES	72,882	75,538	2,656	3.64%
REPAIR & MAINTENANCE	16,578	15,119	(1,459)	-8.80%
OTHER PURCHASED SERVICES	125,885	111,800	(14,085)	-11.19%
OPERATION SUPPLIES	26,616	19,735	(6,881)	-25.85%
UTILITIES	13,352	12,414	(938)	-7.03%
TOTAL FINANCE	\$ 1,575,570	\$ 1,725,025	\$ 149,455	9.49%

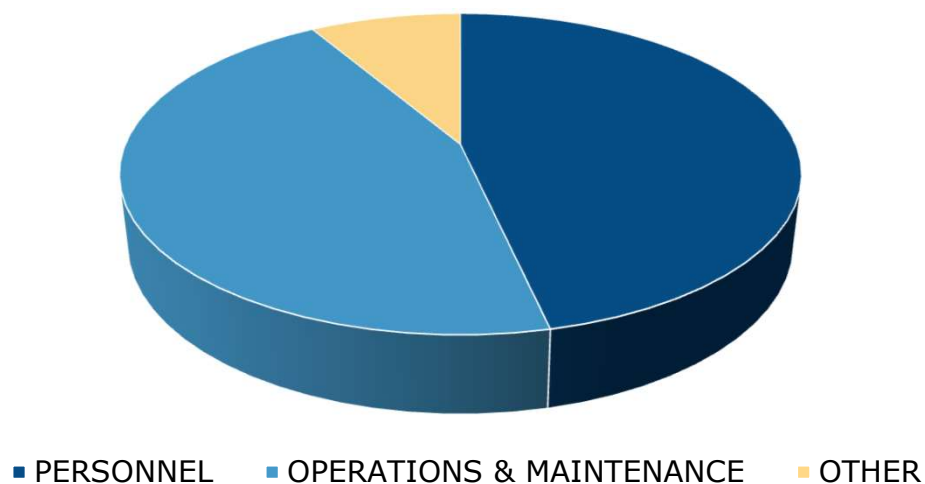


FINANCE LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10018000-41100 - REGULAR EMPLOYEES	\$ 979,912	\$ 1,095,471	\$ 115,559	11.79%
10018000-41200 - TEMP & PART-TIME EMPLOYEES	17,203	17,203	1	0.00%
10018000-41300 - OVERTIME	8,000	8,000	-	0.00%
10018000-42100 - ER'S HEALTH INSURANCE	174,566	213,453	38,887	22.28%
10018000-42110 - ER'S LIFE INSURANCE	605	613	8	1.32%
10018000-42200 - ER'S SOCIAL SECURITY	1,067	1,067	-	0.00%
10018000-42210 - ER'S MEDICARE	13,205	14,650	1,445	10.94%
10018000-42300 - ER'S PENSION	27,514	30,056	2,542	9.24%
10018000-42310 - ER'S DEF CONTRIBUTION	6,308	6,793	485	7.69%
10018000-42320 - ER'S NDPERS	79,099	88,788	9,689	12.25%
10018000-42500 - UNEMPLOYMENT COMP	945	940	(5)	-0.53%
10018000-42600 - WORKERS' COMPENSATION INSUR	668	668	-	0.00%
10018000-42700 - ER'S ST DISABILITY INS	6,951	8,006	1,055	15.18%
10018000-42900 - ER'S LT DISABILITY INS	4,214	4,711	497	11.79%
10018000-43030 - AUDITORS	69,913	72,108	2,195	3.14%
10018000-43300 - OTHER PROFESSIONAL SERVICES	624	1,500	876	140.38%
10018000-43900 - MEMBERSHIPS & ASSOCIATIONS	2,345	1,930	(415)	-17.70%
10018000-44110 - WATER, SEWER, GARBAGE UTILITY	950	1,216	266	28.00%
10018000-44210 - THIRD PARTY DISPOSAL	300	240	(60)	-20.00%
10018000-44324 - ELEVATOR RPR & MTCE	4,500	-	(4,500)	#####
10018000-44350 - IT MTCE & REPAIR AGREEMTS	10,828	13,663	2,835	26.18%
10018000-45201 - GENERAL LIABILITY INSURANCE	7,636	4,950	(2,686)	-35.18%
10018000-45202 - BUILDING & CONTENTS INSUR	14,244	7,040	(7,204)	-50.58%
10018000-45203 - AUTOMOTIVE INSURANCE	755	928	173	22.94%
10018000-45204 - INLAND MARINE INSURANCE	716	722	6	0.89%
10018000-45207 - CYBER SECURITY INSURANCE	1,863	1,114	(749)	-40.19%
10018000-45300 - TELEPHONE SERVICES	5,293	5,293	-	0.00%
10018000-45400 - ADVERTISING	1,300	1,300	-	0.00%
10018000-45800 - TRAVEL COSTS	21,908	20,183	(1,725)	-7.87%
10018000-45900 - EDUCATION & TRAINING	10,850	8,950	(1,900)	-17.51%
10018000-45950 - BANKING & CREDIT CARD FEES	56,120	56,120	-	0.00%
10018000-45970 - POSTAGE/SHIPPING	5,200	5,200	-	0.00%
10018000-46101 - DPMT MATERIALS & SUPPLIES	7,576	7,845	269	3.55%
10018000-46102 - FURNITURE & EQUIPMENT	15,600	8,775	(6,825)	-43.75%
10018000-46103 - COPIER & PRINTER SUPPLIES	2,690	2,690	-	0.00%
10018000-46105 - CLEANING SUPPLIES	500	100	(400)	-80.00%
10018000-46210 - NATURAL GAS	1,499	614	(885)	-59.04%
10018000-46220 - ELECTRICITY	11,853	11,800	(53)	-0.45%
10018000-46400 - BOOKS & SUBSCRIPTIONS	250	325	75	30.00%
TOTAL FINANCE	\$ 1,575,570	\$ 1,725,025	\$ 149,455	9.49%

INFORMATION TECHNOLOGY SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 465,332	\$ 506,500	\$ 41,168	8.85%
1 MANAGER OF SYSTEMS & SUPPORT				
1 MANAGER OF NETWORKS & COMMUNICATIONS				
1 INFORMATION TECHNOLOGY SPECIALIST, SENIOR				
1 INFORMATION TECHNOLOGY TECH II				
2 INFORMATION TECHNOLOGY TECH I				
BENEFITS	257,344	267,222	9,878	3.84%
PROFESSIONAL AND TECHNICAL SERVICES	13,014	14,375	1,361	10.46%
REPAIR & MAINTENANCE	673,633	598,987	(74,646)	-11.08%
OTHER PURCHASED SERVICES	38,510	44,150	5,640	14.65%
OPERATION SUPPLIES	97,859	84,784	(13,075)	-13.36%
UTILITIES	6,654	6,118	(536)	-8.06%
FUEL	106	137	31	29.25%
TRANSFERS BETWEEN FUNDS	-	142,497	142,497	100.00%
TOTAL INFORMATION TECHNOLOGY	\$ 1,552,452	\$ 1,664,770	\$ 112,318	7.23%

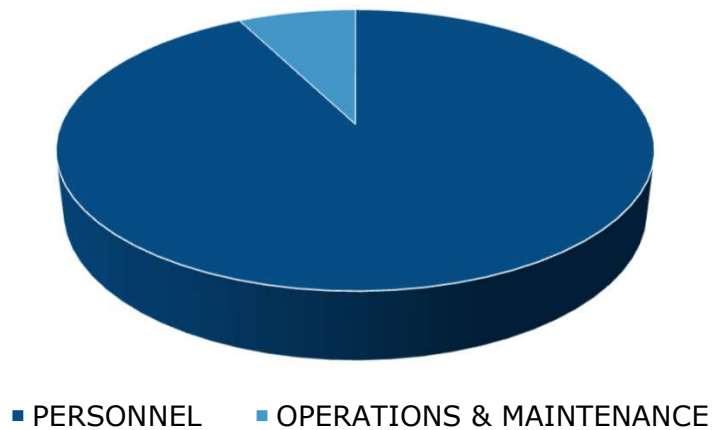


INFORMATION TECHNOLOGY LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10019000-41100 - REGULAR EMPLOYEES	\$ 465,332	\$ 504,500	\$ 39,168	8.42%
10019000-41300 - OVERTIME	-	2,000	2,000	100.00%
10019000-42100 - ER'S HEALTH INSURANCE	90,940	95,487	4,547	5.00%
10019000-42110 - ER'S LIFE INSURANCE	294	294	-	0.00%
10019000-42210 - ER'S MEDICARE	5,891	6,445	554	9.40%
10019000-42300 - ER'S PENSION	132,460	134,363	1,903	1.44%
10019000-42320 - ER'S NDPERS	22,199	24,459	2,260	10.18%
10019000-42600 - WORKERS' COMPENSATION INSUR	258	258	-	0.00%
10019000-42700 - ER'S ST DISABILITY INS	3,301	3,786	485	14.69%
10019000-42900 - ER'S LT DISABILITY INS	2,001	2,130	129	6.45%
10019000-43040 - CONSULTANTS	13,014	14,075	1,061	8.15%
10019000-43300 - OTHER PROFESSIONAL SERVICES	-	300	300	100.00%
10019000-44110 - WATER, SEWER, GARBAGE UTILITY	500	644	144	28.80%
10019000-44330 - VEHICLE & EQUIPMENT REPAIR	730	730	-	0.00%
10019000-44350 - IT MTCE & REPAIR AGREEMTS	672,403	597,613	(74,790)	-11.12%
10019000-45201 - GENERAL LIABILITY INSURANCE	4,533	3,462	(1,071)	-23.63%
10019000-45202 - BUILDING & CONTENTS INSUR	801	3,728	2,927	365.41%
10019000-45203 - AUTOMOTIVE INSURANCE	403	372	(31)	-7.59%
10019000-45207 - CYBER SECURITY INSURANCE	799	541	(258)	-32.27%
10019000-45300 - TELEPHONE SERVICES	16,587	19,460	2,873	17.32%
10019000-45400 - ADVERTISING	200	200	-	0.00%
10019000-45800 - TRAVEL COSTS	5,000	5,000	-	0.00%
10019000-45900 - EDUCATION & TRAINING	10,000	11,300	1,300	13.00%
10019000-45950 - BANKING & CREDIT CARD FEES	100	-	(100)	-100.00%
10019000-45970 - POSTAGE/SHIPPING	87	87	-	0.00%
10019000-46101 - DPMT MATERIALS & SUPPLIES	5,118	2,500	(2,618)	-51.16%
10019000-46102 - FURNITURE & EQUIPMENT	92,621	82,164	(10,457)	-11.29%
10019000-46210 - NATURAL GAS	794	325	(469)	-59.07%
10019000-46220 - ELECTRICITY	5,860	5,793	(67)	-1.14%
10019000-46262 - UNLEADED	106	137	31	29.25%
10019000-46400 - BOOKS & SUBSCRIPTIONS	120	120	-	0.00%
10019000-49125 - CAPITAL EQUIPMENT	-	142,497	142,497	100.00%
TOTAL INFORMATION TECHNOLOGY	\$ 1,552,452	\$ 1,664,770	\$ 112,318	7.23%

ASSESSOR SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 556,724	\$ 572,293	\$ 15,569	2.80%
1 CITY ASSESSOR				
1 ASSISTANT CITY ASSESSOR				
3 PROPERTY APPRAISERS, SENIOR				
1 PROPERTY ASSESSMENT SPECIALIST				
BENEFITS	271,568	303,011	31,443	11.58%
PROFESSIONAL AND TECHNICAL SERVICES	1,150	1,700	550	47.83%
INFRASTRUCTURE MAINTENANCE	662	984	322	48.74%
REPAIR & MAINTENANCE	19,566	23,214	3,648	18.65%
OTHER PURCHASED SERVICES	30,146	33,768	3,622	12.02%
OPERATION SUPPLIES	11,248	5,661	(5,587)	-49.67%
UTILITIES	4,566	4,198	(368)	-8.06%
FUEL	2,662	2,415	(247)	-9.28%
TOTAL ASSESSOR	\$ 898,291	\$ 947,244	\$ 48,953	5.45%

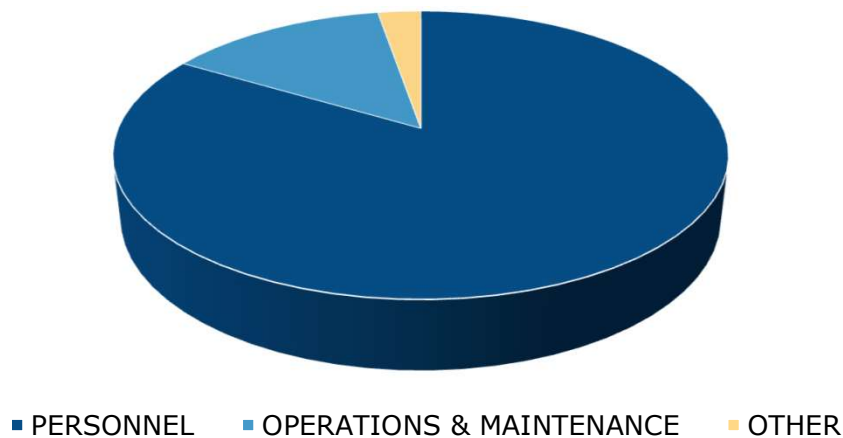


ASSESSOR LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10021100- 41100 - REGULAR EMPLOYEES	\$ 556,724	\$ 572,293	\$ 15,569	2.80%
10021100- 42100 - ER'S HEALTH INSURANCE	63,367	87,779	24,412	38.52%
10021100- 42110 - ER'S LIFE INSURANCE	294	294	-	0.00%
10021100- 42210 - ER'S MEDICARE	7,046	7,234	188	2.67%
10021100- 42300 - ER'S PENSION	169,350	175,522	6,172	3.64%
10021100- 42320 - ER'S NDPERS	24,844	25,022	178	0.72%
10021100- 42600 - WORKERS' COMPENSATION INSUR	325	325	-	0.00%
10021100- 42700 - ER'S ST DISABILITY INS	3,948	4,374	426	10.79%
10021100- 42900 - ER'S LT DISABILITY INS	2,394	2,461	67	2.80%
10021100- 43900 - MEMBERSHIPS & ASSOCIATIONS	1,150	1,700	550	47.83%
10021100- 44110 - WATER, SEWER, GARBAGE UTILITY	350	442	92	26.29%
10021100- 44320 - STRUCTURE RPR & MTCE	2,500	1,250	(1,250)	-50.00%
10021100- 44325 - PEST CONTROL RPR & MTCE	20	-	(20)	-100.00%
10021100- 44327 - SECURITY SYSTEM RPR & MTCE	21	-	(21)	-100.00%
10021100- 44330 - VEHICLE & EQUIPMENT REPAIR	2,000	3,500	1,500	75.00%
10021100- 44350 - IT MTCE & REPAIR AGREEMTS	25,255	28,576	3,321	13.15%
10021100- 44400 - RENTALS	662	984	322	48.74%
10021100- 45201 - GENERAL LIABILITY INSURANCE	2,577	2,017	(560)	-21.73%
10021100- 45202 - BUILDING & CONTENTS INSUR	613	2,558	1,945	317.30%
10021100- 45203 - AUTOMOTIVE INSURANCE	2,071	1,747	(324)	-15.66%
10021100- 45207 - CYBER SECURITY INSURANCE	799	541	(258)	-32.27%
10021100- 45300 - TELEPHONE SERVICES	3,081	3,684	603	19.57%
10021100- 45400 - ADVERTISING	50	-	(50)	-100.00%
10021100- 45800 - TRAVEL COSTS	3,675	4,593	918	24.97%
10021100- 45900 - EDUCATION & TRAINING	2,400	2,600	200	8.33%
10021100- 45920 - WEARING APPAREL	300	300	-	0.00%
10021100- 45970 - POSTAGE/SHIPPING	4,000	5,175	1,175	29.38%
10021100- 46101 - DPMT MATERIALS & SUPPLIES	3,700	1,525	(2,175)	-58.78%
10021100- 46102 - FURNITURE & EQUIPMENT	5,101	1,650	(3,451)	-67.65%
10021100- 46103 - COPIER & PRINTER SUPPLIES	837	1,026	189	22.61%
10021100- 46210 - NATURAL GAS	545	223	(322)	-59.08%
10021100- 46220 - ELECTRICITY	4,021	3,975	(46)	-1.14%
10021100- 46262 - UNLEADED	2,662	2,415	(247)	-9.28%
10021100- 46400 - BOOKS & SUBSCRIPTIONS	1,610	1,460	(150)	-9.32%
TOTAL ASSESSOR	\$ 898,291	\$ 947,244	\$ 48,953	5.45%

POLICE SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 7,555,845	\$ 7,771,119	\$ 215,274	2.85%
1 POLICE CHIEF				
3 POLICE CAPTAINS				
5 POLICE LIEUTENANTS				
14 POLICE SERGEANTS				
30 POLICE OFFICERS, MASTER				
7 POLICE OFFICERS, SENIOR				
25 POLICE OFFICERS				
1 DIGITAL FORENSIC ANALYST				
1 EVIDENCE AND PROPERTY TECHNICIAN				
1 INTELLIGENCE ANALYST				
1 OFFICE & ADMINISTRATIVE SPECIALISTS, SENIOR				
1 LAW ENFORCEMENT OFFICE MANAGER				
1 LAW ENFORCEMENT SPECIALIST III				
2 LAW ENFORCEMENT SPECIALISTS II				
2 LAW ENFORCEMENT SPECIALISTS I				
3 COMMUNITY SERVICE OFFICERS				
BENEFITS	3,748,677	3,688,758	(59,919)	-1.60%
PROFESSIONAL AND TECHNICAL SERVICES	86,622	78,319	(8,303)	-9.59%
INFRASTRUCTURE MAINTENANCE	200,093	249,798	49,705	24.84%
REPAIR & MAINTENANCE	298,214	476,278	178,063	59.71%
OTHER PURCHASED SERVICES	406,836	460,793	53,957	13.26%
OPERATION SUPPLIES	306,517	394,858	88,341	28.82%
UTILITIES	94,899	68,066	(26,833)	-28.28%
FUEL	170,538	163,665	(6,873)	-4.03%
OTHER	20,000	22,000	2,000	10.00%
TRANSFERS BETWEEN FUNDS	774,140	348,667	(425,473)	-54.96%
TOTAL POLICE	\$ 13,662,381	\$ 13,722,320	\$ 59,940	0.44%



POLICE LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10021000-41100 - REGULAR EMPLOYEES	\$ 7,314,619	\$ 7,468,399	\$ 153,780	2.10%
10021000-41200 - TEMP & PART-TIME EMPLOYEES	26,400	27,720	1,320	5.00%
10021000-41300 - OVERTIME	214,826	275,000	60,174	28.01%
10021000-42100 - ER'S HEALTH INSURANCE	1,465,246	1,366,829	(98,417)	-6.72%
10021000-42110 - ER'S LIFE INSURANCE	4,802	4,508	(294)	-6.12%
10021000-42200 - ER'S SOCIAL SECURITY	1,637	1,719	82	5.01%
10021000-42210 - ER'S MEDICARE	95,723	99,079	3,356	3.51%
10021000-42300 - ER'S PENSION	1,687,156	1,713,423	26,267	1.56%
10021000-42310 - ER'S DEF CONTRIBUTION	67,415	59,387	(8,028)	-11.91%
10021000-42320 - ER'S NDPERS	306,528	318,767	12,239	3.99%
10021000-42500 - UNEMPLOYMENT COMP	820	813	(7)	-0.85%
10021000-42600 - WORKERS' COMPENSATION INSUR	36,233	36,233	-	0.00%
10021000-42700 - ER'S ST DISABILITY INS	51,875	56,210	4,335	8.36%
10021000-42900 - ER'S LT DISABILITY INS	31,242	31,790	548	1.75%
10021000-43040 - CONSULTANTS	45,673	-	(45,673)	-100.00%
10021000-43200 - PROFESSIONAL TESTING	-	3,600	3,600	100.00%
10021000-43300 - OTHER PROFESSIONAL SERVICES	33,864	67,629	33,765	99.71%
10021000-43900 - MEMBERSHIPS & ASSOCIATIONS	7,085	7,090	5	0.07%
10021000-44110 - WATER, SEWER, GARBAGE UTILITY	3,000	4,470	1,470	49.00%
10021000-44320 - STRUCTURE RPR & MTCE	49,400	140,000	90,600	183.40%
10021000-44322 - HVAC RPR & MTCE	16,500	10,500	(6,000)	-36.36%
10021000-44324 - ELEVATOR RPR & MTCE	-	4,700	4,700	100.00%
10021000-44325 - PEST CONTROL RPR & MTCE	-	325	325	100.00%
10021000-44327 - SECURITY SYSTEM RPR & MTCE	-	2,500	2,500	100.00%
10021000-44330 - VEHICLE & EQUIPMENT REPAIR	109,800	127,700	17,900	16.30%
10021000-44340 - POUND SERVICES AGMTS	50,000	45,000	(5,000)	-10.00%
10021000-44350 - IT MTCE & REPAIR AGREEMTS	69,514	141,083	71,568	102.96%
10021000-44400 - RENTALS	200,093	249,798	49,705	24.84%
10021000-45201 - GENERAL LIABILITY INSURANCE	41,355	84,928	43,573	105.36%
10021000-45202 - BUILDING & CONTENTS INSUR	9,629	12,287	2,658	27.60%
10021000-45203 - AUTOMOTIVE INSURANCE	55,240	54,608	(632)	-1.14%
10021000-45204 - INLAND MARINE INSURANCE	1,191	766	(425)	-35.70%
10021000-45205 - COVERAGE FOR FLOOD INSURANCE	3,680	4,459	779	21.18%
10021000-45207 - CYBER SECURITY INSURANCE	12,772	8,394	(4,378)	-34.28%
10021000-45300 - TELEPHONE SERVICES	60,777	62,477	1,700	2.80%
10021000-45400 - ADVERTISING	5,573	6,000	427	7.67%
10021000-45800 - TRAVEL COSTS	55,125	69,391	14,266	25.88%
10021000-45900 - EDUCATION & TRAINING	71,950	78,180	6,230	8.66%
10021000-45920 - WEARING APPAREL	47,060	38,093	(8,967)	-19.06%
10021000-45940 - TOWING	33,813	32,122	(1,691)	-5.00%
10021000-45950 - BANKING & CREDIT CARD FEES	1,600	2,088	488	30.50%
10021000-45951 - COLLECTION FEES	71	-	(71)	-100.00%
10021000-45970 - POSTAGE/SHIPPING	6,500	6,500	-	0.00%
10021000-45980 - LAUNDRY	500	500	-	0.00%
10021000-46101 - DPMT MATERIALS & SUPPLIES	67,900	73,611	5,711	8.41%
10021000-46102 - FURNITURE & EQUIPMENT	172,385	227,266	54,881	31.84%
10021000-46103 - COPIER & PRINTER SUPPLIES	10,302	7,057	(3,245)	-31.50%
10021000-46104 - CANINE CARE & SUPPLIES	9,000	13,000	4,000	44.44%
10021000-46105 - CLEANING SUPPLIES	148	-	(148)	-100.00%
10021000-46106 - EMPLOYEE AWARDS	182	-	(182)	-100.00%
10021000-46108 - AMMUNITION & TARGETS	30,000	30,000	-	0.00%
10021000-46114 - CRIME INVESTIGAT & BUY MONEY	2,500	2,500	-	0.00%
10021000-46119 - COMMUNITY OUTREACH	11,000	12,000	1,000	9.09%
10021000-46210 - NATURAL GAS	14,493	4,981	(9,512)	-65.63%
10021000-46220 - ELECTRICITY	80,406	63,085	(17,321)	-21.54%
10021000-46261 - DIESEL	83	74	(9)	-10.84%
10021000-46262 - UNLEADED	170,455	163,591	(6,864)	-4.03%
10021000-46400 - BOOKS & SUBSCRIPTIONS	3,100	29,424	26,324	849.16%
10021000-48100 - COMMUNITY CONTRIBUTIONS	8,000	8,500	500	6.25%
10021000-48201 - DOMESTIC VIOLENCE	12,000	13,500	1,500	12.50%
10021000-49124 - CAPITAL INFRASTRUCTURE	522,640	-	(522,640)	-100.00%
10021000-49125 - CAPITAL EQUIPMENT	251,500	348,667	97,167	38.63%
TOTAL POLICE	\$ 13,662,381	\$ 13,722,320	\$ 59,940	0.44%

NARCOTICS TASK FORCE SUMMARY

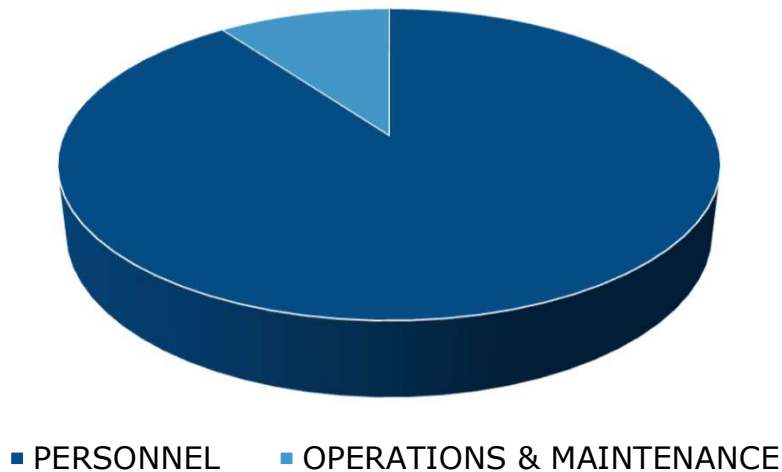
	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
INFRASTRUCTURE MAINTENANCE	\$ 71,150	\$ -	\$ (71,150)	-100.00%
REPAIR & MAINTENANCE	7,450	-	(7,450)	-100.00%
OTHER PURCHASED SERVICES	11,700	-	(11,700)	-100.00%
OPERATION SUPPLIES	45,112	-	(45,112)	-100.00%
FUEL	10,500	-	(10,500)	-100.00%
TOTAL NARCOTICS TASK FORCE	\$ 145,912	\$ -	\$ (145,912)	-100.00%

NARCOTICS TASK FORCE LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10023000-44330 - VEHICLE & EQUIPMENT REPAIR	\$ 1,000	\$ -	(1,000)	-100.00%
10023000-44350 - IT MTCE & REPAIR AGREEMTS	6,450	-	(6,450)	-100.00%
10023000-44400 - RENTALS	71,150	-	(71,150)	-100.00%
10023000-45300 - TELEPHONE SERVICES	4,700	-	(4,700)	-100.00%
10023000-45800 - TRAVEL COSTS	7,000	-	(7,000)	-100.00%
10023000-46101 - DPMT MATERIALS & SUPPLIES	5,000	-	(5,000)	-100.00%
10023000-46102 - FURNITURE & EQUIPMENT	30,112	-	(30,112)	-100.00%
10023000-46114 - CRIME INVESTIGAT & BUY MONEY	10,000	-	(10,000)	-100.00%
10023000-46262 - UNLEADED	10,500	-	(10,500)	-100.00%
TOTAL NARCOTICS TASK FORCE	\$ 145,912	\$ -	\$ (145,912)	-100.00%

DISPATCH SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 1,271,840	\$ 1,281,240	\$ 9,400	0.74%
1 PSAP MANAGER				
1 ASSISTANT PSAP MANAGER				
4 DISPATCHERS, LEAD				
5 DISPATCHERS, SENIOR				
8 DISPATCHERS				
BENEFITS	524,521	519,459	(5,062)	-0.97%
PROFESSIONAL AND TECHNICAL SERVICES	1,950	2,050	100	5.13%
INFRASTRUCTURE MAINTENANCE	16,200	17,184	984	6.07%
REPAIR & MAINTENANCE	90,270	111,932	21,662	24.00%
OTHER PURCHASED SERVICES	34,255	42,105	7,851	22.92%
OPERATION SUPPLIES	15,401	14,647	(754)	-4.90%
UTILITIES	14,169	13,027	(1,142)	-8.06%
TOTAL DISPATCH	\$ 1,968,606	\$ 2,001,644	\$ 33,038	1.68%

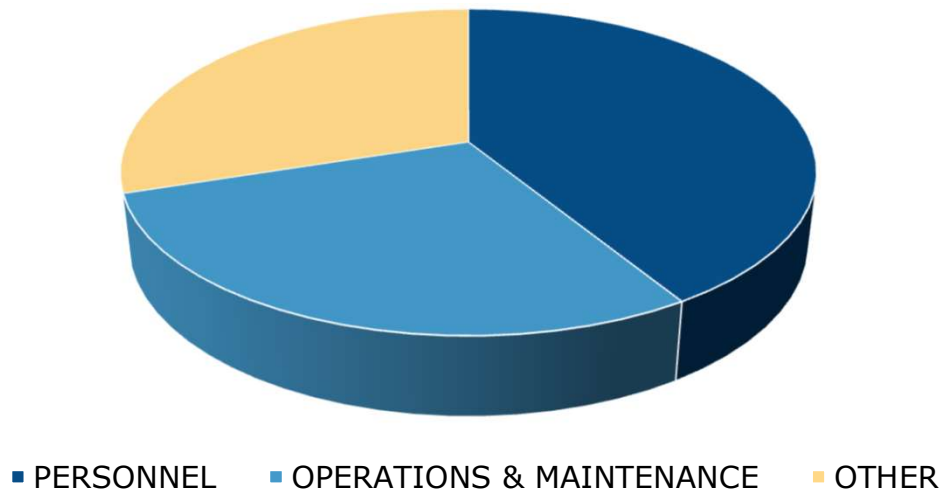


DISPATCH LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10024000- 41100 - REGULAR EMPLOYEES	\$ 1,211,840	\$ 1,218,240	\$ 6,400	0.53%
10024000- 41300 - OVERTIME	60,000	63,000	3,000	5.00%
10024000- 42100 - ER'S HEALTH INSURANCE	217,521	245,595	28,074	12.91%
10024000- 42110 - ER'S LIFE INSURANCE	931	931	-	0.00%
10024000- 42210 - ER'S MEDICARE	16,555	16,752	197	1.19%
10024000- 42300 - ER'S PENSION	197,630	156,408	(41,222)	-20.86%
10024000- 42310 - ER'S DEF CONTRIBUTION	21,518	17,300	(4,218)	-19.60%
10024000- 42320 - ER'S NDPERS	55,659	67,135	11,476	20.62%
10024000- 42500 - UNEMPLOYMENT COMP	254	211	(43)	-16.93%
10024000- 42600 - WORKERS' COMPENSATION INSUR	671	671	-	0.00%
10024000- 42700 - ER'S ST DISABILITY INS	8,594	9,251	657	7.64%
10024000- 42900 - ER'S LT DISABILITY INS	5,188	5,205	17	0.33%
10024000- 43300 - OTHER PROFESSIONAL SERVICES	750	850	100	13.33%
10024000- 43900 - MEMBERSHIPS & ASSOCIATIONS	1,200	1,200	-	0.00%
10024000- 44110 - WATER, SEWER, GARBAGE UTILITY	1,090	1,371	281	25.78%
10024000- 44320 - STRUCTURE RPR & MTCE	1,192	-	(1,192)	-100.00%
10024000- 44330 - VEHICLE & EQUIPMENT REPAIR	30,000	30,000	-	0.00%
10024000- 44350 - IT MTCE & REPAIR AGREEMTS	57,988	80,561	22,573	38.93%
10024000- 44400 - RENTALS	16,200	17,184	984	6.07%
10024000- 45201 - GENERAL LIABILITY INSURANCE	5,211	3,708	(1,503)	-28.85%
10024000- 45202 - BUILDING & CONTENTS INSUR	1,706	7,938	6,232	365.28%
10024000- 45207 - CYBER SECURITY INSURANCE	2,528	1,715	(813)	-32.16%
10024000- 45300 - TELEPHONE SERVICES	7,194	7,550	356	4.95%
10024000- 45400 - ADVERTISING	216	-	(216)	-100.00%
10024000- 45800 - TRAVEL COSTS	7,700	8,200	500	6.49%
10024000- 45900 - EDUCATION & TRAINING	8,200	11,245	3,045	37.13%
10024000- 45920 - WEARING APPAREL	1,500	1,750	250	16.67%
10024000- 46101 - DPMT MATERIALS & SUPPLIES	4,000	4,000	-	0.00%
10024000- 46102 - FURNITURE & EQUIPMENT	10,625	8,990	(1,635)	-15.39%
10024000- 46103 - COPIER & PRINTER SUPPLIES	276	1,157	881	318.81%
10024000- 46210 - NATURAL GAS	1,690	692	(998)	-59.05%
10024000- 46220 - ELECTRICITY	12,479	12,335	(144)	-1.15%
10024000- 46400 - BOOKS & SUBSCRIPTIONS	500	500	-	0.00%
TOTAL DISPATCH	\$ 1,968,606	\$ 2,001,644	\$ 33,038	1.68%

MUNICIPAL JUDGE SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 232,325	\$ 245,210	\$ 12,885	5.55%
1 CITY PROSECUTOR				
1 CLERK OF COURT				
1 ADMINISTRATIVE CLERK, PRINCIPAL				
1 ADMINISTRATIVE CLERK, SENIOR				
BENEFITS	76,845	80,525	3,680	4.79%
PROFESSIONAL AND TECHNICAL SERVICES	33,100	31,150	(1,950)	-5.89%
INFRASTRUCTURE MAINTENANCE	662	984	322	48.74%
REPAIR & MAINTENANCE	2,500	5,300	2,800	112.00%
OTHER PURCHASED SERVICES	184,039	182,841	(1,198)	-0.65%
OPERATION SUPPLIES	9,151	7,407	(1,744)	-19.06%
OTHER	148,872	237,000	88,128	59.20%
TOTAL MUNICIPAL JUDGE	\$ 687,493	\$ 790,417	\$ 102,924	14.97%

