



Regular City Council Meeting

Monday, September 16, 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. SEPTEMBER 2024 PLANNING COMMISSION MINUTES
 - 5.2. PUBLIC HEARING - ZONING MAP AMENDMENT - MINOT FIRST ADDITION

Public hearing request by Eric Thoemke representing Orlan & Mary Rovig, owner for a request of a zoning map amendment rezoning the property from "M1" Light Industrial District to "CBD" Central Business District. The legal description for the property is Lots 2, 3, 4, 5, 6, 8, 9, 10 and 11 of Block 30 Minot First Addition to the City of Minot, Ward County, North Dakota.

The subject property address is 18 3rd St. SE

RECOMMENDED ACTION

It is recommended City Council approve a zoning map amendment on first reading in alignment with the Planning Commission recommendation.

- 5.3. 2024-07-04 16TH STREET ADDITION - PRELIMINARY PLAT

RECOMMENDED ACTION

It is recommended City Council approve a major subdivision preliminary

plat in alignment with the Planning Commission recommendations.

6. PUBLIC HEARING

6.1. PUBLIC HEARING: RENAISSANCE ZONE CASE # M-107: CONDITIONAL APPROVAL FOR 11 E. CENTRAL AVENUE

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.

7. CONSENT ITEMS

7.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the September 3, 2024, Regular City Council meeting.

7.2. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance 5997 - 2024 BA - ARFF Valor Award**

7.3. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

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

- 1. Nine Special Event Permits for the Spot (6 2nd St NE).**
- 2. Four Special Event Permits for the Blue Rider (118 1st Ave SE).**
- 3. Special Event Permit for Sports on Tap (220 S Broadway).**
- 4. Special Event Permit for Bones BBQ (437 N Broadway).**
- 5. Special Event Permit for On the Rocks (614 3rd St NE).**
- 6. Special Event Permit for The "O"iginal (720 N Broadway).**
- 7. Special Event Permit for The Starving Rooster (30 1st St NE).**
- 8. Special Event Permit for Mi Mexico (3816 S Broadway).**
- 9. Special Event Permit for Saul's (105 1st St SE).**
- 10. Minotauros Booster Club to conduct raffles at all home games from September 6, 2024 through April 11, 2025 at MAYSA Arena (2501 West Burdick Expy).**

11. Independence Inc. to conduct a raffle September 14, 2024 at The Spot (6 2nd St NE).
12. Cardinal Smokin Guns to conduct a raffle on January 26, 2025 at Nedrose High School (5705 15th Ave SE).

7.4. ALCOHOLIC BEVERAGE LICENSE - EL AZTECA

RECOMMENDED ACTION

It is recommended City Council approve the Specialty Restaurant Beer and Wine license for El Azteca at 2035 N Broadway for the period of September 16, 2024 through December 31, 2024.

7.5. APPROVAL OF ACCOUNTS RECEIVABLE WRITE-OFFS

RECOMMENDED ACTION

It is recommended City Council approve the August 2024 general accounts receivable write-offs.

7.6. MINOT INTERNATIONAL AIRPORT FACILITIES MODIFICATION AGREEMENT - CARGO APRON

RECOMMENDED ACTION

1. It is recommended City Council authorize City staff to permit modification of the City owned Airport property by Corporate Air and its selected contractor(s) to improve the existing infrastructure of the cargo apron tie downs; and
2. Authorize the Mayor to sign the contract.

7.7. 15TH ST. NW STORM SEWER REHABILITATION - FINAL PAYMENT

RECOMMENDED ACTION

It is recommended City Council approve the final payment for the 15th St. NW Storm Sewer Rehabilitation Project to Dig It Up Backhoe Service, Inc., in the amount of \$8,369.77.

7.8. 2024-08-02 APPLE GROVE 9TH ADDITION - MINOR PLAT

RECOMMENDED ACTION

It is recommended City Council approve the proposed minor subdivision plat as provided in Attachment A.

7.9. 2024-08-06 PLEASANT VALLEY SECOND SUBDIVISION - MINOR PLAT

RECOMMENDED ACTION

It is recommended City Council approve the proposed minor subdivision plat as provided in Attachment A.

7.10. 2024-08-07 HIAWATHA OVERLOOK ADDITION - MINOR PLAT

RECOMMENDED ACTION

It is recommended City Council approve the proposed minor subdivision plat as provided in Attachment A.

7.11. 2022 STATE HOMELAND SECURITY PROGRAM GRANT

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment on first reading reallocating \$11,000 in the Capital funds to the FD Operational supplies fund.

7.12. SAFER GRANT WRITING SERVICE CONTRACT - LEXIPOL

RECOMMENDED ACTION

It is recommended City Council approve to hire Lexipol for grant writing services to apply for the SAFER grant and authorize the Fire Chief to sign all necessary contracts and approve the budget amendment on first reading.

8. ACTION ITEMS

8.1. DRIVEWAY APPEAL AND REQUEST FOR SPECIAL PERMIT - 2200 4TH AVENUE SW

RECOMMENDED ACTION

City Council may choose from the options below:

- 1. Approve the special permit for 2200 4th Avenue SW and allow a driveway width to a maximum of 58 feet at the curb line to be constructed in conformance with Chapter 28 of the Code of Ordinances.**
- 2. Deny the special permit**

8.2. APPROVE 2024 BOND RESOLUTION FOR 2024A ISSUANCE

RECOMMENDED ACTION

It is recommended City Council approve the issuance of the Series 2024A Refunding Improvement Bonds and authorize the Mayor and Finance Director to sign the required documents.

8.3. 2026 HIGHWAY SAFETY IMPROVEMENT PROGRAM - SIGNAL REVISIONS
(4665)

RECOMMENDED ACTION

It is recommended City Council provide direction on how to proceed with the signalized intersections of A) N Broadway and 5th/6th Avenue NW and B) Burdick Expwy E and 8th Avenue SE in regards to the Highway Safety Improvement Program project (City of Minot project 4665).

8.4. APPROVE THE SECOND EXTENSION TO THE CONTRACT ASSIGNMENT
BETWEEN CITY OF MINOT AND MATTSON CONSTRUCTION

RECOMMENDED ACTION

It is recommended City Council authorize the construction contract agreement amendment and authorize the Mayor to sign the amendment.

8.5. PUBLIC HEARING: 2025 ANNUAL BUDGET

RECOMMENDED ACTION

It is recommended City Council approve the 2025 budget ordinance on first reading.

9. PERSONAL APPEARANCES

10. MISCELLANEOUS AND DISCUSSION ITEMS

11. LIAISON REPORTS

12. ADJOURNMENT



TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: September 16, 2024

City Manager:

A significant amount of time was spent over the last couple of weeks on personnel matters. This will be an ongoing priority for the coming weeks.

Department Heads and other management participated in meetings with facilitators from Raftelis in discussing elements of the Strategic Plan and its development. Once the facilitator has compiled the staff and citizen participation the plan will be brought to Council for changes and approval.

The City Manager will be attending the Task Force 21 Symposium in Washington DC alongside the Mayor and other Task Force members. The time will include visits to the offices of Minot's Federal elected officials.

Meetings attended included: Community Economic and Development Leader communication meeting; Military Affairs Committee monthly luncheon; monthly communication meeting with MACEDC President/CEO; communication meeting with Electric Board Chair and Director; Alcohol Ordinance Review Committee; Destination and Development Grant Event at Citizen's Alley; Lunch with Honorary Commander; and various other staff and project meetings.

**Public Works
Operations Director, Bryan Banfill**

PUBLIC WORKS ADMINISTRATION: Public Works administration is currently working towards developing and training the various Operations Department personnel on standard operating procedures relating to City Works (Work Order Management Software) while also finding better ways to document critical data to more effectively manage future budgets within the Department.

ROSEHILL CEMETERY:

Rosehill Cemetery continues to work towards making more sections available to address depleting plot and columbarium niches. Currently sitting at 95.96% burial plot capacity with only 1,139 plots available in developed sections. 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 34 niches (columbarium reaching 76.39% 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' August Revenue of \$24,420.

Work orders are a focus for staff as mowing takes less time later in the summer. In August we saw 2 of our summer staff leave, with the last leaving in September. The maintenance scheduled for this fall on the Bell Tower was completed in August, coming in on budget, as was the duct cleaning and air cleaner installation in the office.

The following is a compilation of open and closed work orders:

- 16 New Vase, Ground, Monument Work Orders Added
- 25 Work Orders of various types closed out.
- 16 Total Open Work Orders Still in Queue
- 10 Traditional Burials Completed
- 5 Cremations Completed
- 1 Columbaria Interments Completed
- 0 Disinterment Completed.
- 20 Marker Installations Completed

PROPERTY MAINTENANCE DEPARTMENT:

The Property Maintenance department successfully completed 207 preventative maintenance (PM) work orders, and 26 non-preventative maintenance (Non-PM) work orders throughout the month of August. PM includes filter and belt checks, operational checks, greasing and cleaning of equipment. Non-PM work this month ranged widely from leaking plumbing, patching walls, installing new lights, troubleshooting and repairing electrical issues, service calls to the ramps, and installing a new heat pump in the ceiling at PD.

The *Asset Essential* software system updates are still underway. The system is currently at 70% and anticipates full completion by late September. 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:

The Sweeper Crew is diligently working neighborhoods in all 4 quadrants of the City. Additionally, crew members are assisting the Sanitation Department with their tree pile work lists. Furthermore,

several employees on the team are set to attend a Skid Steer and Forklift training event on September 10th to help broaden their skills. The team will also be providing blade training for a few operators the week of 16 September.

The Street Department's Patch Crew is assisting the Water Department by working on some water break patches. Similar to the Sweeper Crew, the team will also have employees attending skid steer and forklift training on September 10. There will also be several operators attending the blade training that is scheduled the week of September 16. The team is currently short 1 Heavy Equipment Operator (HEO).

The Grass Crew has 2 seasonal employees leaving next week. City of Minot properties are mostly caught up with maintenance. The team currently has 8 open grass complaints, 216 total for the year, with the City of Minot mowing 43 lots throughout the City.

The Storm Sewer Crew recently completed a drainage area improvement in the Cottonwood area. Numerous loads of sediment and trees were removed with Rip Rap placed to prevent any further erosion. Additionally, the team contracted out 4 failing catch basins in NE.

TRANSIT DEPARTMENT:

The Transit Transfer Center's construction is progressing well with roughly \$537,228.75 of the \$700,000 budget expended. The center's construction is substantially complete with the potential opening being projected around Sept. 23rd, 2024. August's ridership is up ~20% from this time last year and is the highest ridership we have seen in August in over 10 years. We currently show the same ridership through August compared to the same period in 2023. We are expecting to see the ridership continue to increase with the addition of the two new routes and opening of the new downtown transfer center.

FLEET DEPARTMENT (CT SHOP):

Throughout the month of August, the 10-person staff completed 158 work orders (Parts and Labor Costs: \$112,352.96). Of which 80 (51%) 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 78 (49%) preventative maintenance work orders to add to the service life expectancy of both the City's equipment and vehicle fleet. Work order turnaround time composition was as follows:

- 55% of Work Orders Completed within 24 hours
- 65% 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.

	August			Year to Date 2024		
	Sales	Median	Average	Sales	Median	Average
Residential	55	\$ 260,000	\$ 280,783	509	\$ 253,500	\$ 272,288
Residential Vacant Land	14	\$ 20,000	\$ 20,000	55	\$ 35,000	\$ 38,993
Commercial	2	\$ 445,500	\$ 445,500	34	\$ 571,250	\$ 1,153,798
Commercial Vacant Land	0	\$ 0	\$ 0	1	\$ 782,781	\$ 782,781

**Community Development Department
Director, Brian Billingsley**

INSPECTIONS DIVISION:

August 2024 Permit Information (August 2023):

- Total Permits Issued: 294 (271)
- Single-Family Homes: 8 (4)
- Multi-Family Permits: 2 (0)
- New Residential Permit: \$1,664,764 (\$1,597,000)
- Residential Remodels: \$914,433 (\$1,114,500)
- New Commercial: \$23,495 (\$1,366,000)
- Commercial Remodels: \$4,506,310 (\$1,366,000)
- Valuations of all Permits: \$7,109,002 (\$4,199,000)

Notable Building Permits:

- Building Addition – 1400 E. Central - \$450,000
- Storage Addition – 630 31st St. SE - \$3,200,000
- Trinity Health Tenant Improvements – 2305 37th Ave. SW - \$750,000

Retirement:

Commercial Building Inspector Rick Walker will be retiring on September 13th. Rick has served the City of Minot for over 11 years. He will stay on board in a part-time manner through the end of the year to train his replacement. Rick has done a great job enforcing codes and working with our customers.