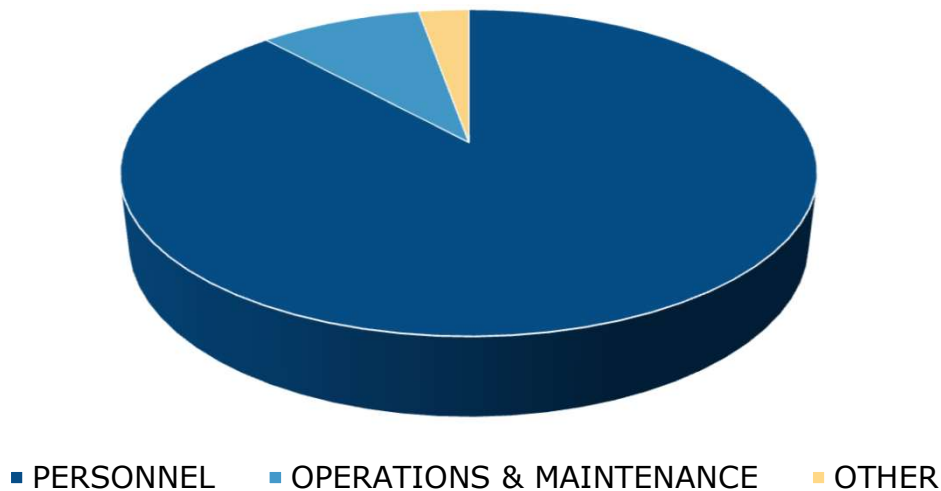


MUNICIPAL JUDGE LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10025000-41100 - REGULAR EMPLOYEES	\$ 222,825	\$ 235,235	\$ 12,410	5.57%
10025000-41200 - TEMP & PART-TIME EMPLOYEES	9,500	9,975	475	5.00%
10025000-42100 - ER'S HEALTH INSURANCE	51,916	54,511	2,595	5.00%
10025000-42110 - ER'S LIFE INSURANCE	196	196	-	0.00%
10025000-42200 - ER'S SOCIAL SECURITY	4,018	4,126	108	2.69%
10025000-42210 - ER'S MEDICARE	3,135	3,307	172	5.49%
10025000-42320 - ER'S NDPERS	15,074	16,084	1,010	6.70%
10025000-42500 - UNEMPLOYMENT COMP	56	56	-	0.00%
10025000-42600 - WORKERS' COMPENSATION INSUR	170	170	-	0.00%
10025000-42700 - ER'S ST DISABILITY INS	1,580	1,328	(252)	-15.95%
10025000-42900 - ER'S LT DISABILITY INS	700	747	47	6.71%
10025000-43020 - ATTORNEYS	32,000	30,000	(2,000)	-6.25%
10025000-43040 - CONSULTANTS	400	400	-	0.00%
10025000-43300 - OTHER PROFESSIONAL SERVICES	-	50	50	100.00%
10025000-43900 - MEMBERSHIPS & ASSOCIATIONS	700	700	-	0.00%
10025000-44330 - VEHICLE & EQUIPMENT REPAIR	1,500	1,000	(500)	-33.33%
10025000-44350 - IT MTCE & REPAIR AGREEMTS	1,000	4,300	3,300	330.00%
10025000-44400 - RENTALS	662	984	322	48.74%
10025000-45201 - GENERAL LIABILITY INSURANCE	2,381	1,787	(594)	-24.94%
10025000-45202 - BUILDING & CONTENTS INSUR	-	593	593	100.00%
10025000-45207 - CYBER SECURITY INSURANCE	532	361	(171)	-32.18%
10025000-45300 - TELEPHONE SERVICES	2,058	2,058	-	0.00%
10025000-45800 - TRAVEL COSTS	1,500	1,500	-	0.00%
10025000-45900 - EDUCATION & TRAINING	1,000	1,000	-	0.00%
10025000-45950 - BANKING & CREDIT CARD FEES	14,153	13,532	(621)	-4.39%
10025000-45951 - COLLECTION FEES	12,415	12,000	(415)	-3.34%
10025000-45960 - PRISONER CARE	150,000	150,000	-	0.00%
10025000-45970 - POSTAGE/SHIPPING	-	10	10	100.00%
10025000-46101 - DPMT MATERIALS & SUPPLIES	4,000	3,000	(1,000)	-25.00%
10025000-46102 - FURNITURE & EQUIPMENT	3,000	1,500	(1,500)	-50.00%
10025000-46103 - COPIER & PRINTER SUPPLIES	1,651	2,357	706	42.77%
10025000-46105 - CLEANING SUPPLIES	-	50	50	100.00%
10025000-46400 - BOOKS & SUBSCRIPTIONS	500	500	-	0.00%
10025000-48201 - DOMESTIC VIOLENCE	12,033	17,000	4,967	41.28%
10025000-48202 - RESTITUTION	25,356	50,000	24,644	97.19%
10025000-48203 - BONDS POSTED	111,483	170,000	58,517	52.49%
TOTAL MUNICIPAL JUDGE	\$ 687,493	\$ 790,417	\$102,924	14.97%

FIRE CONTROL SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 5,742,676	\$ 6,142,069	\$ 399,393	6.95%
1 FIRE CHIEF				
1 ASSISTANT FIRE CHIEF				
4 FIRE BATTALION CHIEFS				
15 FIRE CAPTAINS				
33 FIREFIGHTERS, SENIOR				
12 FIREFIGHTERS				
3 FIRE INSPECTORS II				
1 FIRE EQUIPMENT MECHANIC				
1 OFFICE & ADMINISTRATIVE SPECIALIST, SENIOR				
BENEFITS	2,756,372	2,797,725	41,353	1.50%
PROFESSIONAL AND TECHNICAL SERVICES	40,125	42,628	2,503	6.24%
INFRASTRUCTURE MAINTENANCE	662	984	322	48.74%
REPAIR & MAINTENANCE	205,415	198,756	(6,660)	-3.24%
OTHER PURCHASED SERVICES	194,033	217,134	23,101	11.91%
OPERATION SUPPLIES	208,785	279,029	70,243	33.64%
UTILITIES	120,324	105,469	(14,855)	-12.35%
FUEL	73,215	64,712	(8,503)	-11.61%
OTHER	280,441	274,931	(5,510)	-1.96%
TRANSFERS BETWEEN FUNDS	-	7,358	7,358	100.00%
TOTAL FIRE CONTROL	\$ 9,622,048	\$ 10,130,794	\$ 508,746	5.29%

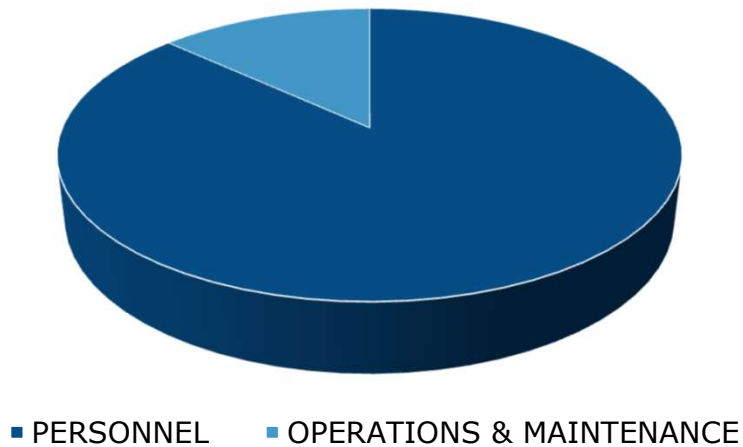


FIRE CONTROL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10031000-41100 - REGULAR EMPLOYEES	\$ 5,372,373	\$ 5,467,069	\$ 94,696	1.76%
10031000-41300 - OVERTIME	370,303	675,000	304,697	82.28%
10031000-42100 - ER'S HEALTH INSURANCE	1,017,409	1,102,675	85,266	8.38%
10031000-42110 - ER'S LIFE INSURANCE	3,332	3,479	147	4.41%
10031000-42210 - ER'S MEDICARE	72,770	78,446	5,676	7.80%
10031000-42300 - ER'S PENSION	1,276,373	1,202,922	(73,451)	-5.75%
10031000-42310 - ER'S DEF CONTRIBUTION	132,549	122,044	(10,505)	-7.93%
10031000-42320 - ER'S NDPERS	142,421	172,945	30,524	21.43%
10031000-42500 - UNEMPLOYMENT COMP	1,172	1,172	-	0.00%
10031000-42600 - WORKERS' COMPENSATION INSUR	49,158	49,158	-	0.00%
10031000-42700 - ER'S ST DISABILITY INS	38,101	41,391	3,290	8.63%
10031000-42900 - ER'S LT DISABILITY INS	23,087	23,493	406	1.76%
10031000-43300 - OTHER PROFESSIONAL SERVICES	35,000	40,453	5,453	15.58%
10031000-43900 - MEMBERSHIPS & ASSOCIATIONS	5,125	2,175	(2,950)	-57.56%
10031000-44110 - WATER, SEWER, GARBAGE UTILITY	16,500	22,355	5,855	35.48%
10031000-44320 - STRUCTURE RPR & MTCE	103,952	68,770	(35,182)	-33.84%
10031000-44325 - PEST CONTROL RPR & MTCE	2,500	2,500	-	0.00%
10031000-44327 - SECURITY SYSTEM RPR & MTCE	500	-	(500)	-100.00%
10031000-44330 - VEHICLE & EQUIPMENT REPAIR	71,000	71,630	630	0.89%
10031000-44350 - IT MTCE & REPAIR AGREEMTS	10,963	33,501	22,537	205.57%
10031000-44400 - RENTALS	662	984	322	48.74%
10031000-45201 - GENERAL LIABILITY INSURANCE	30,476	26,518	(3,958)	-12.99%
10031000-45202 - BUILDING & CONTENTS INSUR	6,591	19,893	13,302	201.81%
10031000-45203 - AUTOMOTIVE INSURANCE	19,775	18,113	(1,662)	-8.41%
10031000-45204 - INLAND MARINE INSURANCE	255	713	458	179.73%
10031000-45207 - CYBER SECURITY INSURANCE	9,845	6,048	(3,797)	-38.57%
10031000-45300 - TELEPHONE SERVICES	22,781	33,700	10,919	47.93%
10031000-45400 - ADVERTISING	2,000	1,000	(1,000)	-50.00%
10031000-45800 - TRAVEL COSTS	10,000	10,000	-	0.00%
10031000-45900 - EDUCATION & TRAINING	59,000	71,550	12,550	21.27%
10031000-45920 - WEARING APPAREL	32,350	28,700	(3,650)	-11.28%
10031000-45950 - BANKING & CREDIT CARD FEES	10	-	(10)	-100.00%
10031000-45970 - POSTAGE/SHIPPING	950	900	(50)	-5.26%
10031000-46101 - DPMT MATERIALS & SUPPLIES	150,274	205,989	55,715	37.08%
10031000-46102 - FURNITURE & EQUIPMENT	27,900	28,750	850	3.05%
10031000-46103 - COPIER & PRINTER SUPPLIES	151	657	506	335.24%
10031000-46105 - CLEANING SUPPLIES	19,960	26,000	6,040	30.26%
10031000-46107 - FOAM & CHEMICALS	6,000	12,013	6,013	100.21%
10031000-46210 - NATURAL GAS	50,896	38,844	(12,052)	-23.68%
10031000-46220 - ELECTRICITY	66,094	66,625	531	0.80%
10031000-46230 - PROPANE	3,334	-	(3,334)	-100.00%
10031000-46261 - DIESEL	64,719	56,139	(8,580)	-13.26%
10031000-46262 - UNLEADED	8,496	8,573	77	0.91%
10031000-46400 - BOOKS & SUBSCRIPTIONS	4,500	5,620	1,120	24.89%
10031000-48200 - PASS-THROUGH	280,441	274,931	(5,510)	-1.96%
10031000-49125 - CAPITAL EQUIPMENT	-	7,358	7,358	100.00%
TOTAL FIRE CONTROL	\$ 9,622,048	\$ 10,130,794	\$ 508,746	5.29%

COMMUNITY DEVELOPMENT SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 584,718	\$ 474,819	\$ (109,899)	-18.80%
1 COMMUNITY/ECONOMIC DEVELOPMENT DIRECTOR				
1 PRINCIPAL PLANNER				
1 ASSISTANT PLANNER I				
1 ZONE/CODE ENFORCEMENT OFFICER				
1 PLANNING & CODE ENFORCEMENT ASSISTANT				
BENEFITS	143,357	133,712	(9,645)	-6.73%
PROFESSIONAL AND TECHNICAL SERVICES	6,303	31,500	25,197	399.74%
INFRASTRUCTURE MAINTENANCE	331	492	161	48.74%
REPAIR & MAINTENANCE	4,776	11,022	6,246	130.79%
OTHER PURCHASED SERVICES	40,797	38,522	(2,275)	-5.58%
OPERATION SUPPLIES	14,521	7,329	(7,192)	-49.53%
UTILITIES	2,456	2,007	(449)	-18.28%
FUEL	300	1,543	1,243	414.33%
TOTAL COMMUNITY DEVELOPMENT	\$ 797,559	\$ 700,947	\$ (96,612)	-12.11%

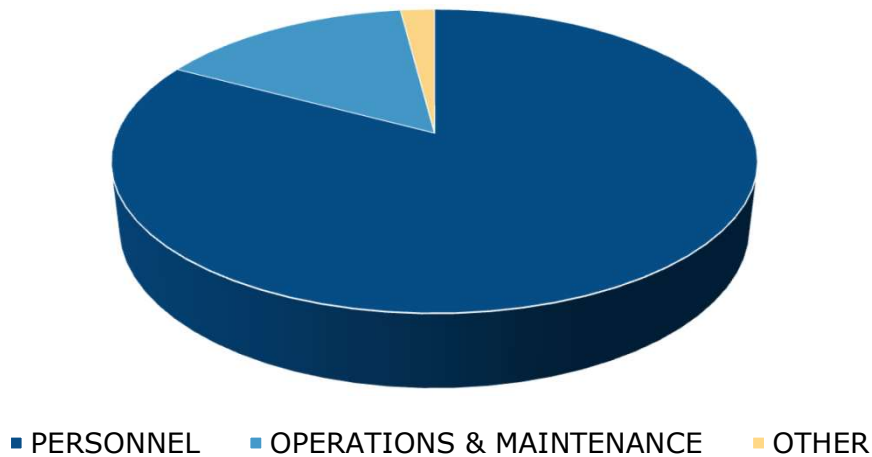


COMMUNITY DEVELOPMENT

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10035000-41100 - REGULAR EMPLOYEES	\$ 572,218	\$449,819	\$ (122,399)	-21.39%
10035000-41200 - TEMP & PART-TIME EMPLOYEES	12,500	25,000	12,500	100.00%
10035000-42100 - ER'S HEALTH INSURANCE	74,560	78,288	3,728	5.00%
10035000-42110 - ER'S LIFE INSURANCE	294	245	(49)	-16.67%
10035000-42200 - ER'S SOCIAL SECURITY	775	1,550	775	100.00%
10035000-42210 - ER'S MEDICARE	7,732	6,256	(1,476)	-19.09%
10035000-42310 - ER'S DEF CONTRIBUTION	5,548	5,659	111	2.00%
10035000-42320 - ER'S NDPERS	46,566	35,103	(11,463)	-24.62%
10035000-42500 - UNEMPLOYMENT COMP	970	970	-	0.00%
10035000-42600 - WORKERS' COMPENSATION INSUR	393	393	-	0.00%
10035000-42700 - ER'S ST DISABILITY INS	4,058	3,314	(744)	-18.33%
10035000-42900 - ER'S LT DISABILITY INS	2,461	1,934	(527)	-21.41%
10035000-43040 - CONSULTANTS	-	25,000	25,000	100.00%
10035000-43300 - OTHER PROFESSIONAL SERVICES	48	-	(48)	-100.00%
10035000-43900 - MEMBERSHIPS & ASSOCIATIONS	6,255	6,500	245	3.92%
10035000-44110 - WATER, SEWER, GARBAGE UTILITY	55	43	(12)	-21.82%
10035000-44325 - PEST CONTROL RPR & MTCE	21	-	(21)	-100.00%
10035000-44330 - VEHICLE & EQUIPMENT REPAIR	1,200	2,000	800	66.67%
10035000-44350 - IT MTCE & REPAIR AGREEMTS	3,500	8,979	5,479	156.55%
10035000-44400 - RENTALS	331	492	161	48.74%
10035000-45201 - GENERAL LIABILITY INSURANCE	2,706	2,496	(210)	-7.77%
10035000-45202 - BUILDING & CONTENTS INSUR	105	298	193	183.74%
10035000-45203 - AUTOMOTIVE INSURANCE	533	786	253	47.51%
10035000-45207 - CYBER SECURITY INSURANCE	799	541	(258)	-32.27%
10035000-45300 - TELEPHONE SERVICES	4,480	5,200	720	16.07%
10035000-45400 - ADVERTISING	4,600	4,500	(100)	-2.17%
10035000-45800 - TRAVEL COSTS	10,874	9,000	(1,874)	-17.23%
10035000-45900 - EDUCATION & TRAINING	11,000	9,800	(1,200)	-10.91%
10035000-45920 - WEARING APPAREL	400	500	100	25.00%
10035000-45950 - BANKING & CREDIT CARD FEES	350	288	(62)	-17.71%
10035000-45970 - POSTAGE/SHIPPING	4,950	5,113	163	3.29%
10035000-46101 - DPMT MATERIALS & SUPPLIES	5,600	3,500	(2,100)	-37.50%
10035000-46102 - FURNITURE & EQUIPMENT	7,250	2,650	(4,600)	-63.45%
10035000-46103 - COPIER & PRINTER SUPPLIES	971	379	(592)	-60.95%
10035000-46106 - EMPLOYEE AWARDS	-	100	100	100.00%
10035000-46210 - NATURAL GAS	665	611	(54)	-8.12%
10035000-46220 - ELECTRICITY	1,791	1,396	(395)	-22.05%
10035000-46262 - UNLEADED	300	1,543	1,243	414.33%
10035000-46400 - BOOKS & SUBSCRIPTIONS	700	700	-	0.00%
TOTAL COMMUNITY DEVELOPMENT	\$ 797,559	\$ 700,947	\$ (96,612)	-12.11%

INSPECTION SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 800,496	\$ 864,736	\$ 64,240	8.03%
1 BUILDING OFFICIAL				
1 SENIOR BUILDING INSPECTOR II				
1 BUILDING INSPECTOR III				
1 BUILDING INSPECTOR II				
1 MECHANICAL INSPECTOR III				
1 PLUMBING INSPECTOR III				
1 RESIDENTIAL PLAN REVIEWER				
1 COMMERCIAL PLAN REVIEWER				
1 ADMINISTRATIVE CLERK, PRINCIPAL				
1 ADMINISTRATIVE CLERK				
BENEFITS	369,418	357,262	(12,156)	-3.29%
PROFESSIONAL AND TECHNICAL SERVICES	3,600	3,700	100	2.78%
INFRASTRUCTURE MAINTENANCE	331	492	161	48.74%
REPAIR & MAINTENANCE	130,041	119,310	(10,731)	-8.25%
OTHER PURCHASED SERVICES	51,599	53,809	2,210	4.28%
OPERATION SUPPLIES	17,863	33,279	15,416	86.30%
UTILITIES	4,186	4,186	-	0.00%
FUEL	10,211	8,679	(1,532)	-15.00%
TRANSFERS BETWEEN FUNDS	-	30,000	30,000	100.00%
TOTAL INSPECTION	\$ 1,387,745	\$ 1,475,453	\$ 87,708	6.32%

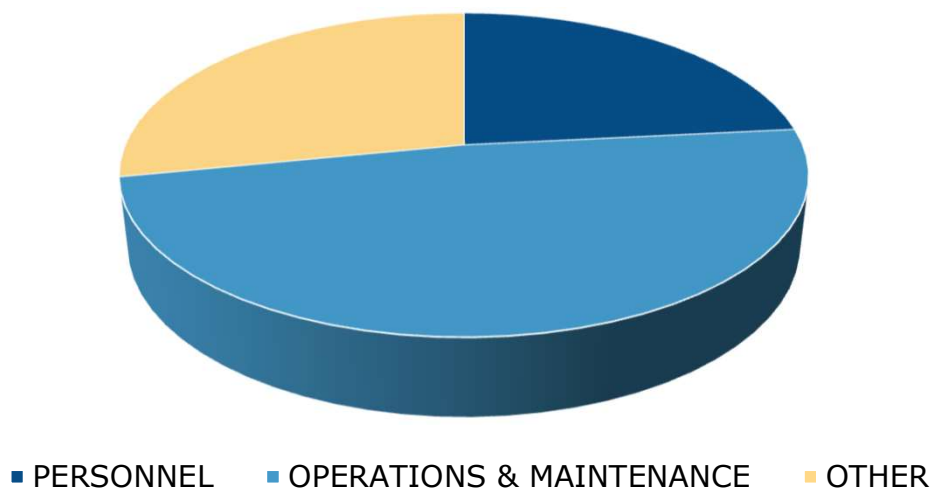


INSPECTION LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10036000-41100 - REGULAR EMPLOYEES	\$ 737,296	\$ 798,376	\$ 61,080	8.28%
10036000-41200 - TEMP & PART-TIME EMPLOYEES	63,200	66,360	3,160	5.00%
10036000-42100 - ER'S HEALTH INSURANCE	127,811	179,494	51,683	40.44%
10036000-42110 - ER'S LIFE INSURANCE	441	490	49	11.11%
10036000-42200 - ER'S SOCIAL SECURITY	3,918	4,114	196	5.00%
10036000-42210 - ER'S MEDICARE	10,263	11,136	873	8.51%
10036000-42300 - ER'S PENSION	178,892	93,964	(84,928)	-47.47%
10036000-42310 - ER'S DEF CONTRIBUTION	7,648	8,030	382	4.99%
10036000-42320 - ER'S NDPERS	31,207	49,660	18,453	59.13%
10036000-42600 - WORKERS' COMPENSATION INSUR	839	839	-	0.00%
10036000-42700 - ER'S ST DISABILITY INS	5,229	6,102	873	16.70%
10036000-42900 - ER'S LT DISABILITY INS	3,170	3,433	263	8.30%
10036000-43900 - MEMBERSHIPS & ASSOCIATIONS	3,600	3,700	100	2.78%
10036000-44325 - PEST CONTROL RPR & MTCE	50	-	(50)	-100.00%
10036000-44327 - SECURITY SYSTEM RPR & MTCE	21	-	(21)	-100.00%
10036000-44330 - VEHICLE & EQUIPMENT REPAIR	11,300	13,000	1,700	15.04%
10036000-44350 - IT MTCE & REPAIR AGREEMTS	670	8,450	7,780	1160.89%
10036000-44360 - NUISANCE ABATEMENT	118,000	97,860	(20,140)	-17.07%
10036000-44400 - RENTALS	331	492	161	48.74%
10036000-45201 - GENERAL LIABILITY INSURANCE	3,986	2,998	(988)	-24.79%
10036000-45202 - BUILDING & CONTENTS INSUR	310	621	311	100.45%
10036000-45203 - AUTOMOTIVE INSURANCE	3,710	2,980	(730)	-19.66%
10036000-45207 - CYBER SECURITY INSURANCE	1,197	813	(384)	-32.09%
10036000-45300 - TELEPHONE SERVICES	7,932	8,200	268	3.38%
10036000-45400 - ADVERTISING	2,000	-	(2,000)	-100.00%
10036000-45800 - TRAVEL COSTS	13,750	14,000	250	1.82%
10036000-45900 - EDUCATION & TRAINING	10,500	12,000	1,500	14.29%
10036000-45920 - WEARING APPAREL	1,800	2,000	200	11.11%
10036000-45950 - BANKING & CREDIT CARD FEES	1,228	5,544	4,316	351.47%
10036000-45951 - COLLECTION FEES	200	-	(200)	-100.00%
10036000-45970 - POSTAGE/SHIPPING	4,986	4,652	(334)	-6.70%
10036000-46101 - DPMT MATERIALS & SUPPLIES	6,500	7,200	700	10.77%
10036000-46102 - FURNITURE & EQUIPMENT	6,088	19,500	13,412	220.30%
10036000-46103 - COPIER & PRINTER SUPPLIES	3,275	3,379	104	3.16%
10036000-46210 - NATURAL GAS	1,275	1,275	-	0.00%
10036000-46220 - ELECTRICITY	2,911	2,911	-	0.00%
10036000-46262 - UNLEADED	10,211	8,679	(1,532)	-15.00%
10036000-46400 - BOOKS & SUBSCRIPTIONS	2,000	3,200	1,200	60.00%
10036000-49125 - CAPITAL EQUIPMENT	-	30,000	30,000	100.00%
TOTAL INSPECTION	\$ 1,387,745	\$ 1,475,453	\$ 87,708	6.32%

TRAFFIC SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 475,076	\$ 506,557	\$ 31,481	6.63%
1 TRAFFIC ENGINEER				
1 TRAFFIC FOREMAN				
1 TRAFFIC MAINTENANCE TECHNICIAN III				
2 TRAFFIC MAINTENANCE TECHNICIANS II				
1 TRAFFIC MAINTENANCE WORKER				
BENEFITS	224,858	242,406	17,548	7.80%
PROFESSIONAL AND TECHNICAL SERVICES	21,690	11,633	(10,057)	-46.37%
INFRASTRUCTURE MAINTENANCE	510,000	585,000	75,000	14.71%
REPAIR & MAINTENANCE	64,504	77,186	12,682	19.66%
OTHER PURCHASED SERVICES	67,577	69,652	2,074	3.07%
OPERATION SUPPLIES	214,815	207,450	(7,365)	-3.43%
UTILITIES	640,339	586,643	(53,696)	-8.39%
FUEL	14,568	14,064	(504)	-3.46%
TRANSFERS BETWEEN FUNDS	1,222,000	901,500	(320,500)	-26.23%
TOTAL TRAFFIC	\$ 3,455,427	\$ 3,202,091	\$ (253,337)	-7.33%

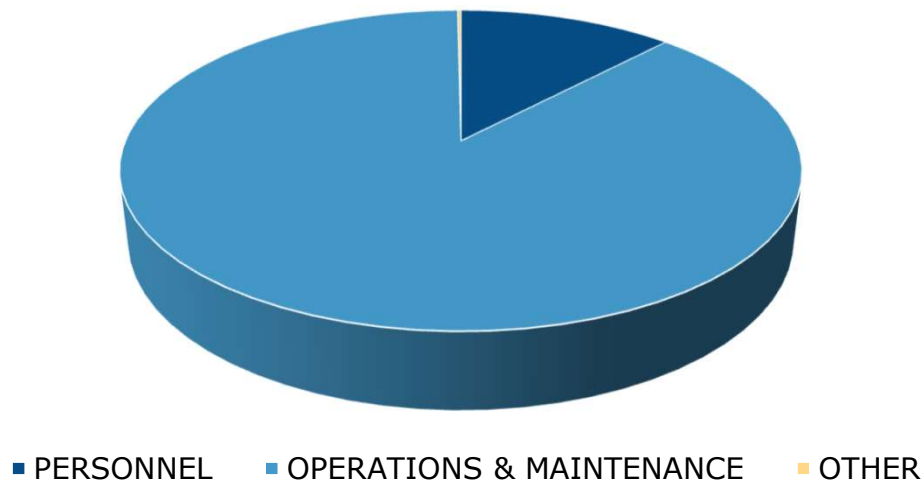


TRAFFIC LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10037000-41100 - REGULAR EMPLOYEES	\$ 438,596	\$ 468,253	\$ 29,657	6.76%
10037000-41200 - TEMP & PART-TIME EMPLOYEES	30,000	31,500	1,500	5.00%
10037000-41300 - OVERTIME	6,480	6,804	324	5.00%
10037000-42100 - ER'S HEALTH INSURANCE	89,864	99,804	9,940	11.06%
10037000-42110 - ER'S LIFE INSURANCE	294	294	-	0.00%
10037000-42200 - ER'S SOCIAL SECURITY	1,860	1,953	93	5.00%
10037000-42210 - ER'S MEDICARE	6,075	6,429	354	5.83%
10037000-42300 - ER'S PENSION	94,884	99,763	4,879	5.14%
10037000-42310 - ER'S DEF CONTRIBUTION	13,940	14,728	788	5.65%
10037000-42320 - ER'S NDPERS	9,514	10,413	899	9.45%
10037000-42600 - WORKERS' COMPENSATION INSUR	3,430	3,430	-	0.00%
10037000-42700 - ER'S ST DISABILITY INS	3,111	3,579	468	15.04%
10037000-42900 - ER'S LT DISABILITY INS	1,886	2,013	127	6.73%
10037000-43050 - ENGINEERS	20,000	10,000	(10,000)	100.00%
10037000-43200 - PROFESSIONAL TESTING	-	88	88	100.00%
10037000-43900 - MEMBERSHIPS & ASSOCIATIONS	1,690	1,545	(145)	-8.58%
10037000-44110 - WATER, SEWER, GARBAGE UTILITY	425	591	166	39.06%
10037000-44250 - ONE-CALL SERVICES	3,500	3,500	-	0.00%
10037000-44320 - STRUCTURE RPR & MTCE	5,000	5,000	-	0.00%
10037000-44330 - VEHICLE & EQUIPMENT REPAIR	9,000	9,500	500	5.56%
10037000-44350 - IT MTCE & REPAIR AGREEMTS	28,579	38,595	10,016	35.05%
10037000-44370 - SIGNS & MARKERS	18,000	20,000	2,000	100.00%
10037000-44504 - STREETS ALLEYS & ROAD MTCE	230,000	300,000	70,000	100.00%
10037000-44505 - SIGNALS & LIGHTING	280,000	285,000	5,000	1.79%
10037000-45201 - GENERAL LIABILITY INSURANCE	7,593	5,378	(2,215)	-29.17%
10037000-45202 - BUILDING & CONTENTS INSUR	682	6,298	5,616	823.51%
10037000-45203 - AUTOMOTIVE INSURANCE	6,344	4,358	(1,986)	-31.30%
10037000-45207 - CYBER SECURITY INSURANCE	799	541	(258)	-32.27%
10037000-45300 - TELEPHONE SERVICES	28,169	28,169	(0)	0.00%
10037000-45800 - TRAVEL COSTS	13,960	15,220	1,260	9.03%
10037000-45900 - EDUCATION & TRAINING	5,500	5,915	415	7.55%
10037000-45920 - WEARING APPAREL	1,200	600	(600)	-50.00%
10037000-45950 - BANKING & CREDIT CARD FEES	45	40	(5)	-11.11%
10037000-45951 - COLLECTION FEES	1,000	1,000	-	100.00%
10037000-45970 - POSTAGE/SHIPPING	2,285	2,132	(153)	-6.70%
10037000-46101 - DPMT MATERIALS & SUPPLIES	4,460	6,500	2,040	45.74%
10037000-46102 - FURNITURE & EQUIPMENT	3,600	13,100	9,500	263.89%
10037000-46103 - COPIER & PRINTER SUPPLIES	720	350	(370)	-51.39%
10037000-46111 - THINNER PAINT & MARKINGS	535	-	(535)	-100.00%
10037000-46117 - SIGNS & MARKERS	55,000	87,000	32,000	58.18%
10037000-46120 - SIGNALS & LIGHTING	150,000	100,000	(50,000)	100.00%
10037000-46210 - NATURAL GAS	2,724	2,724	-	0.00%
10037000-46220 - ELECTRICITY	637,589	583,919	(53,670)	-8.42%
10037000-46230 - PROPANE	26	-	(26)	-100.00%
10037000-46261 - DIESEL	2,360	1,927	(433)	-18.35%
10037000-46262 - UNLEADED	12,208	12,137	(71)	-0.58%
10037000-46400 - BOOKS & SUBSCRIPTIONS	500	500	-	0.00%
10037000-49124 - CAPITAL INFRASTRUCTURE	350,000	86,500	(263,500)	-75.29%
10037000-49125 - CAPITAL EQUIPMENT	872,000	815,000	(57,000)	100.00%
TOTAL TRAFFIC	\$ 3,455,427	\$ 3,202,091	\$ (253,337)	-7.33%

ENGINEERING SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 1,134,355	\$ 1,186,883	\$ 52,528	4.63%
1 CITY ENGINEER				
1 ASSISTANT CITY ENGINEER				
1 PROJECT MANAGER FIELD/DESIGN				
4 PROJECT CIVIL ENGINEERS I				
1 GIS COORDINATOR				
2 ENGINEERING TECHNICIANS I				
1 CAD TECHNICIAN				
1 GIS TECHNICIAN				
1 OFFICE & ADMINISTRATIVE SPECIALIST, SENIOR				
BENEFITS	501,503	525,055	23,552	4.70%
PROFESSIONAL AND TECHNICAL SERVICES	33,805	124,020	90,215	266.87%
INFRASTRUCTURE MAINTENANCE	8,945,547	12,040,984	3,095,437	34.60%
REPAIR & MAINTENANCE	74,842	77,885	3,042	4.07%
OTHER PURCHASED SERVICES	56,168	75,491	19,323	34.40%
OPERATION SUPPLIES	20,911	21,360	449	2.15%
UTILITIES	8,989	8,989	-	0.00%
FUEL	4,987	4,805	(182)	-3.65%
TRANSFERS BETWEEN FUNDS	1,005,000	27,000	(978,000)	-97.31%
TOTAL ENGINEERING	\$ 11,786,107	\$ 14,092,472	\$2,306,365	19.57%

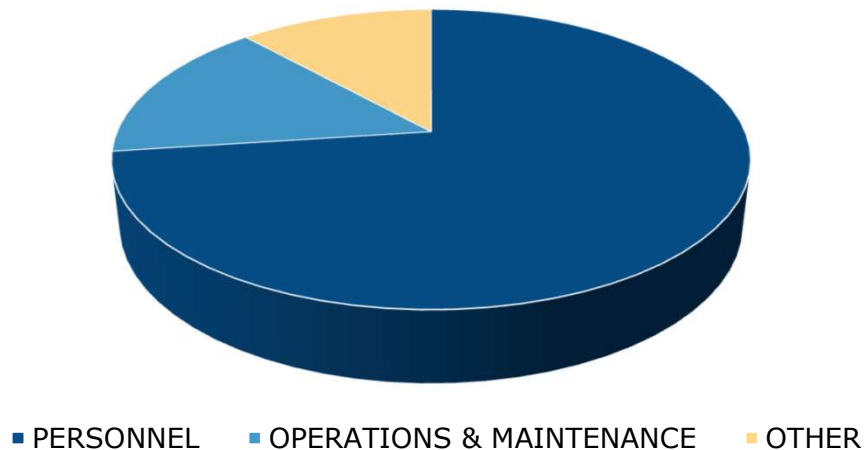


ENGINEERING LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10038000-41100 - REGULAR EMPLOYEES	\$ 1,103,835	\$ 1,153,395	\$ 49,560	4.49%
10038000-41200 - TEMP & PART-TIME EMPLOYEES	30,520	33,488	2,968	9.72%
10038000-42100 - ER'S HEALTH INSURANCE	202,371	212,490	10,119	5.00%
10038000-42110 - ER'S LIFE INSURANCE	637	637	-	0.00%
10038000-42200 - ER'S SOCIAL SECURITY	1,892	2,076	184	9.73%
10038000-42210 - ER'S MEDICARE	14,576	15,247	671	4.60%
10038000-42300 - ER'S PENSION	199,682	208,765	9,083	4.55%
10038000-42310 - ER'S DEF CONTRIBUTION	13,925	15,183	1,258	9.03%
10038000-42320 - ER'S NDPERS	54,604	55,959	1,355	2.48%
10038000-42500 - UNEMPLOYMENT COMP	353	267	(86)	-24.36%
10038000-42600 - WORKERS' COMPENSATION INSUR	889	889	-	0.00%
10038000-42700 - ER'S ST DISABILITY INS	7,828	8,582	754	9.63%
10038000-42900 - ER'S LT DISABILITY INS	4,746	4,960	214	4.51%
10038000-43040 - CONSULTANTS	30,000	120,000	90,000	300.00%
10038000-43200 - PROFESSIONAL TESTING	-	132	132	100.00%
10038000-43300 - OTHER PROFESSIONAL SERVICES	1,000	1,000	-	0.00%
10038000-43900 - MEMBERSHIPS & ASSOCIATIONS	2,805	2,888	83	2.96%
10038000-44320 - STRUCTURE RPR & MTCE	2,800	2,500	(300)	-10.71%
10038000-44325 - PEST CONTROL RPR & MTCE	100	-	(100)	-100.00%
10038000-44327 - SECURITY SYSTEM RPR & MTCE	25	-	(25)	-100.00%
10038000-44330 - VEHICLE & EQUIPMENT REPAIR	7,900	2,500	(5,400)	-68.35%
10038000-44350 - IT MTCE & REPAIR AGREEMTS	64,017	72,885	8,867	13.85%
10038000-44400 - RENTALS	662	984	322	48.74%
10038000-44506 - SIDEWALKS CURB & GUTTERS	944,885	1,040,000	95,115	10.07%
10038000-44508 - STREET MAINTENANCE	8,000,000	11,000,000	3,000,000	37.50%
10038000-45201 - GENERAL LIABILITY INSURANCE	10,608	29,640	19,032	179.42%
10038000-45202 - BUILDING & CONTENTS INSUR	547	1,335	788	143.98%
10038000-45203 - AUTOMOTIVE INSURANCE	4,705	3,646	(1,059)	-22.51%
10038000-45204 - INLAND MARINE INSURANCE	227	877	650	286.44%
10038000-45207 - CYBER SECURITY INSURANCE	1,730	1,174	(556)	-32.16%
10038000-45300 - TELEPHONE SERVICES	6,567	7,602	1,035	15.76%
10038000-45400 - ADVERTISING	2,400	2,400	-	0.00%
10038000-45800 - TRAVEL COSTS	15,560	15,560	-	0.00%
10038000-45900 - EDUCATION & TRAINING	9,480	8,985	(495)	-5.22%
10038000-45950 - BANKING & CREDIT CARD FEES	1,000	1,152	152	15.20%
10038000-45970 - POSTAGE/SHIPPING	3,344	3,120	(224)	-6.70%
10038000-46101 - DPMT MATERIALS & SUPPLIES	3,000	3,000	-	0.00%
10038000-46102 - FURNITURE & EQUIPMENT	17,000	13,400	(3,600)	-21.18%
10038000-46103 - COPIER & PRINTER SUPPLIES	651	4,700	4,049	622.02%
10038000-46210 - NATURAL GAS	2,738	2,738	-	0.00%
10038000-46220 - ELECTRICITY	6,251	6,251	-	0.00%
10038000-46262 - UNLEADED	4,987	4,805	(182)	-3.65%
10038000-46400 - BOOKS & SUBSCRIPTIONS	260	260	-	0.00%
10038000-49124 - CAPITAL INFRASTRUCTURE	1,005,000	-	(1,005,000)	-100.00%
10038000-49125 - CAPITAL EQUIPMENT	-	27,000	27,000	100.00%
TOTAL ENGINEERING	\$ 11,786,107	\$ 14,092,472	\$ 2,306,365	19.57%

SHOP SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 665,220	\$ 688,274	\$ 23,054	3.47%
1 FLEET MANAGER				
1 SHOP MAINTENANCE FOREMAN				
2 MECHANICS, SENIOR				
3 MECHANICS				
1 WELDER/FABRICATOR				
1 PARTS SPECIALIST				
1 LIGHT MECHANIC				
0.50 PARTS SPECIALIST/BUS DRIVER				
0.04 PUBLIC WORKS OPERATIONS DIRECTOR				
BENEFITS	354,658	312,460	(42,198)	-11.90%
PROFESSIONAL AND TECHNICAL SERVICES	1,320	1,496	176	13.33%
REPAIR & MAINTENANCE	78,780	95,317	16,537	20.99%
OTHER PURCHASED SERVICES	46,038	47,863	1,825	3.96%
OPERATION SUPPLIES	31,500	26,350	(5,150)	-16.35%
UTILITIES	41,785	39,022	(2,763)	-6.61%
FUEL	874	923	49	5.61%
OTHER	116,666	160,948	44,282	37.96%
TRANSFERS BETWEEN FUNDS	60,000	-	(60,000)	-100.00%
TOTAL SHOP	\$ 1,396,841	\$ 1,372,653	\$ (24,188)	-1.73%

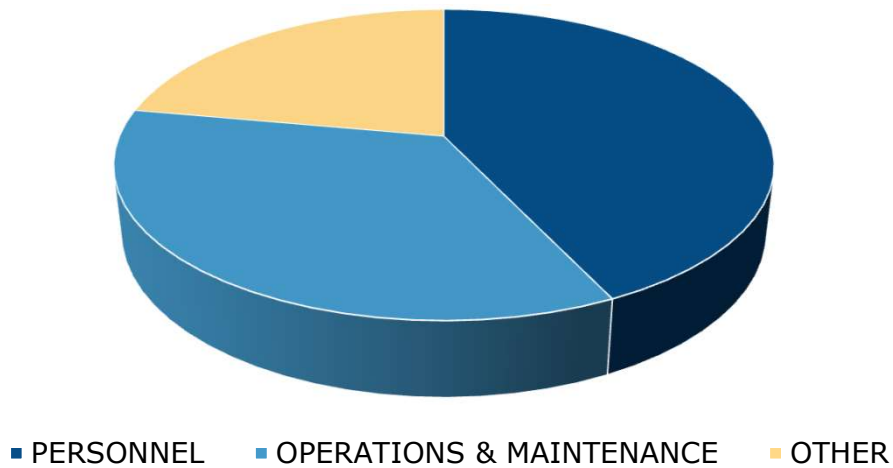


SHOP LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10039000-41100 - REGULAR EMPLOYEES	\$ 660,220	\$ 683,024	\$ 22,804	3.45%
10039000-41300 - OVERTIME	5,000	5,250	250	5.00%
10039000-42100 - ER'S HEALTH INSURANCE	159,677	191,257	31,580	19.78%
10039000-42110 - ER'S LIFE INSURANCE	518	517	(1)	-0.19%
10039000-42210 - ER'S MEDICARE	8,424	8,783	359	4.26%
10039000-42300 - ER'S PENSION	132,237	45,612	(86,625)	-65.51%
10039000-42320 - ER'S NDPERS	40,281	52,137	11,856	29.43%
10039000-42500 - UNEMPLOYMENT COMP	132	132	-	0.00%
10039000-42600 - WORKERS' COMPENSATION INSUR	5,868	5,868	-	0.00%
10039000-42700 - ER'S ST DISABILITY INS	4,682	5,217	535	11.43%
10039000-42900 - ER'S LT DISABILITY INS	2,839	2,937	98	3.45%
10039000-43300 - OTHER PROFESSIONAL SERVICES	1,320	1,496	176	13.33%
10039000-44110 - WATER, SEWER, GARBAGE UTILITY	-	3,412	3,412	100.00%
10039000-44320 - STRUCTURE RPR & MTCE	67,500	70,000	2,500	3.70%
10039000-44330 - VEHICLE & EQUIPMENT REPAIR	6,000	7,000	1,000	16.67%
10039000-44350 - IT MTCE & REPAIR AGREEMTS	5,280	14,905	9,625	182.29%
10039000-45201 - GENERAL LIABILITY INSURANCE	3,909	2,664	(1,245)	-31.85%
10039000-45202 - BUILDING & CONTENTS INSUR	2,594	6,204	3,610	139.15%
10039000-45203 - AUTOMOTIVE INSURANCE	1,878	1,470	(408)	-21.72%
10039000-45204 - INLAND MARINE INSURANCE	772	608	(164)	-21.24%
10039000-45207 - CYBER SECURITY INSURANCE	1,330	954	(376)	-28.29%
10039000-45300 - TELEPHONE SERVICES	3,535	3,744	209	5.91%
10039000-45800 - TRAVEL COSTS	5,000	10,000	5,000	100.00%
10039000-45900 - EDUCATION & TRAINING	18,300	13,500	(4,800)	-26.23%
10039000-45920 - WEARING APPAREL	2,420	2,420	-	0.00%
10039000-45930 - TOOL ALLOWANCE	6,300	6,300	-	0.00%
10039000-46101 - DPMT MATERIALS & SUPPLIES	8,000	10,000	2,000	25.00%
10039000-46102 - FURNITURE & EQUIPMENT	18,500	11,350	(7,150)	-38.65%
10039000-46210 - NATURAL GAS	12,727	9,964	(2,763)	-21.71%
10039000-46220 - ELECTRICITY	29,058	29,058	-	0.00%
10039000-46261 - DIESEL	31	33	2	6.45%
10039000-46262 - UNLEADED	843	890	47	5.58%
10039000-46400 - BOOKS & SUBSCRIPTIONS	5,000	5,000	-	0.00%
10039000-48200 - PASS-THROUGH	116,666	160,948	44,282	37.96%
10039000-49125 - CAPITAL EQUIPMENT	60,000	-	(60,000)	-100.00%
TOTAL SHOP	\$ 1,396,841	\$ 1,372,653	\$ (24,188)	-1.73%

STREET SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 2,060,977	\$ 2,069,589	\$ 8,612	0.42%
0.80 STREET SUPERINTENDENT				
2 STREET FOREMEN				
15 HEAVY EQUIPMENT OPERATORS				
3 MEDIUM EQUIPMENT OPERATORS				
9 LIGHT EQUIPMENT OPERATORS				
0.33 PUBLIC WORKS OPERATIONS DIRECTOR				
0.15 OFFICE & ADMINISTRATIVE SPECIALIST				
BENEFITS	1,166,160	1,075,672	(90,488)	-7.76%
PROFESSIONAL AND TECHNICAL SERVICES	2,040	2,200	160	7.84%
INFRASTRUCTURE MAINTENANCE	756,972	810,000	53,028	7.01%
REPAIR & MAINTENANCE	935,631	889,397	(46,234)	-4.94%
OTHER PURCHASED SERVICES	125,130	98,793	(26,336)	-21.05%
OPERATION SUPPLIES	465,000	454,600	(10,400)	-2.24%
UTILITIES	45,123	42,383	(2,740)	-6.07%
FUEL	283,559	265,943	(17,616)	-6.21%
TRANSFERS BETWEEN FUNDS	500,000	1,625,000	1,125,000	225.00%
TOTAL STREET	\$ 6,340,592	\$ 7,333,577	\$ 992,985	15.66%

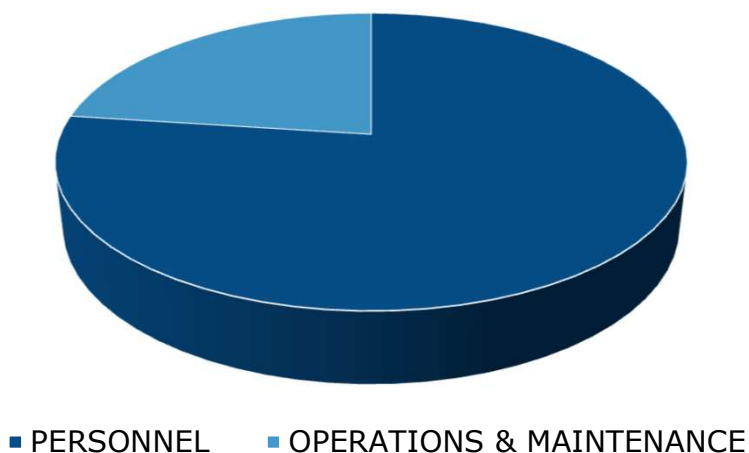


STREET LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10040000-41100 - REGULAR EMPLOYEES	\$ 1,829,868	\$ 1,826,925	\$ (2,943)	-0.16%
10040000-41200 - TEMP & PART-TIME EMPLOYEES	157,500	165,375	7,875	5.00%
10040000-41300 - OVERTIME	73,609	77,289	3,680	5.00%
10040000-42100 - ER'S HEALTH INSURANCE	510,576	483,519	(27,057)	-5.30%
10040000-42110 - ER'S LIFE INSURANCE	1,503	1,484	(19)	-1.26%
10040000-42200 - ER'S SOCIAL SECURITY	9,765	10,253	488	5.00%
10040000-42210 - ER'S MEDICARE	25,813	26,236	423	1.64%
10040000-42300 - ER'S PENSION	484,576	406,486	(78,090)	-16.12%
10040000-42310 - ER'S DEF CONTRIBUTION	14,334	5,051	(9,283)	-64.76%
10040000-42320 - ER'S NDPERS	76,430	98,546	22,116	28.94%
10040000-42500 - UNEMPLOYMENT COMP	2,895	2,881	(14)	-0.48%
10040000-42600 - WORKERS' COMPENSATION INSUR	19,423	19,423	-	0.00%
10040000-42700 - ER'S ST DISABILITY INS	12,977	13,937	960	7.40%
10040000-42900 - ER'S LT DISABILITY INS	7,868	7,856	(12)	-0.15%
10040000-43300 - OTHER PROFESSIONAL SERVICES	1,440	1,600	160	11.11%
10040000-43900 - MEMBERSHIPS & ASSOCIATIONS	600	600	-	0.00%
10040000-44110 - WATER, SEWER, GARBAGE UTILITY	6,350	4,549	(1,801)	-28.36%
10040000-44220 - THIRD PARTY SNOW REMOVAL	250,000	250,000	-	0.00%
10040000-44240 - THIRD PARTY LAWN & GROUNDS	235,281	247,848	12,567	5.34%
10040000-44320 - STRUCTURE RPR & MTCE	45,000	40,000	(5,000)	-11.11%
10040000-44325 - PEST CONTROL RPR & MTCE	-	7,500	7,500	100.00%
10040000-44327 - SECURITY SYSTEM RPR & MTCE	-	600	600	100.00%
10040000-44330 - VEHICLE & EQUIPMENT REPAIR	390,000	315,000	(75,000)	-19.23%
10040000-44350 - IT MTCE & REPAIR AGREEMTS	9,000	23,900	14,900	165.56%
10040000-44400 - RENTALS	181,972	235,000	53,028	29.14%
10040000-44504 - STREETS ALLEYS & ROAD MTCE	575,000	575,000	-	0.00%
10040000-45201 - GENERAL LIABILITY INSURANCE	46,826	14,016	(32,810)	-70.07%
10040000-45202 - BUILDING & CONTENTS INSUR	3,473	8,888	5,415	155.93%
10040000-45203 - AUTOMOTIVE INSURANCE	21,129	23,517	2,388	11.30%
10040000-45204 - INLAND MARINE INSURANCE	11,375	11,029	(346)	-3.05%
10040000-45207 - CYBER SECURITY INSURANCE	3,725	2,770	(955)	-25.64%
10040000-45300 - TELEPHONE SERVICES	5,342	7,773	2,431	45.51%
10040000-45400 - ADVERTISING	3,000	5,000	2,000	66.67%
10040000-45800 - TRAVEL COSTS	13,000	9,000	(4,000)	-30.77%
10040000-45900 - EDUCATION & TRAINING	8,400	8,400	-	0.00%
10040000-45920 - WEARING APPAREL	8,400	8,400	-	0.00%
10040000-45970 - POSTAGE/SHIPPING	460	-	(460)	-100.00%
10040000-46101 - DPMT MATERIALS & SUPPLIES	165,000	129,000	(36,000)	-21.82%
10040000-46102 - FURNITURE & EQUIPMENT	5,000	5,000	-	0.00%
10040000-46103 - COPIER & PRINTER SUPPLIES	-	600	600	100.00%
10040000-46112 - CUTTING EDGES & BROOMS	85,000	85,000	-	0.00%
10040000-46117 - SIGNS & MARKERS	10,000	10,000	-	0.00%
10040000-46210 - NATURAL GAS	13,091	10,251	(2,840)	-21.69%
10040000-46220 - ELECTRICITY	31,732	31,732	-	0.00%
10040000-46230 - PROPANE	300	400	100	33.33%
10040000-46261 - DIESEL	252,482	235,076	(17,406)	-6.89%
10040000-46262 - UNLEADED	31,077	30,867	(210)	-0.68%
10040000-46300 - SAND & SALT	200,000	225,000	25,000	12.50%
10040000-49124 - CAPITAL INFRASTRUCTURE	500,000	1,625,000	1,125,000	225.00%
TOTAL STREET	\$ 6,340,592	\$ 7,333,577	\$ 992,985	15.66%

PROPERTY MAINTENANCE SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 621,164	\$ 642,281	\$ 21,117	3.40%
1 PROPERTY MAINTENANCE SUPERINTENDENT				
1 BUILDING & GROUNDS FOREMAN				
3 BUILDING & GROUNDS WORKERS, SENIOR				
4 BUILDING & GROUNDS WORKERS				
0.04 PUBLIC WORKS OPERATIONS DIRECTOR				
0.02 OFFICE & ADMINISTRATIVE SPECIALIST				
BENEFITS	323,873	302,479	(21,394)	-6.61%
PROFESSIONAL AND TECHNICAL SERVICES	1,375	9,700	8,325	605.45%
INFRASTRUCTURE MAINTENANCE	788	300	(488)	-61.90%
REPAIR & MAINTENANCE	169,939	195,890	25,951	15.27%
OTHER PURCHASED SERVICES	30,936	19,258	(11,679)	-37.75%
OPERATION SUPPLIES	42,700	42,700	-	0.00%
UTILITIES	7,125	6,047	(1,078)	-15.13%
FUEL	5,344	7,157	1,813	33.93%
TOTAL PROPERTY MAINTENANCE	\$ 1,203,243	\$ 1,225,812	\$ 22,568	1.88%

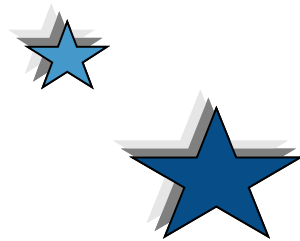


PROPERTY MAINTENANCE LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
10044000-41100 - REGULAR EMPLOYEES	\$ 574,226	\$ 592,996	\$ 18,770	3.27%
10044000-41200 - TEMP & PART-TIME EMPLOYEES	30,000	31,500	1,500	5.00%
10044000-41300 - OVERTIME	16,938	17,785	847	5.00%
10044000-42100 - ER'S HEALTH INSURANCE	123,572	127,440	3,868	3.13%
10044000-42110 - ER'S LIFE INSURANCE	448	444	(4)	-0.89%
10044000-42200 - ER'S SOCIAL SECURITY	1,860	1,953	93	5.00%
10044000-42210 - ER'S MEDICARE	7,996	8,308	312	3.90%
10044000-42300 - ER'S PENSION	151,006	118,545	(32,461)	-21.50%
10044000-42310 - ER'S DEF CONTRIBUTION	4,690	5,177	487	10.38%
10044000-42320 - ER'S NDPERS	23,929	30,027	6,098	25.48%
10044000-42600 - WORKERS' COMPENSATION INSUR	3,506	3,506	-	0.00%
10044000-42700 - ER'S ST DISABILITY INS	4,397	4,529	132	3.00%
10044000-42900 - ER'S LT DISABILITY INS	2,469	2,550	81	3.28%
10044000-43040 - CONSULTANTS	1,200	9,500	8,300	691.67%
10044000-43900 - MEMBERSHIPS & ASSOCIATIONS	175	200	25	14.29%
10044000-44110 - WATER, SEWER, GARBAGE UTILITY	800	1,000	200	25.00%
10044000-44210 - THIRD PARTY DISPOSAL	300	300	-	0.00%
10044000-44320 - STRUCTURE RPR & MTCE	45,500	50,000	4,500	9.89%
10044000-44321 - PLUMBING SYSTEM RPR & MTCE	2,000	3,000	1,000	50.00%
10044000-44322 - HVAC RPR & MTCE	97,500	103,480	5,980	6.13%
10044000-44323 - ELECTRICAL RPR & MTCE	4,000	4,500	500	12.50%
10044000-44324 - ELEVATOR RPR & MTCE	4,500	17,410	12,910	286.89%
10044000-44325 - PEST CONTROL RPR & MTCE	400	700	300	75.00%
10044000-44326 - IRRIGATION/GROUNDS RPR & MTCE	300	300	-	0.00%
10044000-44327 - SECURITY SYSTEM RPR & MTCE	2,000	2,200	200	10.00%
10044000-44330 - VEHICLE & EQUIPMENT REPAIR	7,439	8,000	561	7.54%
10044000-44350 - IT MTCE & REPAIR AGREEMTS	5,200	5,000	(200)	-3.85%
10044000-44400 - RENTALS	788	300	(488)	-61.90%
10044000-45201 - GENERAL LIABILITY INSURANCE	4,239	2,905	(1,334)	-31.46%
10044000-45202 - BUILDING & CONTENTS INSUR	9,512	1,603	(7,909)	-83.15%
10044000-45203 - AUTOMOTIVE INSURANCE	4,382	3,106	(1,276)	-29.11%
10044000-45204 - INLAND MARINE INSURANCE	40	232	192	480.08%
10044000-45206 - STORAGE TANK LIABILITY	100	200	100	100.00%
10044000-45207 - CYBER SECURITY INSURANCE	1,330	825	(505)	-37.97%
10044000-45300 - TELEPHONE SERVICES	3,126	3,126	(0)	0.00%
10044000-45400 - ADVERTISING	47	100	53	110.97%
10044000-45800 - TRAVEL COSTS	2,000	2,000	-	0.00%
10044000-45900 - EDUCATION & TRAINING	4,000	4,000	-	0.00%
10044000-45920 - WEARING APPAREL	2,000	1,000	(1,000)	-50.00%
10044000-45970 - POSTAGE/SHIPPING	160	160	-	0.00%
10044000-46101 - DPMT MATERIALS & SUPPLIES	29,000	30,000	1,000	3.45%
10044000-46102 - FURNITURE & EQUIPMENT	8,000	8,000	-	0.00%
10044000-46103 - COPIER & PRINTER SUPPLIES	700	700	-	0.00%
10044000-46105 - CLEANING SUPPLIES	5,000	4,000	(1,000)	-20.00%
10044000-46210 - NATURAL GAS	4,374	3,246	(1,128)	-25.79%
10044000-46220 - ELECTRICITY	2,751	2,751	-	0.00%
10044000-46230 - PROPANE	-	50	50	100.00%
10044000-46261 - DIESEL	353	1,839	1,486	420.96%
10044000-46262 - UNLEADED	4,991	5,318	327	6.55%
TOTAL PROPERTY MAINTENANCE	\$ 1,203,243	\$ 1,225,812	\$ 22,568	1.88%



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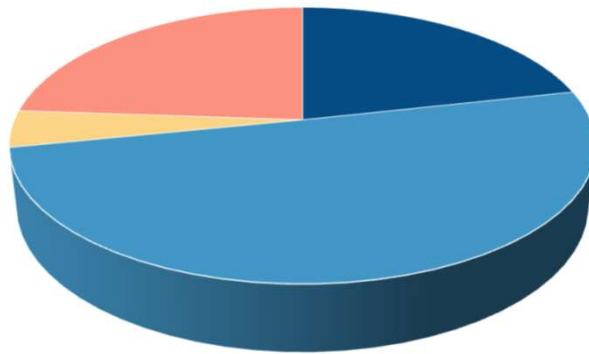


AIRPORT - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
FEDERAL REVENUES				
11000000- 33100 - FEDERAL OPERATING REVENUES	\$ 1,513,932	\$ 237,500	\$ (1,276,432)	-84.31%
11000000- 33200 - FEDERAL CAPITAL REVENUES	6,245,100	1,765,000	(4,480,100)	-71.74%
TOTAL FEDERAL REVENUES	7,759,032	2,002,500	(5,756,532)	-74.19%
STATE REVENUES				
11000000- 33400 - STATE OPERATING REVENUES	128,864	140,750	11,886	9.22%
11000000- 33500 - STATE CAPITAL REVENUES	547,035	410,000	(137,035)	-25.05%
TOTAL STATE REVENUES	675,899	550,750	(125,149)	-18.52%
CITY REVENUES				
11000000- 34500 - AIRLINE REVENUE	2,073,628	2,647,413	573,785	27.67%
11000000- 34510 - NON-AIRLINE REVENUE	2,702,465	3,008,345	305,880	11.32%
11000000- 36110 - INTEREST REVENUES	-	383,935	383,935	100.00%
11000000- 36904 - PAYROLL FORFEITURES	3,000	3,000	-	0.00%
11000000- 36912 - FINANCE CHARGES	4,000	15,000	11,000	275.00%
11000000- 36913 - MISCELLANEOUS	3,000	3,000	-	0.00%
11000000- 36918 - PASSENGER FACILITY CHARGE	696,570	630,000	(66,570)	-9.56%
11000000- 36919 - CUSTOMER FACILITY CHARGE	300,000	300,000	-	0.00%
TOTAL CITY REVENUES	5,782,663	6,990,693	1,208,030	20.89%
TRANSFERS BETWEEN FUNDS				
11000000- 39114 - SALES TAX IMPROVEMENTS	150,000	-	(150,000)	-100.00%
TOTAL TRANSFERS BETWEEN FUNDS	150,000	-	(150,000)	-100.00%
RESOURCES AVAILABLE	14,367,594	9,543,943	(4,823,651)	-33.57%
CASH RESERVES	(150,000)	-	150,000	-100.00%
CASH RESERVES (CUSTOMER FACILITY CHARGE - AIRCFC)	(300,000)	(200,000)	100,000	-33.33%
11000000- 31100 - GENERAL PROPERTY TAXES	700,700	591,389	(109,311)	-15.60%
TOTAL BUDGETED REVENUE	\$ 14,618,294	\$ 9,935,332	\$ (4,682,962)	-32.03%
MILL LEVY	2.95	2.39	(0.56)	-19.02%

AIRPORT SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 1,458,428	\$ 1,597,660	\$ 139,232	9.55%
1 AIRPORT DIRECTOR				
1 AIRPORT OPERATIONS & MAINTENANCE MANAGER				
1 AIRPORT BUSINESS & DEVELOPMENT MANAGER				
1 AIRPORT OPERATIONS FOREMAN				
1 AIRPORT FACILITY FOREMAN				
1 AIRPORT FACILITY TECHNICIAN, LEAD				
1 AIRPORT OPERATIONS TECHNICIAN, LEAD				
5 AIRPORT OPERATIONS TECHNICIANS II				
4 AIRPORT OPERATIONS TECHNICIANS I				
3 AIRPORT FACILITY TECHNICIANS II				
2 AIRPORT FACILITY TECHNICIANS I				
1 AIRPORT SAFETY SECURITY SPECIALIST				
1 OFFICE & ADMINISTRATIVE SPECIALIST, SENIOR				
BENEFITS	501,870	540,462	38,592	7.69%
PROFESSIONAL AND TECHNICAL SERVICES	434,823	413,111	(21,712)	-4.99%
INFRASTRUCTURE MAINTENANCE	95,162	40,500	(54,662)	-57.44%
REPAIR & MAINTENANCE	959,130	1,113,386	154,256	16.08%
AIRSIDE MAINTENANCE	551,100	535,550	(15,550)	-2.82%
OTHER PURCHASED SERVICES	194,913	220,033	25,120	12.89%
OPERATION SUPPLIES	127,115	93,551	(33,564)	-26.40%
UTILITIES	538,499	465,500	(72,999)	-13.56%
DEBT RETIREMENT	2,054,026	2,049,526	(4,500)	-0.22%
OTHER	349,370	427,211	77,841	22.28%
CAPITAL PURCHASES	7,282,000	2,374,000	(4,908,000)	-67.40%
TOTAL AIRPORT	\$ 14,618,294	\$ 9,935,332	\$ (4,682,962)	-32.03%



■ PERSONNEL ■ OPERATIONS & MAINTENANCE ■ OTHER ■ CAPITAL PURCHASES

AIRPORT LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
11050000-41100 - REGULAR EMPLOYEES	\$ 1,395,570	\$ 1,531,659	\$ 136,089	9.75%
11050000-41200 - TEMP & PART-TIME EMPLOYEES	46,858	49,201	2,343	100.00%
11050000-41300 - OVERTIME	16,000	16,800	800	100.00%
11050000-42100 - ER'S HEALTH INSURANCE	328,030	348,475	20,445	6.23%
11050000-42110 - ER'S LIFE INSURANCE	1,127	1,127	-	0.00%
11050000-42200 - ER'S SOCIAL SECURITY	2,905	3,050	145	100.00%
11050000-42210 - ER'S MEDICARE	18,780	20,658	1,878	10.00%
11050000-42310 - ER'S DEF CONTRIBUTION	38,630	37,994	(636)	-1.65%
11050000-42320 - ER'S NDPERS	84,515	97,854	13,339	15.78%
11050000-42500 - UNEMPLOYMENT COMP	616	1,963	1,347	218.67%
11050000-42600 - WORKERS' COMPENSATION INSUR	11,369	11,369	-	0.00%
11050000-42700 - ER'S ST DISABILITY INS	9,897	11,386	1,489	15.04%
11050000-42900 - ER'S LT DISABILITY INS	6,001	6,586	585	9.75%
11050000-43040 - CONSULTANTS	399,500	379,500	(20,000)	-5.01%
11050000-43050 - ENGINEERS	15,000	15,000	-	0.00%
11050000-43200 - PROFESSIONAL TESTING	650	938	288	44.31%
11050000-43300 - OTHER PROFESSIONAL SERVICES	14,088	14,088	-	0.00%
11050000-43900 - MEMBERSHIPS & ASSOCIATIONS	5,585	3,585	(2,000)	-35.81%
11050000-44110 - WATER, SEWER, GARBAGE UTILITY	19,000	20,302	1,302	6.85%
11050000-44200 - CLEANING AND RESTORATION	3,000	3,500	500	16.67%
11050000-44220 - THIRD PARTY SNOW REMOVAL	60,000	60,000	-	0.00%
11050000-44260 - ARFF AIRPORT EXPENSES	311,317	333,109	21,792	7.00%
11050000-44320 - STRUCTURE RPR & MTCE	165,801	216,241	50,440	30.42%
11050000-44321 - PLUMBING SYSTEM RPR & MTCE	1,500	1,500	-	0.00%
11050000-44322 - HVAC RPR & MTCE	86,900	213,700	126,800	145.91%
11050000-44323 - ELECTRICAL RPR & MTCE	7,500	7,500	-	0.00%
11050000-44324 - ELEVATOR RPR & MTCE	27,000	28,500	1,500	5.56%
11050000-44325 - PEST CONTROL RPR & MTCE	5,011	5,349	338	6.75%
11050000-44326 - IRRIGATION/GROUNDS RPR & MTCE	500	500	-	0.00%
11050000-44327 - SECURITY SYSTEM RPR & MTCE	70,681	39,265	(31,416)	-44.45%
11050000-44330 - VEHICLE & EQUIPMENT REPAIR	77,500	93,057	15,557	20.07%
11050000-44350 - IT MTCE & REPAIR AGREEMTS	123,420	90,863	(32,557)	-26.38%
11050000-44381 - AIRSIDE WILDLIFE MGMT	1,000	2,000	1,000	100.00%
11050000-44382 - AIRSIDE RUNWAY MTCE	333,000	347,000	14,000	4.20%
11050000-44383 - AIRSIDE ELECTRICAL MTCE	21,850	10,000	(11,850)	-54.23%
11050000-44384 - AIRSIDE CHEMICALS, SEED, TESTS	43,250	41,250	(2,000)	-4.62%
11050000-44385 - AIRSIDE GRASS SEED	200	200	-	100.00%
11050000-44386 - AIRSIDE WATER TEST	1,000	1,300	300	100.00%
11050000-44387 - AIRSIDE FUEL FARM	10,000	30,000	20,000	200.00%
11050000-44388 - AIRSIDE SHOP MATERIALS	62,000	39,000	(23,000)	-37.10%
11050000-44389 - AIRSIDE JET BRIDGE	78,800	64,800	(14,000)	-17.77%
11050000-44400 - RENTALS	2,162	1,500	(662)	-30.61%
11050000-44504 - STREETS ALLEYS & ROAD MTCE	93,000	39,000	(54,000)	-58.06%
11050000-45201 - GENERAL LIABILITY INSURANCE	15,211	15,068	(144)	-0.94%
11050000-45202 - BUILDING & CONTENTS INSUR	34,849	75,801	40,952	117.51%
11050000-45203 - AUTOMOTIVE INSURANCE	7,862	6,613	(1,249)	-15.88%
11050000-45204 - INLAND MARINE INSURANCE	7,000	6,668	(332)	-4.74%
11050000-45206 - STORAGE TANK LIABILITY	535	788	253	100.00%
11050000-45207 - CYBER SECURITY INSURANCE	2,927	2,076	(851)	200.00%
11050000-45300 - TELEPHONE SERVICES	16,990	16,990	-	0.00%
11050000-45400 - ADVERTISING	51,879	29,879	(22,000)	-42.41%
11050000-45800 - TRAVEL COSTS	28,640	29,788	1,148	4.01%
11050000-45900 - EDUCATION & TRAINING	20,570	27,456	6,886	33.48%
11050000-45920 - WEARING APPAREL	7,750	7,750	-	0.00%
11050000-45950 - BANKING & CREDIT CARD FEES	300	756	456	152.00%
11050000-45951 - COLLECTION FEES	200	200	-	0.00%
11050000-45970 - POSTAGE/SHIPPING	200	200	-	0.00%
11050000-46101 - DPMT MATERIALS & SUPPLIES	17,200	17,200	-	0.00%
11050000-46102 - FURNITURE & EQUIPMENT	63,895	18,650	(45,245)	-70.81%
11050000-46103 - COPIER & PRINTER SUPPLIES	1,352	2,682	1,330	98.40%
11050000-46105 - CLEANING SUPPLIES	6,000	6,000	-	0.00%
11050000-46107 - FOAM & CHEMICALS	1,000	1,000	-	0.00%
11050000-46115 - FLEET LABOR	10,000	16,000	6,000	60.00%
11050000-46117 - SIGNS & MARKERS	10,000	13,000	3,000	30.00%
11050000-46210 - NATURAL GAS	129,190	100,000	(29,190)	-22.59%
11050000-46220 - ELECTRICITY	408,809	365,000	(43,809)	-10.72%
11050000-46230 - PROPANE	500	500	-	0.00%
11050000-46261 - DIESEL	57,859	51,531	(6,328)	-10.94%
11050000-46262 - UNLEADED	14,000	13,311	(689)	-4.92%
11050000-46400 - BOOKS & SUBSCRIPTIONS	17,668	19,019	1,351	7.65%

AIRPORT LINE ITEMS

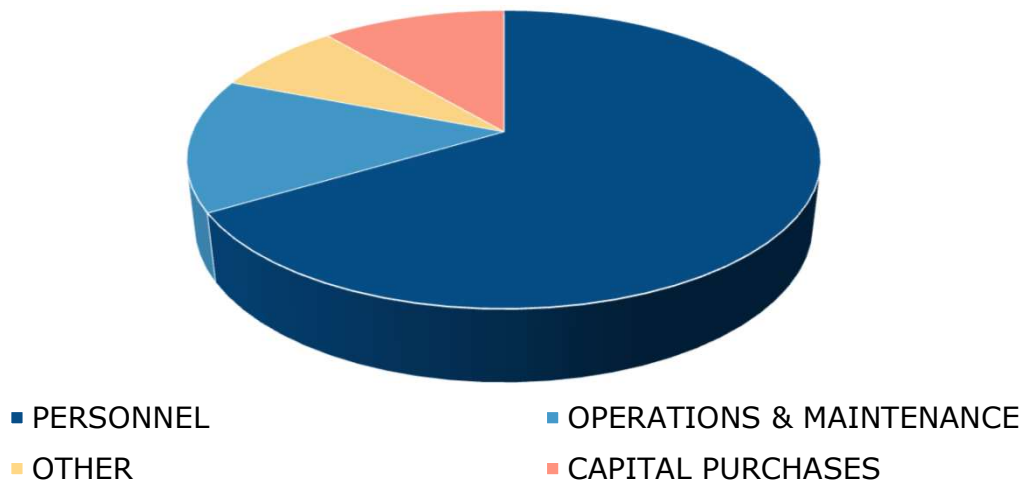
		2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
11050000-47100 - PRINCIPAL ON DEBT		\$ 1,625,000	\$ 1,645,000	\$ 20,000	1.23%
11050000-47206 - INTEREST OTHER DEBT		429,026	404,526	(24,500)	-5.71%
11050000-48300 - GF REIMBURSEMENT		349,370	427,211	77,841	22.28%
11050000-57200 - INFRASTRUCTURE		7,089,000	2,125,000	(4,964,000)	-70.02%
	FUEL FARM OIL/WATER SEPARATOR	75,000			
	RUNWAY 8/26 REHABILITATION/TAXIWAYS	900,000			
	SOUTHSIDE INFRASTRUCTURE	50,000			
	GA ACCESS ROAD REHAB AND RECONSTRUCTI	600,000			
	TERMINAL ROADWAY IMPROVEMENTS PHASE I	400,000			
	TERMINAL ROADWAY IMPROVEMENTS PHASE I	100,000			
11050000-57500 - EQUIPMENT		193,000	249,000	56,000	29.02%
	TRACTOR W/ SNOWBLOWER ATTACHMENT	170,000			
	UTILITY WORK MACHINE	69,000			
	NEW VERICOM	5,000			
	LANDSIDE MOWER	5,000			
	TOTAL AIRPORT	<u>\$ 14,618,294</u>	<u>\$ 9,935,332</u>	<u>\$ (4,682,962)</u>	<u>-32.03%</u>