PLANNING DIVISION:

Planning Commission:

The Planning Commission held a meeting on August 6th. They recommended approval of all cases.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held four (4) DRT meetings during the month of July:

- Providence House Office – 423 S. Main
- SUD Treatment Facility – 2315 N. Broadway
- Stonebridge Farms Subdivision
- Discount Tire – 2201 15th Street SW

Outdoor Dining Permits:

None.

Other Projects/Meetings:

- Director participated in two CDBG-DR/NDR meetings.
- Staff attended a meeting with Popeye's to discuss missing improvements.
- Staff attended a meeting with the City Manager and the newly elected Aldermen.
- Director and City Manager had a meeting with the Retail Coach.
- Director attended a meeting on hotel licensing.
- Director attended a meeting on mobile home park issues.
- Director participated in an interview with The Dakotan.
- Director attended an Executive Session on alcohol licensing.
- Director attended the Main Street Summit in Watford City.

ECONOMIC DEVELOPMENT DIVISION:

Façade Improvement Program:

The Renaissance Zone Review Board recommended approval of two new cases (221 S. Main and 304 E. Central) and a minor amendment of another case at their August 22nd meeting.

Renaissance Zone Program:

The Renaissance Zone Review Board recommended conditional approval of M-107 (7 West Central Ave.) at their August 22nd meeting.

The Director submitted the annual report for the Minot Renaissance Zone program to the State of North Dakota.

**NDR Program Manager
Chris Plank**

Parkview Mobile Home Acquisition

An Eminent Domain proclamation was approved by City Council at the 8/19/2024 meeting. Information was sent to the owners for their records. No response has been received as of this memo.

Relocation of residents within the mobile home park continues. Listed below are the numbers of residents currently being assisted:

44 General Informational Notices Completed

32 Notice of Eligibility completed

12 residents have been relocated

City staff is trying to locate residents who have not received information regarding possible relocation benefits. A legal notice was placed in the Minot Daily Newspaper as well as information posted on the City's website.

Broadway Circle

RFP was published on 8/22/24. Q/A session will be held at 10:30am on Thursday September 12, 2024 in Council chambers.

Construction continues on Buildings B and C.

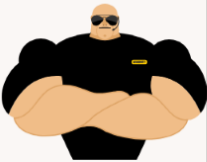
A tour was done with two new council members to show them the progress of Broadway Circle. In addition, council members toured Milton Young Towers along with the Center for Technical Excellence.

A public forum was held for potential residents who may be displaced by the Maple Diversion. Ackerman Estvold and Huston Engineering were present along with CDM Smith to provide a brief overview of relocation benefits. Some residents were concerned regarding the difference in interest rates. There is a worksheet that will calculate the difference between the current mortgage and a new one.

**Minot Public Library Director,
Zhaina Moya**

MINOT PUBLIC LIBRARY

Director's Report

	Building & Grounds Moya continues to meet with the City Attorney's office and the City Manager to discuss remaining issues with the Children's Library Remodel Project
	Personnel The children's library has welcomed Kristina Payne back as a part-time library assistant
	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: 8/16- Virtual Q&A 8/19- Regular City Council Meeting 8/22- Department Information Meeting 8/27- Department Head Meeting 9/3- 1 on 1 with City Manager 9/3- Regular City Council Meeting 9/10- Department Head Meeting 9/12- 1 on 1 with New Library Board President
	Behavior Concerns 9/5— Before the library opened, a male adult patron, unable to wait, relieved himself on the sidewalk outside the building. A few parents with children witnessed this. The patron approached library supervisory staff at opening to explain the situation. Maintenance promptly cleaned the area. After being informed of the incident, Moya contacted the City Attorney's office for guidance on whether the library needed to report it to the police. It was confirmed that the library could file a report and ban the patron if desired. Moya chose not to report the incident, as it was an isolated case due to urgency, not an intentional act of vandalism or indecent exposure.

**Public Works
Utilities Director, Jason Sorenson**

PUBLIC WORKS ADMIN:

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:

****Biota staff hiring is a struggle.**

Statistics as of September 11th.

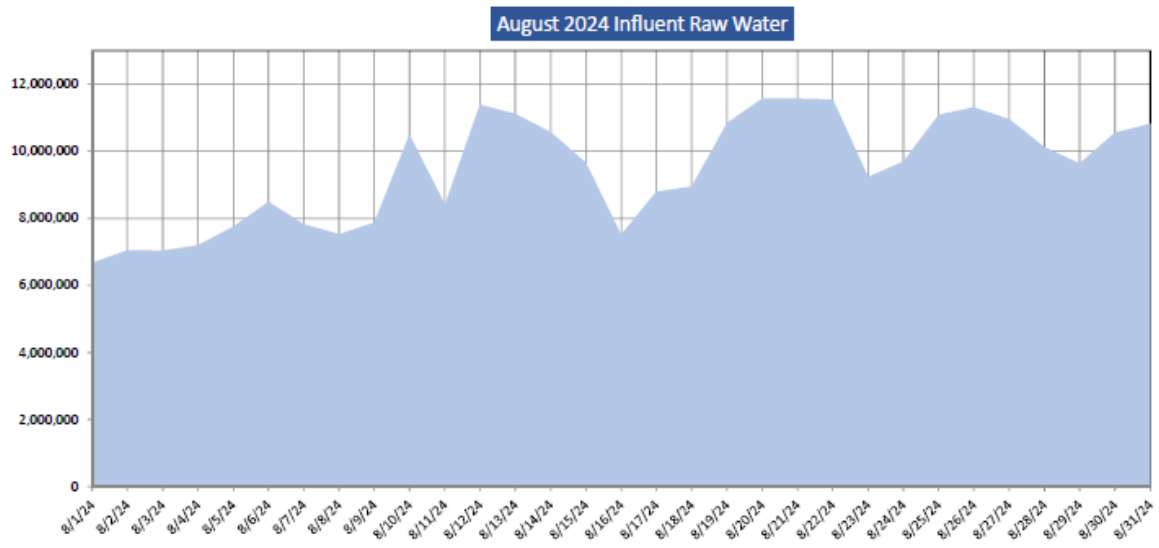
- Instrumentation Technician, 1-position
 - 5 applicants attended the panel interviews
 - Promoted internal applicant—James Walker
- Water Plant Operator I, 9-positions
 - 27 applications
 - 7 applicants tested
 - 6 of the 7 told the interview board that they could not accept the position at the starting wage, Grade 48 Step 1, \$19.95 per hour.
 - Water Plant Superintendent is scheduling 2nd round interviews with the 7 applicants.
- Water Plant Lead Operator, 3-positions
 - 12 applications
 - 5 applicants tested
 - Panel interviews scheduled for Thursday September 12
 - 2nd round interviews pending
- Water Plant Foreman, 1-position
 - 6 applications
 - 6 applicants tested
 - Panel interviews pending
 - 2nd round interviews pending

Due to hiring Minot Water Plant Employee as Instrument Tech. The Water Plant is now short one person on its staff of operators. Suspect to lose more Minot staff thru promotion/application to the staffing of Biota Plant.

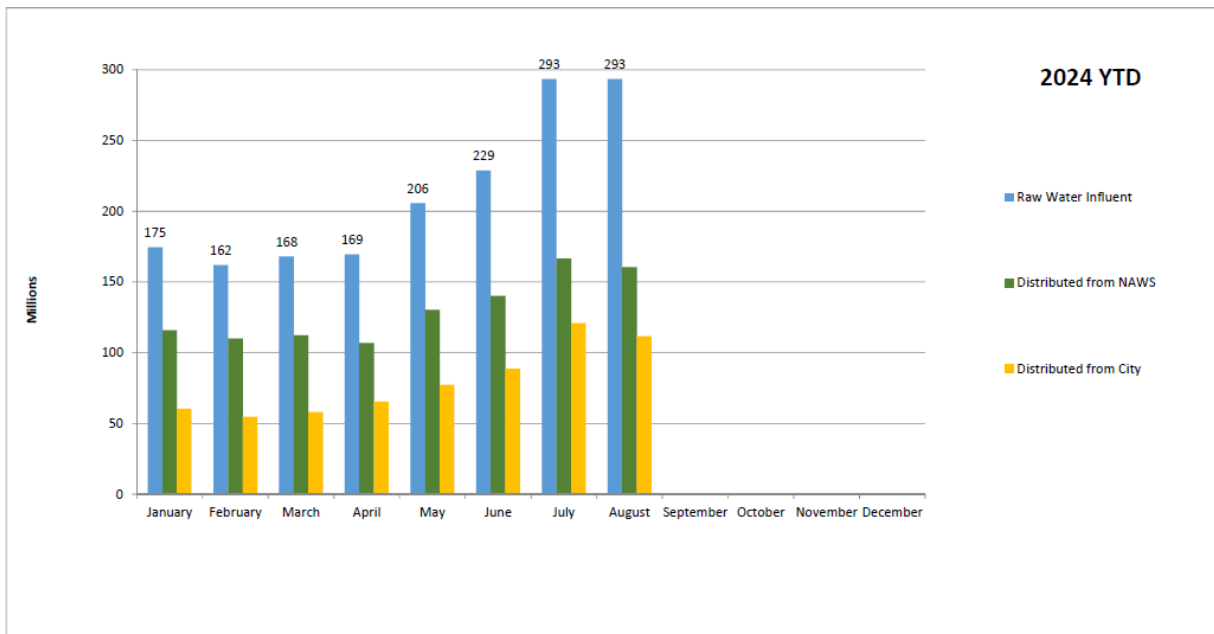
****Carbon Dioxide shortage ongoing since Monday August 26th when DGC had to shut down for unexpected repairs. So far, CO2 at the water plant has been down to 24 hrs. of product on hand. We received 2 truckloads and are now getting very low once again. No information as to when the supply will be back to normal.**

****Many repairs have been made to buried electrical wiring due to concrete settling. The repairs were made above ground and equipment failures have reduced significantly.**

Monthly Water Report For August 2024			
River Water Treated		0	gallons
Well Water Treated		293,262,000	gallons
Recycle Water		8,735,000	gallons
Facility Water		7,504,000	gallons
Total Water Treated		309,501,000	gallons
Pumped to City		111,892,000	gallons
Pumped to NAWS		160,399,000	gallons
Pumped Total		272,291,000	gallons
AMMONIUM SULFATE		8,038	pounds
CARBON DIOXIDE		125,343	pounds
CHLORINE		28,698	pounds
COAGULANT		15,192	gallons
FLOURIDE		5,468	gallons
LIME RECEIVED		1,178,554	pounds
PHOSPHATE		7,668	pounds
Waste Sludge		227	loads
		2738.60	tons
Bacteria Samples Taken		50	total
Finish Water Turbidty		0.090	NTU
WELL FIELD INFORMATION			
WELL #	Hours Run	Gallons per Minute	Gallons Pumped
5	743.1	965	43,025,000
6	743.1	535	23,854,000
8	744.0	314	14,017,000
11	364.0	295	6,443,000
12A&12B	691.5	184	7,634,000
13	0.0		0
14	426.0	840	21,470,000
15	0.0		0
16	563.8	264	8,930,000
A	744.0	387	17,276,000
B	744.0	387	17,276,000
C	744.0	1632	72,852,000
D	356.6	1545	33,057,000
E	356.1	452	9,657,000
F	1.0	1861	112,000
			275,603,000