CEMETERY - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
CITY REVENUES				
12000000- 34100 - CHARGES FOR SERVICES	\$ 340,540	\$ 364,775	\$ 24,235	7.12%
12000000- 36110 - INTEREST REVENUES	-	17,723	17,723	100.00%
12000000- 36200 - RENTS AND ROYALTIES	600	600	-	0.00%
12000000- 36400 - CONTRIBUTIONS AND DONATIONS	100	-	(100)	-100.00%
12000000- 36904 - PAYROLL FORFEITURES	565	-	(565)	-100.00%
12000000- 36913 - MISCELLANEOUS	3,430	3,430	-	0.00%
TOTAL CITY REVENUES	345,235	386,528	41,293	11.96%
TRANSFERS BETWEEN FUNDS				
12000000- 39114 - SALES TAX IMPROVEMENTS	56,250	34,250	(22,000)	-39.11%
TOTAL TRANSFERS BETWEEN FUNDS	56,250	34,250	(22,000)	-39.11%
RESOURCES AVAILABLE	401,485	420,778	19,293	4.81%
CASH RESERVES	150,000	48,750	(101,250)	-67.50%
12000000- 31100 - GENERAL PROPERTY TAXES	125,243	271,291	146,048	116.61%
TOTAL BUDGETED REVENUE	\$ 676,728	\$ 740,819	\$ 64,091	9.47%
MILL LEVY	0.53	1.09	0.57	107.84%

CEMETERY SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 337,468	\$ 342,767	\$ 5,299	1.57%
1 CEMETERY SUPERINTENDENT				
2 MEDIUM EQUIPMENT OPERATORS				
1 OFFICE & ADMINISTRATIVE SPECIALIST, SENIOR				
0.13 PUBLIC WORKS OPERATIONS DIRECTOR				
0.03 OFFICE & ADMINISTRATIVE SPECIALIST				
BENEFITS	148,749	149,639	890	0.60%
PROFESSIONAL AND TECHNICAL SERVICES	270	370	100	37.04%
REPAIR & MAINTENANCE	30,460	61,384	30,924	101.52%
OTHER PURCHASED SERVICES	11,959	14,097	2,138	17.88%
OPERATION SUPPLIES	18,600	20,700	2,100	11.29%
UTILITIES	5,585	5,585	-	0.00%
FUEL	7,000	4,890	(2,110)	-30.14%
OTHER	58,387	58,387	-	0.00%
CAPITAL PURCHASES	58,250	83,000	24,750	42.49%
TOTAL CEMETERY	\$ 676,728	\$ 740,819	\$ 64,091	9.47%

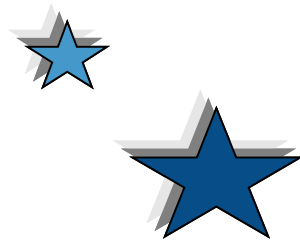


CEMETERY LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
12054000-41100 - REGULAR EMPLOYEES	\$ 295,668	\$ 298,877	\$ 3,209	1.09%
12054000-41200 - TEMP & PART-TIME EMPLOYEES	37,800	39,690	1,890	5.00%
12054000-41300 - OVERTIME	4,000	4,200	200	5.00%
12054000-42100 - ER'S HEALTH INSURANCE	62,684	64,426	1,742	2.78%
12054000-42110 - ER'S LIFE INSURANCE	209	204	(5)	-2.39%
12054000-42200 - ER'S SOCIAL SECURITY	2,344	2,461	117	4.99%
12054000-42210 - ER'S MEDICARE	4,386	4,458	72	1.64%
12054000-42300 - ER'S PENSION	56,160	54,458	(1,702)	-3.03%
12054000-42320 - ER'S NDPERS	18,522	18,997	475	2.56%
12054000-42500 - UNEMPLOYMENT COMP	5	5	-	0.00%
12054000-42600 - WORKERS' COMPENSATION INSUR	1,071	1,071	-	0.00%
12054000-42700 - ER'S ST DISABILITY INS	2,097	2,274	177	8.44%
12054000-42900 - ER'S LT DISABILITY INS	1,271	1,285	14	1.10%
12054000-43200 - PROFESSIONAL TESTING	70	370	300	428.57%
12054000-43900 - MEMBERSHIPS & ASSOCIATIONS	200	-	(200)	-100.00%
12054000-44110 - WATER, SEWER, GARBAGE UTILITY	1,200	3,168	1,968	164.00%
12054000-44320 - STRUCTURE RPR & MTCE	20,200	8,000	(12,200)	-60.40%
12054000-44321 - PLUMBING SYSTEM RPR & MTCE	500	500	-	0.00%
12054000-44327 - SECURITY SYSTEM RPR & MTCE	660	660	-	0.00%
12054000-44330 - VEHICLE & EQUIPMENT REPAIR	7,500	7,500	-	0.00%
12054000-44350 - IT MTCE & REPAIR AGREEMTS	400	41,556	41,156	#####
12054000-45201 - GENERAL LIABILITY INSURANCE	1,832	1,442	(390)	-21.31%
12054000-45202 - BUILDING & CONTENTS INSUR	915	1,975	1,060	115.85%
12054000-45203 - AUTOMOTIVE INSURANCE	824	696	(128)	-15.55%
12054000-45204 - INLAND MARINE INSURANCE	458	454	(4)	-0.85%
12054000-45207 - CYBER SECURITY INSURANCE	532	295	(237)	-44.59%
12054000-45300 - TELEPHONE SERVICES	2,018	4,131	2,113	104.70%
12054000-45400 - ADVERTISING	270	270	-	0.00%
12054000-45800 - TRAVEL COSTS	1,500	1,200	(300)	-20.00%
12054000-45900 - EDUCATION & TRAINING	2,500	2,500	-	0.00%
12054000-45920 - WEARING APPAREL	750	650	(100)	-13.33%
12054000-45950 - BANKING & CREDIT CARD FEES	200	336	136	68.00%
12054000-45970 - POSTAGE/SHIPPING	160	149	(11)	-6.88%
12054000-46101 - DPMT MATERIALS & SUPPLIES	8,500	8,500	-	0.00%
12054000-46102 - FURNITURE & EQUIPMENT	4,000	7,200	3,200	80.00%
12054000-46103 - COPIER & PRINTER SUPPLIES	3,000	2,500	(500)	-16.67%
12054000-46105 - CLEANING SUPPLIES	500	-	(500)	-100.00%
12054000-46115 - FLEET LABOR	2,500	2,500	-	0.00%
12054000-46210 - NATURAL GAS	2,052	2,052	-	0.00%
12054000-46220 - ELECTRICITY	3,533	3,533	-	0.00%
12054000-46261 - DIESEL	2,262	2,011	(251)	-11.10%
12054000-46262 - UNLEADED	4,738	2,879	(1,859)	-39.24%
12054000-46400 - BOOKS & SUBSCRIPTIONS	100	-	(100)	-100.00%
12054000-48300 - GF REIMBURSEMENT	58,387	58,387	-	0.00%
12054000-57200 - INFRASTRUCTURE	16,250	65,000	48,750	300.00%
COLUMBARIUM WITH CONCRETE PAD (YEAR 4 OF 4)	65,000			
12054000-57500 - EQUIPMENT	42,000	18,000	(24,000)	-57.14%
BACKHOE TRACTOR (YEAR 3 OF 6)	18,000			
	<u>\$ 676,728</u>	<u>\$ 740,819</u>	<u>\$ 64,091</u>	<u>9.47%</u>
TOTAL CEMETERY				



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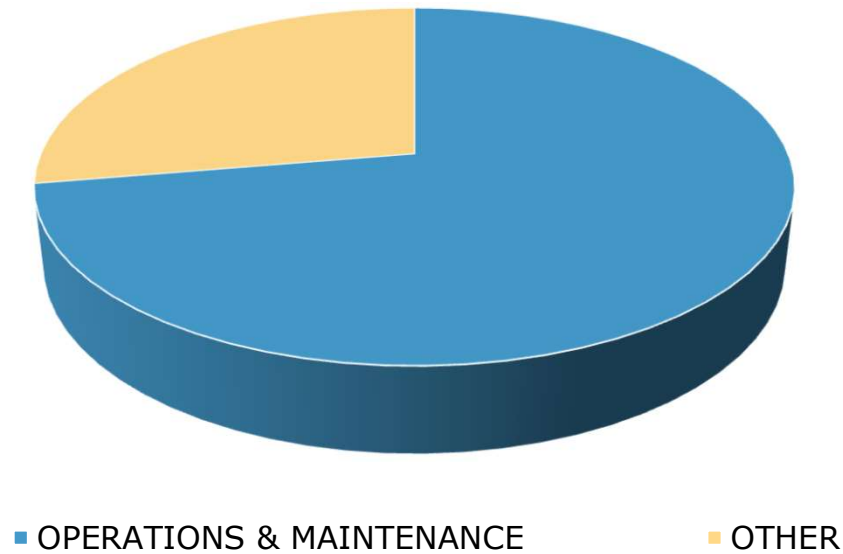


PARKING AUTHORITY - REVENUE DETAIL

	<u>2024</u> <u>BUDGET</u>	<u>2025</u> <u>BUDGET</u>	<u>DOLLAR</u> <u>CHANGE</u>	<u>%</u> <u>CHANGE</u>
CITY REVENUES				
12500000-36110 - INTEREST REVENUES	\$ -	\$ 17,203	\$ 17,203	100.00%
12500000-36200 - RENTS AND ROYALTIES	57,033	55,235	(1,798)	-3.15%
TOTAL CITY REVENUES	<u>57,033</u>	<u>72,438</u>	<u>15,405</u>	<u>27.01%</u>
RESOURCES AVAILABLE	57,033	72,438	15,405	27.01%
CASH RESERVES	<u>(23,495)</u>	<u>(35,858)</u>	<u>(12,364)</u>	<u>52.62%</u>
TOTAL BUDGETED REVENUE	<u>\$ 33,538</u>	<u>\$ 36,580</u>	<u>\$ 3,042</u>	<u>9.07%</u>

PARKING AUTHORITY SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
PROFESSIONAL AND TECHNICAL SERVICES	\$ 2,400	\$ 2,400	\$ -	0.00%
INFRASTRUCTURE MAINTENANCE	3,600	3,600	-	0.00%
REPAIR & MAINTENANCE	15,500	16,100	600	3.87%
OTHER PURCHASED SERVICES	1,214	2,792	1,578	129.95%
OPERATION SUPPLIES	200	200	-	0.00%
UTILITIES	1,370	1,370	-	0.00%
OTHER	9,254	10,118	864	9.34%
TOTAL PARKING AUTHORITY	\$ 33,538	\$ 36,580	\$ 3,042	9.07%

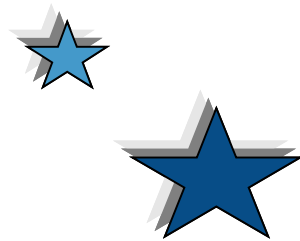


PARKING AUTHORITY LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
12555000-43300 - OTHER PROFESSIONAL SERVICES	\$ 2,400	\$ 2,400	\$ -	0.00%
12555000-44220 - THIRD PARTY SNOW REMOVAL	7,500	7,500	-	0.00%
12555000-44320 - STRUCTURE RPR & MTCE	8,000	8,000	-	0.00%
12555000-44323 - ELECTRICAL RPR & MTCE	-	600	600	100.00%
12555000-44400 - RENTALS	3,600	3,600	-	0.00%
12555000-45201 - GENERAL LIABILITY INSURANCE	81	1,692	1,611	1988.33%
12555000-45300 - TELEPHONE SERVICES	133	133	-	0.00%
12555000-45940 - TOWING	500	500	-	0.00%
12555000-45970 - POSTAGE/SHIPPING	500	467	(33)	-6.60%
12555000-46101 - DPMT MATERIALS & SUPPLIES	200	200	-	0.00%
12555000-46220 - ELECTRICITY	1,370	1,370	-	0.00%
12555000-48300 - GF REIMBURSEMENT	4,515	4,739	224	4.96%
12555000-48400 - PAYMENT IN LIEU OF TAXES	4,739	5,379	640	13.50%
TOTAL PARKING AUTHORITY	\$ 33,538	\$ 36,580	\$ 3,042	9.07%



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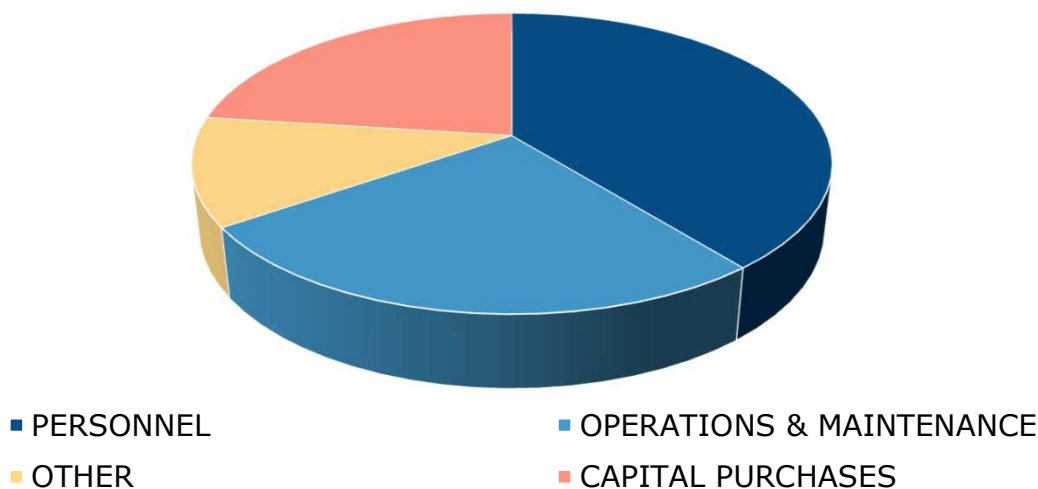


SANITATION - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
CITY REVENUES				
13000000- 34100 - CHARGES FOR SERVICES	\$ 4,038,938	\$ 4,374,377	\$ 335,439	8.31%
13000000- 34430 - REFUSE COLLECTION CHARGES	2,689,192	2,842,055	152,863	5.68%
13000000- 34431 - RECYCLING COLLECTION CHARGES	458,000	428,730	(29,270)	-6.39%
13000000- 36110 - INTEREST REVENUES	-	257,957	257,957	100.00%
13000000- 36200 - RENTS AND ROYALTIES	5,000	18,750	13,750	275.00%
13000000- 36913 - MISCELLANEOUS	26,424	33,500	7,076	26.78%
13000000- 39210 - SALE OF CITY PROPERTY	200,000	100,000	(100,000)	-50.00%
TOTAL CITY REVENUES	7,417,554	8,055,369	637,815	8.60%
TRANSFERS BETWEEN FUNDS				
13000000- 39106 - WATER/SEWER/STORM SEWER	246,726	288,456	41,730	16.91%
TOTAL TRANSFERS BETWEEN FUNDS	246,726	288,456	41,730	16.91%
RESOURCES AVAILABLE	7,664,280	8,343,825	679,545	8.87%
CASH RESERVES	(109,533)	-	109,533	-100.00%
TOTAL BUDGETED REVENUE	\$ 7,554,747	\$ 8,343,825	\$ 789,078	10.44%
GARBAGE COLLECTION	\$ 3,343,508	\$ 3,484,825	\$ 141,317	4.23%
LANDFILL	4,211,239	4,859,000	647,761	15.38%
	\$ 7,554,747	\$ 8,343,825	\$ 789,078	10.44%

GARBAGE COLLECTION SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 738,774	\$ 858,286	\$ 119,512	16.18%
0.50 SANITATION SUPERINTENDENT				
1 SANITATION FOREMAN				
9 HEAVY EQUIPMENT OPERATORS				
0.20 PUBLIC WORKS UTILITY DIRECTOR				
0.40 PROJECT CIVIL ENGINEER				
0.20 SENIOR PROJECT MANAGER				
0.20 ENGINEERING TECHNICIAN I				
0.20 OFFICE & ADMINISTRATIVE SPECIALIST, SENIOR				
0.10 OFFICE & ADMINISTRATIVE SPECIALIST				
BENEFITS	461,095	507,890	46,795	10.15%
PROFESSIONAL AND TECHNICAL SERVICES	43,700	47,100	3,400	7.78%
INFRASTRUCTURE MAINTENANCE	165,562	160,560	(5,003)	-3.02%
REPAIR & MAINTENANCE	307,050	358,404	51,354	16.72%
OTHER PURCHASED SERVICES	61,847	61,442	(405)	-0.66%
OPERATION SUPPLIES	85,500	94,500	9,000	10.53%
UTILITIES	11,324	11,461	137	1.21%
FUEL	197,514	179,155	(18,359)	-9.30%
DEBT RETIREMENT	125,409	-	(125,409)	-100.00%
OTHER	255,293	301,343	46,050	18.04%
TRANSFERS BETWEEN FUNDS	110,439	104,685	(5,754)	-5.21%
CAPITAL PURCHASES	780,000	800,000	20,000	2.56%
TOTAL GARBAGE COLLECTION	\$ 3,343,508	\$ 3,484,825	\$ 141,317	4.23%

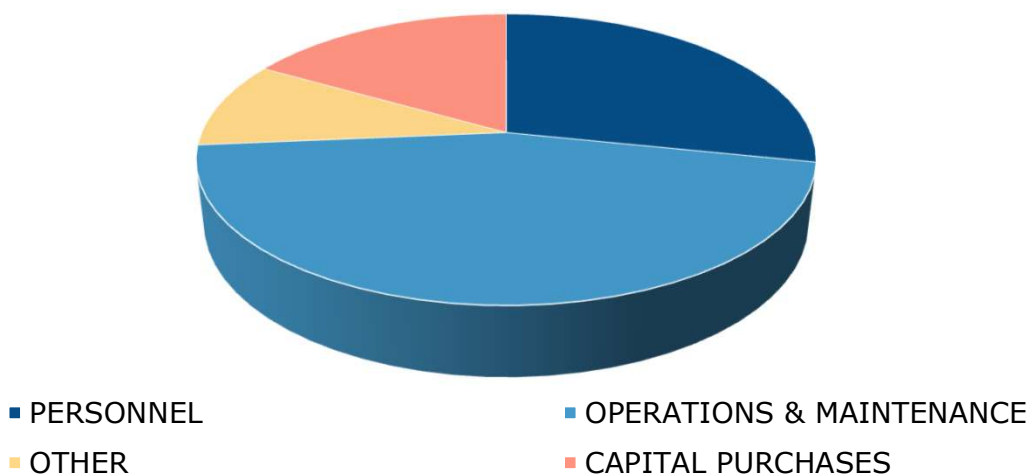


GARBAGE COLLECTION LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
13056000- 41100 - REGULAR EMPLOYEES	\$ 733,974	\$ 850,286	\$ 116,312	15.85%
13056000- 41300 - OVERTIME	4,800	8,000	3,200	66.67%
13056000- 42100 - ER'S HEALTH INSURANCE	142,189	157,844	15,655	11.01%
13056000- 42110 - ER'S LIFE INSURANCE	542	578	36	6.64%
13056000- 42210 - ER'S MEDICARE	9,265	10,820	1,555	16.78%
13056000- 42300 - ER'S PENSION	259,140	280,036	20,896	8.06%
13056000- 42310 - ER'S DEF CONTRIBUTION	9,615	10,354	739	7.69%
13056000- 42320 - ER'S NDPERS	15,967	22,123	6,156	38.55%
13056000- 42500 - UNEMPLOYMENT COMP	694	694	-	0.00%
13056000- 42600 - WORKERS' COMPENSATION INSUR	15,322	15,322	-	0.00%
13056000- 42700 - ER'S ST DISABILITY INS	5,205	6,463	1,258	24.17%
13056000- 42900 - ER'S LT DISABILITY INS	3,156	3,656	500	15.84%
13056000- 43060 - MONITORING	41,700	45,000	3,300	7.91%
13056000- 43300 - OTHER PROFESSIONAL SERVICES	700	800	100	14.29%
13056000- 43900 - MEMBERSHIPS & ASSOCIATIONS	1,300	1,300	-	0.00%
13056000- 44110 - WATER, SEWER, GARBAGE UTILITY	2,850	2,904	54	1.89%
13056000- 44320 - STRUCTURE RPR & MTCE	20,000	20,000	-	0.00%
13056000- 44321 - PLUMBING SYSTEM RPR & MTCE	500	500	-	0.00%
13056000- 44322 - HVAC RPR & MTCE	1,000	30,000	29,000	#####
13056000- 44323 - ELECTRICAL RPR & MTCE	1,000	1,000	-	0.00%
13056000- 44327 - SECURITY SYSTEM RPR & MTCE	700	700	-	0.00%
13056000- 44330 - VEHICLE & EQUIPMENT REPAIR	280,000	300,000	20,000	7.14%
13056000- 44350 - IT MTCE & REPAIR AGREEMTS	1,000	3,300	2,300	230.00%
13056000- 44400 - RENTALS	165,562	160,560	(5,003)	-3.02%
13056000- 45201 - GENERAL LIABILITY INSURANCE	8,395	6,089	(2,306)	-27.47%
13056000- 45202 - BUILDING & CONTENTS INSUR	330	2,044	1,714	519.42%
13056000- 45203 - AUTOMOTIVE INSURANCE	24,508	23,663	(845)	-3.45%
13056000- 45204 - INLAND MARINE INSURANCE	11	11	(0)	-1.27%
13056000- 45207 - CYBER SECURITY INSURANCE	1,463	999	(464)	-31.73%
13056000- 45300 - TELEPHONE SERVICES	390	411	21	5.34%
13056000- 45400 - ADVERTISING	11,500	11,845	345	3.00%
13056000- 45800 - TRAVEL COSTS	6,000	6,180	180	3.00%
13056000- 45900 - EDUCATION & TRAINING	6,500	6,700	200	3.08%
13056000- 45920 - WEARING APPAREL	2,750	3,500	750	27.27%
13056000- 46101 - DPMT MATERIALS & SUPPLIES	25,000	22,500	(2,500)	-10.00%
13056000- 46102 - FURNITURE & EQUIPMENT	31,000	35,000	4,000	12.90%
13056000- 46103 - COPIER & PRINTER SUPPLIES	2,500	2,000	(500)	-20.00%
13056000- 46115 - FLEET LABOR	27,000	35,000	8,000	29.63%
13056000- 46210 - NATURAL GAS	6,746	6,746	-	0.00%
13056000- 46220 - ELECTRICITY	4,578	4,715	137	2.99%
13056000- 46261 - DIESEL	190,992	170,957	(20,035)	-10.49%
13056000- 46262 - UNLEADED	6,522	8,198	1,676	25.70%
13056000- 47100 - PRINCIPAL ON DEBT	125,409	-	(125,409)	-100.00%
13056000- 48300 - GF REIMBURSEMENT	255,293	301,343	46,050	18.04%
13056000- 49106 - WATER/SEWER/STORM SEWER	90,439	84,685	(5,754)	-6.36%
13056000- 49125 - CAPITAL EQUIPMENT	20,000	20,000	-	0.00%
13056000- 57500 - EQUIPMENT	780,000	800,000	20,000	2.56%
(1) FRONT LOADER AUTOMATED GARBAGE	400,000			
(1) DUAL ARM AUTOMATED GARBAGE TRU	400,000			
TOTAL GARBAGE COLLECTION	\$ 3,343,508	\$ 3,484,825	\$ 141,317	4.23%

LANDFILL SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 919,432	\$ 960,187	\$ 40,755	4.43%
0.50 SANITATION SUPERINTENDENT				
1 LANDFILL FOREMAN				
1 RECYCLING COORDINATOR				
6 HEAVY EQUIPMENT OPERATORS				
1 MEDIUM EQUIPMENT OPERATOR				
1 LIGHT EQUIPMENT OPERATOR				
1 LIGHT EQUIPMENT OPERATOR/LANDFILL ATTENDANT				
1 LANDFILL ATTENDANT				
0.20 PUBLIC WORKS UTILITY DIRECTOR				
0.20 SENIOR PROJECT MANAGER				
0.40 PROJECT CIVIL ENGINEER				
0.20 ENGINEERING TECHNICIAN I				
0.20 OFFICE & ADMINISTRATIVE SPECIALIST, SENIOR				
0.25 OFFICE & ADMINISTRATIVE SPECIALIST				
BENEFITS	383,081	412,551	29,470	7.69%
PROFESSIONAL AND TECHNICAL SERVICES	64,763	238,000	173,237	###
INFRASTRUCTURE MAINTENANCE	610,314	812,801	202,487	33.18%
REPAIR & MAINTENANCE	770,925	636,200	(134,725)	-17.48%
OTHER PURCHASED SERVICES	83,803	108,344	24,541	29.28%
OPERATION SUPPLIES	69,163	47,940	(21,223)	-30.69%
UTILITIES	73,197	111,697	38,500	52.60%
FUEL	268,509	249,413	(19,096)	-7.11%
OTHER	362,052	362,052	-	0.00%
TRANSFERS BETWEEN FUNDS	106,000	106,000	-	0.00%
CAPITAL PURCHASES	500,000	813,814	313,814	62.76%
TOTAL LANDFILL	\$ 4,211,239	\$ 4,859,000	\$ 647,761	15.38%

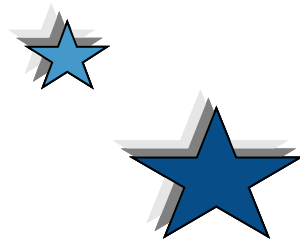


LANDFILL LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
13057000-41100 - REGULAR EMPLOYEES	\$ 878,833	\$ 917,558	\$ 38,725	4.41%
13057000-41300 - OVERTIME	40,599	42,629	2,030	5.00%
13057000-42100 - ER'S HEALTH INSURANCE	173,151	194,107	20,956	12.10%
13057000-42110 - ER'S LIFE INSURANCE	677	684	7	1.03%
13057000-42210 - ER'S MEDICARE	11,829	12,372	543	4.59%
13057000-42300 - ER'S PENSION	110,133	113,573	3,440	3.12%
13057000-42310 - ER'S DEF CONTRIBUTION	9,984	5,177	(4,807)	-48.15%
13057000-42320 - ER'S NDPERS	52,453	60,874	8,421	16.05%
13057000-42500 - UNEMPLOYMENT COMP	556	556	-	0.00%
13057000-42600 - WORKERS' COMPENSATION INSUR	14,286	14,286	-	0.00%
13057000-42700 - ER'S ST DISABILITY INS	6,233	6,977	744	11.94%
13057000-42900 - ER'S LT DISABILITY INS	3,779	3,945	166	4.39%
13057000-43040 - CONSULTANTS	30,000	200,000	170,000	566.67%
13057000-43060 - MONITORING	32,125	35,000	2,875	8.95%
13057000-43200 - PROFESSIONAL TESTING	800	1,000	200	25.00%
13057000-43900 - MEMBERSHIPS & ASSOCIATIONS	1,838	2,000	162	8.81%
13057000-44110 - WATER, SEWER, GARBAGE UTILITY	1,900	2,000	100	5.26%
13057000-44210 - THIRD PARTY DISPOSAL	571,000	437,000	(134,000)	-23.47%
13057000-44320 - STRUCTURE RPR & MTCE	41,000	30,000	(11,000)	-26.83%
13057000-44321 - PLUMBING SYSTEM RPR & MTCE	1,000	1,000	-	0.00%
13057000-44322 - HVAC RPR & MTCE	1,000	1,000	-	0.00%
13057000-44323 - ELECTRICAL RPR & MTCE	1,000	1,000	-	0.00%
13057000-44327 - SECURITY SYSTEM RPR & MTCE	600	700	100	16.67%
13057000-44330 - VEHICLE & EQUIPMENT REPAIR	142,250	145,000	2,750	1.93%
13057000-44350 - IT MTCE & REPAIR AGREEMTS	11,175	18,500	7,325	65.55%
13057000-44400 - RENTALS	590,314	797,801	207,487	35.15%
13057000-44504 - STREETS ALLEYS & ROAD MTCE	20,000	15,000	(5,000)	-25.00%
13057000-45201 - GENERAL LIABILITY INSURANCE	9,418	6,409	(3,009)	-31.95%
13057000-45202 - BUILDING & CONTENTS INSUR	2,023	5,629	3,606	178.23%
13057000-45203 - AUTOMOTIVE INSURANCE	11,512	8,081	(3,431)	-29.80%
13057000-45204 - INLAND MARINE INSURANCE	11,023	12,708	1,685	15.28%
13057000-45206 - STORAGE TANK LIABILITY	100	300	200	200.00%
13057000-45207 - CYBER SECURITY INSURANCE	1,730	1,247	(483)	-27.90%
13057000-45300 - TELEPHONE SERVICES	6,047	9,280	3,233	53.46%
13057000-45400 - ADVERTISING	250	450	200	80.00%
13057000-45800 - TRAVEL COSTS	11,450	12,000	550	4.80%
13057000-45900 - EDUCATION & TRAINING	12,625	12,000	(625)	-4.95%
13057000-45920 - WEARING APPAREL	2,500	3,000	500	20.00%
13057000-45950 - BANKING & CREDIT CARD FEES	12,500	34,740	22,240	177.92%
13057000-45970 - POSTAGE/SHIPPING	2,625	2,500	(125)	-4.76%
13057000-46101 - DPMT MATERIALS & SUPPLIES	32,000	22,000	(10,000)	-31.25%
13057000-46102 - FURNITURE & EQUIPMENT	31,500	20,000	(11,500)	-36.51%
13057000-46103 - COPIER & PRINTER SUPPLIES	2,663	2,940	277	10.41%
13057000-46115 - FLEET LABOR	3,000	3,000	-	0.00%
13057000-46210 - NATURAL GAS	374	374	-	0.00%
13057000-46220 - ELECTRICITY	22,823	36,323	13,500	59.15%
13057000-46230 - PROPANE	50,000	75,000	25,000	50.00%
13057000-46261 - DIESEL	265,562	248,175	(17,387)	-6.55%
13057000-46262 - UNLEADED	2,947	1,238	(1,709)	-57.99%
13057000-48300 - GF REIMBURSEMENT	362,052	362,052	-	0.00%
13057000-49125 - CAPITAL EQUIPMENT	106,000	106,000	-	0.00%
13057000-57200 - INFRASTRUCTURE	500,000	293,814	(206,186)	-41.24%
CELL 8 CONSTRUCTION (YEAR : 500,000				
13057000-57500 - EQUIPMENT	-	520,000	520,000	100.00%
3/4 TON PICKUP	60,000			
ROLL-OFF TRUCK	210,000			
AIR BURNER	250,000			
TOTAL LANDFILL	\$ 4,211,239	\$ 4,859,000	\$ 647,761	15.38%



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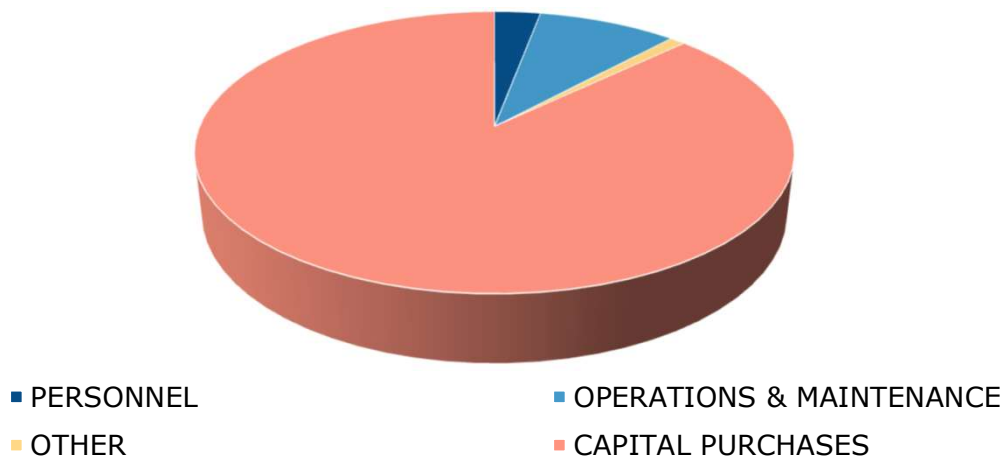


WATER, SEWER, AND STORM SEWER - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
FEDERAL REVENUES				
14000000- 33200 - FEDERAL CAPITAL REVENUES	\$ 7,491,511	\$ 7,491,511	\$ -	0.00%
TOTAL FEDERAL REVENUES	7,491,511	7,491,511	-	0.00%
STATE REVENUES				
14000000- 33500 - STATE CAPITAL REVENUES	705,000	810,000	105,000	14.89%
TOTAL STATE REVENUES	705,000	810,000	105,000	14.89%
CITY REVENUES				
14000000- 34100 - CHARGES FOR SERVICES	-	177,936	177,936	100.00%
14000000- 34101 - STORM SEWER MTCE	1,996,752	2,096,590	99,838	5.00%
14000000- 34102 - STORM SEWER DEVELOPMENT	1,440,110	1,652,832	212,722	14.77%
14000000- 34103 - WATER REVENUE	12,206,249	13,102,790	896,541	7.34%
14000000- 34104 - SEWER REVENUE	6,986,282	7,913,034	926,752	13.27%
14000000- 34105 - NAWS REVENUE	315,000	580,426	265,426	84.26%
14000000- 34410 - SEWERAGE CHARGES	15,000	-	(15,000)	-100.00%
14000000- 34130 - ZONING & SUBDIVISION FEES	870	1,000	130	14.94%
14000000- 35500 - SPECIAL ASSESSMENTS	824,893	44,747	(780,146)	-94.58%
14000000- 36110 - INTEREST REVENUES	-	243,418	243,418	100.00%
14000000- 36200 - RENTS AND ROYALTIES	25,000	19,047	(5,953)	-23.81%
14000000- 36909 - CONNECTION FEES	102,000	102,000	-	0.00%
14000000- 39200 - PROCEEDS FROM ASSET DISPOSAL	74,000	296,000	222,000	300.00%
14000000- 39320 - REVENUE BONDS	-	2,920,000	2,920,000	100.00%
14000000- 39340 - OTHER BONDS ISSUED	-	400,000	400,000	100.00%
14000000- 39350 - REFUNDING BONDS ISSUED	1,758,489	7,308,489	5,550,000	315.61%
TOTAL CITY REVENUES	25,744,645	36,858,309	11,113,664	43.17%
TRANSFERS BETWEEN FUNDS				
14000000- 39105 - SANITATION	90,438	84,685	(5,753)	-6.36%
14000000- 39115 - SALES TAX FLOOD CONTROL	799,696	698,887	(100,809)	-12.61%
14000000- 39136 - FLOOD CONTROL MAINTENANCE	139,300	153,040	13,740	9.86%
TOTAL TRANSFERS BETWEEN FUNDS	1,029,434	936,612	(92,822)	-9.02%
RESOURCES AVAILABLE	34,970,590	46,096,432	11,125,842	31.81%
CASH RESERVES	9,483,413	7,349,235	(2,134,178)	-22.50%
TOTAL BUDGETED REVENUE	\$ 44,454,003	\$ 53,445,667	\$ 8,991,664	20.23%
STORM SEWER	\$ 21,345,204	\$ 28,761,589	\$ 7,416,385	34.74%
WATER SYSTEM	13,697,340	14,530,727	833,387	6.08%
SEWER SYSTEM	9,321,090	10,068,667	747,577	8.02%
GARBAGE COLLECTION	90,369	84,685	(5,685)	-6.29%
	\$ 44,454,003	\$ 53,445,667	\$ 8,991,664	20.23%

STORM SEWER SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 583,899	\$ 547,968	\$ (35,931)	-6.15%
0.20 ASSISTANT CITY MANAGER				
0.20 STREET SUPERINTENDENT				
1 STORM SEWER FOREMAN				
3.34 HEAVY EQUIPMENT OPERATOR				
4 LIGHT EQUIPMENT OPERATORS				
0.11 PUBLIC WORKS OPERATIONS DIRECTOR				
0.05 OFFICE & ADMINISTRATIVE SPECIALIST				
BENEFITS	323,750	300,948	(22,802)	-7.04%
PROFESSIONAL AND TECHNICAL SERVICES	4,938	540	(4,398)	-89.06%
INFRASTRUCTURE MAINTENANCE	760,760	765,841	5,081	0.67%
REPAIR & MAINTENANCE	139,630	132,412	(7,218)	-5.17%
OTHER PURCHASED SERVICES	107,049	127,988	20,939	19.56%
OPERATION SUPPLIES	46,583	46,180	(403)	-0.86%
UTILITIES	135,930	91,705	(44,225)	-32.54%
FUEL	9,850	10,477	627	6.37%
DEBT RETIREMENT	1,214,140	1,390,349	176,209	14.51%
OTHER	160,735	160,735	-	0.00%
TRANSFERS BETWEEN FUNDS	126,629	128,992	2,363	1.87%
CAPITAL PURCHASES	17,670,000	25,000,000	7,330,000	41.48%
TOTAL STORM SEWER	\$ 21,283,893	\$ 28,704,135	\$ 7,420,241	34.86%

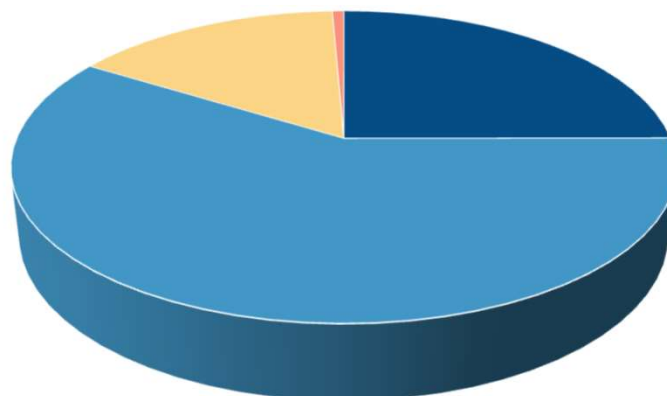


STORM SEWER LINE ITEMS

		2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
14059000-41100 - REGULAR EMPLOYEES		\$ 570,754	\$ 534,166	\$ (36,588)	-6.41%
14059000-41300 - OVERTIME		13,145	13,802	657	5.00%
14059000-42100 - ER'S HEALTH INSURANCE		194,539	182,568	(11,971)	-6.15%
14059000-42110 - ER'S LIFE INSURANCE		483	436	(47)	-9.73%
14059000-42210 - ER'S MEDICARE		7,207	6,747	(460)	-6.38%
14059000-42300 - ER'S PENSION		70,782	62,939	(7,843)	-11.08%
14059000-42320 - ER'S NDPERS		41,688	39,433	(2,255)	-5.41%
14059000-42500 - UNEMPLOYMENT COMP		352	352	-	0.00%
14059000-42600 - WORKERS' COMPENSATION INSUR		2,197	2,197	-	0.00%
14059000-42700 - ER'S ST DISABILITY INS		4,048	3,979	(69)	-1.70%
14059000-42900 - ER'S LT DISABILITY INS		2,454	2,297	(157)	-6.40%
14059000-43060 - MONITORING		2,500	-	(2,500)	-100.00%
14059000-43300 - OTHER PROFESSIONAL SERVICES		500	-	(500)	-100.00%
14059000-43900 - MEMBERSHIPS & ASSOCIATIONS		1,938	540	(1,398)	-72.14%
14059000-44110 - WATER, SEWER, GARBAGE UTILITY		-	3,412	3,412	100.00%
14059000-44250 - ONE-CALL SERVICES		4,000	4,000	-	0.00%
14059000-44320 - STRUCTURE RPR & MTCE		20,000	20,000	-	0.00%
14059000-44321 - PLUMBING SYSTEM RPR & MTCE		2,000	2,000	-	0.00%
14059000-44322 - HVAC RPR & MTCE		5,000	5,000	-	0.00%
14059000-44323 - ELECTRICAL RPR & MTCE		50,000	50,000	-	0.00%
14059000-44326 - IRRIGATION/GROUNDS RPR & MTCE		2,500	2,500	-	0.00%
14059000-44327 - SECURITY SYSTEM RPR & MTCE		600	600	-	0.00%
14059000-44330 - VEHICLE & EQUIPMENT REPAIR		51,125	42,000	(9,125)	-17.85%
14059000-44350 - IT MTCE & REPAIR AGREEMTS		4,405	2,900	(1,505)	-34.16%
14059000-44400 - RENTALS		10,760	15,841	5,081	47.22%
14059000-44503 - STORM SEWER MAINTENANCE		750,000	750,000	-	0.00%
14059000-45201 - GENERAL LIABILITY INSURANCE		7,332	4,086	(3,246)	-44.28%
14059000-45202 - BUILDING & CONTENTS INSUR		16,055	47,223	31,168	194.13%
14059000-45203 - AUTOMOTIVE INSURANCE		5,333	7,146	1,813	34.00%
14059000-45204 - INLAND MARINE INSURANCE		235	875	640	272.17%
14059000-45205 - COVERAGE FOR FLOOD INSURANCE		11,129	12,222	1,093	9.83%
14059000-45207 - CYBER SECURITY INSURANCE		931	800	(131)	-14.10%
14059000-45300 - TELEPHONE SERVICES		1,617	1,950	333	20.59%
14059000-45400 - ADVERTISING		300	-	(300)	-100.00%
14059000-45800 - TRAVEL COSTS		6,600	6,280	(320)	-4.85%
14059000-45900 - EDUCATION & TRAINING		10,800	2,600	(8,200)	-75.93%
14059000-45920 - WEARING APPAREL		2,100	2,420	320	15.24%
14059000-45950 - BANKING & CREDIT CARD FEES		44,342	42,129	(2,213)	-4.99%
14059000-45970 - POSTAGE/SHIPPING		275	257	(18)	-6.55%
14059000-46101 - DPMT MATERIALS & SUPPLIES		36,000	36,000	-	0.00%
14059000-46102 - FURNITURE & EQUIPMENT		1,910	2,500	590	30.89%
14059000-46103 - COPIER & PRINTER SUPPLIES		1,663	140	(1,523)	-91.58%
14059000-46115 - FLEET LABOR		3,500	3,500	-	0.00%
14059000-46117 - SIGNS & MARKERS		3,500	4,000	500	14.29%
14059000-46210 - NATURAL GAS		3,930	8,000	4,070	103.56%
14059000-46220 - ELECTRICITY		132,000	83,405	(48,595)	-36.81%
14059000-46230 - PROPANE		-	300	300	100.00%
14059000-46261 - DIESEL		6,842	8,192	1,350	19.73%
14059000-46262 - UNLEADED		3,008	2,285	(723)	-24.04%
14059000-46400 - BOOKS & SUBSCRIPTIONS		10	40	30	292.93%
14059000-47100 - PRINCIPAL ON DEBT		1,014,060	1,159,269	145,209	14.32%
14059000-47202 - INTEREST ON SA BONDS		35,875	85,371	49,496	137.97%
14059000-47205 - INT REVENUE BONDS STORM SEW		164,205	145,709	(18,496)	-11.26%
14059000-48300 - GF REIMBURSEMENT		160,735	160,735	-	0.00%
14059000-49101 - GENERAL FUND		126,629	128,992	2,363	1.87%
14059000-57200 - INFRASTRUCTURE		17,500,000	24,720,000	7,220,000	41.26%
16TH ST SW RECONSTRUCTION PHASE I	2,920,000				
PUPPY DOG COULEE (SSD #121)	21,800,000				
14059000-57500 - EQUIPMENT		170,000	280,000	110,000	64.71%
VACTOR REPLACEMENT (YEAR 7 OF 10)	80,000				
BOBCAT TOOLCAT W/ SNOW BLOWER	95,000				
3/4 TON 4X4 CREW CAB PICKUP	55,000				
USED TANDEM TRUCK CHASIS	50,000				
TOTAL STORM SEWER		<u>\$ 21,283,893</u>	<u>\$ 28,704,135</u>	<u>\$ 7,420,241</u>	<u>34.86%</u>

WATER PLANT SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 1,212,211	\$ 1,325,443	\$ 113,232	9.34%
1 WATER PLANT SUPERINTENDENT				
1 WATER PLANT FOREMAN				
2 WATER PLANT OPERATOR, LEAD				
6 WATER PLANT OPERATORS III				
4 WATER PLANT OPERATORS II				
1 WATER PLANT OPERATOR I				
1 WATER PLANT INSTRUMENTATION TECHNICIAN				
0.20 ASSISTANT CITY MANAGER				
0.20 PUBLIC WORKS UTILITY DIRECTOR				
0.20 SENIOR PROJECT MANAGER				
0.40 PROJECT CIVIL ENGINEER				
0.20 ENGINEERING TECHNICIAN I				
0.20 OFFICE & ADMINISTRATIVE SPECIALIST, SENIOR				
0.05 OFFICE & ADMINISTRATIVE SPECIALIST				
BENEFITS	677,181	714,701	37,520	5.54%
PROFESSIONAL AND TECHNICAL SERVICES	87,517	191,800	104,283	###
INFRASTRUCTURE MAINTENANCE	875,165	350,246	(524,919)	-59.98%
REPAIR & MAINTENANCE	307,730	218,433	(89,297)	-29.02%
OTHER PURCHASED SERVICES	141,347	232,296	90,949	64.34%
OPERATION SUPPLIES	2,090,949	2,087,360	(3,589)	-0.17%
UTILITIES	1,188,875	1,206,113	17,238	1.45%
FUEL	21,710	25,840	4,130	19.02%
DEBT RETIREMENT	457,924	495,769	37,845	8.26%
OTHER	745,570	743,924	(1,646)	-0.22%
TRANSFERS BETWEEN FUNDS	484,366	527,871	43,505	8.98%
CAPITAL PURCHASES	125,000	55,000	(70,000)	-56.00%
TOTAL WATER PLANT	\$ 8,415,545	\$ 8,174,796	\$ (240,749)	-2.86%



■ PERSONNEL ■ OPERATIONS & MAINTENANCE ■ OTHER ■ CAPITAL PURCHASES

WATER PLANT LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
14060000-41100 - REGULAR EMPLOYEES	\$ 1,151,506	\$ 1,261,703	\$ 110,197	9.57%
14060000-41200 - TEMP & PART-TIME EMPLOYEES	49,265	51,728	2,463	5.00%
14060000-41300 - OVERTIME	11,440	12,012	572	5.00%
14060000-42100 - ER'S HEALTH INSURANCE	244,233	242,879	(1,354)	-0.55%
14060000-42110 - ER'S LIFE INSURANCE	846	855	9	1.06%
14060000-42200 - ER'S SOCIAL SECURITY	3,054	3,207	153	5.01%
14060000-42210 - ER'S MEDICARE	15,369	16,897	1,528	9.94%
14060000-42300 - ER'S PENSION	338,357	368,950	30,593	9.04%
14060000-42320 - ER'S NDPERS	53,265	58,035	4,770	8.96%
14060000-42500 - UNEMPLOYMENT COMP	37	37	-	0.00%
14060000-42600 - WORKERS' COMPENSATION INSUR	8,903	8,903	-	0.00%
14060000-42700 - ER'S ST DISABILITY INS	8,166	9,513	1,347	16.50%
14060000-42900 - ER'S LT DISABILITY INS	4,951	5,425	474	9.57%
14060000-43040 - CONSULTANTS	40,000	140,000	100,000	250.00%
14060000-43060 - MONITORING	40,000	44,000	4,000	10.00%
14060000-43200 - PROFESSIONAL TESTING	180	300	120	66.67%
14060000-43300 - OTHER PROFESSIONAL SERVICES	700	1,200	500	71.43%
14060000-43900 - MEMBERSHIPS & ASSOCIATIONS	6,637	6,300	(337)	-5.08%
14060000-44110 - WATER, SEWER, GARBAGE UTILITY	-	1,710	1,710	100.00%
14060000-44320 - STRUCTURE RPR & MTCE	100,000	35,000	(65,000)	-65.00%
14060000-44321 - PLUMBING SYSTEM RPR & MTCE	5,000	4,261	(739)	-14.78%
14060000-44322 - HVAC RPR & MTCE	40,000	25,780	(14,220)	-35.55%
14060000-44323 - ELECTRICAL RPR & MTCE	10,000	2,000	(8,000)	-80.00%
14060000-44324 - ELEVATOR RPR & MTCE	1,400	1,665	265	18.90%
14060000-44325 - PEST CONTROL RPR & MTCE	-	1,000	1,000	100.00%
14060000-44327 - SECURITY SYSTEM RPR & MTCE	1,800	1,000	(800)	-44.44%
14060000-44330 - VEHICLE & EQUIPMENT REPAIR	141,125	137,282	(3,843)	-2.72%
14060000-44350 - IT MTCE & REPAIR AGREEMTS	8,405	8,736	331	3.94%
14060000-44400 - RENTALS	165	246	81	48.75%
14060000-44501 - WATERMAIN MAINTENANCE	625,000	100,000	(525,000)	-84.00%
14060000-44507 - WATER WELL MAINTENANCE	250,000	250,000	-	0.00%
14060000-45201 - GENERAL LIABILITY INSURANCE	23,641	14,963	(8,679)	-36.71%
14060000-45202 - BUILDING & CONTENTS INSUR	48,431	110,708	62,277	128.59%
14060000-45203 - AUTOMOTIVE INSURANCE	6,755	6,315	(440)	-6.52%
14060000-45204 - INLAND MARINE INSURANCE	205	196	(9)	-4.57%
14060000-45205 - COVERAGE FOR FLOOD INSURANCE	9,717	13,063	3,346	34.43%
14060000-45207 - CYBER SECURITY INSURANCE	2,129	1,558	(571)	-26.84%
14060000-45300 - TELEPHONE SERVICES	4,243	5,280	1,037	24.45%
14060000-45400 - ADVERTISING	8,150	12,431	4,281	52.53%
14060000-45800 - TRAVEL COSTS	13,850	18,680	4,830	34.87%
14060000-45900 - EDUCATION & TRAINING	7,300	11,729	4,429	60.68%
14060000-45920 - WEARING APPAREL	4,000	3,020	(980)	-24.50%
14060000-45950 - BANKING & CREDIT CARD FEES	4,801	22,454	17,653	367.69%
14060000-45970 - POSTAGE/SHIPPING	6,125	9,400	3,275	53.48%
14060000-45990 - MAFB METER	2,000	2,500	500	25.00%
14060000-46101 - DPMT MATERIALS & SUPPLIES	62,000	50,000	(12,000)	-19.35%
14060000-46102 - FURNITURE & EQUIPMENT	6,910	12,500	5,590	80.90%
14060000-46103 - COPIER & PRINTER SUPPLIES	913	1,140	227	24.90%
14060000-46105 - CLEANING SUPPLIES	2,400	2,000	(400)	-16.67%
14060000-46109 - WATER METERS	10,000	-	(10,000)	-100.00%
14060000-46110 - WATER TREATMENT SUPPLIES	2,000,000	2,012,380	12,380	0.62%
14060000-46115 - FLEET LABOR	8,000	8,500	500	6.25%
14060000-46210 - NATURAL GAS	85,769	93,965	8,196	9.56%
14060000-46220 - ELECTRICITY	1,103,106	1,112,148	9,042	0.82%
14060000-46261 - DIESEL	13,739	18,871	5,132	37.35%
14060000-46262 - UNLEADED	7,971	6,969	(1,002)	-12.57%
14060000-46400 - BOOKS & SUBSCRIPTIONS	726	840	114	15.67%
14060000-47100 - PRINCIPAL ON DEBT	411,808	401,324	(10,484)	-2.55%
14060000-47202 - INTEREST ON SA BONDS	10,875.00	9,632	(1,243)	-11.43%
14060000-47203 - INT REVENUE BONDS WATER	35,241	25,998	(9,243)	-26.23%
14060000-47206 - INTEREST OTHER DEBT	-	58,815	58,815	100.00%
14060000-48200 - PASS-THROUGH	1,646	-	(1,646)	-100.00%

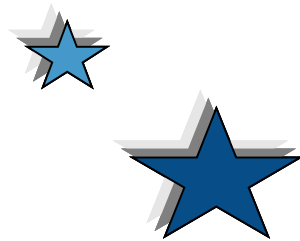
WATER PLANT LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
14060000- 48300 - GF REIMBURSEMENT	\$ 743,924	\$ 743,924	\$ -	0.00%
14060000- 49101 - GENERAL FUND	19,640	21,415	1,775	9.04%
14060000- 49105 - SANITATION	246,726	288,456	41,730	16.91%
14060000- 49125 - CAPITAL EQUIPMENT	218,000	218,000	-	0.00%
14060000- 57500 - EQUIPMENT	125,000	55,000	(70,000)	-56.00%
3/4 TON 4X4 PICKUP				
TOTAL WATER PLANT	\$ 8,415,545	\$ 8,174,796	\$ (240,749)	-2.86%

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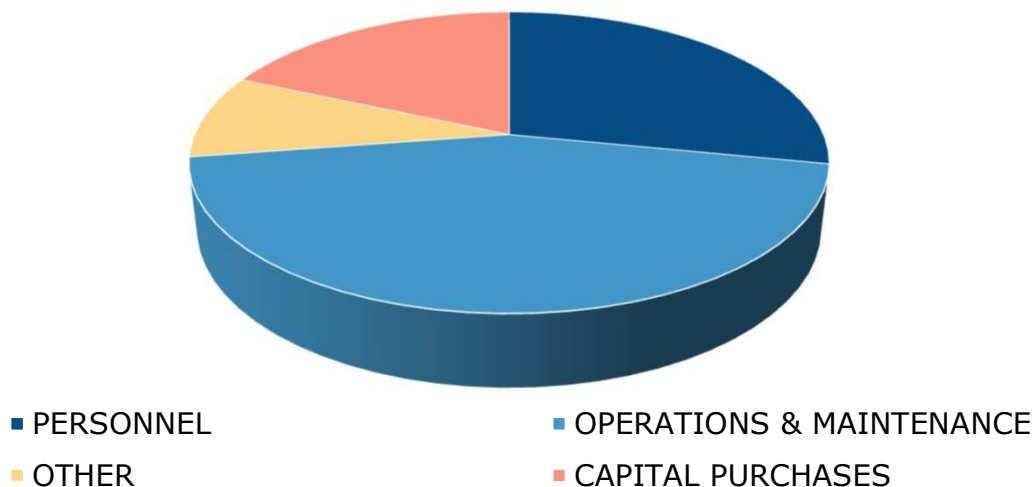


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WATER DISTRIBUTION SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 1,411,221	\$ 1,517,697	\$ 106,476	7.54%
0.60 WATER/WASTEWATER SUPERINTENDENT				
2 WATER/WASTEWATER FOREMAN				
2.33 HEAVY EQUIPMENT OPERATORS				
2 UTILITY OPERATORS, LEAD				
4 UTILITY OPERATORS III				
4 UTILITY OPERATORS II				
5 UTILITY OPERATORS I				
1 ADMINISTRATIVE CLERK				
0.20 ASSISTANT CITY MANAGER				
0.20 PUBLIC WORKS UTILITY DIRECTOR				
0.20 SENIOR PROJECT MANAGER				
0.20 ENGINEERING TECHNICIAN I				
0.40 PROJECT CIVIL ENGINEER				
0.20 OFFICE & ADMINISTRATIVE SPECIALIST, SENIOR				
0.05 OFFICE & ADMINISTRATIVE SPECIALIST				
BENEFITS	843,478	869,300	25,822	3.06%
PROFESSIONAL AND TECHNICAL SERVICES	3,794	3,640	(154)	-4.05%
INFRASTRUCTURE MAINTENANCE	2,219,851	2,179,851	(40,000)	-1.80%
REPAIR & MAINTENANCE	1,031,242	1,038,700	7,459	0.72%
OTHER PURCHASED SERVICES	75,813	76,621	807	1.06%
OPERATION SUPPLIES	440,171	407,040	(33,131)	-7.53%
UTILITIES	12,373	12,130	(243)	-1.97%
FUEL	69,261	61,927	(7,334)	-10.59%
OTHER	613,330	743,790	130,460	21.27%
TRANSFERS BETWEEN FUNDS	19,640	21,415	1,775	9.04%
CAPITAL PURCHASES	178,000	1,560,000	1,382,000	###
TOTAL WATER DISTRIBUTION	\$ 6,918,174	\$ 8,492,111	\$ 1,573,937	22.75%

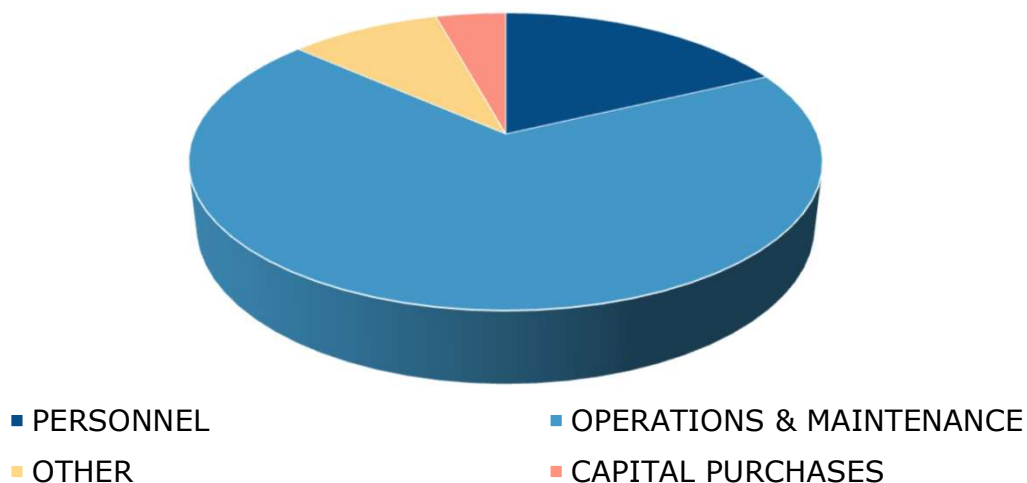


WATER DISTRIBUTION LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
14061000-41100 - REGULAR EMPLOYEES	\$ 1,331,221	\$ 1,476,197	\$ 144,976	10.89%
14061000-41200 - TEMP & PART-TIME EMPLOYEES	50,000	10,000	(40,000)	-80.00%
14061000-41300 - OVERTIME	30,000	31,500	1,500	5.00%
14061000-42100 - ER'S HEALTH INSURANCE	346,623	361,088	14,465	4.17%
14061000-42110 - ER'S LIFE INSURANCE	1,065	1,097	32	3.00%
14061000-42200 - ER'S SOCIAL SECURITY	3,100	620	(2,480)	-80.00%
14061000-42210 - ER'S MEDICARE	17,577	19,045	1,468	8.35%
14061000-42300 - ER'S PENSION	385,442	382,031	(3,411)	-0.88%
14061000-42320 - ER'S NDPERS	62,481	75,812	13,331	21.34%
14061000-42500 - UNEMPLOYMENT COMP	897	979	82	9.14%
14061000-42600 - WORKERS' COMPENSATION INSUR	11,128	11,128	-	0.00%
14061000-42700 - ER'S ST DISABILITY INS	9,441	11,152	1,711	18.12%
14061000-42900 - ER'S LT DISABILITY INS	5,724	6,348	624	10.90%
14061000-43200 - PROFESSIONAL TESTING	994	1,400	406	40.88%
14061000-43900 - MEMBERSHIPS & ASSOCIATIONS	2,800	2,240	(560)	-20.00%
14061000-44110 - WATER, SEWER, GARBAGE UTILITY	-	1,372	1,372	100.00%
14061000-44250 - ONE-CALL SERVICES	4,000	4,000	-	0.00%
14061000-44320 - STRUCTURE RPR & MTCE	160,000	160,000	-	0.00%
14061000-44325 - PEST CONTROL RPR & MTCE	212	200	(12)	-5.48%
14061000-44330 - VEHICLE & EQUIPMENT REPAIR	85,000	85,000	-	0.00%
14061000-44341 - NAW'S DISTRIBUTION O&M	390,000	390,000	-	0.00%
14061000-44342 - NAW'S DISTRIBUTION REM	390,000	390,000	-	0.00%
14061000-44350 - IT MTCE & REPAIR AGREEMTS	2,030	8,128	6,098	300.40%
14061000-44400 - RENTALS	39,851	39,851	0	0.00%
14061000-44501 - WATERMAIN MAINTENANCE	2,000,000	2,000,000	-	0.00%
14061000-44502 - SEWER REHAB MAINTENANCE	20,000	20,000	-	0.00%
14061000-44504 - STREETS ALLEYS & ROAD MTCE	160,000	120,000	(40,000)	-25.00%
14061000-45201 - GENERAL LIABILITY INSURANCE	23,575	16,066	(7,509)	-31.85%
14061000-45202 - BUILDING & CONTENTS INSUR	1,865	4,294	2,429	130.25%
14061000-45203 - AUTOMOTIVE INSURANCE	13,997	12,395	(1,602)	-11.45%
14061000-45204 - INLAND MARINE INSURANCE	956	1,981	1,025	107.26%
14061000-45207 - CYBER SECURITY INSURANCE	2,660	1,932	(728)	-27.38%
14061000-45300 - TELEPHONE SERVICES	12,489	17,850	5,361	42.93%
14061000-45400 - ADVERTISING	991	990	(1)	-0.08%
14061000-45800 - TRAVEL COSTS	8,100	9,780	1,680	20.74%
14061000-45900 - EDUCATION & TRAINING	5,300	5,200	(100)	-1.89%
14061000-45920 - WEARING APPAREL	5,000	5,520	520	10.40%
14061000-45950 - BANKING & CREDIT CARD FEES	70	146	76	108.57%
14061000-45951 - COLLECTION FEES	311	-	(311)	-100.00%
14061000-45970 - POSTAGE/SHIPPING	500	467	(33)	-6.60%
14061000-46101 - DPMT MATERIALS & SUPPLIES	355,000	320,000	(35,000)	-9.86%
14061000-46102 - FURNITURE & EQUIPMENT	7,410	7,000	(410)	-5.53%
14061000-46103 - COPIER & PRINTER SUPPLIES	151	-	(151)	-100.00%
14061000-46105 - CLEANING SUPPLIES	110	-	(110)	-100.00%
14061000-46109 - WATER METERS	60,000	60,000	-	0.00%
14061000-46115 - FLEET LABOR	14,000	16,000	2,000	14.29%
14061000-46117 - SIGNS & MARKERS	2,500	3,000	500	20.00%
14061000-46210 - NATURAL GAS	580	580	-	0.00%
14061000-46220 - ELECTRICITY	11,495	11,550	55	0.48%
14061000-46230 - PROPANE	298	-	(298)	-100.00%
14061000-46261 - DIESEL	32,369	28,769	(3,600)	-11.12%
14061000-46262 - UNLEADED	36,892	33,158	(3,734)	-10.12%
14061000-46400 - BOOKS & SUBSCRIPTIONS	1,000	1,040	40	4.00%
14061000-48300 - GF REIMBURSEMENT	613,330	743,790	130,460	21.27%
14061000-49101 - GENERAL FUND	19,640	21,415	1,775	9.04%
14061000-57200 - INFRASTRUCTURE	-	1,350,000	1,350,000	100.00%
2ND AVE SW WATERMAIN REPLACEMENT	350,000			
11TH AVE NW, LINCOLN AVE & DACOTAH HOMES				
2ND ADDITION WATERMAIN REPLACEMENT	1,000,000			
14061000-57300 - BUILDINGS	-	125,000	125,000	100.00%
DESIGN OF NEW OFFICE/METER SHOP	125,000			
14061000-57500 - EQUIPMENT	178,000	85,000	(93,000)	-52.25%
TRACK SKIDSTEER TRADE IN	85,000			
TOTAL WATER DISTRIBUTION	\$ 6,918,174	\$ 8,492,111	\$ 1,573,937	22.75%

SEWAGE PUMPING SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 787,769	\$ 868,463	\$ 80,694	10.24%
0.40 WATER/WASTEWATER SUPERINTENDENT				
1 WATER/WASTEWATER FOREMAN				
1 UTILITY OPERATOR, LEAD				
1 UTILITY OPERATORS III				
3 UTILITY OPERATORS II				
1 UTILITY OPERATORS I				
0.33 HEAVY EQUIPMENT OPERATOR				
2 PUBLIC WORKS LABORATORY TECHNICIANS				
0.20 ASSISTANT CITY MANAGER				
0.20 PUBLIC WORKS UTILITY DIRECTOR				
0.20 SENIOR PROJECT MANAGER				
0.40 PROJECT CIVIL ENGINEER				
0.20 ENGINEERING TECHNICIAN I				
0.20 OFFICE & ADMINISTRATIVE SPECIALIST, SENIOR				
0.05 OFFICE & ADMINISTRATIVE SPECIALIST				
BENEFITS	428,325	445,221	16,896	3.94%
PROFESSIONAL AND TECHNICAL SERVICES	42,179	35,977	(6,202)	-14.70%
INFRASTRUCTURE MAINTENANCE	1,020,980	1,221,061	200,081	19.60%
REPAIR & MAINTENANCE	427,330	546,388	119,058	27.86%
OTHER PURCHASED SERVICES	137,561	161,110	23,549	17.12%
OPERATION SUPPLIES	343,573	377,680	34,107	9.93%
UTILITIES	794,332	824,151	29,819	3.75%
FUEL	45,226	56,581	11,355	25.11%
DEBT RETIREMENT	1,791,160	1,803,480	12,320	0.69%
OTHER	457,001	457,001	-	0.00%
TRANSFERS BETWEEN FUNDS	215,639	217,415	1,776	0.82%
CAPITAL PURCHASES	547,000	312,000	(235,000)	-42.96%
TOTAL SEWAGE PUMPING	\$ 7,038,076	\$ 7,326,528	\$ 288,453	4.10%

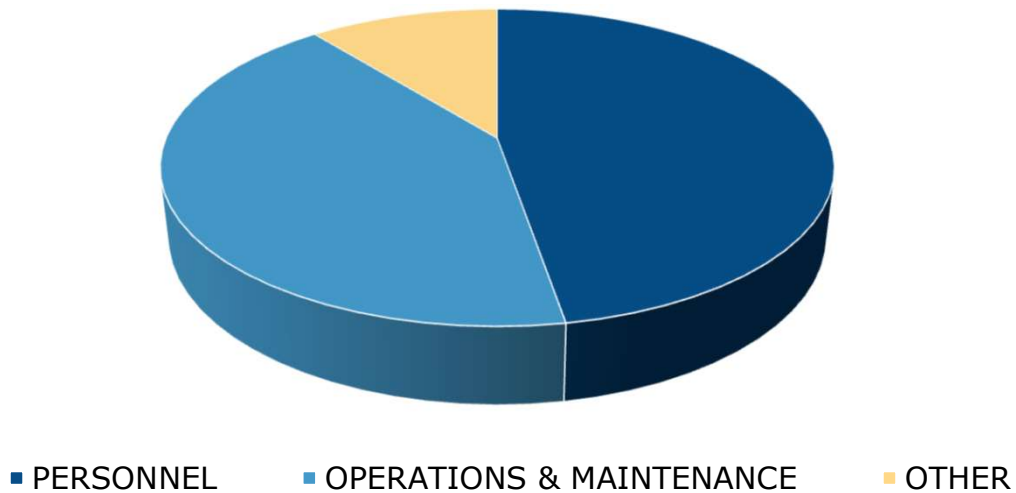


SEWAGE PUMPING LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
14062000-41100 - REGULAR EMPLOYEES	\$ 740,549	\$ 818,882	\$ 78,333	10.58%
14062000-41200 - TEMP & PART-TIME EMPLOYEES	40,220	42,231	2,011	5.00%
14062000-41300 - OVERTIME	7,000	7,350	350	5.00%
14062000-42100 - ER'S HEALTH INSURANCE	163,655	151,504	(12,151)	-7.42%
14062000-42110 - ER'S LIFE INSURANCE	543	548	5	0.92%
14062000-42200 - ER'S SOCIAL SECURITY	2,494	2,618	124	4.97%
14062000-42210 - ER'S MEDICARE	9,998	11,080	1,082	10.82%
14062000-42300 - ER'S PENSION	199,906	222,407	22,501	11.26%
14062000-42310 - ER'S DEF CONTRIBUTION	4,928	5,306	378	7.67%
14062000-42320 - ER'S NDPERS	31,343	34,242	2,899	9.25%
14062000-42500 - UNEMPLOYMENT COMP	1,357	2,202	845	62.27%
14062000-42600 - WORKERS' COMPENSATION INSUR	5,665	5,665	-	0.00%
14062000-42700 - ER'S ST DISABILITY INS	5,252	6,128	876	16.68%
14062000-42900 - ER'S LT DISABILITY INS	3,184	3,521	337	10.58%
14062000-43040 - CONSULTANTS	32,600	32,600	-	0.00%
14062000-43050 - ENGINEERS	6,748	-	(6,748)	-100.00%
14062000-43200 - PROFESSIONAL TESTING	394	1,000	606	153.97%
14062000-43900 - MEMBERSHIPS & ASSOCIATIONS	2,437	2,377	(60)	-2.46%
14062000-44110 - WATER, SEWER, GARBAGE UTILITY	800	800	-	0.00%
14062000-44240 - THIRD PARTY LAWN & GROUNDS	60,000	76,000	16,000	26.67%
14062000-44250 - ONE-CALL SERVICES	4,000	3,960	(40)	-1.00%
14062000-44320 - STRUCTURE RPR & MTCE	210,000	340,000	130,000	61.90%
14062000-44323 - ELECTRICAL RPR & MTCE	25,000	25,000	-	0.00%
14062000-44330 - VEHICLE & EQUIPMENT REPAIR	81,125	81,125	-	0.00%
14062000-44350 - IT MTCE & REPAIR AGREEMTS	46,405	19,503	(26,902)	-57.97%
14062000-44400 - RENTALS	20,980	21,061	81	0.38%
14062000-44502 - SEWER REHAB MAINTENANCE	1,000,000	1,200,000	200,000	20.00%
14062000-45201 - GENERAL LIABILITY INSURANCE	15,980	13,529	(2,451)	-15.34%
14062000-45202 - BUILDING & CONTENTS INSUR	18,027	48,941	30,914	171.49%
14062000-45203 - AUTOMOTIVE INSURANCE	11,816	9,696	(2,120)	-17.94%
14062000-45204 - INLAND MARINE INSURANCE	1,753	890	(863)	-49.26%
14062000-45205 - COVERAGE FOR FLOOD INSURANCE	14,617	13,354	(1,263)	-8.64%
14062000-45207 - CYBER SECURITY INSURANCE	1,330	1,000	(330)	-24.82%
14062000-45300 - TELEPHONE SERVICES	14,005	15,250	1,245	8.89%
14062000-45400 - ADVERTISING	725	1,500	775	106.90%
14062000-45800 - TRAVEL COSTS	9,100	9,530	430	4.73%
14062000-45900 - EDUCATION & TRAINING	12,300	10,200	(2,100)	-17.07%
14062000-45920 - WEARING APPAREL	6,000	6,020	20	0.33%
14062000-45950 - BANKING & CREDIT CARD FEES	30,508	29,894	(614)	-2.01%
14062000-45970 - POSTAGE/SHIPPING	1,400	1,306	(94)	-6.71%
14062000-46101 - DPMT MATERIALS & SUPPLIES	322,000	355,000	33,000	10.25%
14062000-46102 - FURNITURE & EQUIPMENT	7,910	7,500	(410)	-5.18%
14062000-46103 - COPIER & PRINTER SUPPLIES	1,663	140	(1,523)	-91.58%
14062000-46115 - FLEET LABOR	12,000	15,000	3,000	25.00%
14062000-46210 - NATURAL GAS	54,518	54,518	-	0.00%
14062000-46220 - ELECTRICITY	739,769	769,633	29,864	4.04%
14062000-46230 - PROPANE	45	-	(45)	-100.00%
14062000-46261 - DIESEL	22,594	27,173	4,579	20.27%
14062000-46262 - UNLEADED	22,632	29,408	6,776	29.94%
14062000-46400 - BOOKS & SUBSCRIPTIONS	-	40	40	100.00%
14062000-47100 - PRINCIPAL ON DEBT	1,492,280	1,546,901	54,621	3.66%
14062000-47202 - INTEREST ON SA BONDS	6,943	6,149	(794)	-11.44%
14062000-47204 - INT REVENUE BONDS SEWER	291,937	250,430	(41,507)	-14.22%
14062000-48300 - GF REIMBURSEMENT	457,001	457,001	-	0.00%
14062000-49101 - GENERAL FUND	19,639	21,415	1,776	9.04%
14062000-49125 - CAPITAL EQUIPMENT	196,000	196,000	-	0.00%
14062000-57300 - BUILDINGS	225,000	125,000	(100,000)	-44.44%
DESIGN OF NEW OFFICE/METER SHI	125,000			
14062000-57500 - EQUIPMENT	322,000	187,000	(135,000)	-41.93%
TOOLCAT	82,000			
(2) TRACTORS	105,000			
TOTAL SEWAGE PUMPING	\$ 7,038,076	\$ 7,326,528	\$ 288,453	4.10%