Minot Water Plant
2024 Water Use



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	25	27					181
Service Calls	6,750	597	694	658	844	608	574	652	507					5,134
Inspections	150					22								22
After hours Calls (Foremen)		30	7	17	12	14	10	5	11					106
Lab Tests	6,500	101	100	125	400	501	700	770	800					3,497
Meters														
Install New Meters	100	6	9	5	6	16	12	12	15					81
Meter Changes	100	28	16	36	14	13	17	21	5					150
Delinquent Water Accounts		206	99	173	189	94	75	140	80					1,056
MXU Installations	100	17	13	8	14	19	10	15	16					112
Locates: water/sewer/storm	4,000	111	74	107	900	501	801	940	971					4,405
Hydrants														
Hydrant Inspections	1,150	0	0	0	0	120	78	222	185					605
Flow Hydrants(for sewer lines)		50	78	87	88	76	105	88	70					642
Install Hydrants	15	0	0	0	0	0	1	1	2					4
Hydrant Repair	180	4	2	3	6	4	3	6	6					34
Hydrant Flow Testing		0	0	0	1	3	1	1	1					7
Hydrant Meter Set		0	0	0	17	7	0	8	4					36
Hydrants Painted		0	0	0	0	15	25	0	0					40
Water														
Curb Stop Maintenance	40	5	5	6	10	5	10	12	12					65
Curb Box (riser repair)	100	4	6	8	123	10	18	22	18					209
GV exercising/inspections	2,000	0	10	65	45	48	41	23	35					267
Gate Valve Maintenance	24	0	1	0	3	3	2	3	4					16
Gate Valve (riser repair)	50	0	1	6	8	7	5	4	5					36
Gate Valves ON/OFF		10	23	19	46	16	41	47	72					274
Repair Water Main Breaks	40	3	2	2	1	0	3	3	2					16
Service Taps		0	0	0	0	2	2	1	0					5
Service Leaks		1	0	3	3	1	0	1	0					9
Hydrastopping	1	0	0	0	0	0	0	0	0					0
Haul Clay/dirt/gravel/snow	Days	0	0	6	5	2	1	2	0					16
PRV Maintenance	5	0	0	0	0	0	0	0	0					0
Install Insta-Valve	1	0	0	0	0	0	0	0	0					0
Sewer														
Televising (feet)	60,500	200	100	150	1,668	300	435	3,225	4,829					10,907
Clean Sanitary Sewer (feet)	140,000	4,367	4,990	4,457	5,959	5,856	17,550	12,598	11,843					67,620
Check/Flush Manholes	5,000	236	424	557	582	705	596	653	457					4,210
Inspect Sewer Lift Stations	2,080	612	609	617	615	620	622	620	620					4,935
Sewer Calls		5	2	0	2	5	3	4	5					26
Manhole Repair	50	3	1	0	1	1	2	1	1					10
Repair Sewers (feet)	30	0	0	0	0	0	0	0	0					0
Mowing/Snow Removal Hours	6,000	8	10	8	0	87	172	180	189					654

Landfill/Sanitation/Recycling:

Cleanup week is scheduled for September 30th through October 4th.

As a reminder, we will not be hosting an HHW/E-Waste collection event at Public Works during Fall Cleanup Week. These items, along with everything else, will be free of charge to drop off for the week with a City of Minot utility bill.

We have gotten the approval from the NDDEQ to begin placing waste in the MSW Cell 7.

Landfill staff has been busy working on the final closure of MSW Cell 4, and assisting with various vehicle maintenance projects on the Automated Side Load garbage trucks.

We have been diligently working on getting the Waste and Recycling reminders functioning with the new vendor we have selected. Tests appear to be going well, this should hopefully be going live to the public in the near future.

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

Single Stream Recycling – 89.65 Tons

MSW – 7,212.07 Tons

MSW City Collection – 1,168.78 Tons

Inert – 2,093.86 Tons

Lime – 2,738.60 Tons

Trees – 659.34 Tons

Trees Given Away for Firewood – 8.12 Tons

Recycled oil for use in Asphalt Plants – 1,000 Gallons

Total number of landfill tickets generated – 6,204 Tickets

August gate collections were \$375,908.45 compared to \$435,228.76 in 2023.

Year to date gate collections at the landfill is \$2,596,121.36 compared to \$2,667,351.95 from last year at this time.

There was a total of 70 roll-off tanks hauled from the ten compost sites.

MINOT MUNICIPAL COURT
MONTHLY REPORT COMPARISONS FOR June 2023/2024
AMENDED: 09/04/2024

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

	<u>JUNE 2023</u>	<u>JUNE 2024</u>
<u>MUNICIPAL COURT CASES</u>		
Filed	476	404
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)

MINOT MUNICIPAL COURT
MONTHLY REPORT COMPARISONS FOR AUGUST 2023/2024

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

	<u>AUGUST 2023</u>	<u>AUGUST 2024</u>
<u>MUNICIPAL COURT CASES</u>		
Filed	519	318
Disposed	609	381
<u>PARKING TICKETS</u>		
Written	74	139
Paid	99	87
<u>REVENUE</u>		
Fines & Forfeitures Cash	\$ 31,504.67	\$ 28,041.42
Suspended for Jail or CS	\$ 0.00	\$ 0.00
Waived	\$ 18,018.98	\$ 4,270.00
District Court Transfers	\$ 0.00	\$ 0.00
Parking Tickets	\$ 2,140.00	\$ 1,740.00
Copy Fund	\$ 0.00	\$ 0.00
From Posted Bond	\$ 17,747.43	\$ 9,407.22
Accounts Receivable Balance	\$ 703,024.76	\$ 728,006.75**

Rec. Balance Last Month: \$723,559.01 (An increase of \$4,447.74)

<u>COLLECTION AGENCY</u>		
Turned Over for Collection	\$ 4,513.60	\$ 675.00
Collected	\$ 1,320.00	\$ 1,800.00
Uncollectable	\$ 6,957.59	\$ 1,674.00

<u>Admin. Fee to Domestic Violence Fund</u>		
Paid	\$ 1,152.63	\$ 1,161.21

**Reflects total fees receivables less 80% of total restitution, which is not owed to the City of Minot (80% = \$206,564.01)

On September 4, 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 05:20 PM.

1. ROLL CALL

Meeting called to order at 5:40pm

Members Present: Tim Baumann, Erin Iverson, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Logan Longtin

Members Absent: Elisha Gates, Robert Kibler, Kayla Johnson

City Staff Present: Brian Billingsley, Doug Diedrichsen, Dan Falconer, Hannah Hornberger, Corbin Dickerson, Lance Meyer, Emily Huettl, Stephen Joersz, John Van Dyke

Others Present: John Coughlin, Jim Myers, Kordy Seward

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS AND DECORUM

3.1. INTRODUCTIONS AND DECORUM HANDOUT

Chairman Offerdahl welcomed the new Planning Commissioner, Darrik Trudell.

4. PLANNING COMMISSION

4.1. APPROVAL OF AUGUST 2024 REGULAR MEETING MINUTES

The motion to Approve August 2024 Planning Commission Meeting Minutes was initiated by Planning Commission Representative Pontenila seconded by Planning Commission Representative Mennem and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Logan Longtin, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell; nays: None.

5. PUBLIC HEARING

5.1. CASE #2024-07-02 - MINOT FIRST ADDITION - ZONE CHANGE

Public hearing request by Eric Thoemke representing Orlan & Mary Rovig, owner for a request of a zoning map amendment rezoning the property from "M1" Light Industrial District to "CBD" Central Business District. The legal description for the property is Lots 2, 3, 4, 5, 6, 8, 9, 10 and 11 of Block 30 Minot First Addition to the City of Minot, Ward County, North Dakota. The subject property address is 18 3rd St. SE

Mr. Diedrichsen discussed the staff report.

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 recommendation & finding of fact was initiated by Planning Commission Representative Baumann seconded by Planning Commission Representative Iverson and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Logan Longtin, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell; nays: None.

5.2. CASE #2024-07-03 - LIVINGSTON'S 7TH ADDITION - CUP

Public hearing request by John Coughlin, representing Meadowlark Holdings, LLC, owner for a request of a conditional use permit for a Truck Stop on a property zoned "C2" General Commercial District. The legal description for the property is Block 2 Livingston's 7th Addition to the City of Minot, North Dakota. The subject property is unaddressed.

Mr. Diedrichsen discussed the staff report.

Commissioners and city staff have a discussion.

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

John Coughlin & Jim Myers - applicants - discussed their proposal.

Korby Seward - District Engineer NDDOT - in agreement with the staff's decision, this intersection is on the dangerous Urban intersections list for the State of North Dakota. NDDOT is against adding a dedicated turn lane off 13th. They would be open to a turn lane onto 21st.

Lance Meyer - City Engineer - discussed the safety concerns and keeping access points limited.

Commissioners had questions for city staff.

Stephen Joersz - Traffic Engineer - discussed the reasoning behind not allowing access off 13th.

John Van Dyke - MPO, previous Principal Planner - touched based on the previous CUP that was obtained on this project.

Chairman Offerdahl closed the public hearing.

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

5.3. CASE #2024-07-04 - CITY OF MINOT - PRELIM PLAT

Public hearing request by Lance Meyer, City Engineer representing the CRE-Provender Partners, LLC. owner for a request of a preliminary plat on a

property zoned "M1" Light Industrial. The legal description for the property is Outlot 38 less Lot A and Outlot 42, Section 26, Township 155 North, Range 83 West, Ward County, North Dakota.

The subject property address is 1625 Burdick EXPY W.

Mr. Diedrichsen discussed staff report.

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 Approval based on staff recommendation & findings of fact was initiated by Planning Commission Representative Pontenila seconded by Planning Commission Representative Mennem and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Logan Longtin, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell; nays: None.

6. MISCELLANEOUS AND DISCUSSION ITEMS

Commissioner Baumann questioned when text amendments will be shown.

Mr. Diedrichsen informed the Planning Commission that the October 2024 meeting will include the fall cleanup text amendments.

7. ADJOURNMENT

With no further business, Chairman Offerdahl adjourned the meeting at 7:53 pm.



TO: Mayor Ross
Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: September 16, 2024

SUBJECT: PUBLIC HEARING - ZONING MAP AMENDMENT - MINOT FIRST ADDITION

I. RECOMMENDED ACTION

It is recommended City Council approve a zoning map amendment on first reading in alignment with the Planning Commission recommendation.

II. DEPARTMENT CONTACT PERSONS

Doug Diedrichsen, Principal Planner, 701-857-4022

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

III. DESCRIPTION

Public hearing request by Eric Thoemke representing Orlan & Mary Rovig, owner for a request of a zoning map amendment rezoning the property from "M1" Light Industrial District to "CBD" Central Business District. The legal description for the property is Lots 2, 3, 4, 5, 6, 8, 9, 10 and 11 of Block 30 Minot First Addition to the City of Minot, Ward County, North Dakota.

The subject property address is 18 3rd St. SE

IV. IMPACT

A. Aspirations

N/A

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 2, 3, 4, 5, 6, 8, 9, 10 AND 11 OF BLOCK 30 OF
MINOT FIRST ADDITION FROM “M1” LIGHT INDUSTRIAL DISTRICT TO “CBD”
CENTRAL BUSINESS DISTRICT.**

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

Section 1. That the property described below is hereby zoned **“CBD” Central Business District**:

LOTS 2, 3, 4, 5, 6, 8, 9, 10 and 11, Block 30, Minot First Addition

Section 2. The **“CBD” Central Business 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: Doug Diedrichsen, Principal Planner

DATE: September 16, 2024

SUBJECT: 2024-07-04 16TH STREET ADDITION - PRELIMINARY PLAT

I. RECOMMENDED ACTION

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

II. DEPARTMENT CONTACT PERSONS

Doug Diedrichsen, Principal Planner, 701-857-4022

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

III. DESCRIPTION

A. Background

N/A

B. Proposed Project

N/A

C. Recommendation Detail

Consider Approval of a major subdivision preliminary plat to subdivide the property into two (2) lots. The legal description for the property is Outlot 38 less Lot A and Outlot 42, Section 26, Township 155 North, Range 83 West, Ward County, North Dakota.

The subject property address is 1625 Burdick EXPY W.

IV. IMPACT

A. Aspirations

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

N/A

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

NW SEC
26-155-83
BRASS CAP
(P.O.C.)

NQ COR
26-155-83
1/2" PIPE

SECTION LINE
11TH AVENUE SW

1079.66 FT

S 89°12'48" E 2632.24 FT

S 89°12'48" E 196.97 FT

S 0°47'12" W 33.00 FT

P.O.B.

N 37°16'44" W
301.03 FT

N 52°43'56" E 831.83 FT

N 0°35'33" E
142.98 FT

S 0°35'33" W 794.95 FT

10FT WIDE UTILITY EASEMENT

SIXTEENTH LINE

16TH STREET SW

SOUTHWEST
KNOLLS
ADDITION

SOUTHWEST
KNOLLS
3RD
ADDITION

REMAINDER OF OUTLOT 42
LYING EAST OF 16TH STREET SW
(ALL DEDICATED AS ROAD RIGHT
OF WAY BY THIS PLAT)



SCALE:
1" = 50'

LOT 1
(6.61 ACRES)

1

N:447551.11
E:1769620.56

414.03 FT

N 52°43'16" E
619.23 FT

10.00 FT

N:447257.26
E:1770471.15

LOT 2
(8.78 ACRES)

N 37°24'13" W 989.11 FT

533.18 FT

DEDICATED
ROAD RIGHT
OF WAY

33.00 FT

N 89°14'35" W
131.83 FT

LEGEND



EXISTING MONUMENT



SET 24" #5 REBAR WITH ORANGE
PLASTIC CAP STAMPED LS-27331

NOTES

ALL DISTANCES SHOWN ARE GROUND DISTANCES.

BASIS OF BEARING IS NAD83(2011), NORTH DAKOTA
NORTH ZONE 3301, GEOID 18, US FEET, SCALE FACTOR
OF 1.0001470216.

PLAT IS SUBJECT TO ANY PRIOR EASEMENTS OR
CONVEYANCES OF RECORD.

BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS
PLATS DUE TO DIFFERENT METHODS OF
MEASUREMENT.

ALL COORDINATES SHOWN ON PLAT ARE STATE PLANE,
NORTH DAKOTA NORTH, US FEET, GRID POSITIONS.

ACREAGE BREAKDOWN

LOT 1, BLOCK 1	287,907.81 SQUARE FEET	6.61 ACRES
LOT 2, BLOCK 1	382,571.90 SQUARE FEET	8.78 ACRES

TOTALS	670,479.71 SQUARE FEET	15.39 ACRES
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16TH STREET ADDITION

BEING A PORTION OF OUTLOT 42 OF THE NORTHWEST QUARTER OF THE
NORTHWEST QUARTER, SECTION 26, TOWNSHIP 155 NORTH, RANGE 83 WEST OF
THE FIFTH PRINCIPAL MERIDIAN, WARD COUNTY, NORTH DAKOTA

LEGAL DESCRIPTION

A TRACT OF LAND BEING A PORTION OF OUTLOT 42 OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER, SECTION 26, TOWNSHIP 155 NORTH, RANGE 83 WEST OF THE FIFTH PRINCIPAL MERIDIAN, WARD COUNTY, NORTH DAKOTA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 26, SAID POINT BEING A BLM BRASS CAP; THENCE S89°12'48E, ON THE NORTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 26, A DISTANCE OF 1079.66 FEET; THENCE S00°47'12"W, BEING PERPENDICULAR TO THE NORTH LINE OF SAID SECTION 26, A DISTANCE OF 33.00 FEET, TO THE POINT OF BEGINNING, SAID POINT ALSO BEING A NORTHERLY CORNER OF SAID OUTLOT 42; THENCE S89°12'48E, ON THE NORTH LINE OF SAID OUTLOT 42, A DISTANCE OF 196.97 FEET; THENCE S00°35'33"W, A DISTANCE OF 794.95 FEET; THENCE ALONG A TANGENT CURVE TO THE RIGHT, SAID CURVE HAS A RADIUS OF 914.93 FEET, A DELTA ANGLE OF 17°49'47", AND AN ARC LENGTH OF 284.71 FEET; THENCE S18°25'20"W, A DISTANCE OF 225.45 FEET; THENCE N89°14'35", A DISTANCE OF 131.83 FEET; THENCE N37°24'13"W, A DISTANCE OF 989.11 FEET; THENCE N52°43'56"E, A DISTANCE OF 831.83 FEET, TO THE POINT OF BEGINNING.

SAID TRACT CONTAINS 670,479.71 SQUARE FEET, 4.94 ACRES, MORE OR LESS AND SUBJECT TO ALL PRIOR EASEMENTS AND CONVEYANCES OF RECORD.

SURVEYOR'S CERTIFICATE

I, BRETT ZELTINGER, ND PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I MADE THE WITHIN
AND FOREGOING PLAT AND DESCRIPTION OF LAND AS HEREIN DESCRIBED, AND THAT THE LOTS,
DISTANCES, AREA AND LOCATION, AS INDICATED ON SAID PLAT AND CONTAINED IN SAID DESCRIPTION,
ARE TRUE AND CORRECT, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

BRETT ZELTINGER LS-27331 N.D. PROFESSIONAL LAND SURVEYOR

8/8/2024

SURVEY DATE

STATE OF NORTH DAKOTA)

ss.

COUNTY OF BURLEIGH)

BE IT KNOWN THAT ON THIS _____ DAY OF _____, 20____ A.D. BEFORE ME PERSONALLY
APPEARED **BRETT ZELTINGER**, AND ACKNOWLEDGED THE EXECUTION AND SIGNING OF THE ABOVE.

NOTARY OF PUBLIC

OWNER'S CERTIFICATE

I, THE UNDERSIGNED, BEING THE SOLE OWNER OF THE LAND PLATTED HEREIN, DO HEREBY VOLUNTARILY CONSENT TO THE
EXECUTION OF SAID PLAT, AND DO DEDICATE THE AREAS DESIGNATED AS DEDICATED ROAD RIGHT OF WAY, ALLEYS, PARKS,
AND PUBLIC GROUNDS AS SHOWN HEREON, INCLUDING ALL SEWERS, CULVERTS, BRIDGES, WATER DISTRIBUTION LINES AND
SIDEWALK GROUNDS WHETHER SUCH IMPROVEMENTS ARE SHOWN OR NOT, TO THE PUBLIC USE FOREVER.

I FURTHERMORE DEDICATE ALL THE REMAINDER OF OUTLOT 42 LYING EAST OF 16TH STREET SOUTHWEST, SHOWN ON THE PLAT
AS A HATCHED AREA, TO THE PUBLIC USE FOREVER.

I ALSO HEREBY DEDICATE EASEMENTS TO RUN WITH THE LAND FOR WATER, SEWER, GAS, ELECTRIC, TELEPHONE, OR OTHER
PUBLIC UTILITY LINES OR SERVICES UNDER, ON, OR OVER THOSE CERTAIN STRIPS OF LAND DESIGNATED HEREON AS "UTILITY
EASEMENTS", WHETHER SHOWN OR EXISTING.

CRE-PROVENDER MINOT LLC

DATE

STATE OF NORTH DAKOTA)

ss.

COUNTY OF _____)

BE IT KNOWN THAT ON THIS _____ DAY OF _____, 20____ A.D. BEFORE ME PERSONALLY
APPEARED _____, AND ACKNOWLEDGED THE EXECUTION AND SIGNING OF THE ABOVE.

NOTARY OF PUBLIC

APPROVAL

I HEREBY THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED BY
THE MINOT PLANNING COMMISSION AND THE MINOT CITY COUNCIL.

CITY OF MINOT ENGINEER

DATE

REVIEW ONLY

Apex
Engineering Group



TO: Mayor Ross
Members of the City Council

FROM: Brian Billingsley, Community Development Director

DATE: September 16, 2024

**SUBJECT: PUBLIC HEARING: RENAISSANCE ZONE CASE # M-107:
CONDITIONAL APPROVAL FOR 11 E. CENTRAL AVENUE**

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

III. DESCRIPTION

A. Background

Aaron Bofenkamp and Miranda Nichols, property owners, are requesting conditional approval of a commercial rehabilitation project for a property located at 11 E Central Avenue. They are requesting a 5-year property tax abatement.

B. Proposed Project

The project encompasses a resurfacing of the roof, installation of HVAC to bring forced air to all tenants, and reframing of all bathrooms to bring them into compliance with ADA requirements.

C. Recommendation Detail

The Renaissance Zone Review Board and staff is recommending approval of this application because it meets all the minimum requirements for a 5-year property tax abatement.

IV. IMPACT

A. Aspirations

Dynamic and Prosperous - The Renaissance Zone program offers assistance to property owners to bring dilapidated properties up to modern standards.

B. Service/Delivery Impact:

The 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 this project is completed, this building will provide space for new businesses and residential living units.

C. Fiscal Impact

Project Costs

The City Assessor lists the current assessed value at \$381,000. In order to qualify for the 5-year benefit, the applicant must spend at least \$190,500 on qualified improvements. The applicants will be spending \$225,000 on renovations.

Project Funding

N/A

VI. ALTERNATIVES

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

Economic Development Division

Renaissance Zone Application

APPLICANT INFORMATION

Aaron Bofenkamp	Miranda Nichols	LLC
[REDACTED]	Business Minot	Type of Entity 58701
Address	City	State
[REDACTED]	[REDACTED]	Zip
Phone	Email	
[REDACTED]	[REDACTED]	
Social Security Number	Federal Tax ID Number	

PROJECT LOCATION

Union Annex	
Legal Description 11 E Central Ave	Renaissance Zone Block Minot
Address	City
Office Rental Space	
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

New roof, HVAC, ADA bathrooms

SQUARE FOOTAGE CALCULATIONS:

21&22	3000	3000	3000	3000
Lot	Building (Total)	Basement	1 st Floor	2 nd Floor
3 rd Floor	4 th Floor	5 th Floor	6 th Floor	7 th Floor
Date of Acquisition: May, 2023		Current True and Full Value: 381,000		

Date: May, 2024

Work to Be Done:	Estimated Costs:
Resurface the roof	50,000
Install HVAC to bring forced air to all tenants	90,000
Minor demo and reframing to bring bathrooms to ADA compliance	85,000

Total Estimated Cost	\$ 225,000
Current True and Full Value	\$ 381,000
Estimated Value After Improvements	\$ 750,000

Estimated Start Date: **Fall of 2024**

Estimated Completion Date: **Spring of 2025**

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	\$	11,550 minimum
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 \$ **18.75**

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.

Aaron Bofenkamp

08/08/2024

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:

Forced Air Heating & AC

PO Box 561
Minot, ND 58702

Estimate

Date	Estimate #
6/10/2024	781

Name / Address
Aaron and Miranda Bofenkamp Downtown project

			Project
Description	Qty	Rate	Total
top 2 levels 80000 btu furnace (used as air handler for ac, may be gas piped and vented in future if boiler fails)		0.00	0.00
4 ton ac		0.00	0.00
1600 cfm to do rooms and some in hallways, ducts thru top of doors,		0.00	0.00
total top 2 levels-2 units		39,995.00	39,995.00
main floor will need 3 60 000 btu furnaces		0.00	0.00
3-2.5 ton acs		0.00	0.00
1000 cfm for ea areax3 =3000 cfm total		0.00	0.00
main level-3 units		44,895.00	44,895.00
no electrical in price		0.00	0.00
will need access to atriem thru window for ac location (maybe make access for service and install thru 1 window)		0.00	0.00
as of now the boiler will be re-used, no gas piping or venting of furnaces at this time		0.00	0.00
if we use air handlers instead of furnaces you will save about 1 thousand dollars total on project		0.00	0.00
		Total	\$84,890.00



Jessen Roofing, Inc.

Aaron Bofenkamp
11 E Central Ave, Minot, ND, USA

✉ kampcollectiveri@gmail.com

ESTIMATE	#5600-2
ESTIMATE DATE	Jul 27, 2023
TOTAL	\$12,500.00

CONTACT US

P.O. Box 2279
Minot, ND 58702

☎ (701) 838-2687
✉ jessenroofing@yahoo.com

ESTIMATE

Services	amount
Roof in Parapet Walls	\$12,500.00
1. Set up and secure work site	
2. Remove loose gravel from bottom of parapet walls	
3. Repair base flashings on parapet walls	
4. Install new 60 mil EPDM	
5. Install new termination bar as required	
6. Install new EPDM flashings as required	
7. Install lap sealant as required	
8. Materials and labor installed complete \$12,500.00	
9. Materials and labor supplied by Jessen Roofing, Inc. is guaranteed for five (5) years	
Alternate: Repair and maintenance parapet walls overall	
1. Install roofing compound and fabric as required	
2. Materials and labor installed complete \$4,500.00	
Subtotal	\$12,500.00
Total	\$12,500.00

*Upon approval of this estimate, please sign and return one copy. This proposal price is good for 30 days. Does not

include asbestos work. We will not be responsible for loss or damage caused by fire, theft, testing, or any other causes beyond our control. *Tear offs to existing insulation unless specified above. Conduit run to roof deck which necessitates cutting insulation will be an extra charge. Mechanical & electrical work not included unless specified above *No guarantees expressed or implied unless noted above. TERMS - NET CASH UPON COMPLETION (1.75% service charge after 30 days). If for any reason this goes to collection, you will be responsible for all attorney's fees.

AUTHORIZED BY _____ DATED: _____



Jessen Roofing, Inc.