UTILITY BILLING SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 221,193	\$ 236,851	\$ 15,658	7.08%
0.50 CITY TREASURER				
1 FINANCIAL SPECIALIST, SENIOR				
2 FINANCIAL CLERKS, SENIOR				
BENEFITS	115,196	116,906	1,710	1.48%
PROFESSIONAL AND TECHNICAL SERVICES	75,000	-	(75,000)	-100.00%
REPAIR & MAINTENANCE	33,151	39,439	6,288	18.97%
OTHER PURCHASED SERVICES	236,192	244,605	8,413	3.56%
OPERATION SUPPLIES	34,682	27,412	(7,270)	-20.96%
UTILITIES	1,633	1,616	(17)	-1.04%
OTHER	81,269	81,269	-	0.00%
TOTAL UTILITY BILLING	\$ 798,316	\$ 748,097	\$ (50,218)	-6.29%



UTILITY BILLING LINE ITEMS

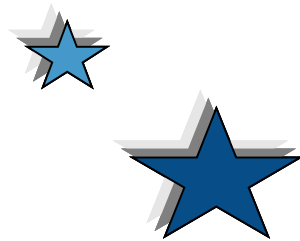
	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
14063000-41100 - REGULAR EMPLOYEES	\$ 219,993	\$ 235,591	\$ 15,598	7.09%
14063000-41300 - OVERTIME	1,200	1,260	60	5.00%
14063000-42100 - ER'S HEALTH INSURANCE	62,429	64,513	2,084	3.34%
14063000-42110 - ER'S LIFE INSURANCE	176	172	(4)	-2.27%
14063000-42210 - ER'S MEDICARE	2,770	2,978	208	7.51%
14063000-42300 - ER'S PENSION	32,653	30,056	(2,597)	-7.95%
14063000-42310 - ER'S DEF CONTRIBUTION	4,355	4,807	452	10.38%
14063000-42320 - ER'S NDPERS	10,180	11,461	1,281	12.58%
14063000-42500 - UNEMPLOYMENT COMP	22	-	(22)	-100.00%
14063000-42600 - WORKERS' COMPENSATION INSUR	105	105	-	0.00%
14063000-42700 - ER'S ST DISABILITY INS	1,560	1,801	241	15.45%
14063000-42900 - ER'S LT DISABILITY INS	946	1,013	67	7.08%
14063000-43050 - ENGINEERS	75,000	-	(75,000)	-100.00%
14063000-44110 - WATER, SEWER, GARBAGE UTILITY	130	158	28	21.54%
14063000-44350 - IT MTCE & REPAIR AGREEMTS	33,021	39,281	6,260	18.96%
14063000-45201 - GENERAL LIABILITY INSURANCE	2,590	1,798	(792)	-30.59%
14063000-45202 - BUILDING & CONTENTS INSUR	201	914	713	354.96%
14063000-45207 - CYBER SECURITY INSURANCE	399	325	(75)	-18.67%
14063000-45300 - TELEPHONE SERVICES	960	960	0	0.00%
14063000-45800 - TRAVEL COSTS	4,962	7,428	2,466	49.70%
14063000-45900 - EDUCATION & TRAINING	3,300	1,800	(1,500)	-45.45%
14063000-45950 - BANKING & CREDIT CARD FEES	145,000	153,180	8,180	5.64%
14063000-45951 - COLLECTION FEES	8,000	8,200	200	2.50%
14063000-45970 - POSTAGE/SHIPPING	70,780	70,000	(780)	-1.10%
14063000-46101 - DPMT MATERIALS & SUPPLIES	15,050	11,161	(3,889)	-25.84%
14063000-46102 - FURNITURE & EQUIPMENT	2,725	475	(2,250)	-82.57%
14063000-46103 - COPIER & PRINTER SUPPLIES	16,707	15,676	(1,031)	-6.17%
14063000-46105 - CLEANING SUPPLIES	200	100	(100)	-50.00%
14063000-46210 - NATURAL GAS	195	195	-	0.00%
14063000-46220 - ELECTRICITY	1,438	1,421	(17)	-1.18%
14063000-48300 - GF REIMBURSEMENT	81,269	81,269	-	0.00%
TOTAL UTILITY BILLING	\$ 798,316	\$ 748,097	\$ (50,218)	-6.29%

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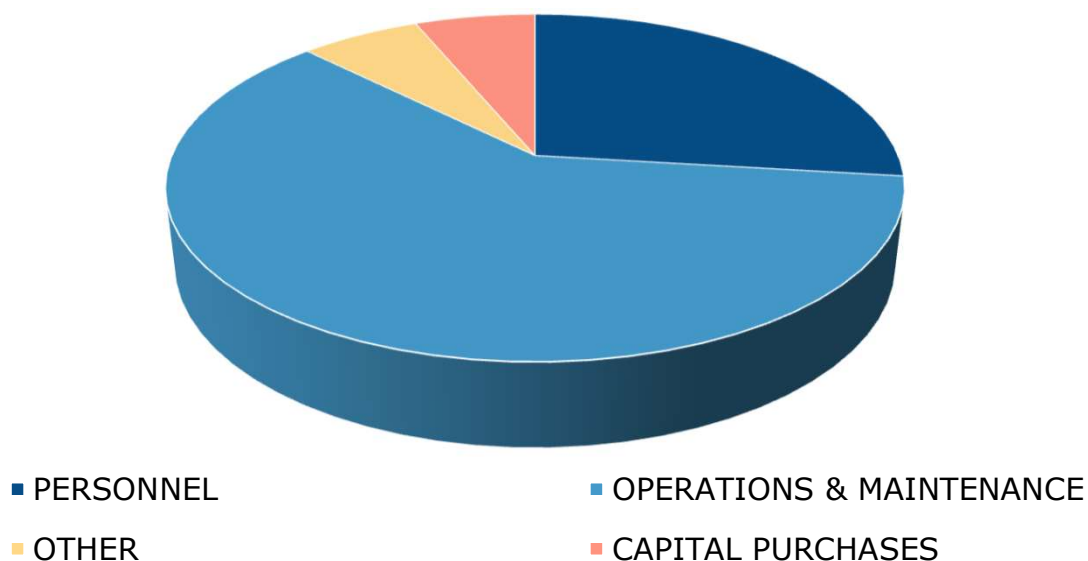


PARKING RAMPS - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
CITY REVENUES				
15000000- 34100 - CHARGES FOR SERVICES	\$ 85,639	\$ 108,410	\$ 22,771	26.59%
15000000- 36110 - INTEREST REVENUES	-	26,200	26,200	100.00%
15000000- 36200 - RENTS AND ROYALTIES	-	1,512	1,512	100.00%
15000000- 36913 - MISCELLANEOUS	1,168	-	(1,168)	-100.00%
TOTAL CITY REVENUES	86,807	136,122	49,315	56.81%
TRANSFERS BETWEEN FUNDS				
15000000- 39114 - SALES TAX IMPROVEMENTS	-	33,000	33,000	100.00%
TOTAL TRANSFERS BETWEEN FUNDS	-	33,000	33,000	100.00%
RESOURCES AVAILABLE	86,807	169,122	82,315	94.83%
CASH RESERVES	109,632	86,235	(23,397)	-21.34%
TOTAL BUDGETED REVENUE	\$ 196,439	\$ 255,357	\$ 58,918	29.99%
RENAISSANCE PARKING RAMP	\$ 102,531	\$ 127,181	\$ 24,650	24.04%
CENTRAL PARKING RAMP	93,907	128,176	34,268	36.49%
	\$ 196,439	\$ 255,357	\$ 58,918	29.99%

RENAISSANCE PARKING RAMP SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES 0.50 BUILDING & GROUNDS WORKER	\$ 22,900	\$ 22,900	\$ -	0.00%
BENEFITS	7,610	11,316	3,706	48.70%
REPAIR & MAINTENANCE	15,743	26,262	10,519	66.82%
OTHER PURCHASED SERVICES	12,782	21,886	9,104	71.22%
OPERATION SUPPLIES	8,975	7,000	(1,975)	-22.01%
UTILITIES	26,540	21,836	(4,704)	-17.72%
OTHER	7,981	7,981	-	0.00%
CAPITAL PURCHASES	-	8,000	8,000	100.00%
TOTAL RENAISSANCE PARKING RAMP	\$ 102,531	\$ 127,181	\$ 24,650	24.04%

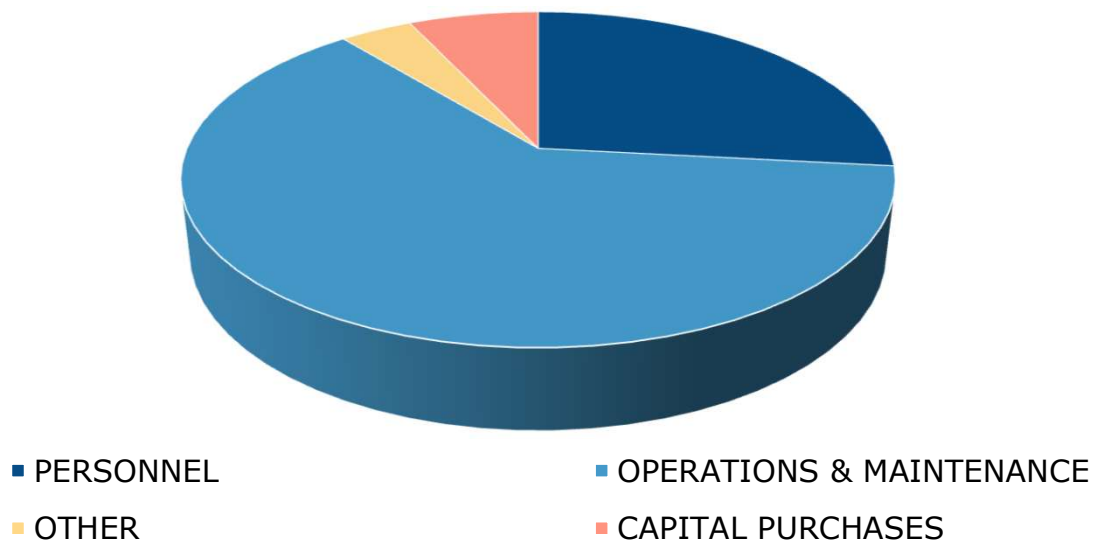


RENAISSANCE PARKING RAMP LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
15064000-41100 - REGULAR EMPLOYEES	\$ 22,900	\$ 22,900	-	0.00%
15064000-42100 - ER'S HEALTH INSURANCE	5,058	8,600	3,542	70.03%
15064000-42110 - ER'S LIFE INSURANCE	25	25	-	0.00%
15064000-42210 - ER'S MEDICARE	309	298	(11)	-3.56%
15064000-42320 - ER'S NDPERS	2,120	2,120	-	0.00%
15064000-42700 - ER'S ST DISABILITY INS	-	175	175	100.00%
15064000-42900 - ER'S LT DISABILITY INS	98	98	-	0.00%
15064000-44320 - STRUCTURE RPR & MTCE	2,500	2,500	-	0.00%
15064000-44321 - PLUMBING SYSTEM RPR & MTCE	-	500	500	100.00%
15064000-44322 - HVAC RPR & MTCE	5,193	8,000	2,807	54.05%
15064000-44323 - ELECTRICAL RPR & MTCE	250	8,500	8,250	3300.00%
15064000-44327 - SECURITY SYSTEM RPR & MTCE	1,300	2,100	800	61.54%
15064000-44330 - VEHICLE & EQUIPMENT REPAIR	6,500	3,000	(3,500)	-53.85%
15064000-44350 - IT MTCE & REPAIR AGREEMTS	-	1,662	1,662	100.00%
15064000-45201 - GENERAL LIABILITY INSURANCE	194	193	(1)	-0.41%
15064000-45202 - BUILDING & CONTENTS INSUR	8,054	17,535	9,481	117.72%
15064000-45204 - INLAND MARINE INSURANCE	19	18	(1)	-2.74%
15064000-45207 - CYBER SECURITY INSURANCE	-	46	46	100.00%
15064000-45300 - TELEPHONE SERVICES	2,897	3,000	103	3.54%
15064000-45950 - BANKING & CREDIT CARD FEES	1,618	1,094	(524)	-32.39%
15064000-46101 - DPMT MATERIALS & SUPPLIES	2,500	2,000	(500)	-20.00%
15064000-46102 - FURNITURE & EQUIPMENT	5,475	4,000	(1,475)	-26.94%
15064000-46105 - CLEANING SUPPLIES	1,000	1,000	-	0.00%
15064000-46210 - NATURAL GAS	5,348	5,348	-	0.00%
15064000-46220 - ELECTRICITY	21,192	16,488	(4,704)	-22.20%
15064000-48300 - GF REIMBURSEMENT	7,981	7,981	-	0.00%
15064000-57500 - EQUIPMENT	-	8,000	8,000	100.00%
EXTERIOR CAMERAS	8,000			
TOTAL RENAISSANCE PARKING RAMP	\$ 102,531	\$ 127,181	\$ 24,650	24.04%

CENTRAL PARKING RAMP SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES 0.50 BUILDING & GROUNDS WORKER	\$ 22,900	\$ 22,900	\$ -	0.00%
BENEFITS	7,610	11,316	3,706	48.70%
REPAIR & MAINTENANCE	15,743	34,862	19,119	121.44%
OTHER PURCHASED SERVICES	12,374	21,896	9,521	76.94%
OPERATION SUPPLIES	8,975	3,500	(5,475)	-61.00%
UTILITIES	21,372	19,677	(1,695)	-7.93%
OTHER	4,933	5,025	92	1.86%
CAPITAL PURCHASES	-	9,000	9,000	100.00%
TOTAL CENTRAL PARKING RAMP	\$ 93,907	\$ 128,176	\$ 34,268	36.49%

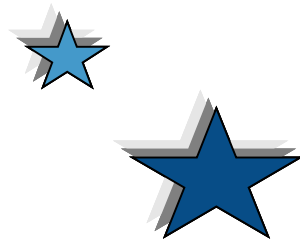


CENTRAL PARKING RAMP LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
15065000-41100 - REGULAR EMPLOYEES	\$ 22,900	\$ 22,900	-	0.00%
15065000-42100 - ER'S HEALTH INSURANCE	5,058	8,600	3,542	70.03%
15065000-42110 - ER'S LIFE INSURANCE	25	25	-	0.00%
15065000-42210 - ER'S MEDICARE	309	298	(11)	-3.56%
15065000-42320 - ER'S NDPERS	2,120	2,120	-	0.00%
15065000-42700 - ER'S ST DISABILITY INS	-	175	175	100.00%
15065000-42900 - ER'S LT DISABILITY INS	98	98	-	0.00%
15065000-44320 - STRUCTURE RPR & MTCE	2,500	2,500	-	0.00%
15065000-44321 - PLUMBING SYSTEM RPR & MTCE	-	500	500	100.00%
15065000-44322 - HVAC RPR & MTCE	5,193	8,000	2,807	54.05%
15065000-44323 - ELECTRICAL RPR & MTCE	250	8,500	8,250	3300.00%
15065000-44327 - SECURITY SYSTEM RPR & MTCE	1,300	5,800	4,500	346.15%
15065000-44330 - VEHICLE & EQUIPMENT REPAIR	6,500	7,000	500	7.69%
15065000-44350 - IT MTCE & REPAIR AGREEMTS	-	2,562	2,562	100.00%
15065000-45201 - GENERAL LIABILITY INSURANCE	190	49	(141)	-74.03%
15065000-45202 - BUILDING & CONTENTS INSUR	8,054	17,535	9,481	117.72%
15065000-45204 - INLAND MARINE INSURANCE	19	18	(1)	-2.84%
15065000-45207 - CYBER SECURITY INSURANCE	-	46	46	100.00%
15065000-45300 - TELEPHONE SERVICES	2,897	3,000	103	3.54%
15065000-45950 - BANKING & CREDIT CARD FEES	1,214	1,247	33	2.72%
15065000-46101 - DPMT MATERIALS & SUPPLIES	2,500	2,500	-	0.00%
15065000-46102 - FURNITURE & EQUIPMENT	5,475	-	(5,475)	-100.00%
15065000-46105 - CLEANING SUPPLIES	1,000	1,000	-	0.00%
15065000-46210 - NATURAL GAS	2,568	2,568	-	0.00%
15065000-46220 - ELECTRICITY	18,804	17,109	(1,695)	-9.01%
15065000-48300 - GF REIMBURSEMENT	4,933	5,025	92	1.86%
15065000-57500 - EQUIPMENT	-	9,000	9,000	100.00%
EXTERIOR CAMERAS	9,000			
TOTAL CENTRAL PARKING RAMP	\$ 93,907	\$ 128,176	\$ 34,268	36.49%



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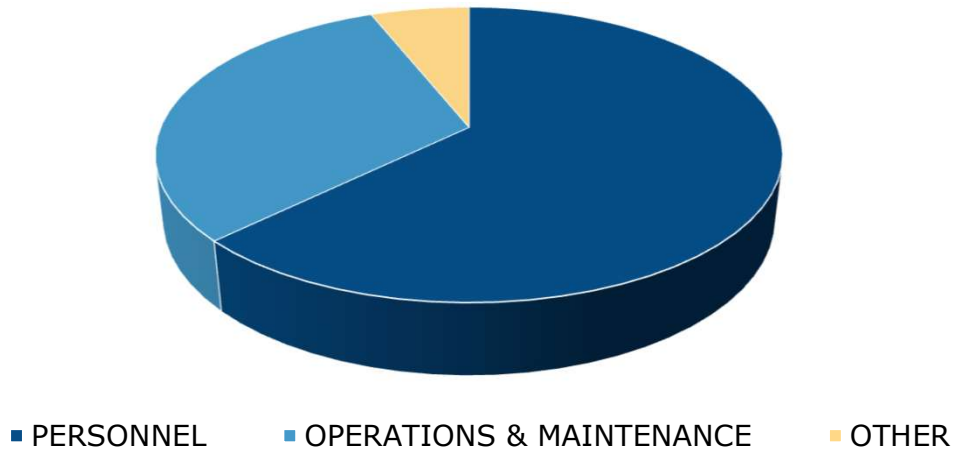


PUBLIC TRANSPORTATION - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
FEDERAL REVENUES				
20500000- 33100 - FEDERAL OPERATING REVENUES	\$ 870,324	\$ 926,471	\$ 56,147	6.45%
TOTAL FEDERAL REVENUES	870,324	926,471	56,147	6.45%
STATE REVENUES				
20500000- 33400 - STATE OPERATING REVENUES	24,898	61,722	36,824	147.90%
TOTAL STATE REVENUES	24,898	61,722	36,824	147.90%
OTHER AGENCY REVENUES				
20500000- 33600 - LOCAL OPERATING REVENUES	6,000	6,000	-	0.00%
	6,000	6,000	-	0.00%
CITY REVENUES				
20500000- 34100 - CHARGES FOR SERVICES	63,609	75,000	11,391	17.91%
20500000- 36110 - INTEREST REVENUES	-	33,421	33,421	100.00%
20500000- 36904 - PAYROLL FORFEITURES	1,158	-	(1,158)	-100.00%
20500000- 36908 - ADVERTISING REVENUE	7,800	7,800	-	0.00%
20500000- 36913 - MISCELLANEOUS	6,758	-	(6,758)	-100.00%
TOTAL CITY REVENUES	79,325	116,221	36,896	46.51%
RESOURCES AVAILABLE	980,547	1,110,414	129,867	13.24%
CASH RESERVES	97,834	9,384	(88,450)	-90.41%
20500000- 31100 - GENERAL PROPERTY TAXES	656,946	656,946	-	0.00%
TOTAL BUDGETED REVENUE	\$ 1,735,327	\$ 1,776,743	\$ 41,417	2.39%
MILL LEVY	2.76	2.65	(0.11)	-4.05%

PUBLIC TRANSPORTATION SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 795,055	\$ 788,585	\$ (6,470)	-0.81%
1 BUS SERVICES SUPERINTENDENT				
1 BUS SERVICES FOREMAN/MECHANIC				
1 MECHANIC				
7 BUS DRIVERS				
0.75 ADMINISTRATIVE CLERK/BUS DRIVER, SENIOR				
0.50 PARTS SPECIALIST/BUS DRIVER				
0.33 PUBLIC WORKS OPERATIONS DIRECTOR				
0.25 OFFICE & ADMINISTRATIVE SPECIALIST				
BENEFITS	336,857	326,790	(10,067)	-2.99%
PROFESSIONAL AND TECHNICAL SERVICES	41,260	54,260	13,000	31.51%
REPAIR & MAINTENANCE	182,020	214,312	32,292	17.74%
OTHER PURCHASED SERVICES	67,300	73,556	6,256	9.30%
OPERATION SUPPLIES	19,000	22,350	3,350	17.63%
UTILITIES	18,813	21,712	2,899	15.41%
FUEL	167,045	167,201	156	0.09%
OTHER	107,977	107,977	-	0.00%
TOTAL PUBLIC TRANSPORTATION	\$ 1,735,327	\$ 1,776,743	\$ 41,417	2.39%

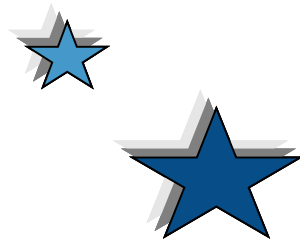


PUBLIC TRANSPORTATION LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
20566000-41100 - REGULAR EMPLOYEES	\$ 742,555	\$ 733,460	\$ (9,095)	-1.22%
20566000-41200 - TEMP & PART-TIME EMPLOYEES	45,000	47,250	2,250	5.00%
20566000-41300 - OVERTIME	7,500	7,875	375	5.00%
20566000-42100 - ER'S HEALTH INSURANCE	181,916	173,753	(8,163)	-4.49%
20566000-42110 - ER'S LIFE INSURANCE	599	580	(19)	-3.17%
20566000-42200 - ER'S SOCIAL SECURITY	2,790	2,930	140	5.02%
20566000-42210 - ER'S MEDICARE	10,201	10,222	21	0.21%
20566000-42300 - ER'S PENSION	72,894	69,208	(3,686)	-5.06%
20566000-42310 - ER'S DEF CONTRIBUTION	9,784	-	(9,784)	-100.00%
20566000-42320 - ER'S NDPERS	45,939	56,889	10,950	23.84%
20566000-42500 - UNEMPLOYMENT COMP	367	566	199	54.22%
20566000-42600 - WORKERS' COMPENSATION INSUR	3,908	3,908	-	0.00%
20566000-42700 - ER'S ST DISABILITY INS	5,266	5,580	314	5.96%
20566000-42900 - ER'S LT DISABILITY INS	3,193	3,154	(39)	-1.22%
20566000-43030 - AUDITORS	-	6,000	6,000	100.00%
20566000-43060 - MONITORING	5,400	5,400	-	0.00%
20566000-43300 - OTHER PROFESSIONAL SERVICES	34,560	41,560	7,000	20.25%
20566000-43900 - MEMBERSHIPS & ASSOCIATIONS	1,300	1,300	-	0.00%
20566000-44110 - WATER, SEWER, GARBAGE UTILITY	-	231	231	100.00%
20566000-44320 - STRUCTURE RPR & MTCE	13,500	8,600	(4,900)	-36.30%
20566000-44330 - VEHICLE & EQUIPMENT REPAIR	130,000	155,000	25,000	19.23%
20566000-44350 - IT MTCE & REPAIR AGREEMTS	38,520	50,481	11,961	31.05%
20566000-45201 - GENERAL LIABILITY INSURANCE	4,917	3,600	(1,317)	-26.78%
20566000-45202 - BUILDING & CONTENTS INSUR	1,182	3,593	2,411	203.98%
20566000-45203 - AUTOMOTIVE INSURANCE	37,668	41,288	3,620	9.61%
20566000-45204 - INLAND MARINE INSURANCE	265	905	640	241.43%
20566000-45207 - CYBER SECURITY INSURANCE	1,463	1,104	(359)	-24.51%
20566000-45300 - TELEPHONE SERVICES	655	1,155	500	76.47%
20566000-45400 - ADVERTISING	5,500	-	(5,500)	100.00%
20566000-45800 - TRAVEL COSTS	7,000	10,000	3,000	42.86%
20566000-45900 - EDUCATION & TRAINING	4,500	6,000	1,500	33.33%
20566000-45920 - WEARING APPAREL	1,600	2,980	1,380	86.25%
20566000-45930 - TOOL ALLOWANCE	1,800	1,800	-	0.00%
20566000-45940 - TOWING	500	500	-	0.00%
20566000-45950 - BANKING & CREDIT CARD FEES	200	580	380	190.00%
20566000-45970 - POSTAGE/SHIPPING	50	50	-	0.00%
20566000-46101 - DPMT MATERIALS & SUPPLIES	7,500	8,000	500	6.67%
20566000-46102 - FURNITURE & EQUIPMENT	6,500	9,350	2,850	43.85%
20566000-46115 - FLEET LABOR	5,000	5,000	-	0.00%
20566000-46210 - NATURAL GAS	5,730	5,730	-	0.00%
20566000-46220 - ELECTRICITY	13,083	15,982	2,899	22.16%
20566000-46261 - DIESEL	160,000	160,000	-	0.00%
20566000-46262 - UNLEADED	7,045	7,201	156	2.21%
20566000-48300 - GF REIMBURSEMENT	107,977	107,977	-	0.00%
TOTAL PUBLIC TRANSPORTATION	\$ 1,735,327	\$ 1,776,743	\$ 41,417	2.39%



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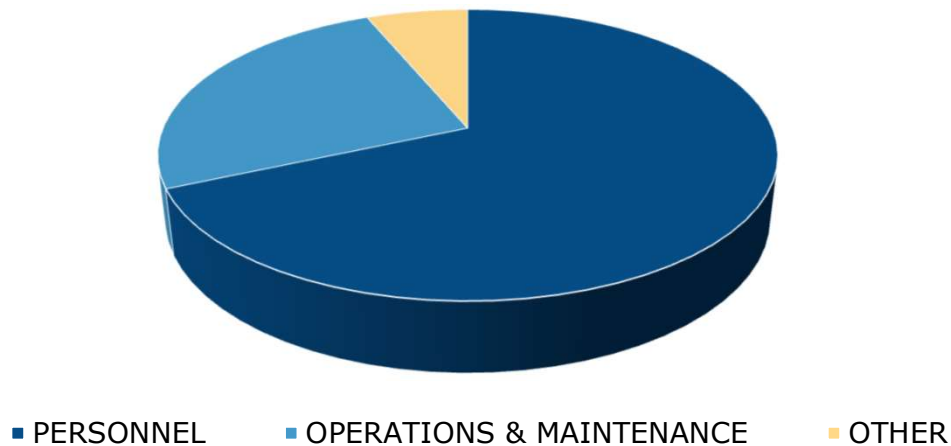


LIBRARY - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
STATE REVENUES				
21000000- 33400 - STATE OPERATING REVENUES	\$ 59,567	\$ 42,280	\$ (17,287)	-29.02%
TOTAL STATE REVENUES	59,567	42,280	(17,287)	-29.02%
CITY REVENUES				
21000000- 35150 - LIBRARY FINES	5,500	5,500	-	0.00%
21000000- 36110 - INTEREST REVENUES	-	21,946	21,946	100.00%
21000000- 36400 - CONTRIBUTIONS AND DONATIONS	10,000	10,000	-	0.00%
21000000- 36911 - COPY MACHINE REVENUE	9,953	11,329	1,376	13.82%
21000000- 36913 - MISCELLANEOUS	14,218	13,077	(1,141)	-8.03%
TOTAL CITY REVENUES	39,671	61,852	22,181	55.91%
TRANSFERS BETWEEN FUNDS				
21000000- 39114 - SALES TAX IMPROVEMENTS	-	188,333	188,333	100.00%
TOTAL TRANSFERS BETWEEN FUNDS	-	188,333	188,333	100.00%
RESOURCES AVAILABLE	99,238	292,464	193,226	194.71%
21000000- 31100 - GENERAL PROPERTY TAXES	1,773,365	1,886,230	112,865	6.36%
TOTAL BUDGETED REVENUE	<u>\$ 1,872,603</u>	<u>\$ 2,178,694</u>	<u>\$ 306,091</u>	<u>16.35%</u>
MILL LEVY	7.46	7.61	0.15	2.06%

LIBRARY SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 1,042,843	\$ 1,165,834	\$ 122,991	11.79%
1 LIBRARY DIRECTOR				
3 LIBRARIANS, SENIOR				
2 LIBRARIANS				
5 LIBRARY ASSOCIATES II				
2.92 LIBRARY ASSOCIATES I				
1 LIBRARY BUILDING & GROUNDS WORKER, SENIOR				
1 LIBRARY BUILDING & GROUNDS WORKER				
1 ADMINISTRATIVE CLERK				
BENEFITS	299,028	325,399	26,371	8.82%
PROFESSIONAL AND TECHNICAL SERVICES	97,448	2,313	(95,135)	-97.63%
INFRASTRUCTURE MAINTENANCE	980	1,000	20	2.04%
REPAIR & MAINTENANCE	64,557	269,532	204,975	317.51%
OTHER PURCHASED SERVICES	62,192	72,266	10,074	16.20%
OPERATION SUPPLIES	132,165	149,556	17,391	13.16%
UTILITIES	54,895	54,895	-	0.00%
FUEL	100	100	-	0.00%
OTHER	118,395	137,799	19,404	16.39%
TOTAL LIBRARY	\$ 1,872,603	\$ 2,178,694	\$ 306,091	16.35%

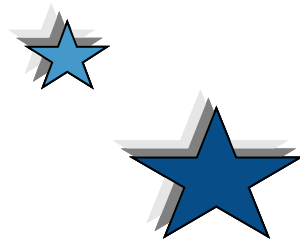


LIBRARY LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
21067000-41100 - REGULAR EMPLOYEES	\$ 912,344	\$ 1,057,315	\$ 144,971	15.89%
21067000-41200 - TEMP & PART-TIME EMPLOYEES	130,499	107,519	(22,980)	-17.61%
21067000-41300 - OVERTIME	-	1,000	1,000	100.00%
21067000-42100 - ER'S HEALTH INSURANCE	209,266	224,623	15,357	7.34%
21067000-42110 - ER'S LIFE INSURANCE	784	833	49	6.25%
21067000-42200 - ER'S SOCIAL SECURITY	64,656	72,220	7,564	11.70%
21067000-42210 - ER'S MEDICARE	14,805	16,595	1,790	12.09%
21067000-42500 - UNEMPLOYMENT COMP	47	47	-	0.00%
21067000-42600 - WORKERS' COMPENSATION INSUR	3,000	3,000	-	0.00%
21067000-42700 - ER'S ST DISABILITY INS	6,470	8,081	1,611	24.90%
21067000-43040 - CONSULTANTS	95,000	-	(95,000)	-100.00%
21067000-43300 - OTHER PROFESSIONAL SERVICES	760	700	(60)	-7.89%
21067000-43900 - MEMBERSHIPS & ASSOCIATIONS	1,688	1,613	(75)	-4.44%
21067000-44110 - WATER, SEWER, GARBAGE UTILITY	3,300	4,138	838	25.39%
21067000-44200 - CLEANING AND RESTORATION	-	500	500	100.00%
21067000-44220 - THIRD PARTY SNOW REMOVAL	2,258	2,528	271	11.98%
21067000-44240 - THIRD PARTY LAWN & GROUNDS	810	925	115	14.20%
21067000-44320 - STRUCTURE RPR & MTCE	10,028	188,333	178,305	#####
21067000-44321 - PLUMBING SYSTEM RPR & MTCE	1,892	2,892	1,000	52.82%
21067000-44322 - HVAC RPR & MTCE	4,184	4,184	-	0.00%
21067000-44323 - ELECTRICAL RPR & MTCE	1,240	2,840	1,600	129.03%
21067000-44324 - ELEVATOR RPR & MTCE	5,049	7,853	2,804	55.53%
21067000-44325 - PEST CONTROL RPR & MTCE	515	515	-	0.00%
21067000-44326 - IRRIGATION/GROUNDS RPR & MTCE	100	100	-	0.00%
21067000-44327 - SECURITY SYSTEM RPR & MTCE	600	10,600	10,000	#####
21067000-44330 - VEHICLE & EQUIPMENT REPAIR	21,546	9,500	(12,046)	-55.91%
21067000-44350 - IT MTCE & REPAIR AGREEMTS	13,035	34,624	21,589	165.62%
21067000-44400 - RENTALS	980	1,000	20	2.04%
21067000-45201 - GENERAL LIABILITY INSURANCE	6,453	6,776	323	5.00%
21067000-45202 - BUILDING & CONTENTS INSUR	7,070	12,958	5,888	83.29%
21067000-45204 - INLAND MARINE INSURANCE	13	12	(1)	-6.46%
21067000-45205 - COVERAGE FOR FLOOD INSURANCE	4,362	4,580	218	5.00%
21067000-45207 - CYBER SECURITY INSURANCE	2,129	2,342	213	10.00%
21067000-45300 - TELEPHONE SERVICES	10,544	11,524	980	9.30%
21067000-45400 - ADVERTISING	4,176	4,176	-	0.00%
21067000-45800 - TRAVEL COSTS	11,245	11,245	-	0.00%
21067000-45900 - EDUCATION & TRAINING	3,639	3,639	-	0.00%
21067000-45950 - BANKING & CREDIT CARD FEES	1,090	1,500	410	37.61%
21067000-45951 - COLLECTION FEES	875	875	-	0.00%
21067000-45970 - POSTAGE/SHIPPING	10,596	12,638	2,042	19.27%
21067000-46101 - DPMT MATERIALS & SUPPLIES	8,798	12,798	4,000	45.46%
21067000-46102 - FURNITURE & EQUIPMENT	22,430	24,186	1,756	7.83%
21067000-46103 - COPIER & PRINTER SUPPLIES	4,001	5,000	999	24.97%
21067000-46105 - CLEANING SUPPLIES	3,700	3,700	-	0.00%
21067000-46210 - NATURAL GAS	8,895	8,895	-	0.00%
21067000-46220 - ELECTRICITY	46,000	46,000	-	0.00%
21067000-46262 - UNLEADED	100	100	-	0.00%
21067000-46400 - BOOKS & SUBSCRIPTIONS	93,236	103,872	10,636	11.41%
21067000-48206 - LIBRARY MEMORIAL FUNDS	12,000	15,000	3,000	25.00%
21067000-48300 - GF REIMBURSEMENT	106,395	122,799	16,404	15.42%
TOTAL LIBRARY	\$ 1,872,603	\$ 2,178,694	\$ 306,091	16.35%



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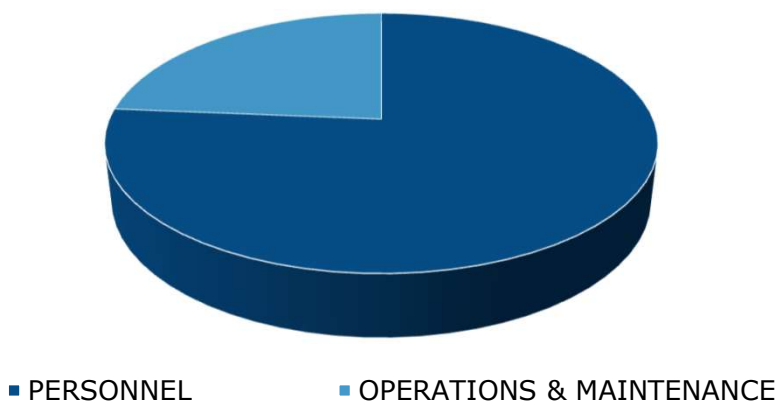