Aaron Bofenkamp
11 E Central Ave, Minot, ND, USA

✉ kampcollectiveri@gmail.com

ESTIMATE	#5600-1
ESTIMATE DATE	Jul 27, 2023
TOTAL	\$55,500.00

CONTACT US

P.O. Box 2279
Minot, ND 58702

☎ (701) 838-2687
✉ jessenroofing@yahoo.com

ESTIMATE

Services	amount
Reroof	\$55,500.00
1. Set up and secure work site	
2. Remove the loose gravel	
3. Tear off and remove the old roofing and related debris	
4. Replace any damaged decking at replacement cost	
5. Replace wet or damaged insulation at replacement cost (2.25 per BF)	
6. Install one layer of overlayment insulation board	
7. Install a new GenFlex Fully Adhered rubber roof system complete	
8. Rework internal roof drains	
9. Seal around all vents, pipes and flashings	
10. Install new EPDM flashings as required	
11. Install new pipe boot flashings	
12. Install new prefinished baked enamel metal edge flashings	
13. Materials and labor installed complete \$55,500.00	
14. Materials and labor supplied by Jessen Roofing, Inc. are guaranteed for five (5) years	
*Required carpentry to be done on a material and labor basis	

Total **\$55,500.00**

*Upon approval of this estimate, please sign and return one copy. This proposal price is good for 30 days. Does not include asbestos work. We will not be responsible for loss or damage caused by fire, theft, testing, or any other causes

beyond our control. *Tear offs to existing insulation unless specified above. Conduit run to roof deck which necessitates cutting insulation will be an extra charge. Mechanical & electrical work not included unless specified above *No guarantees expressed or implied unless noted above. TERMS - NET CASH UPON COMPLETION (1.75% service charge after 30 days). If for any reason this goes to collection, you will be responsible for all attorney's fees.

AUTHORIZED BY _____ DATED: _____

ROLAC

CONTRACTING, INC.

June 20, 2024

Project Budget for Building at 7 E. Central Ave.

Kamp Collective
14 West Central Ave
Minot, ND 58701

Subject: Kamp Collective
7 East Central Ave
Minot, ND 58701

Dear Mrs. Bofenkamp,

As requested, Rolac has prepared a project budget to provide General Contracting services and perform minor remodel and updates to the interior space. The budget for this project is \$80,892.00. This includes minor demolition and reframing of interior bathrooms to update them to current ADA requirements.

In addition to the Rolac budget provided above, attached within is the budget from Minot Plumbing and Heating to include updating plumbing and HVAC as discussed during the walk-thru.

Rolac's budget does not include any updates to the existing fire suppression system, roofing, exterior façade, HVAC, plumbing, or electrical within the building. Rolac would be happy to provide further project budgets and estimates upon the client providing architectural drawings with full scopes provided in the construction documents.

If you have any questions and/or concerns, please contact this office.

Sincerely,



Nathan Lillemon
ROLAC Contracting, Inc.

Attachments: Minot Plumbing and Heating Budget

Cc: Jason Sanders – Rolac

DATE: August 19, 2024

TO: City of Minot Renaissance Zone Review Board

FROM: Ryan Kamrowski, City Assessor

REFERENCE: Renaissance Zone Prospective Project located at 11 E. Central Ave.

I have been asked to provide some property tax information on the current and estimated future assessment of a building at 11 E. Central Ave. The 2024 True and Full assessment is \$381,000. The building assessment portion is \$360,000 and the estimated taxes on the building amount for 2024 are \$6,500.

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 \$480,000. The estimated taxes on this amount for the building would be about \$8,000 per year. If the renaissance application were approved, approximately \$40,000 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.

On September 3, 2024, a Regular City Council Meeting of the Minot City Council was held in the City Council Chambers, City Hall (10 3rd Ave SW). President Jantzer called to order the Regular City Council meeting at 5:30 pm.

ROLL CALL

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

Members Absent: None

PLEDGE OF ALLEGIANCE

President Jantzer led the City Council in the Pledge of Allegiance.

MAYOR'S REPORT

The Mayor's Report was withdrawn from the agenda. Mayor Ross will provide a Mayor's Report at the September 16, 2024 meeting.

REPORTS

CITY MANAGER'S REPORT

Harold Stewart submitted a written report to the City Council.

CITY ATTORNEY'S REPORT

Stefanie Stalheim submitted a written report to the City Council.

CONSENT ITEMS

The motion to approve consent items 5.1-5.7, 5.9-5.11 and 5.13 was initiated by City Council Member Blessum, seconded by City Council Member Pitner 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.

CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the August 19, 2024, Regular City Council meeting and the August 26, 2024, Special City Council meeting.

ORDINANCES - approve the following ordinances on second reading:

1. Ordinance No 5992 - 2024 BA - Westfield & University Watermain Replacement Projects (4816&4817)
2. Ordinance No 5993 - Traffic Restrictions for Transit Center Relocation
3. Ordinance No 5994 - 2024 BA - NW Minot Water Replacement
4. Ordinance No 5995 - 2024 BA - Burdick Expy Viaduct Rehab 4563
5. Ordinance No 5857 - Forest Acres 2nd Addition Zoning Map Amendment
6. Ordinance No 5858 - Zoning Map Amendment - Napa Valley 20th Addition

ADMINISTRATIVE APPROVALS - ratify the following administratively approved requests:

1. Special Event Permit for Dakota Sun Wines (955 73rd Ave NE Carrington, ND).
2. Five Special Event Permits for the Blue Rider (118 1st Ave SE).
3. Three Special Event Permits for Sports on Tap (220 S Broadway).
4. Special Event Permit for Bones BBQ (437 N Broadway).
5. Three Special Event Permits for Pointe of View Winery (8413 19th Ave NW Burlington, ND).
6. Three Special Event Permits for Army's 2.0 (12 3rd St SE).
7. Special Event Permit for Saul's (105 1st St SE Basement).
8. Two Special Event Permits for Off the Vine (15 Main St S.).
9. Northern Infidels MC Club to conduct a raffle on August 31, 2024 at NIMC Clubhouse (305 4th Ave NW).
10. Sons of Norway Thor Lodge 4-067 to conduct a raffle December 16, 2024 at Sons of Norway Lodge (1020 S Broadway).
11. Power of 1 to conduct a raffle on August 30, 2024 at MSU Dome (500 University Ave W).

12. Minot Social Club for Exceptional Persons, 2nd Story to conduct a raffle on September 20, 2024 at The Spot (6 2nd St NE).
13. Friends of the Minot Public Library to conduct a raffle on November 16, 2024 at Minot Public Library (516 2nd Ave SW).
14. Minot High Volleyball Boosters to conduct a sports pool from September 9, 2024 through November 15, 2024 at Minot High School (1100 11th Ave SW).
15. Kiwanis Club of Minot to conduct a raffle on October 13, 2024 at the Moose Lodge (400 9th St SW).
16. Minot North Volleyball to conduct raffles and a sports pool from September 9, 2024 through February 9, 2025 at Minot North High School (2100 21st Ave NW).
17. Minot High Cheer Booster Club to conduct raffles and a calendar raffle from September 27, 2024 through March 16, 2025 at Minot High School (1100 11th Ave SW).

BILLS, TRANSFERS, & PAYROLL - approve the payroll for the period of July 14, 2024 through August 24, 2024 in the amount of \$3,856,756.64 and the bills and transfers for August in the amount of \$11,338,035.51.

ACKERMAN ESTVOLD	\$707.70	301713	DOMESTIC VIOLENCE CRISIS CENTER	\$1,414.83	301872
ACME TOOLS	\$17.98	301714	DR. ANTHONY TATMAN	\$175.00	301873
ADAPCO, INC.	\$49,147.40	301715	EGGERS ELECTRIC MOTOR CO	\$714.09	301874
ADP SCREENING & SELECTION SERVICES	\$387.50	301716	ELDORADO NATIONAL - CALIFORNIA	\$24.32	301875
ADVANCED BUSINESS METHODS	\$1,247.45	301717	ELECTRIC PUMP	\$5,762.32	301876
AMERICAN WELDING & GAS, INC.	\$8,261.76	301718	Brent Weber	\$118.00	301877
AQUA-PURE, INC.	\$59,085.45	301720	Brian Billingsley	\$267.26	301878
ASSOCIATION OF METROPOLITAN PLANNING ORGANIZATIONS	\$1,745.00	301719	Caisee Sandusky	\$36.00	301879
BAYCOM, INC.	\$2,340.00	301722	Dana Summers	\$118.00	301880
BECHTOLD PAVING	\$718,709.37	301723	Harold Stewart	\$159.20	301881
BERGER ENTERPRISES, LLC	\$17,034.63	301724	Jacob Filkins	\$729.00	301882
BOOKSAMILLION.COM	\$81.55	301725	Krystle Foster	\$40.54	301883
BRAVERA BANK	\$10,604.86	301726	Maria Romanick	\$181.08	301884
CAPITAL ONE	\$9.00	301727	Melissa Anderson	\$55.28	301885
CASH-WA DISTRIBUTING CO OF FARGO	\$285.30	301728	Nick Reynolds	\$43.50	301886
CENTRAL TRENCHING, INC.	\$1,045.29	301729	Robby Brown	\$118.00	301887
CITY OF MINOT	\$70.00	301794	T Kvigne	\$496.21	301888
D & J EQUIPMENT SALES & SERVICE,	\$33.99	301730	ENERBASE	\$10,308.14	301889
DAKOTA FIRE EXTINGUISHER	\$117.04	301731	FACTORY MOTOR PARTS	\$206.66	301890
DAKOTA FLUID POWER, INC.	\$551.70	301732	FARGO GLASS & PAINT COMPANY	\$140.00	301891
DIG IT UP BACKHOE SERVICE	\$268,834.65	301733	FASTENAL COMPANY	\$137.09	301893
DOMESTIC VIOLENCE CRISIS CENTER	\$3,837.01	301734	FIRE EQUIPMENT CO.	\$352.00	301894
EAPC	\$687.56	301735	FIRST DISTRICT HEALTH UNIT	\$26,500.00	301895
ECOLAB PEST ELIMINATION DIVISION	\$551.18	301736	FIRST INTERNATIONAL BANK & TRUST	\$748.00	301896
ELDORADO NATIONAL - CALIFORNIA	\$48.42	301737	FIRST WESTERN INSURANCE	\$50.00	301897
ELECTRIC SERVICE	\$285.00	301738	FLASHPARKING, INC	\$1,650.00	301898
Chad Sickles	\$942.30	301739	FLEXIBLE PIPE TOOLS & EQUIPMENT	\$2,033.05	301899
Dustin Anderson	\$15.00	301740	GALLS, LLC	\$1,770.92	301900
Jill Wheeling	\$47.20	301741	Amanda Somerville & Brenden McCloud	\$1,350.00	301901
Kimberly Kolnes	\$59.00	301742	Amanda Somerville and Brenden McCloud	\$100.00	301902
Randi Monley	\$30.02	301743	Amber Perry & Nicholas Flowers	\$1,150.00	301903
Shanlya Van Hill	\$491.69	301744	Austin Ortiz	\$20.00	301904
ENERBASE	\$26,336.35	301745	Braxton Wynton	\$50.00	301905
FACTORY MOTOR PARTS	\$871.40	301746	Brittini Madsen & Lucky Madsen Jr	\$1,019.45	301906
FARGO GLASS & PAINT COMPANY	\$1,064.00	301747	Brittini Madsen & Lucky Madsen Jr.	\$1,350.00	301907
FEDEX	\$1,106.22	301749	Casey S. Skedsvold	\$50.00	301908
FERGUSON ENTERPRISES, INC.	\$303.58	301750	Cashwise	\$13.00	301909
FIRE EQUIPMENT CO.	\$162.00	301751	Choas Games	\$6.00	301910
FIRST INTERNATIONAL BANK & TRUST	\$748.00	301752	Francine Ayon Archadia	\$900.00	301911
FLASHPARKING, INC	\$17,687.00	301753	Heidi Squyres and Thomas Crawford	\$970.20	301912
FLEXIBLE PIPE TOOLS & EQUIPMENT	\$428.45	301754	Jennifer Demshur Baker	\$50.00	301913
G & P COMMERCIAL SALES	\$79.28	301755	Jim Johnson	\$100.00	301914
GALE	\$339.90	301756	Joelon Holdings	\$15.00	301915
GALLS, LLC	\$503.08	301757	Katelynn Bowen	\$25.00	301916
Carl Davidson	\$40.00	301758	Lauvan Mackey	\$5.00	301917
Deborah Scobie	\$21.53	301759	MarketPlace Foods	\$50.00	301918
Delilah Barton	\$250.00	301760	Meadowlark Homes	\$2,000.00	301919
Gina Dickens & Danielle Titel-Dickens	\$704.00	301761	Meadowlark Homes	\$2,750.00	301920
John Cimino	\$575.00	301762	North Dakota Child Support	\$100.00	301921
Kenneth Hewitt	\$90.00	301763	North Star Community Credit Union	\$725.00	301922
Kevin Weber	\$40.00	301764	Patrick Schroeder	\$25.00	301923
Marla A Zeitz	\$10.00	301765	Rodney Neuhalphen	\$50.00	301924
Minot Housing Authority	\$446.00	301766	Russell Cantrell	\$518.82	301925
Morgan Gerst & Shannon Meana	\$1,350.00	301767	Sandi Randall, Bret Pickering, & Cari Hurley	\$1,100.00	301926
North Dakota Child Support	\$50.00	301768	Seirra Inn	\$20.00	301927
Sue Bone	\$480.00	301769	Simonsons	\$13.59	301928
Tim & Gaylene Ryan	\$309.27	301770	Teresa Hunt	\$25.00	301929
GENERAL TRADING	\$362.19	301771	Terri Ell	\$240.00	301930