NAWS BIOTA PLANT - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
FEDERAL REVENUES				
22000000- 33100 - FEDERAL OPERATING REVENUES	\$ 3,622,285	\$ 1,463,464	\$ (2,158,821)	-59.60%
TOTAL FEDERAL REVENUES	3,622,285	1,463,464	(2,158,821)	-59.60%
RESOURCES AVAILABLE	3,622,285	1,463,464	(2,158,821)	-59.60%
TOTAL BUDGETED REVENUE	<u>\$ 3,622,285</u>	<u>\$ 1,463,464</u>	<u>\$ (2,158,821)</u>	<u>-59.60%</u>

NAWS BIOTA PLANT SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ 140,299	\$ 715,562	\$ 575,263	410.03%
1 WATER PLANT FOREMAN				
3 WATER PLANT OPERATORS, LEAD				
3 WATER PLANT OPERATORS II				
7 WATER PLANT OPERATORS I				
1 WATER PLANT INSTRUMENTATION TECH				
BENEFITS	81,126	401,227	320,101	394.57%
PROFESSIONAL AND TECHNICAL SERVICES	281,700	5,000	(276,700)	-98.23%
REPAIR & MAINTENANCE	136,900	73,700	(63,200)	-46.17%
OTHER PURCHASED SERVICES	133,760	15,795	(117,965)	-88.19%
OPERATION SUPPLIES	2,848,500	252,180	(2,596,320)	-91.15%
TOTAL NAWS BIOTA PLANT	\$ 3,622,285	\$ 1,463,464	\$ (2,158,821)	-59.60%



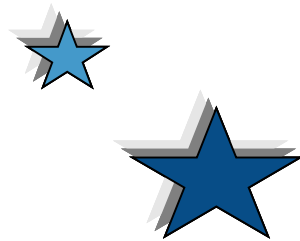
NAWS BIOTA PLANT LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
22060100-41100 - REGULAR EMPLOYEES	\$ 140,299	\$ 715,562	\$ 575,263	410.03%
22060100-42100 - ER'S HEALTH INSURANCE	64,703	317,045	252,342	390.00%
22060100-42110 - ER'S LIFE INSURANCE	147	735	588	400.00%
22060100-42210 - ER'S MEDICARE	1,686	8,640	6,954	412.46%
22060100-42320 - ER'S NDPERS	12,992	66,261	53,269	410.01%
22060100-42700 - ER'S ST DISABILITY INS	995	5,469	4,474	449.65%
22060100-42900 - ER'S LT DISABILITY INS	603	3,077	2,474	410.28%
22060100-43040 - CONSULTANTS	250,000	-	(250,000)	-100.00%
22060100-43060 - MONITORING	14,000	5,000	(9,000)	-64.29%
22060100-43200 - PROFESSIONAL TESTING	15,000	-	(15,000)	-100.00%
22060100-43300 - OTHER PROFESSIONAL SERVICES	700	-	(700)	-100.00%
22060100-43900 - MEMBERSHIPS & ASSOCIATIONS	2,000	-	(2,000)	-100.00%
22060100-44110 - WATER, SEWER, GARBAGE UTILITY	2,400	-	(2,400)	-100.00%
22060100-44210 - THIRD PARTY DISPOSAL	2,000	3,600	1,600	80.00%
22060100-44220 - THIRD PARTY SNOW REMOVAL	10,000	-	(10,000)	-100.00%
22060100-44320 - STRUCTURE RPR & MTCE	20,000	-	(20,000)	-100.00%
22060100-44322 - HVAC RPR & MTCE	40,000	25,000	(15,000)	-37.50%
22060100-44323 - ELECTRICAL RPR & MTCE	10,000	-	(10,000)	-100.00%
22060100-44325 - PEST CONTROL RPR & MTCE	2,500	100	(2,400)	-96.00%
22060100-44330 - VEHICLE & EQUIPMENT REPAIR	20,000	-	(20,000)	-100.00%
22060100-44400 - RENTALS	30,000	45,000	15,000	50.00%
22060100-45201 - GENERAL LIABILITY INSURANCE	2,500	-	(2,500)	-100.00%
22060100-45202 - BUILDING & CONTENTS INSUR	54,000	-	(54,000)	-100.00%
22060100-45203 - AUTOMOTIVE INSURANCE	1,000	1,300	300	30.00%
22060100-45300 - TELEPHONE SERVICES	4,320	4,320	-	0.00%
22060100-45800 - TRAVEL COSTS	2,940	3,675	735	25.00%
22060100-45900 - EDUCATION & TRAINING	2,000	2,500	500	25.00%
22060100-45920 - WEARING APPAREL	1,000	1,000	-	0.00%
22060100-45930 - TOOL ALLOWANCE	60,000	3,000	(57,000)	-95.00%
22060100-45970 - POSTAGE/SHIPPING	6,000	-	(6,000)	-100.00%
22060100-46101 - DPMT MATERIALS & SUPPLIES	50,000	64,280	14,280	28.56%
22060100-46102 - FURNITURE & EQUIPMENT	2,500	-	(2,500)	-100.00%
22060100-46103 - COPIER & PRINTER SUPPLIES	1,000	-	(1,000)	-100.00%
22060100-46105 - CLEANING SUPPLIES	4,000	-	(4,000)	-100.00%
22060100-46110 - WATER TREATMENT SUPPLIES	1,800,000	100,000	(1,700,000)	-94.44%
22060100-46115 - FLEET LABOR	5,000	1,000	(4,000)	-80.00%
22060100-46210 - NATURAL GAS	50,000	25,000	(25,000)	-50.00%
22060100-46220 - ELECTRICITY	900,000	45,000	(855,000)	-95.00%
22060100-46240 - GENERATOR FUEL	-	1,500	1,500	100.00%
22060100-46261 - DIESEL	36,000	5,400	(30,600)	-85.00%
22060100-46262 - UNLEADED	-	10,000	10,000	100.00%
TOTAL NAWS BIOTA PLANT	\$ 3,622,285	\$ 1,463,464	\$ (2,158,821)	-59.60%

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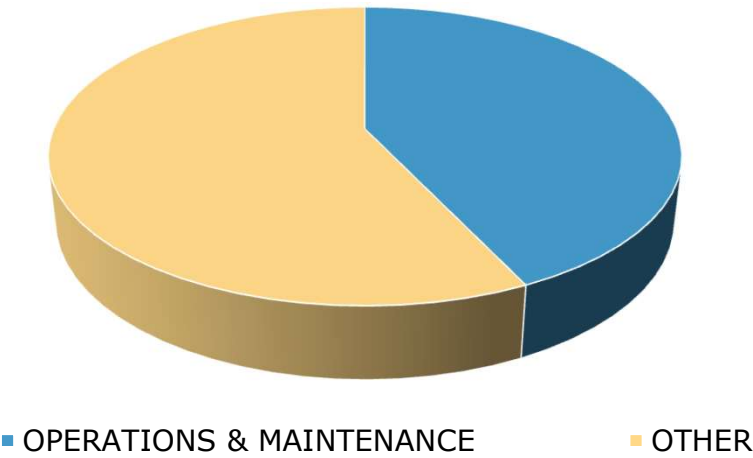


FLOOD CONTROL MAINTENANCE - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
CITY REVENUES				
22500000- 34100 - CHARGES FOR SERVICES	\$ 354,288	\$ 354,288	\$ -	0.00%
TOTAL FEDERAL REVENUES	354,288	354,288	-	0.00%
TRANSFERS BETWEEN FUNDS				
22500000- 39118 - SALES TAX INFRASTRUCTURE	256,315	402,914	146,599	57.19%
TOTAL TRANSFERS BETWEEN FUNDS	256,315	402,914	146,599	57.19%
RESOURCES AVAILABLE	610,603	757,202	146,599	24.01%
TOTAL BUDGETED REVENUE	<u>\$ 610,603</u>	<u>\$ 757,202</u>	<u>\$ 146,599</u>	<u>24.01%</u>

FLOOD CONTROL MAINTENANCE SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
INFRASTRUCTURE MAINTENANCE	\$ 325,000	\$ 325,000	\$ -	0.00%
TRANSFERS BETWEEN FUNDS	285,603	432,202	146,599	51.33%
TOTAL FLOOD CONTROL MAINTENANCE	\$ 610,603	\$ 757,202	\$ 146,599	24.01%

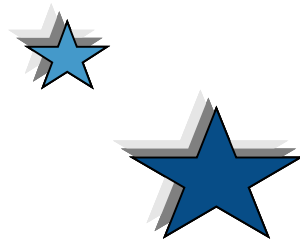


FLOOD CONTROL MAINTENANCE LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
22570000-44509 - LEVEE MAINTENANCE	\$ 325,000	\$ 325,000	\$ -	0.00%
22570000-49101 - GENERAL FUND	146,303	279,162	132,859	90.81%
22570000-49106 - WATER/SEWER/STORM SEWER	139,300	153,040	13,740	9.86%
TOTAL FLOOD CONTROL MAINTENANCE	\$ 610,603	\$ 757,202	\$ 146,599	24.01%



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EMERGENCY FUND - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
CITY REVENUES				
23000000- 36110 - INTEREST REVENUES	-	57,400	57,400	100.00%
TOTAL CITY REVENUES	-	57,400	57,400	100.00%
RESOURCES AVAILABLE	-	57,400	57,400	100.00%
CASH RESERVES	-	300,000	300,000	100.00%
TOTAL BUDGETED REVENUE	\$ -	\$ 357,400	\$ 357,400	100.00%

EMERGENCY FUND SUMMARY

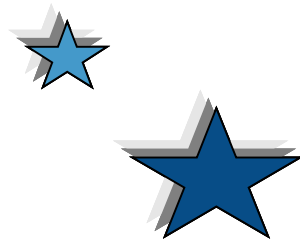
	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
TRANSFERS BETWEEN FUNDS	\$ -	\$ 357,400	\$ 357,400	100.00%
TOTAL EMERGENCY FUND	\$ -	\$ 357,400	\$ 357,400	100.00%

EMERGENCY FUND LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
23040000-49101 - GENERAL FUND	\$ -	\$ 357,400	\$ 357,400	100.00%
TOTAL EMERGENCY FUND	\$ -	\$ 357,400	\$ 357,400	100.00%



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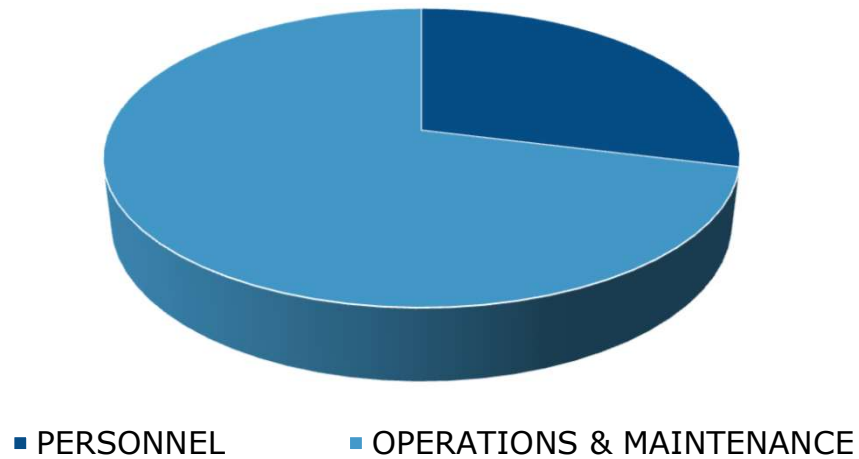


CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION - REVENUE DETAIL

	<u>2024</u> <u>BUDGET</u>	<u>2025</u> <u>BUDGET</u>	<u>DOLLAR</u> <u>CHANGE</u>	<u>%</u> <u>CHANGE</u>
FEDERAL REVENUES				
23500000- 33100 - FEDERAL OPERATING REVENUES	\$ -	\$ 499,228	\$ 499,228	100.00%
TOTAL FEDERAL REVENUES	-	499,228	499,228	100.00%
OTHER AGENCY REVENUES				
23500000- 33600 - LOCAL OPERATING REVENUES	-	38,690	38,690	100.00%
TOTAL OTHER AGENCY REVENUES	-	38,690	38,690	100.00%
TRANSFERS BETWEEN FUNDS				
23500000- 39101 - GENERAL FUND	-	86,117	86,117	100.00%
TOTAL TRANSFERS BETWEEN FUNDS	-	86,117	86,117	100.00%
RESOURCES AVAILABLE	-	624,035	624,035	100.00%
TOTAL BUDGETED REVENUE	<u>\$ -</u>	<u>\$ 624,035</u>	<u>\$ 624,035</u>	<u>100.00%</u>

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION SUMMARY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
SALARIES	\$ -	\$ 142,048	\$ 142,048	100.00%
1 MPO DIRECTOR				
0.10 SENIOR ACCOUNTANT				
0.25 ADMINISTRATIVE CLERK				
BENEFITS	-	38,383	38,383	100.00%
PROFESSIONAL AND TECHNICAL SERVICES	-	422,934	422,934	100.00%
REPAIR & MAINTENANCE	-	3,940	3,940	100.00%
OTHER PURCHASED SERVICES	-	13,230	13,230	100.00%
OPERATION SUPPLIES	-	3,500	3,500	100.00%
TOTAL CENTRAL DAKOTA MPO	<u>\$ -</u>	<u>\$ 624,035</u>	<u>\$ 624,035</u>	<u>100.00%</u>



CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
23571000-41100 - REGULAR EMPLOYEES	\$ -	\$ 142,048	\$ 142,048	100.00%
23571000-42100 - ER'S HEALTH INSURANCE	-	21,574	21,574	100.00%
23571000-42110 - ER'S LIFE INSURANCE	-	66	66	100.00%
23571000-42210 - ER'S MEDICARE	-	1,892	1,892	100.00%
23571000-42320 - ER'S NDPERS	-	13,154	13,154	100.00%
23571000-42700 - ER'S ST DISABILITY INS	-	1,086	1,086	100.00%
23571000-42900 - ER'S LT DISABILITY INS	-	611	611	100.00%
23571000-43020 - ATTORNEYS	-	7,500	7,500	100.00%
23571000-43040 - CONSULTANTS	-	403,634	403,634	100.00%
23571000-43300 - OTHER PROFESSIONAL SERVICES	-	10,000	10,000	100.00%
23571000-43900 - MEMBERSHIPS & ASSOCIATIONS	-	1,800	1,800	100.00%
23571000-44350 - IT MTCE & REPAIR AGREEMTS	-	840	840	100.00%
23571000-44400 - RENTALS	-	3,100	3,100	100.00%
23571000-45300 - TELEPHONE SERVICES	-	1,500	1,500	100.00%
23571000-45400 - ADVERTISING	-	6,000	6,000	100.00%
23571000-45800 - TRAVEL COSTS	-	4,430	4,430	100.00%
23571000-45900 - EDUCATION & TRAINING	-	800	800	100.00%
23571000-45970 - POSTAGE/SHIPPING	-	500	500	100.00%
23571000-46101 - DPMT MATERIALS & SUPPLIES	-	800	800	100.00%
23571000-46102 - FURNITURE & EQUIPMENT	-	1,500	1,500	100.00%
23571000-46103 - COPIER & PRINTER SUPPLIES	-	700	700	100.00%
23571000-46400 - BOOKS & SUBSCRIPTIONS	-	500	500	100.00%
TOTAL CENTRAL DAKOTA MPO	\$ -	\$ 624,035	\$ 624,035	100.00%

SALES TAX - FIRST PENNY - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
TAX RELIEF FUND (10%)				
25000000- 31300 - SALES TAX COLLECTIONS	\$ 1,150,000	\$ 1,225,000	\$ 75,000	6.52%
25000000- 36110 - INTEREST REVENUES	-	27,928	27,928	100.00%
CASH RESERVES	-	500,000	500,000	100.00%
TOTAL BUDGETED REVENUE	\$ 1,150,000	\$ 1,752,928	602,928	52.43%
ECONOMIC DEVELOPMENT FUND (15%)				
25100000- 31300 - SALES TAX COLLECTIONS	1,725,000	1,837,500	112,500	6.52%
25100000- 36110 - INTEREST REVENUES	-	349,200	349,200	100.00%
25100000- 36200 - RENTS AND ROYALTIES	500	500	-	0.00%
TOTAL BUDGETED REVENUE	1,725,500	2,187,200	461,700	26.76%
IMPROVEMENTS FUND (25%)				
25200000- 31300 - SALES TAX COLLECTIONS	2,875,000	3,062,500	187,500	6.52%
25200000- 36110 - INTEREST REVENUES	-	167,011	167,011	100.00%
CASH RESERVES	141,435	70,653	(70,782)	-50.05%
TOTAL BUDGETED REVENUE	3,016,435	3,300,164	283,729	9.41%
FLOOD CONTROL FUND (50%)				
25300000- 31300 - SALES TAX COLLECTIONS	5,750,000	6,125,000	375,000	6.52%
25300000- 36110 - INTEREST REVENUES	-	425,848	425,848	100.00%
25300000- 39119 - SALES TAX COMM FAC/FLOOD	2,070,000	2,295,229	225,229	10.88%
CASH RESERVES	(2,854,246)	653,505	3,507,751	-122.90%
TOTAL BUDGETED REVENUE	4,965,754	9,499,582	4,533,828	91.30%
TOTAL SALES TAX - FIRST PENNY	<u>\$ 10,857,689</u>	<u>\$ 16,739,874</u>	<u>\$ 5,882,185</u>	<u>54.18%</u>
TOTAL SALES TAX COLLECTIONS	\$ 11,500,000	\$ 12,250,000	\$ 750,000	6.52%

SALES TAX - FIRST PENNY

		2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
TAX RELIEF FUND					
25072000-	49101 - GENERAL FUND	\$ 1,150,000	\$ 1,752,928	\$ 602,928	52.43%
	TOTAL TAX RELIEF FUND	1,150,000	1,752,928	602,928	52.43%
ECONOMIC DEVELOPMENT FUND					
25172000-	43030 - AUDITORS	6,800	10,000	3,200	47.06%
25172000-	43040 - CONSULTANTS	702,150	733,400	31,250	4.45%
	MACEDC CONTRACT	665,900			
	SOURIS BASIN PLANNING COUNCIL	20,000			
	RETAIL COACH AGREEMENT (YEAR 3)	47,500			
25172000-	46400 - BOOKS & SUBSCRIPTIONS	4,500	4,500	-	0.00%
25172000-	48100 - COMMUNITY CONTRIBUTIONS	417,590	1,341,300	923,710	221.20%
	FAÇADE IMPROVEMENT PROGRAM	302,000			
	STATE PROGRAM MATCHING FUNDS	1,000,000			
	PRIMARY SECTOR	39,300			
25172000-	49101 - GENERAL FUND	594,460	98,000	(496,460)	-83.51%
	TRANSFER FOR ADMINISTRATION	50,000			
	TRANSFER FOR WAYFINDING SIGNAGE	48,000			
	TOTAL ECONOMIC DEVELOPMENT FUND	1,725,500	2,187,200	461,700	26.76%
IMPROVEMENTS FUND					
25219000-	49101 - GENERAL FUND	-	142,497	142,497	100.00%
	SERVER REPLACEMENT (YEAR 2 OF 3)	142,497			
25221000-	49101 - GENERAL FUND	251,500	348,667	97,167	38.63%
	(5) POLICE PATROL SUV'S	249,785			
	UNMARKED INVESTIGATIONS VEHICLE	49,957			
	ANIMAL TRANSPORT PICKUP	48,925			
25231000-	49101 - GENERAL FUND	57,500	7,358	(50,142)	-87.20%
	THERMAL IMAGING CAMERA	7,358			
25236000-	49101 - GENERAL FUND	68,000	30,000	(38,000)	-55.88%
	FLEET VEHICLE	30,000			
25237000-	49101 - GENERAL FUND	1,382,000	1,240,000	(142,000)	-10.27%
	TRAFFIC SIGNAL REPLACEMENTS	775,000			
	STREET LIGHT FEED POINT REPLACEMENTS	40,000			
	PAVEMENT MARKINGS	300,000			
	STREET LIGHT LED CONVERSION	125,000			
25238000-	49101 - GENERAL FUND	849,885	567,000	(282,885)	-33.29%
	WASHINGTON SAFE ROUTES TO SCHOOL	390,000			
	21ST AVE NW SIDEWALK PHASE I	75,000			
	LEWIS & CLARK/BEL AIR SRTS	75,000			
	SURVEY DRONE	6,000			
	REPLACEMENT SURVEY BASE STATION	21,000			
25239000-	49101 - GENERAL FUND	60,000	-	(60,000)	-100.00%
25240000-	49101 - GENERAL FUND	-	575,000	575,000	100.00%
	STREET PATCHING & BIKE PATH REPAIRS	575,000			
25244000-	49101 - GENERAL FUND	71,500	-	(71,500)	-100.00%
25250000-	49102 - AIRPORT	150,000	-	(150,000)	-100.00%
25254000-	49103 - CEMETERY	56,250	34,250	(22,000)	-39.11%
	COLUMBARIUM WITH CONCRETE PAD	16,250			
	BACKHOE TRACTOR (YEAR 3 OF 6)	18,000			
25266000-	49101 - GENERAL FUND	69,800	9,925	(59,875)	-85.78%
	DIESEL/ELECTRIC HYBRID HEAVY DUTY				
	LOW FLOOR TRANSIT BUS	9,925			
25267000-	49101 - GENERAL FUND	-	124,134	124,134	100.00%
	LIBRARY BOOKS	124,134			
25267000-	49109 - LIBRARY	-	188,333	188,333	100.00%
	FAN REPLACEMENTS	95,000			
	HUMIDIFIER REPAIRS	10,000			
	ROOF REPLACEMENT (YEAR 1 OF 3)	83,333			
25272000-	49107 - PARKING RAMPS	-	33,000	33,000	100.00%
	SECURITY CAMERA UPGRADES	33,000			
		3,016,435	3,300,164	283,729	9.41%
FLOOD CONTROL FUND					
	MOUSE RIVER PARK BRIDGE REPLACEMENT	2,500,000			
25374000-	44504 - STREETS ALLEYS & ROAD MTCE	-	-	-	#DIV/0!
25374000-	48100 - COMMUNITY CONTRIBUTIONS	500,000	500,000	-	0.00%
	PROPERTY ACQUISITIONS - OUTSIDE OF MINOT				
	(STARR PROGRAM)	500,000			
25374000-	49101 - GENERAL FUND	3,141,058	5,800,695	2,659,637	84.67%
25374000-	49106 - WATER/SEWER/STORM SEWER	799,696	698,887	(100,809)	-12.61%
	TOTAL FLOOD CONTROL FUND	4,965,754	9,499,582	4,533,828	91.30%
TOTAL SALES TAX - FIRST PENNY		<u>\$ 10,857,689</u>	<u>\$ 16,739,874</u>	<u>\$ 5,882,185</u>	<u>54.18%</u>

SALES TAX - SECOND PENNY - REVENUE DETAIL

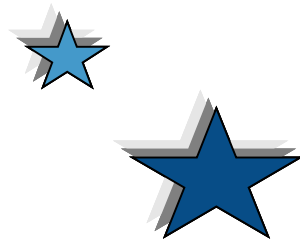
	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
NORTHWEST AREA WATER SUPPLY (NAWS) FUND (40%)				
26500000- 31300 - SALES TAX COLLECTIONS	\$ 4,600,000	\$ 4,900,000	\$ 300,000	6.52%
26500000- 36110 - INTEREST REVENUES	-	723,156	723,156	100.00%
CASH RESERVES	10,851,244	8,106,874	(2,744,370)	-25.29%
TOTAL BUDGETED REVENUE	\$ 15,451,244	\$ 13,730,030	(1,721,214)	-11.14%
TAX RELIEF FUND (18%)				
26600000- 31300 - SALES TAX COLLECTIONS	2,070,000	2,205,000	135,000	6.52%
26600000- 36110 - INTEREST REVENUES	-	45,822	45,822	100.00%
CASH RESERVES	-	750,000	750,000	100.00%
TOTAL BUDGETED REVENUE	2,070,000	3,000,822	930,822	44.97%
INFRASTRUCTURE FUND (24%)				
26700000- 31300 - SALES TAX COLLECTIONS	2,760,000	2,940,000	180,000	6.52%
26700000- 36110 - INTEREST REVENUES	-	11,714	11,714	100.00%
CASH RESERVES	(168,685)	2,289,700	2,458,385	-1457.38%
TOTAL BUDGETED REVENUE	2,591,315	5,241,414	2,650,099	102.27%
COMMUNITY FACILITIES/FLOOD CONTROL FUND (18%)				
26800000- 31300 - SALES TAX COLLECTIONS	2,070,000	2,205,000	135,000	6.52%
26800000- 36110 - INTEREST REVENUES	-	90,229	90,229	100.00%
TOTAL BUDGETED REVENUE	2,070,000	2,295,229	225,229	10.88%
TOTAL SALES TAX - SECOND PENNY	<u>\$ 22,182,559</u>	<u>\$ 24,267,495</u>	<u>\$ 2,084,936</u>	<u>9.40%</u>
TOTAL SALES TAX COLLECTIONS	\$ 11,500,000	\$ 12,250,000	\$ 750,000	6.52%

SALES TAX - SECOND PENNY

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
NORTHWEST AREA WATER SUPPLY (NAWS) FUND				
26561000-43050 - ENGINEERS	\$ 15,401,244	\$ 13,680,030	\$ (1,721,214)	-11.18%
26574000-49101 - GENERAL FUND	50,000	50,000	-	0.00%
TOTAL NORTHWEST AREA WATER SUPPLY (NAWS) FUND	15,451,244	13,730,030	(1,721,214)	-11.14%
TAX RELIEF FUND				
26674000-49101 - GENERAL FUND	2,070,000	3,000,822	930,822	44.97%
TOTAL TAX RELIEF FUND	2,070,000	3,000,822	930,822	44.97%
INFRASTRUCTURE FUND				
26737000-49101 - GENERAL FUND	-	38,500	38,500	100.00%
SHIRLEY COURT STREET LIGHTING 38,500				
26738000-49101 - GENERAL FUND	1,710,000	4,750,000	3,040,000	177.78%
STREET IMPROVEMENTS 4,750,000				
26740000-49101 - GENERAL FUND	625,000	50,000	(575,000)	-92.00%
TRANSFER FOR ADMINISTRATION 50,000				
26774000-49136 - FLOOD CONTROL MAINTENANCE	256,315	402,914	146,599	57.19%
FLOOD CONTROL MAINTENANCE 402,914				
TOTAL INFRASTRUCTURE FUND	2,591,315	5,241,414	2,650,099	102.27%
COMMUNITY FACILITIES/FLOOD CONTROL FUND				
26874000-49115 - SALES TAX FLOOD CONTROL	2,070,000	2,295,229	225,229	10.88%
TOTAL FLOOD CONTROL FUND	2,070,000	2,295,229	225,229	10.88%
TOTAL SALES TAX - SECOND PENNY	<u>\$ 22,182,559</u>	<u>\$ 24,267,495</u>	<u>\$ 2,084,936</u>	<u>9.40%</u>



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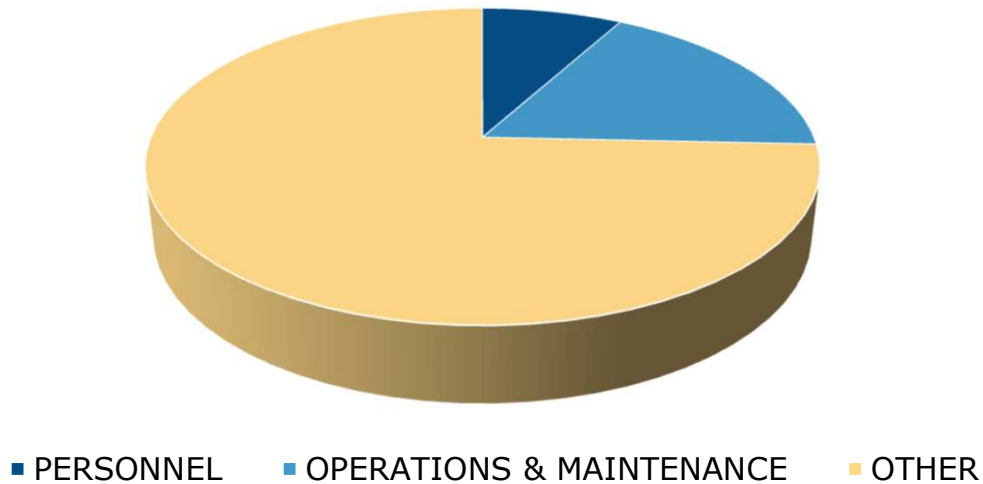


COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT - REVENUE DETAIL

	<u>2024 BUDGET</u>	<u>2025 BUDGET</u>	<u>DOLLAR CHANGE</u>	<u>% CHANGE</u>
FEDERAL REVENUES				
28300000- 33100 - FEDERAL OPERATING REVENUES	\$ -	\$ 339,870	\$ 339,870	100.00%
TOTAL FEDERAL REVENUES	<u>-</u>	<u>339,870</u>	<u>339,870</u>	<u>100.00%</u>
RESOURCES AVAILABLE	-	339,870	339,870	100.00%
TOTAL BUDGETED REVENUE	<u>\$ -</u>	<u>\$ 339,870</u>	<u>\$ 339,870</u>	<u>100.00%</u>

COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT SUMMARY

	<u>2024 BUDGET</u>	<u>2025 BUDGET</u>	<u>DOLLAR CHANGE</u>	<u>% CHANGE</u>
SALARIES	\$ -	\$ 20,466	\$ 20,466	100.00%
0.10 NDR PROGRAM MANAGER				
0.10 GRANT COMPLIANCE COORDINATOR				
0.10 ACCOUNTANT				
BENEFITS	-	6,812	6,812	100.00%
PROFESSIONAL AND TECHNICAL SERVICES	-	50,550	50,550	100.00%
OTHER PURCHASED SERVICES	-	7,520	7,520	100.00%
OPERATION SUPPLIES	-	2,000	2,000	100.00%
OTHER	-	252,522	252,522	100.00%
TOTAL CDBG ENTITLEMENT	<u>\$ -</u>	<u>\$ 339,870</u>	<u>\$ 339,870</u>	<u>100.00%</u>

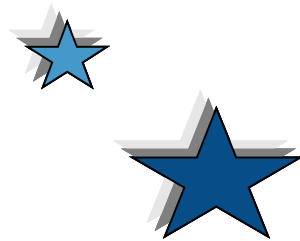


COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT LINE ITEMS

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
28393000-41100 - REGULAR EMPLOYEES	\$ -	\$ 20,466	\$ 20,466	100.00%
28393000-42100 - ER'S HEALTH INSURANCE	-	4,389	4,389	100.00%
28393000-42110 - ER'S LIFE INSURANCE	-	15	15	100.00%
28393000-42210 - ER'S MEDICARE	-	269	269	100.00%
28393000-42320 - ER'S NDPERS	-	1,895	1,895	100.00%
28393000-42700 - ER'S ST DISABILITY INS	-	156	156	100.00%
28393000-42900 - ER'S LT DISABILITY INS	-	88	88	100.00%
28393000-43040 - CONSULTANTS	-	50,000	50,000	100.00%
28393000-43900 - MEMBERSHIPS & ASSOCIATIONS	-	550	550	100.00%
28393000-45400 - ADVERTISING	-	1,500	1,500	100.00%
28393000-45800 - TRAVEL COSTS	-	4,520	4,520	100.00%
28393000-45900 - EDUCATION & TRAINING	-	1,400	1,400	100.00%
28393000-45950 - BANKING & CREDIT CARD FEES	-	100	100	100.00%
28393000-46101 - DPMT MATERIALS & SUPPLIES	-	1,000	1,000	100.00%
28393000-46103 - COPIER & PRINTER SUPPLIES	-	1,000	1,000	100.00%
28393000-48100 - COMMUNITY CONTRIBUTIONS	-	252,522	252,522	100.00%
TOTAL CDBG ENTITLEMENT	\$ -	\$ 339,870	\$ 339,870	100.00%



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DEBT SERVICE - REVENUE DETAIL

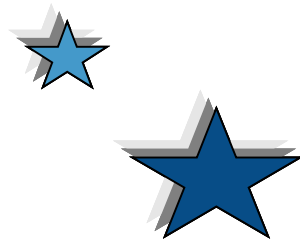
	2024 LEVY	2025 LEVY	2024 BUDGET	2025 BUDGET
AIRPORT REVENUE				
AIRPORT OPERATIONS			\$ 2,054,026	\$ 2,049,526
TOTAL AIRPORT REVENUE			2,054,026	2,049,526
SANITATION REVENUE				
SANITATION OPERATIONS			125,409	-
TOTAL SANITATION REVENUE			125,409	-
WATER, SEWER, & STORM SEWER REVENUE				
WATER, SEWER, & STORM SEWER OPERATIONS			1,315,993	2,338,363
SALES TAX FLOOD CONTROL			699,696	698,887
SPECIAL ASSESSMENT COLLECTIONS			823,076	44,747
TOTAL WATER, SEWER, & STORM SEWER REVENUE			2,838,765	3,081,997
HIGHWAY REVENUE				
TAX LEVY FOR GENERAL OBLIGATION BONDS	6.28	4.08	1,493,860	1,010,737
SINKING FUND BALANCE			-	(93,387)
TOTAL HIGHWAY REVENUE			1,493,860	917,350
SPECIAL ASSESSMENT REVENUE				
TAX LEVY FOR SPECIAL ASSESSMENT BONDS	2.22	-	528,922	-
SPECIAL ASSESSMENT COLLECTIONS			1,220,374	1,200,529
SPECIALS - CITY OWNED PROPERTY	0.15	0.15	36,590	36,616
TRANSFERS IN:				
HOTEL/MOTEL ALL SEASONS ARENA			173,900	173,900
SINKING FUND BALANCE			151,082	22,465
TOTAL SPECIAL ASSESSMENT REVENUE			2,110,868	1,433,510
SALES TAX BONDS FLOOD CONTROL REVENUE				
TAX LEVY FOR CWSRF & DWSRF LOANS	0.53	6.68	125,805	1,655,241
INTEREST REVENUE			-	265,919
FLOOD CONTROL BONDS	10.37	8.89	2,465,254	2,204,535
TOTAL SALES TAX BONDS FLOOD CONTROL REVENUE			2,591,059	4,125,695
TAX INCREMENT FINANCING (TIF) BONDS REVENUE				
TAX INCREMENT FOR TIF BONDS			212,847	208,307
TOTAL TAX INCREMENT FINANCING (TIF) BONDS REVENUE			212,847	208,307
TOTAL DEBT REVENUE	19.55	19.80	11,426,834	11,816,385
DOLLAR CHANGE				\$ 389,551
LEVY CHANGE				0.24