GERDAU RECYCLING	\$13.61	301772	Tim & Gaylene Ryan	\$1,350.00	301931
GOETTLE LAW, PLLC	\$3,500.00	301773	Tim & Gaylene Ryan	\$309.27	301932
GRAINGER	\$521.78	301775	GENERAL TRADING	\$52.27	301933
GRANITE SPRINGS CO.	\$117.00	301776	GRAINGER	\$139.58	301935
HAWKINS, INC.	\$31,798.28	301777	GRAYMONT WESTERN US INC.	\$132,890.74	301936
HYDRO KLEAN	\$301,675.64	301778	GREEN ACRES PROPERTY OWNERS ASSOCIATION	\$32,276.11	301937
INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET.	\$631.40	301779	HIGH POINT NETWORKS, LLC	\$2,933.90	301938
INTERSTATE BATTERY SYSTEM	\$92.58	301780	INFORMATION TECHNOLOGY DEPARTMENT	\$3,194.65	301939
JOHN DEERE FINANCIAL	\$888.55	301774	INTEGRITY SURVEILLANCE GROUP	\$499.00	301940
JOHNSON CONTROLS FIRE PROTECTION	\$384.00	301781	INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET.	\$624.56	301941
LUMACUVE AIRFIELD SIGNS	\$11,064.27	301782	INTERSTATE BATTERY SYSTEM	\$299.90	301942
M-B COMPANIES, INC	\$539.82	301783	J.D. POWER AND ASSOCIATES	\$303.00	301943
MACS, INC.	\$27.96	301784	JAMES PROSS	\$300.00	301985
MAIN ELECTRIC CONSTRUCTION	\$197,508.26	301785	JAMIE V STEPHENS	\$22,436.38	302011
MARCO, INC.	\$211.75	301786	JOHN DEERE FINANCIAL	\$94.08	301934
MATTSON CONSTRUCTION	\$103,871.27	301787	KEY CONTRACTING, INC.	\$35,252.50	301944
MENARDS	\$40.00	301788	LANGUAGE LINE SERVICES	\$304.53	301945
MIDWEST TAPE	\$114.17	301789	LITE FORM CONSTRUCTION, LLC	\$2,668.50	301947
MINOT AUTO	\$98.47	301790	M & S SHEET METAL, INC.	\$158.06	301948
MINOT DAILY NEWS	\$48.60	301791	MARIDON SORUM	\$80.00	301950
MINOT EMPLOYEE DONATIONS	\$835.04	301792	MATTHEW BENDER & COMPANY, INC.	\$319.36	301946
MINOT PARK DISTRICT	\$284,258.08	301793	MDU	\$1,829.25	301951
MOORE ENGINEERING, INC	\$2,297.19	301795	MELANIE MOORE	\$115.00	301961
NAPA AUTO PARTS	\$2,283.79	301796	MILLER LAW OFFICE, P.C.	\$202.50	301952
ND DEPT OF ENVIRONMENTAL QUALITY	\$30.00	301797	MINOT AREA CHAMBER EDC	\$46,637.50	301949
ND DEPT OF WATER RESOURCES	\$61,083.50	301798	MINOT AREA COUNCIL OF THE ARTS, INC	\$3,333.33	301953
ND FRATERNAL ORDER OF POLICE	\$702.00	301799	MINOT AUTO	\$611.41	301954
NDDEQ	\$1,275.00	301800	MINOT COMMISSION ON AGING	\$12,875.00	301955
NEW VISION SECURITY, LLC	\$1,412.25	301801	MINOT EMPLOYEE DONATIONS	\$812.66	301956
NICOLETTI-FLATER ASSOCIATES, PLLP	\$110.00	301802	MINOT PLUMBING & HEATING CO, INC.	\$5,964.50	301957
NORTHWEST TIRE AND RETREAD	\$5,571.44	301803	MINOT WELDING INC	\$228.75	301958
NOVA FIRE PROTECTION CO.	\$5,420.00	301804	MOORE ENGINEERING, INC	\$13,603.93	301960
NYBAKKEN BODY SHOP	\$6,605.18	301805	MOWBRAY & SONS	\$3,474.49	301962
OAG AVIATION WORLDWIDE, LLC	\$6,457.00	301806	MTI DISTRIBUTING CO.	\$63,508.00	301963
OLSON'S TOWING	\$512.15	301807	NAPA AUTO PARTS	\$2,463.09	301964
OLYMPIC SALES, INC.	\$973.36	301808	ND DEPT OF TRANSPORTATION	\$144,712.73	301965
OSHKOSH AEROTECH, LLC	\$1,678.59	301809	ND DEPT OF TRANSPORTATION	\$4,255.59	301966
PARKLAND USA CORPORATION	\$29,612.35	301748	ND DEPT OF TRANSPORTATION	\$3,754.83	301967
PEC SOLUTIONS LLC	\$414.00	301721	ND DEPT OF WATER RESOURCES	\$95,491.46	301968
PLAINS AG, INC.	\$95.40	301810	ND FRATERNAL ORDER OF POLICE	\$715.50	301969
PLAYAWAY PRODUCTS LLC	\$1,365.51	301811	ND LEAGUE OF CITIES	\$25,676.00	301970
POST CONSTRUCTION COMPANY	\$33,074.31	301812	ND STATE RADIO COMM.	\$3,600.00	301971
PRAIRIE ENGINEERING, P.C.	\$1,700.00	301813	NDBOA	\$730.00	301972
PRINGLE & HERIGSTAD, P.C.	\$660.00	301814	NDDEQ	\$20.39	301973
PROCOLLECT	\$905.78	301815	NORTHERN BRAKE	\$101.00	301974
PROVIDENT LIFE & ACC INS CO	\$363.08	301816	NORTHERN TESTING	\$300.00	301975
PSYCHOLOGICAL RESOURCES	\$300.00	301817	NORTHWEST TIRE AND RETREAD	\$9,734.31	301976
FRANKS, KIERRA	\$9.61	301818	O'REILLY AUTO PARTS	\$116.86	301977
GIESE, JOSEF	\$13.15	301819	OLSON'S TOWING	\$7,197.51	301978
HICKS, ASHLEIGH	\$29.94	301820	ONE CALL CONCEPTS, INC.	\$1,738.20	301979
IPM	\$68.75	301821	OTIS ELEVATOR COMPANY	\$95.00	301980
MINDT CONSTRUCTION	\$38.60	301822	OVERHEAD DOOR CO. OF MINOT	\$556.00	301981
MINDT CONSTRUCTION	\$38.60	301823	PARKLAND USA CORPORATION	\$23,937.16	301892
REICHENBERGER, ELROY	\$10.00	301824	PITNEY BOWES, INC.	\$1,000.00	301982
SALVADOR, JONATHAN	\$9.57	301825	POST CONSTRUCTION COMPANY	\$150,147.90	301983
SANDLIN, JEREMY	\$23.09	301826	PRAIRIE SUPPLY	\$468.51	301984
RESOURCE CONSULTANTS, LLC	\$4,572.50	301827	PROTECH INTEGRATIONS, LLC	\$100.00	301986
SANITATION PRODUCTS	\$10,579.93	301828	RAFTELIS FINANCIAL CONSULTANTS, INC	\$17,500.00	301987
SCHAEFER PLASTICS NORTH AMERICA, LLC	\$1,075.00	301829	RAILROAD MANAGEMENT COMPANY III,LLC	\$771.48	301988
SHERWIN WILLIAMS	\$505.97	301830	RED LINE PROPERTY MAINTENANCE, LLC	\$1,220.00	301989
SHORT ELLIOTT HENDRICKSON, INC	\$191,730.72	301831	BROWN, JARIN	\$7.81	301990
SIGNS TODAY	\$931.50	301832	CHRISTENSON, GARY	\$82.85	301991
SOURIS RIVER JOINT WATER RESOURCE	\$525.00	301833	COLTON, COLIN	\$178.00	301992
STEEN CONSTRUCTION & ASSOCIATES	\$150,797.27	301834	KIENTZ, ROBERT	\$14.90	301993
SVL SERVICE CORPORATION	\$3,820.38	301835	RODGERS, JACOB	\$14.90	301994
SWANSTON EQUIPMENT COMPANIES	\$2,284.15	301836	SIMPLE OPTIMIZE SOLUTION	\$54.65	301995
TI-ZACK CONCRETE, INC	\$134,441.13	301837	SMITH, SIRICHAT	\$61.70	301996
TRINITY HEALTH	\$714.75	301838	TEMPLER, LUCY	\$10.02	301997
TRINITY MEDICAL GROUP	\$186.00	301839	RESOURCE CONSULTANTS, LLC	\$6,930.00	301998
TYLER TECHNOLOGIES, INC.	\$516.67	301840	ROLAC CONTRACTING	\$48,690.00	301999
U.S. POST OFFICE	\$5,000.00	301841	ROLLKALL TECHNOLOGIES LLC	\$66.00	302000
UNITED MAILING SERVICE	\$424.73	301842	ROUTEWARE, INC.	\$8,274.00	302001
VALS CYCLERY	\$5,417.96	301843	SANITATION PRODUCTS	\$8,229.30	302002
VESSCO, INC.	\$2,245.00	301844	SANITATION PRODUCTS	\$751,704.00	302003
VESTIS GROUP, INC.	\$126.18	301845	SHERWIN WILLIAMS	\$11,624.78	302004
VISIT MINOT	\$28,686.02	301846	SOLTIS BUSINESS FORMS CO.	\$178.65	302005
WALLWORK TRUCK CENTER MINOT	\$1,441.28	301847	SOURIS BASIN PLANNING COUNCIL	\$1,666.00	302006