DEBT RETIREMENT

	PRINCIPAL	INTEREST	ADMIN FEE	TOTAL
AIRPORT REVENUE BONDS				
2015 AIRPORT REVENUE BONDS	\$ 560,000	\$ 241,631	\$ -	\$ 801,631
2020 AIRPORT REFUNDING BONDS	1,085,000	162,895	-	1,247,895
TOTAL AIRPORT REVENUE BONDS	1,645,000	404,526	-	2,049,526
WATER, SEWER, AND STORM SEWER REVENUE BONDS				
RB04RF ADVANCE REFUNDING BONDS	-	-	-	-
2013 WATER/SEWER UTILITY BONDS	395,000	54,238	-	449,238
2014 WATER/SEWER UTILITY BONDS	300,000	47,885	-	347,885
2015 WATER/SEWER UTILITY BONDS	765,000	22,950	-	787,950
2016 WATER/SEWER UTILITY BONDS	330,000	83,200	-	413,200
2018 ND CLEAN WATER STATE REVOLVING LOAN FUND (CWSRF) WWTF	300,000	71,400	23,800	395,200
2020 REFUNDING IMPROVEMENT BONDS	135,000	16,800	-	151,800
2021 REFUNDING IMPROVEMENT BONDS	82,193	30,373	-	112,566
2024 ESTIMATED REFUNDING IMPROVEMENT BONDS	118,558	53,979	-	172,537
2024 ESTIMATED DRINKING WATER STATE REVOLVING LOAN FUND	172,807	58,815	20,000	251,622
TOTAL WATER, SEWER, AND STORM SEWER	2,598,557	439,640	43,800	3,081,997
GENERAL OBLIGATION BONDS				
2015 GENERAL OBLIGATION BONDS	45,000	1,350	-	46,350
2016 GENERAL OBLIGATION BONDS	695,000	176,000	-	871,000
TOTAL GENERAL OBLIGATION BONDS	740,000	177,350	-	917,350
SPECIAL ASSESSMENT BONDS				
2014 REFUNDING IMPROVEMENT BONDS	80,000	29,303	-	109,303
2015 CAPITAL FINANCING PROGRAM BONDS (ALL SEASONS ARENA)	145,000	28,500	400	173,900
2015 REFUNDING IMPROVEMENT BONDS	90,000	34,088	-	124,088
2016 REFUNDING IMPROVEMENT BONDS	35,000	16,308	-	51,308
2021 REFUNDING IMPROVEMENT BONDS	242,808	89,727	-	332,535
2022 REFUNDING IMPROVEMENT BONDS	320,000	174,750	-	494,750
2024 ESTIMATED REFUNDING IMPROVEMENT BONDS	101,442	46,186	-	147,628
TOTAL SPECIAL ASSESSMENT BONDS	1,014,250	418,860	400	1,433,510
SALES TAX BONDS FLOOD CONTROL				
2020 SALES TAX REVENUE BONDS	220,000	146,223	-	366,223
2021 SALES TAX REVENUE BONDS	915,000	1,189,231	-	2,104,231
TOTAL SALES TAX FLOOD CONTROL REVENUE BONDS	1,135,000	1,335,454	-	2,470,454
FLOOD CONTROL ND CLEAN AND DRINKING WATER STATE REVOLVING LOAN FUND				
ND CWSRF FLOOD CONTROL (GOVERNMENTAL)	42,735	11,972	3,991	58,698
ND CWSRF FLOOD CONTROL (WATER/SEWER/STORM SEWER)	482,265	135,103	45,034	662,402
ND DWSRF FLOOD CONTROL (GOVERNMENTAL)	48,330	13,339	4,446	66,115
ND DWSRF FLOOD CONTROL (WATER/SEWER/STORM SEWER)	26,670	7,361	2,454	36,485
2024 ESTIMATED DRINKING WATER STATE REVOLVING LOAN FUND	735,471	594,957	200,000	1,530,428
TOTAL ND CLEAN AND DRINKING WATER STATE REVOLVING LOAN FUND	1,335,471	762,732	255,925	2,354,128
TAX INCREMENT FINANCING (TIF) BONDS				
2022 TAXABLE GENERAL OBLIGATION TAX INCREMENT BONDS	100,000	108,307	-	208,307
	100,000	108,307	-	208,307
TOTAL DEBT RETIREMENT	<u>\$ 8,568,278</u>	<u>\$ 3,646,869</u>	<u>\$ 300,125</u>	<u>\$ 12,515,272</u>
TOTAL GOVERNMENTAL DEBT RETIREMENT				\$ 6,684,862
TOTAL ENTERPRISE DEBT RETIREMENT				\$ 5,830,410



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CAPITAL INFRASTRUCTURE - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
STATE REVENUES				
41000000-33500 - STATE CAPITAL REVENUES	1,500,000	4,875,000	3,375,000	225.00%
41000000-33510 - HUB CITY OIL & GAS	781,000	-	(781,000)	-100.00%
TOTAL STATE REVENUES	2,281,000	4,875,000	2,594,000	113.72%
CITY REVENUES				
41000000-36110 - INTEREST REVENUES	-	531,794	531,794	100.00%
41000000-39350 - REFUNDING BONDS ISSUED	100,000	71,500	(28,500)	-28.50%
TOTAL CITY REVENUES	100,000	603,294	503,294	503.29%
TRANSFERS BETWEEN FUNDS				
41000000-39101 - GENERAL FUND	2,377,640	1,711,500	(666,140)	100.00%
TOTAL TRANSFERS BETWEEN FUNDS	2,377,640	1,711,500	(666,140)	100.00%
RESOURCES AVAILABLE	4,758,640	7,189,794	2,431,154	51.09%
CASH RESERVES	-	5,578,206	5,578,206	100.00%
TOTAL BUDGETED REVENUE	<u>\$ 4,758,640</u>	<u>\$ 12,768,000</u>	<u>\$ 8,009,360</u>	<u>168.31%</u>

CAPITAL INFRASTRUCTURE FUND

		2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
41021000- 57200 - INFRASTRUCTURE		\$ 522,640	\$ -	\$ (522,640)	-100.00%
41037000- 57200 - INFRASTRUCTURE		350,000	158,000	(192,000)	-54.86%
	WAYFINDING SIGNAGE	48,000			
	SHIRLEY COURT STREET LIGHTING DISTRICT	110,000			
41038000- 57200 - INFRASTRUCTURE		1,881,000	6,045,000	4,164,000	221.37%
	16TH ST SW RECONSTRUCTION PHASE I	3,945,000			
	3RD ST NE BRIDGE REHABILITATION	350,000			
	3RD ST E AND CENTRAL AVE RECONSTRUCTION	1,750,000			
41038000- 57600 - INTANGIBLES		5,000	5,000	-	0.00%
	LEWIS & CLARK/BEL AIR SRTS EASEMENTS	5,000			
41044000- 57200 - INFRASTRUCTURE		-	60,000	60,000	100.00%
	FUEL DEPOT IMPROVEMENTS	60,000			
41094000- 57100 - LAND		2,000,000	6,500,000	4,500,000	225.00%
	FLOOD CONTROL HOME ACQUISITIONS	6,500,000			
TOTAL CAPITAL INFRASTRUCTURE FUND		<u>\$ 4,758,640</u>	<u>\$ 12,768,000</u>	<u>\$ 8,009,360</u>	<u>168.31%</u>

CAPITAL EQUIPMENT - REVENUE DETAIL

	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
FEDERAL REVENUES				
42000000- 33200 - FEDERAL CAPITAL REVENUES	\$ 1,115,200	\$ 1,034,748	\$ (80,452)	-7.21%
TOTAL FEDERAL REVENUES	1,115,200	1,034,748	(80,452)	-7.21%
CITY REVENUES				
42000000- 36110 - INTEREST REVENUES	-	74,003	74,003	100.00%
42000000- 39210 - SALE OF CITY PROPERTY	227,000	259,275	32,275	14.22%
TOTAL CITY REVENUES	227,000	333,278	106,278	46.82%
TRANSFERS BETWEEN FUNDS				
42000000- 39101 - GENERAL FUND	1,253,300	1,504,581	251,281	20.05%
42000000- 39105 - SANITATION	126,000	126,000	-	0.00%
42000000- 39106 - WATER/SEWER/STORM SEWER	414,000	414,000	-	0.00%
TOTAL TRANSFERS BETWEEN FUNDS	1,793,300	2,044,581	251,281	14.01%
RESOURCES AVAILABLE	3,135,500	3,412,607	277,107	8.84%
CASH RESERVES	306,214	120,000	(186,214)	-60.81%
TOTAL BUDGETED REVENUE	\$ 3,441,714	\$ 3,532,606	\$ 90,892	2.64%

CAPITAL EQUIPMENT FUND

			2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
42019000-	57500 - EQUIPMENT SERVER REPLACEMENT (YEAR 2 OF 3)	216,500	\$ 67,000	\$ 216,500	\$ 149,500	223.13%
42021000-	57500 - EQUIPMENT (5) POLICE PATROL SUV'S UNMARKED INVESTIGATIONS VEHICLE ANIMAL TRANSPORT PICKUP	249,785 49,957 48,925	251,500	348,667	97,167	38.63%
42031000-	57500 - EQUIPMENT THERMAL IMAGING CAMERA	7,358	-	7,358	7,358	100.00%
42036000-	57500 - EQUIPMENT FLEET VEHICLE	30,000	-	30,000	30,000	100.00%
42037000-	57300 - BUILDINGS		100,000	-	(100,000)	-100.00%
42037000-	57500 - EQUIPMENT TRAFFIC SIGNAL REPLACEMENTS STREET LIGHT FEED POINT REPLACEMENTS PORTABLE CHANGEABLE MESSAGE BOARD	775,000 40,000 20,000	772,000	835,000	63,000	8.16%
42038000-	57500 - EQUIPMENT SURVEY DRONE REPLACE SURVEY BASE STATION	6,000 21,000	-	27,000	27,000	100.00%
42039000-	57500 - EQUIPMENT		60,000	-	(60,000)	-100.00%
42040000-	57300 - BUILDINGS		240,000	-	(240,000)	-100.00%
42040000-	57500 - EQUIPMENT (2) S76 SKIDSTEERS T76 SKIDSTEER (2) L23 MINI LOADERS LARGE SNOW BLOWER ATTACHMENT (YEAR 2 OF 2) (2) DIESEL ENGINE 72" FRONT DECK MOWERS ROAD GRADER ATTACHMENT DIESEL ENGINE ZERO TURN MOWER TRUCK MOUNTED VACUUM SWEEPER (YEAR 1 OF 2)	120,000 80,000 80,000 240,000 55,000 20,000 20,000 125,000	490,000	740,000	250,000	51.02%
42060100-	57500 - EQUIPMENT SKIDSTEER FLOOR SCRUBBER FORKLIFT MOWER	74,448 8,500 35,000 14,000	110,000	131,948	21,948	19.95%
42066000-	57500 - EQUIPMENT DIESEL/ELECTRIC HYBRID HEAVY DUTY LOW FLOOR TRANSIT BUS V BLADE SNOWPLOW FOR KUBOTA UTV MOBILE POST HOISTS	1,000,000 6,000 66,000	1,212,000	1,072,000	(140,000)	-11.55%
42067000-	57700 - BOOKS LIBRARY BOOKS	124,134	139,214	124,134	(15,080)	-10.83%
TOTAL CAPITAL EQUIPMENT FUND			<u>\$3,441,714</u>	<u>\$3,532,606</u>	<u>\$ 90,892</u>	<u>2.64%</u>

CAPITAL FLOOD CONTROL - REVENUE DETAIL

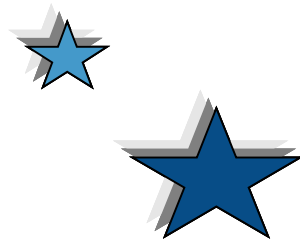
	2024 BUDGET	2025 BUDGET	DOLLAR CHANGE	% CHANGE
CITY REVENUES				
43000000- 39320 - REVENUE BONDS	\$ 15,925,000	\$ -	\$ (15,925,000)	-100.00%
TOTAL CITY REVENUES	15,925,000	389,616	(15,535,384)	-97.55%
CASH RESERVES	-	18,350,384	18,350,384	100.00%
TOTAL BUDGETED REVENUE	<u>\$ 15,925,000</u>	<u>\$ 18,740,000</u>	<u>\$ 2,815,000</u>	<u>17.68%</u>

CAPITAL FLOOD CONTROL FUND

		<u>2024</u> <u>BUDGET</u>	<u>2025</u> <u>BUDGET</u>	<u>DOLLAR</u> <u>CHANGE</u>	<u>%</u> <u>CHANGE</u>
43094000- 57200 - INFRASTRUCTURE		15,925,000	18,740,000	2,815,000	17.68%
MI-6/MI-7 DOWNTOWN AND EASTWOOD					
PARK FLOODWALLS	18,740,000				
TOTAL CAPITAL FLOOD CONTROL FUND		<u>\$ 15,925,000</u>	<u>\$ 18,740,000</u>	<u>\$ 2,815,000</u>	<u>17.68%</u>



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Pay Plan - Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	
38	Hourly	\$15.58	\$15.97	\$16.37	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13
	Pay Period	\$1,247	\$1,278	\$1,310	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851
	Monthly	\$2,701	\$2,769	\$2,838	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010
	Yearly	\$32,414	\$33,224	\$34,054	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118
39	Hourly	\$15.97	\$16.37	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71
	Pay Period	\$1,278	\$1,310	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897
	Monthly	\$2,769	\$2,838	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110
	Yearly	\$33,224	\$34,054	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321
40	Hourly	\$16.37	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30
	Pay Period	\$1,310	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944
	Monthly	\$2,838	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213
	Yearly	\$34,054	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554
41	Hourly	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91
	Pay Period	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993
	Monthly	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318
	Yearly	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818
42	Hourly	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54
	Pay Period	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043
	Monthly	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426
	Yearly	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113
43	Hourly	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17
	Pay Period	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094
	Monthly	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537
	Yearly	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441
44	Hourly	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83
	Pay Period	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146
	Monthly	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650
	Yearly	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802
45	Hourly	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50
	Pay Period	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200
	Monthly	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766
	Yearly	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197
46	Hourly	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19
	Pay Period	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255
	Monthly	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886
	Yearly	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627
47	Hourly	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89
	Pay Period	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311
	Monthly	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008
	Yearly	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093
48	Hourly	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61
	Pay Period	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369
	Monthly	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133
	Yearly	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595
49	Hourly	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35
	Pay Period	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428
	Monthly	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261
	Yearly	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135

Pay Plan - Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
50	Hourly	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$31.11
	Pay Period	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428
	Monthly	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261
	Yearly	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135
51	Hourly	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11
	Pay Period	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489
	Monthly	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393
	Yearly	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713
52	Hourly	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89
	Pay Period	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551
	Monthly	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528
	Yearly	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331
53	Hourly	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$33.50
	Pay Period	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,680
	Monthly	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,807
	Yearly	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$69,689
54	Hourly	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50
	Pay Period	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,747
	Monthly	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,953
	Yearly	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$71,432
55	Hourly	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34
	Pay Period	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,816
	Monthly	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$6,101
	Yearly	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$73,217
56	Hourly	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
	Pay Period	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,886
	Monthly	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,254
	Yearly	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$75,048
57	Hourly	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.98
	Pay Period	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,959
	Monthly	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,410
	Yearly	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$76,924
58	Hourly	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$37.91
	Pay Period	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$3,033
	Monthly	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,571
	Yearly	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$78,847
59	Hourly	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$38.85
	Pay Period	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,108
	Monthly	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,735
	Yearly	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$80,818
60	Hourly	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$39.83
	Pay Period	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,186
	Monthly	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,903
	Yearly	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$82,839
61	Hourly	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$40.82
	Pay Period	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,266
	Monthly	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$7,076
	Yearly	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$84,910

Pay Plan - Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	
62	Hourly	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84
	Pay Period	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347
	Monthly	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253
	Yearly	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032
63	Hourly	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89
	Pay Period	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431
	Monthly	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434
	Yearly	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208
64	Hourly	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96
	Pay Period	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517
	Monthly	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620
	Yearly	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438
65	Hourly	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06
	Pay Period	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605
	Monthly	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810
	Yearly	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724
66	Hourly	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19
	Pay Period	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695
	Monthly	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006
	Yearly	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067
67	Hourly	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34
	Pay Period	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787
	Monthly	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206
	Yearly	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469
68	Hourly	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52
	Pay Period	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882
	Monthly	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411
	Yearly	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931
69	Hourly	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74
	Pay Period	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979
	Monthly	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621
	Yearly	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454
70	Hourly	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98
	Pay Period	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078
	Monthly	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837
	Yearly	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041
71	Hourly	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26
	Pay Period	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180
	Monthly	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058
	Yearly	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692
72	Hourly	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56
	Pay Period	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285
	Monthly	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284
	Yearly	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409
73	Hourly	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90
	Pay Period	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392
	Monthly	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516
	Yearly	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194
74	Hourly	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27
	Pay Period	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502
	Monthly	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754
	Yearly	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049

Pay Plan - Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	
75	Hourly	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68
	Pay Period	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614
	Monthly	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998
	Yearly	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975
76	Hourly	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12
	Pay Period	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730
	Monthly	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248
	Yearly	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975
77	Hourly	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60
	Pay Period	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848
	Monthly	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504
	Yearly	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049
78	Hourly	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12
	Pay Period	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969
	Monthly	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767
	Yearly	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200
79	Hourly	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67
	Pay Period	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093
	Monthly	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036
	Yearly	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430
80	Hourly	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26
	Pay Period	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221
	Monthly	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312
	Yearly	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741
81	Hourly	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89
	Pay Period	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351
	Monthly	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595
	Yearly	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134
82	Hourly	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56
	Pay Period	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485
	Monthly	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884
	Yearly	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613
83	Hourly	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28
	Pay Period	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622
	Monthly	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182
	Yearly	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178
84	Hourly	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03
	Pay Period	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763
	Monthly	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486
	Yearly	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833
85	Hourly	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84
	Pay Period	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907
	Monthly	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798
	Yearly	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578
86	Hourly	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68
	Pay Period	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055
	Monthly	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118
	Yearly	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418
87	Hourly	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57
	Pay Period	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206
	Monthly	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446
	Yearly	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353

Pay Plan - Effective January 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	
88	Hourly	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51
	Pay Period	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361
	Monthly	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782
	Yearly	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387
89	Hourly	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50
	Pay Period	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520
	Monthly	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127
	Yearly	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522
90	Hourly	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54
	Pay Period	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683
	Monthly	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480
	Yearly	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760
91	Hourly	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63
	Pay Period	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850
	Monthly	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842
	Yearly	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104
92	Hourly	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77
	Pay Period	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021
	Monthly	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213
	Yearly	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556
93	Hourly	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96
	Pay Period	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197
	Monthly	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593
	Yearly	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120
94	Hourly	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21
	Pay Period	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377
	Monthly	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983
	Yearly	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120	\$191,798
95	Hourly	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52
	Pay Period	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561
	Monthly	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383
	Yearly	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120	\$191,798	\$196,594
96	Hourly	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88
	Pay Period	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,054	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750
	Monthly	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792
	Yearly	\$135,740	\$139,135	\$142,613	\$146,178	\$149,832	\$153,578	\$157,416	\$161,352	\$165,386	\$169,521	\$173,759	\$178,104	\$182,557	\$187,121	\$191,799	\$196,594	\$201,509
97	Hourly	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88	\$99.30
	Pay Period	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750	\$7,944
	Monthly	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792	\$17,212
	Yearly	\$139,134	\$142,613	\$146,178	\$149,832	\$153,578	\$157,417	\$161,351	\$165,386	\$169,521	\$173,760	\$178,103	\$182,557	\$187,121	\$191,799	\$196,594	\$201,509	\$206,547
98	Hourly	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88	\$99.30	\$101.78
	Pay Period	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750	\$7,944	\$8,143
	Monthly	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792	\$17,212	\$17,643
	Yearly	\$142,612	\$146,178	\$149,832	\$153,578	\$157,417	\$161,352	\$165,385	\$169,521	\$173,759	\$178,104	\$182,556	\$187,121	\$191,799	\$196,594	\$201,509	\$206,547	\$211,711
99	Hourly	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88	\$99.30	\$101.78	\$104.33
	Pay Period	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750	\$7,944	\$8,143	\$8,346
	Monthly	\$12,181	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792	\$17,212	\$17,643	\$18,084
	Yearly	\$146,177	\$149,832	\$153,578	\$157,417	\$161,352	\$165,386	\$169,520	\$173,759	\$178,103	\$182,557	\$187,120	\$191,799	\$196,594	\$201,509	\$206,547	\$211,711	\$217,004
100	Hourly	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88	\$99.30	\$101.78	\$104.33	\$106.94
	Pay Period	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750	\$7,944	\$8,143	\$8,346	\$8,555
	Monthly	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792	\$17,212	\$17,643	\$18,084	\$18,536
	Yearly	\$149,831	\$153,578	\$157,417	\$161,352	\$165,386	\$169,521	\$173,758	\$178,103	\$182,556	\$187,121	\$191,798	\$196,594	\$201,509	\$206,547	\$211,711	\$217,004	\$222,429

Occupational Job Families and Job Classes	Recommended				
	Number of Positions	New Grade	Min Step (Step 1)	Mid Step (Step 9)	Max Step (Step 17)
<u>Executive Group</u>					
City Manager	1	98	\$142,612	\$173,759	\$211,711
Assistant City Manager	1	94	\$129,200	\$157,418	\$191,798
Communication and Engagement Manager	1	73	\$76,924	\$93,724	\$114,194
Disaster Recovery Grant Manager	1	70	\$71,432	\$87,032	\$106,041
City Clerk	1	66	\$64,713	\$78,847	\$96,067
Grant Project Compliance Coordinator	1	62	\$58,627	\$71,432	\$87,032
Public Safety Information Outreach Officer	1	60	\$55,802	\$67,990	\$82,839
Communication Specialist	1	56	\$50,554	\$61,595	\$75,048
<u>Human Resource Group</u>					
Human Resource Director	1	79	\$89,208	\$108,692	\$132,430
Human Resource Generalist, Senior	2	66	\$64,713	\$78,847	\$96,067
Human Resource Generalist	1	60	\$55,802	\$67,990	\$82,839
Human Resource Specialist	1	56	\$50,554	\$61,595	\$75,048
<u>Legal Group</u>					
City Attorney	1	86	\$106,041	\$129,200	\$157,418
Assistant City Attorney	2	77	\$84,910	\$103,454	\$126,049
Staff Attorney	0	68	\$67,990	\$82,839	\$100,931
Legal Administrative Assistant	1	52	\$45,799	\$55,802	\$67,990
<u>Administrative Support Group</u>					
Clerk Of Municipal Court	1	58	\$53,113	\$64,713	\$78,847
Executive Secretary	1	55	\$49,321	\$60,093	\$73,217
Office and Administrative Specialist, Senior	5	56	\$50,554	\$61,595	\$75,048
Office and Administrative Specialist	2	53	\$46,944	\$57,197	\$69,689
Administrative Clerk, Principal	5	52	\$45,799	\$55,802	\$67,990
Administrative Clerk, Senior	0	49	\$42,529	\$51,818	\$63,135
Administrative Clerk	1	46	\$39,493	\$48,118	\$58,627
<u>Finance And Accounting Group</u>					
Finance Director	1	90	\$117,049	\$142,613	\$173,760
Comptroller	1	78	\$87,032	\$106,041	\$129,200
City Treasurer	1	74	\$78,847	\$96,067	\$117,049
Senior Internal Auditor	0	68	\$67,990	\$82,839	\$100,931
Accountant, Senior	2	66	\$64,713	\$78,847	\$96,067
Business Systems Analyst	1	65	\$63,135	\$76,924	\$93,724
Internal Auditor	1	64	\$61,595	\$75,048	\$91,438
Accountant	3	62	\$58,627	\$71,432	\$87,032
Financial Specialist Sr	2	60	\$55,802	\$67,990	\$82,839
Financial Specialist	2	58	\$53,113	\$64,713	\$78,847
Financial Clerk, Senior	2	51	\$44,682	\$54,441	\$66,331
Financial Clerk	0	48	\$41,492	\$50,554	\$61,595
<u>Management Information Systems Group</u>					
Information Technology Manager Networks/Commun	1	75	\$80,818	\$98,469	\$119,975
Information Technology Manager Systems/Support	1	75	\$80,818	\$98,469	\$119,975
Information Technology Specialist, Senior	1	66	\$64,713	\$78,847	\$96,067
Information Technology Specialist	0	62	\$58,627	\$71,432	\$87,032
Information Technology Technician II	1	58	\$53,113	\$64,713	\$78,847
Information Technology Technician I	2	54	\$48,118	\$58,627	\$71,432

Occupational Job Families and Job Classes	Recommended				
	Number of Positions	New Grade	Min Step (Step 1)	Mid Step (Step 9)	Max Step (Step 17)
<u>City Assessor Group</u>					
City Assessor	1	79	\$89,208	\$108,692	\$132,430
Assistant City Assessor	1	70	\$71,432	\$87,032	\$106,041
Property Appraiser, Senior	3	66	\$64,713	\$78,847	\$96,067
Property Appraiser	0	60	\$55,802	\$67,990	\$82,839
Property Assessment Specialist	1	56	\$50,554	\$61,595	\$75,048
<u>Law Enforcement Command Group</u>					
Police Chief	1	90	\$117,049	\$142,613	\$173,760
Police Captain	3	79	\$89,208	\$108,692	\$132,430
Police Lieutenant	5	74	\$78,847	\$96,067	\$117,049
<u>Law Enforcement Operations Group</u>					
Police Sergeant	14	69	\$69,689	\$84,910	\$103,454
Police Officer, Master	30	64	\$61,595	\$75,048	\$91,438
Police Officer, Senior	7	62	\$58,627	\$71,432	\$87,032
Police Officer	25	60	\$55,802	\$67,990	\$82,839
Digital Forensic Analyst	1	52	\$45,799	\$55,802	\$67,990
Evidence and Property Technician	1	52	\$45,799	\$55,802	\$67,990
Intelligence Analyst	1	52	\$45,799	\$55,802	\$67,990
Community Service Officer	3		\$41,492	\$50,554	\$61,595
Law Enforcement Office Manager	1	59	\$54,441	\$66,331	\$80,818
Law Enforcement Office Specialist III	1	54	\$48,118	\$58,627	\$71,432
Law Enforcement Office Specialist II	2	51	\$44,682	\$54,441	\$66,331
Law Enforcement Office Specialist I	2	48	\$41,492	\$50,554	\$61,595
<u>Public Safety Communications Group</u>					
Public Safety Answering Point Manager	1	70	\$71,432	\$87,032	\$106,041
Assistant Public Safety Answering Point Manager	1	67	\$66,331	\$80,818	\$98,469
Dispatcher, Lead	4	62	\$58,627	\$71,432	\$87,032
Dispatcher, Senior	4	56	\$50,554	\$61,595	\$75,048
Dispatcher	9	52	\$45,799	\$55,802	\$67,990
<u>Fire Group</u>					
Fire Chief	1	90	\$117,049	\$142,613	\$173,760
Assistant Fire Chief	1	80	\$91,438	\$117,049	\$142,613
Fire Battalion Chief	4	76	\$82,839	\$100,931	\$122,975
Fire Captain	15	69	\$69,689	\$84,910	\$103,454
Fire Marshal	0	66	\$64,713	\$78,847	\$96,067
Fire Inspector II	3	64	\$61,595	\$75,048	\$91,438
Fire Inspector I	0	62	\$58,627	\$71,432	\$87,032
Firefighter, Senior	33	60	\$55,802	\$67,990	\$82,839
Firefighter	12	58	\$53,113	\$64,713	\$78,847
<u>Community Development</u>					
Community and Economic Development Director	1	84	\$100,931	\$122,975	\$149,833
Economic Development Administrator	1	76	\$82,839	\$100,931	\$122,975
Principal Planner	1	73	\$76,924	\$93,724	\$114,194
Planner III / Senior Planner	0	68	\$67,990	\$82,839	\$100,931
Planner II / Associate Planner	0	64	\$61,595	\$75,048	\$91,438
Planner I / Assistant Planner	1	60	\$55,802	\$67,990	\$82,839
Zoning / Code Enforcement Inspector	1	52	\$45,799	\$55,802	\$67,990
Planning and Code Enforcement Assistant	1	49	\$42,529	\$51,818	\$63,135

Occupational Job Families and Job Classes	Recommended				
	Number of Positions	New Grade	Min Step (Step 1)	Mid Step (Step 9)	Max Step (Step 17)
<u>Inspections Group</u>					
Building Official	1	75	\$80,818	\$98,469	\$119,975
Senior Building Inspector II	1	67	\$66,331	\$80,818	\$98,469
Senior Building Inspector	0	65	\$63,135	\$76,924	\$93,724
Building Inspector III	2	65	\$63,135	\$76,924	\$93,724
Mechanical Inspector III	1	65	\$63,135	\$76,924	\$93,724
Plumbing Inspector III	1	65	\$63,135	\$76,924	\$93,724
Building Inspector II	0	62	\$58,627	\$71,432	\$87,032
Mechanical Inspector II	0	62	\$58,627	\$71,432	\$87,032
Plumbing Inspector II	0	62	\$58,627	\$71,432	\$87,032
Building Inspector I	0	58	\$53,113	\$64,713	\$78,847
Mechanical Inspector I	0	58	\$53,113	\$64,713	\$78,847
Plumbing Inspector I	0	58	\$53,113	\$64,713	\$78,847
Commercial Plan Reviewer	1	58	\$53,113	\$64,713	\$78,847
Residential Plan Reviewer	1	53	\$46,944	\$57,197	\$69,689
<u>Traffic Group</u>					
Traffic Engineer	1	74	\$78,847	\$96,067	\$117,049
Traffic Foreman	1	63	\$60,093	\$73,217	\$89,208
Traffic Maintenance Technician III	1	60	\$55,802	\$67,990	\$82,839
Traffic Maintenance Technician II	2	56	\$50,554	\$61,595	\$75,048
Traffic Maintenance Technician I	0	54	\$48,118	\$58,627	\$71,432
Traffic Maintenance Worker	1	50	\$43,593	\$53,113	\$64,713
<u>Engineering Group</u>					
City Engineer	1	86	\$106,041	\$129,200	\$157,418
Assistant City Engineer	1	76	\$82,839	\$100,931	\$122,975
Project Manager Field/Design	1	73	\$76,924	\$93,724	\$114,194
Project Civil Engineer II	0	72	\$75,049	\$91,438	\$111,409
Project Civil Engineer I	6	70	\$71,432	\$87,032	\$106,041
GIS Coordinator	1	65	\$63,135	\$76,924	\$93,724
CAD Technician II	0	60	\$55,802	\$67,990	\$82,839
Engineering Technician II	0	60	\$55,802	\$67,990	\$82,839
GIS Technician II	0	60	\$55,802	\$67,990	\$82,839
Engineering Technician I	3	56	\$50,554	\$61,595	\$75,048
CAD Technician	1	56	\$50,554	\$61,595	\$75,048
GIS Technician	1	56	\$50,554	\$61,595	\$75,048
GIS Technician	1	53	\$46,944	\$57,197	\$69,689
<u>Vehicle Maintenance Group</u>					
Bus Services/Shop Maintenance Superintendent	1	74	\$78,847	\$96,067	\$117,049
Fleet Management Services Superintendent	1	74	\$78,847	\$96,067	\$117,049
Bus Services Foreman	1	63	\$63,135	\$76,924	\$93,724
Shop Maintenance Foreman	1	63	\$63,135	\$76,924	\$93,724
Fire Equipment Mechanic	1	63	\$63,135	\$76,924	\$93,724
Mechanic, Senior	2	57	\$53,113	\$64,713	\$78,847
Welder/Fabricator	1	57	\$53,113	\$64,713	\$78,847
Mechanic	4	54	\$48,118	\$58,627	\$71,432
Parts Specialist	1	48	\$41,492	\$50,554	\$61,595
Light Mechanic	1	46	\$39,493	\$48,118	\$58,627
Parts Specialist/Bus Driver	1	50	\$43,593	\$53,113	\$64,713
Bus Driver	7	50	\$43,593	\$53,113	\$64,713
Administrative Clerk/Bus Driver, Senior	1	50	\$43,593	\$53,113	\$64,713
Administrative Clerk/Bus Driver	0	47	\$40,480	\$49,321	\$60,093
<u>Street Maintenance Group</u>					
Street Superintendent	1	74	\$78,847	\$96,067	\$117,049
Street Foreman	2	63	\$63,135	\$76,924	\$93,724
Storm Sewer Foreman	1	63	\$63,135	\$76,924	\$93,724

Occupational Job Families and Job Classes	Recommended				
	Number of Positions	New Grade	Min Step (Step 1)	Mid Step (Step 9)	Max Step (Step 17)
<u>Equipment Operator Group</u>					
Heavy Equipment Operator	37	54	\$48,118	\$58,627	\$71,432
Medium Equipment Operator	5	50	\$43,593	\$53,113	\$64,713
Light Equipment Operator	14	47	\$40,480	\$49,321	\$60,093
<u>Building and Grounds Maintenance Group</u>					
Property Maintenance Superintendent	1	74	\$78,847	\$96,067	\$117,049
Building and Grounds Foreman	1	63	\$63,135	\$76,924	\$93,724
Building and Grounds Worker, Senior	3	54	\$48,118	\$58,627	\$71,432
Building and Grounds Worker	5	48	\$41,492	\$50,554	\$61,595
<u>Public Works Management Group</u>					
Public Works Operations Director	1	89	\$114,194	\$139,134	\$169,522
Utilities Director	1	89	\$114,194	\$139,134	\$169,522
Senior Project Manager Field/Design	1	75	\$80,818	\$98,469	\$119,975
<u>Airport Operations</u>					
Airport Director	1	89	\$114,194	\$139,134	\$169,522
Airport Business and Development Manager	1	73	\$76,924	\$93,724	\$114,194
Airport Operations and Maintenance Manager	1	73	\$76,924	\$93,724	\$114,194
Airport Operations and Maintenance Foreman	1	63	\$63,135	\$76,924	\$93,724
Airport Facility Foreman	1	63	\$63,135	\$76,924	\$93,724
Airport Operations and Maintenance Technician Lead	0	58	\$53,113	\$64,713	\$78,847
Airport Operations and Maintenance Technician II	6	56	\$50,554	\$61,595	\$75,048
Airport Operations and Maintenance Technician I	4	52	\$45,799	\$55,802	\$67,990
Airport Facility Technician Lead	0	52	\$45,799	\$55,802	\$67,990
Airport Facility Technician II	3	50	\$43,593	\$53,113	\$64,713
Airport Facility Technician I	3	46	\$39,493	\$48,118	\$58,627
Airport Security Specialist	1	44	\$37,590	\$45,799	\$55,802
<u>Cemetery Operations Group</u>					
Cemetery Superintendent	1	70	\$71,432	\$87,032	\$106,041
<u>Sanitation/Landfill Operations Group</u>					
Sanitation/Landfill Superintendent	1	74	\$78,847	\$96,067	\$117,049
Landfill Foreman	1	63	\$63,135	\$76,924	\$93,724
Sanitation Foreman	1	63	\$63,135	\$76,924	\$93,724
Landfill Attendant/LEO	1	47	\$40,480	\$49,321	\$60,093
Landfill Attendant	1	46	\$39,493	\$48,118	\$58,627
<u>Water Plant Operations Group</u>					
Water Plant Superintendent	1	74	\$78,847	\$96,067	\$117,049
Water Plant Foreman	2	63	\$63,135	\$76,924	\$93,724
Water Plant Operator, Lead	4	56	\$50,554	\$61,595	\$75,048
Water Plant Instrumentation Technician	2	56	\$50,554	\$61,595	\$75,048
Water Plant Operator III	8	54	\$48,118	\$58,627	\$71,432
Water Plant Operator II	4	52	\$45,799	\$55,802	\$67,990
Water Plant Operator I	13	50	\$43,593	\$53,113	\$64,713
Public Works Laboratory Technician	2	55	\$49,321	\$60,093	\$73,217
<u>Water/Wastewater Operations Group</u>					
Water/Wastewater Superintendent	1	74	\$78,847	\$96,067	\$117,049
Water/Wastewater Foreman	3	63	\$63,135	\$76,924	\$93,724
Utility Operator, Lead	3	56	\$50,554	\$61,595	\$75,048
Utility Operator III	4	54	\$48,118	\$58,627	\$71,432
Utility Operator II	5	52	\$45,799	\$55,802	\$67,990
Utility Operator I	9	50	\$43,593	\$53,113	\$64,713