WESTLIE TRUCK CENTER	\$16,098.59	301848	SOURIS RIVER JOINT WATER RESOURCE	\$101,079.00	302007
EMPOWER TRUST COMPANY, LLC	\$31,443.66	100006139	SPX TECHNOLOGIES, INC	\$6,124.95	302008
SOURIS BASIN PLANNING COUNCIL	\$99,709.70	127	SRF CONSULTING GROUP	\$20,795.34	302009
SOURIS BASIN PLANNING COUNCIL	\$5.00	128	STEEN CONSTRUCTION & ASSOCIATES	\$2,750.00	302010
SOURIS BASIN PLANNING COUNCIL	\$30,955.04	129	SWANSTON EQUIPMENT COMPANIES	\$16,010.26	302012
SOURIS BASIN PLANNING COUNCIL	\$1.00	130	THEIN WELL	\$81,478.91	302013
SOURIS BASIN PLANNING COUNCIL	\$19,333.50	131	THOMPSON-LARSON FUNERAL HOME	\$450.00	302014
SOURIS BASIN PLANNING COUNCIL	\$1.00	132	THOMSON REUTERS-WEST PAYMENT CENTER	\$387.00	302015
SOURIS BASIN PLANNING COUNCIL	\$12,640.10	133	TIMMONS GROUP	\$1,600.00	302016
SOURIS BASIN PLANNING COUNCIL	\$1.00	134	TITAN MACHINERY	\$1,613.58	302017
SOURIS BASIN PLANNING COUNCIL	\$18,964.62	135	TRAFFIC PARTS	\$797.32	302018
SOURIS BASIN PLANNING COUNCIL	\$1.00	136	TRAPEZE SOFTWARE GROUP INC	\$68,241.80	302019
SOURIS BASIN PLANNING COUNCIL	\$31,786.78	137	TRINITY HEALTH	\$4,311.49	302020
SOURIS BASIN PLANNING COUNCIL	\$1.00	138	TRINITY MEDICAL GROUP	\$2,045.00	302021
1 CALL SEPTIC SERVICES, INC	\$12,496.90	301849	TYLER TECHNOLOGIES, INC.	\$1,033.33	302022
48 NORTH CONCRETE CONSTRUCTION INC	\$14,010.00	301850	UNIFORM CENTER	\$194.00	302023
ABSOLUTE COMFORT, INC.	\$258.02	301851	UNITED MAILING SERVICE	\$5,273.81	302024
ACME TOOLS	\$53.17	301852	USDA	\$668.00	302025
ADP SCREENING & SELECTION SERVICES	\$132.00	301853	VESSCO, INC.	\$628.14	302026
AMERICAN TRUCK & TRAILER, LLC	\$5.69	301854	VESTIS GROUP, INC.	\$126.18	302027
AMERICAN WELDING & GAS, INC.	\$4,564.13	301855	VISIT MINOT	\$35,471.86	302028
APEX ENGINEERING GROUP	\$159,704.52	301857	WAGNER CONSTRUCTION	\$627,950.17	302029
AQUA-PURE, INC.	\$65,872.64	301858	WALLWORK TRUCK CENTER MINOT	\$459.39	302030
ASPHALT PRESERVATION COMPANY, INC	\$2,082,845.38	301859	WARD COUNTY AUDITOR	\$8,150.00	302031
ASTECH	\$171,211.88	301860	WESTLIE FORD	\$2,555.98	302032
BAKER & TAYLOR BOOKS	\$2,122.40	301861	WESTLIE TRUCK CENTER	\$935.78	302033
BECHTOLD PAVING	\$15,703.50	301862	WHITE CAP, LP	\$450.00	302034
BRAVERA BANK	\$160,162.69	301863	ZACHARY JOHN SHOY	\$100.00	301856
CAPITAL ONE	\$19.45	301864	BRAVERA BANK	\$16,058.83	302035
CDM SMITH	\$166,671.50	301865	Amanda Somerville & Brenden McCloud	\$2,384.55	302036
CITY OF MINOT	\$215.00	301959	Amber Perry & Nicholas Flowers	\$294.00	302037
CLEAN TECH	\$400.00	301866	John Cimino	\$147.00	302038
CORRPRO COMPANIES	\$2,675.00	301867	Morgan Gerst & Shannon Meana	\$974.40	302039
CPS, LTD	\$62,265.55	301868	ACME TOOLS	\$17,579.00	302040
DACOTAH PAPER CO.	\$556.71	301869	VERENDRYE ELECTRIC	\$84,156.32	100006142
DIG IT UP BACKHOE SERVICE	\$468,628.14	301870	XCEL	\$129,823.76	302041
DOC	\$1,427.96	301871	ASTECH	\$369,745.79	302042

9,909,877.61

MAYORAL APPOINTMENTS - confirm the following Mayoral Appointment:

- Tyler Neether to fulfill a financial sector seat on the Renaissance Zone Review Board, with a term to expire December 2027.
- KayLee Bourquin to the Library Board, with a term to expire June 2026.

GAMING SITE AUTHORIZATIONS - approve the gaming site authorizations for the following organizations to conduct games of chance:

- Prairie Grit Adaptive Sports for a Calcutta on October 24, 2024 at the Minot Municipal Auditorium (420 3rd Ave SW).
- RMEF Nodak, Inc for a raffle on October 17, 2024 at Sports on Tap Room 221 (220 S Broadway).
- ND Chapter of Delta Waterfowl, Inc for a raffle on January 17, 2025 at the Clarion Convention Center Colosseum Room (220 E Burdick Exwy).

SPECIAL ASSESSMENT APPROVAL; 2024 NUISANCE ABATEMENT (4831) - approve the assessment roll for 2024 Nuisance abatement.

BID SELECTION FOR SALT STORAGE BUILDING - approve the selection and award of Greystone Construction for the Salt Storage Building due to their submission of the best bid (based on bid specifications and lowest cost).

ARFF VALOR AWARD - BUDGET AMENDMENT - approve the budget amendment and allow the Fire Chief to create values posters to be placed at Station 3.

SCISSOR LIFT - PERMISSION TO SELL THE ASSET - approve the sale of the scissor lift.

AGREEMENT BETWEEN CITY OF MINOT AND TERRACON CONSULTANTS, INC - approve and authorize the Mayor to sign the contract with Terracon Consultants, Inc to perform an environmental review on land for construction of the Engle Ridge Complex.

2024 SIDEWALK, CURB & GUTTER - SPECIAL ASSESSMENT (4806)

The motion to order the construction, rebuilding, or repairing of sidewalks to be performed by the City's contracted Contractor, and assess the construction cost and administration fees for this sidewalk work against the benefiting properties, as shown in Table 1 was initiated by City Council Member Pitner, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: Rob Fuller.

APPROVAL OF 2025 PASS-THROUGH JAG GRANT APPLICATION AND SUB-AWARD TO DOMESTIC VIOLENCE CRISIS CENTER

The motion to approve the Edward Byrne Justice Assistance Grant (JAG) application and sub-award to the Domestic Violence Crisis Center and authorize the Mayor to sign the applicable documents 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, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

ACTION ITEMS

PUBLIC HEARING: MI-4 (MAPLE DIVERSION) ALIGNMENT CONSIDERATION

The motion to close the public hearing and adopt the alignment presented by the Souris River Joint Board (SRJB) and approve the acquisition of 11 additional properties was initiated by City Council Member Olson, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: None; nays: None.

The motion to table item until October 21, 2024, with a special informational meeting prior to the second City Council meeting in October 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.

CDM SMITH CONTRACT AMENDMENT 9 - FLOOD CONTROL PROPERTY ACQUISITIONS

The motion to approve the 9th Amendment of CDM Smith's contract to allow assistance with acquisitions required for MI-4 and MI-8 phases of flood control was initiated by City Council Member Blessum, seconded by City Council Member Pitner 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.

VISIT MINOT SERVICES AGREEMENT

The motion to approve the Services Agreement with MCVB and authorize the Mayor, Finance Director and Clerk to sign the agreement was initiated by City Council Member Fuller, seconded by City Council Member Pitner 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.

EXTENDED STAY LEISURE FEE - VISIT MINOT

The motion to implement an Extended Stay Leisure Fee and direct staff to prepare an ordinance implementing the fee was initiated by City Council Member Fuller, seconded by City Council Member Pitner 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.

A recess was held from 7:21 pm to 7:26 pm.

BIDDING OF SNOW REMOVAL OPERATIONS FOR AIRPORT PARKING LOTS

The motion to authorize City staff to advertise bids for snow removal services for the parking lots for the 2024-2025 snow season with options to extend; and authorize City staff to award the bid to the lowest bidder, responsible bidder; and authorize the Mayor to execute the contract was initiated by City Council Member Fuller, seconded by City Council Member Samuelson 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.

PERSONAL APPEARANCES

Lianne Zeltinger spoke to the City Council about Measure 4 Property Tax. Ole Bergstad came to the City Council to discuss his issues with a stop work order on his home by the City of Minot. Wendy Bagley came to the City Council to discuss deficit spending and budgets. Mike Baker addressed some property run off water erosion issues he is experiencing.

MISCELLANEOUS AND DISCUSSION ITEMS

Alderman Blessum wanted to clarify that the budget work we are doing now is setting the 2024 levy.

COUNCIL DIRECTION ON PARKING ORDINANCE (SEC 20-22, OVERNIGHT, 24-HOUR AND 48-HOUR PARKING RESTRICTIONS)

City Council Member Olson motioned to direct staff look into item/option 2 which was: City Council could determine to update the ordinance to limit parking of a motor home, travel trailer, camping trailer, fifth-wheel trailer, enclosed trailer, utility trailer, recreational trailer, or any other type of trailer on any street for a period not to twenty-four (24) hours, unless said vehicle is moved a distance of more than one (1) block or three hundred (300) feet, whichever is less.

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

ADJOURNMENT

The motion to adjourn the meeting at 9:08 pm was initiated by City Council Member Pitner, 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.

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Thomas Ross, Mayor

ORDINANCE NO: 5997

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
FIRE DEPARTMENT REVENUES AND EXPENDITURES FOR THE GLC AAAE ARFF
VALOR AWARD DONATION.**

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

- §1: Amend the 2024 annual budget to increase the Fire Department revenues and expenditures for the GLC AAAE ARFF Valor Award donation:

10000000-36400		\$500
10031000-46101		500

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

PASSED FIRST READING: September 3, 2024

PASSED SECOND READING: September 16, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk



TO: Mayor Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: September 16, 2024

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

- 1. Nine Special Event Permits for the Spot (6 2nd St NE).**
- 2. Four Special Event Permits for the Blue Rider (118 1st Ave SE).**
- 3. Special Event Permit for Sports on Tap (220 S Broadway).**
- 4. Special Event Permit for Bones BBQ (437 N Broadway).**
- 5. Special Event Permit for On the Rocks (614 3rd St NE).**
- 6. Special Event Permit for The "O"riginal (720 N Broadway).**
- 7. Special Event Permit for The Starving Rooster (30 1st St NE).**
- 8. Special Event Permit for Mi Mexico (3816 S Broadway).**
- 9. Special Event Permit for Saul's (105 1st St SE).**
- 10. Minotauros Booster Club to conduct raffles at all home games from September 6, 2024 through April 11, 2025 at MAYSA Arena (2501 West Burdick Expy).**
- 11. Independence Inc. to conduct a raffle September 14, 2024 at The Spot (6 2nd St NE).**
- 12. Cardinal Smokin Guns to conduct a raffle on January 26, 2025 at Nedrose High School (5705 15th Ave SE).**

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: September 16, 2024

SUBJECT: ALCOHOLIC BEVERAGE LICENSE - EL AZTECA

I. RECOMMENDED ACTION

It is recommended City Council approve the Specialty Restaurant Beer and Wine license for El Azteca at 2035 N Broadway for the period of September 16, 2024 through December 31, 2024.

II. DEPARTMENT CONTACT PERSONS

Mikayla McWilliams, City Clerk, 701-857-4752
Dale Plessas, Police Captain, 701-857-9800

III. DESCRIPTION

A. Background

In order to renew an alcoholic beverage license, an application must be submitted for review by the Police Department and inspections are done by the Building Official and Fire Marshal. Complete renewal applications approved by the Police Chief.

B. Proposed Project
N/A

C. Recommendation Detail
N/A

IV. IMPACT

A. Aspirations
Safe and Welcoming

B. Service/Delivery Impact:
N/A

C. Fiscal Impact

The fees vary depending on the type of license and are deposited into the appropriate general fund revenue account.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

The business would not be able to sell alcoholic beverages until the license is approved.



TO: Mayor Ross
Members of the City Council

FROM: Jenna Zelinski, Comptroller

DATE: September 16, 2024

SUBJECT: APPROVAL OF ACCOUNTS RECEIVABLE WRITE-OFFS

I. RECOMMENDED ACTION

It is recommended City Council approve the August 2024 general accounts receivable write-offs.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774

III. DESCRIPTION

A. Background

The Finance Department is working on an overhaul of all policy documents to modernize and align them with current practices. Many of our current policies cite our legacy software system and procedures that are no longer in practice due to business process improvements made during the implementation of the new ERP system. The General Accounts Receivable Policy was adopted by City Council on July 1, 2024. Within that policy is a requirement for City Council to approve any receivable write-offs in excess of \$2,500.00. The Finance Department will bring a summary of these write-offs to City Council on a monthly basis for administrative approval.

B. Proposed Project

N/A

C. Recommendation Detail

It is recommended the City Council approve the August 2024 general accounts receivable write-offs.

IV. IMPACT

A. Aspirations

The adoption of our General Accounts Receivable Policy is meeting the City Council's aspiration of Excellent & Connected. In accordance with

Generally Accepted Accounting Principles (GAAP), this policy was adopted to remain fiscally responsible and align with industry best practices.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

There is no fiscal impact relating to these write-offs. The LPND1, LLC write-off was relating to the forgivable portion of their outstanding loan. The agreed upon procedures report was completed by Brady Martz and they met the terms of the agreement so a portion of the loan was forgiven. The Rolac Contracting, Inc. write-off was an error in the tare weight used at the Landfill and the charge was written off in total and then manually re-billed with the correct rate.

VI. ALTERNATIVES

N/A



General Accounts Receivables Write-Offs

August 2024

Pursuant to the General Accounts Receivable Policy adopted by City Council on July 1, 2024, the following write-offs were completed that exceeded the \$2,500.00 threshold requiring City Council approval:

Customer #	Customer	Invoice #	Write-Off Amount	Reason for Write-Off
2274	LPND1, LLC	12924	\$ 313,000.00	Met terms of loan forgiveness
701	Rolac Contracting, Inc.	505290	4,376.16	Charged in error; incorrect weight at the landfill
			<u>\$ 317,376.16</u>	

Respectfully submitted,

David Lakefield, CPA

Finance Director

10 3rd Ave SW Minot, ND 58701

(701)-857-4784



TO: Mayor Ross
Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: September 16, 2024

**SUBJECT: MINOT INTERNATIONAL AIRPORT FACILITIES MODIFICATION
AGREEMENT - CARGO APRON**

I. RECOMMENDED ACTION

- 1. It is recommended City Council authorize City staff to permit modification of the City owned Airport property by Corporate Air and its selected contractor(s) to improve the existing infrastructure of the cargo apron tie downs; and**
- 2. Authorize the Mayor to sign the contract.**

II. DEPARTMENT CONTACT PERSONS

Maria Romanick, Operations & Maint. Manager, 701-420-4503

III. DESCRIPTION

A. Background

The Minot International Airport has been approached by Corporate Air, which operates as a feeder airline cargo service on behalf of FedEx, to modify two of the four aircraft parking positions to accommodate a change in the aircraft fleet. The modification shall consist of additional tie downs for larger aircraft, while leaving the current tie down configuration in place. The project will be contracted and funded by Corporate Air. The improvements shall revert to the City upon completion with no compensation due to Corporate Air.

B. Proposed Project

Authorize City staff to permit Corporate Air to make the requested modifications of the cargo apron to better accommodate the change in aircraft fleet operating on behalf of FedEx.

C. Recommendation Detail

N/A

IV. IMPACT

A. Aspirations

Safe and Welcoming; Resilient and Prepared

B. Service/Delivery Impact:

The change in aircraft fleet indicates an increase in cargo operations resulting in larger aircraft. The modifications of the cargo apron will ensure tie downs are placed properly, allowing for continued safe operations that will protect facilities and users alike.

C. Fiscal Impact

The project is funded entirely by Corporate Air.

Project Costs

\$ 0.00

Project Funding

N/A

VI. ALTERNATIVES

1. Council could reject the proposal and leave the infrastructure as-is. This will result in insufficient parking configurations for the operators of the cargo apron. This poses a safety concern, particularly in the event of high-wind weather conditions.
2. Council could require the Airport to fund and upgrade the infrastructure, which was not included 2024 in the budget. This would cause further budget constraints.

CITY OF MINOT
MINOT INTERNATIONAL AIRPORT
FACILITIES MODIFICATION AGREEMENT

THIS FACILITIES MODIFICATION AGREEMENT is made between the **City of Minot** (hereinafter referred to as the "**City**"), and Corporate Air, a Montana corporation (hereinafter referred to as the "**Operator**").

WITNESSETH:

WHEREAS, the City is owner and operator of the Minot International Airport (hereinafter referred to as "the **Airport**"); and

WHEREAS, Operator is engaged in the business of providing feeder airline cargo service to the Airport on behalf of FedEx and desires to use certain Airport areas and facilities owned by the City and to modify such City owned facilities in connection with its use of the Airport; and

WHEREAS, the City has the right to permit modification of the City owned property on the Airport upon the terms and conditions hereinafter set forth and has full power and authority to enter into this Facilities Modification Agreement as provided herein;

NOW, THEREFORE, in consideration of the mutual covenants, terms, conditions, privileges, obligations, and agreements herein contained, the City and the Operator hereby mutually undertake, promise, and agree, each for itself and its successors and assigns, as follows.

1. Operator shall be authorized to modify the aircraft parking positions as identified in Exhibit A attached to accommodate Cessna 408 aircraft. The modification shall consist of the scope of work identified in Exhibit B attached.
2. Operator shall obtain all required approvals at its sole expense prior to commencing work. Written documentation of approvals must be provided to the City prior to commencement of work. Operator must comply with all applicable Federal Aviation Association (FAA) and Transportation Security Administration (TSA) rules and regulations, including, but not limited to, badging requirements. Operator must also abide by regulations set forth in the Airport's Rules and Standards.
3. Any contractor involved in the project shall be licensed in the State of North Dakota.
 - a. During the occurrence of any work on City of Minot/Minot International Airport property, Contractor shall maintain, or cause to be maintained, the following:
 - i. Broad form Commercial General Liability insurance policy with a minimum policy limit of \$2,000,000 per occurrence, \$2,000,000 in the aggregate;
4. All work shall conform to the scope of work outlined in Exhibit B. Operator takes sole responsibility for all costs, inspections, and actions of any contractor performing services in conjunction with this Agreement on the Airport.

5. Operator shall assume all liability for all work performed and the City will not have any liability for use and operation of the improvements. City shall be fully indemnified for any actions resulting from the modifications resulting from this Agreement.
6. The improvements shall revert to the City upon completion with no compensation due the Operator.
7. The City has the right to inspect all work performed upon request.
8. Operator shall be responsible for all workmanship and for any future repairs during the term of operation at the Airport.
9. Operator acknowledges that the aircraft parking positions where the improvements are being made are common use facilities and that the City has the right to assign any requesting airline use of the positions. Operator has no preferential rights for use of the modified positions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duty authorized officers and their respective seals to be hereunto affixed this ____ day of September, 2024.

ATTEST:

CITY OF MINOT

BY: _____

DATE: _____

CITY CLERK

DATE: _____

ATTEST:

CORPORATE AIR

BY: _____

DATE: _____



CESSNA 408 Tie-Down and Striping Installation 14 Inch and Greater Concrete Ramp



November 2023

Pre-Construction Requirements:

Prior to initiating any work appropriate coordination and approval must be received.
The following minimum groups must be contacted.

1. Feeder Aircraft Operations
2. Airport Authority

Record of Revision

[illegible]

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C-408 Tie-Down and Striping Installation

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Description:

Tie down installation and striping instruction for Cessna C-408 aircraft on existing concrete surfaces with a thickness greater than 14 inches.

Tool List "Tie-Down Installation":

- Pressure Washer with decreasing agent.
- 6in. concrete hole saw.
- 1in. x 10 in. concrete drill bit.
- Hammer Drill.
- Vacuum.

Material List "Tie-Down Installation":

Eye-Bolts x 3..... Product Specification Page [Link](#)

Red Head Adhesive x 3..... Product Specification Page [Link](#)

Epoxy Dispenser x 1..... Product Specification Page [Link](#)

Machinery Eye Bolt:
Without Shoulder,,
Steel, Hot Dipped
Galvanized, 7/8"-9
Thread Size.



Acrylic Adhesive:
Acrylic, 9.11 fl oz
Container Size,
Block / Brick/
Concrete / Masonry



Adhesive Dispenser:
18 in Overall Lg, 6 in
Overall Diameter.

NOTE: In the event the products listed above become unavailable, alternate material may be used so long as they meet the minimum specification found in the appendix [LINK](#).

Surface Preparation:

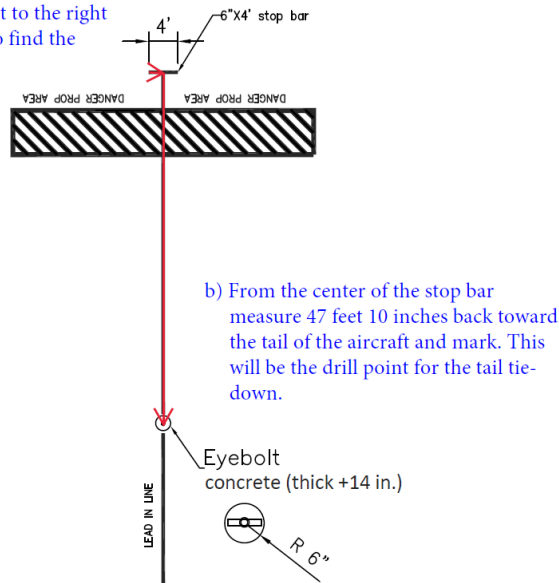
Preparing the surface prior to striping and tie-down installation is critical to the longevity of the products.

1. Sweep the complete surface that the aircraft will occupy.
2. Using a Pressure washer and an approved degreasing agent thoroughly clean the area.
3. If old marking need removed the following methods are recommended unless otherwise directed by the governing airport authority.
 - a. Water Blasting
 - b. Sand Blasting
4. Allow surface to dry completely.

Locate Tail Tie-Down Point:

1. Identify the placement of the tail tie-down using the following method.
 - a. Locate the center of the nose wheel stop bar. The stop bar is 4 feet in length by 6 inches in width. Using the top left edge of the stop bar the center point can be found by measuring 2 feet to the right and 3 inches down.
 - b. From the center of the nose wheel stop bar measure back "toward the tail of the aircraft" 47 feet 10 inches and mark, "this will be the drill point for the tail tie-down".

- a) Starting at the upper left corner of the stop bar measure two feet to the right and down three inches to find the center of the stop bar.

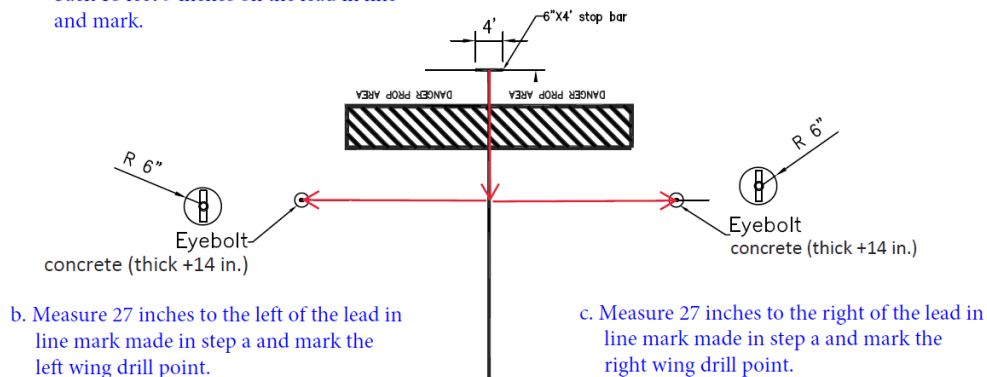


- b) From the center of the stop bar measure 47 feet 10 inches back toward the tail of the aircraft and mark. This will be the drill point for the tail tie-down.

Locate Wing Tie-Down Points:

1. Identify the placement of the wing tie-down points using the following method.
 - a. From the stop bar center point measure back "toward the tail" on the lead in line 18 feet 9 inches and mark.
 - b. From the lead in line that was marked measure 27 feet to the left and mark the left wing tie-down drill point.
 - c. From the lead in line that was marked measure 27 feet to the right and mark the right wing tie-down drill point.

- a. From the stop bar center point measure back 18 feet 9 inches on the lead in line and mark.



- b. Measure 27 inches to the left of the lead in line mark made in step a and mark the left wing drill point.

- c. Measure 27 inches to the right of the lead in line mark made in step a and mark the right wing drill point.

Coring the Concrete

1. Using the 6 inch diameter hole saw core out a hole to the depth of 4 inches and remove the inner core and vacuum debris.
2. Once the inner core has been removed locate the center of the hole and drill a 1 inch diameter hole to a depth of 10 inches.
3. Score the interior of the 1 inch hole with a hammer drill and appropriate bit to provide gripping surface for the epoxy.

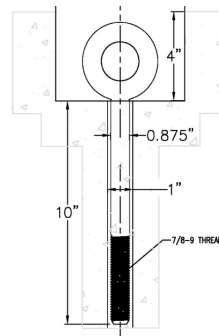


Eye Bolt Preparation and Test Fitting

1. Remove the provided nut from each Eye-Bolt "these will not be used and should be discarded".
2. Test fit by placing the threaded end of the Eye-Bolt into the drilled one inch hole and **confirm** that the top of the Eye-Bolt **sits below** the concrete surface once completely seated.



Eye-Bolt Pictured with nut removed.



Graphic depicting Eye-Bolt in seated position sitting below concrete surface.

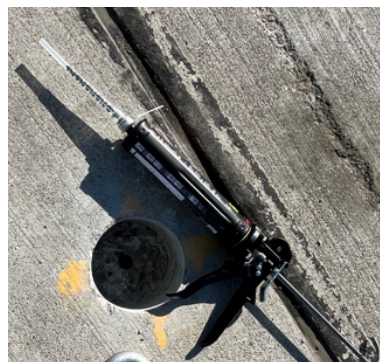


Successful test fit pictured.

Eye-Bolt Installation with Epoxy

- **Caution:** RED HEAD Acrylic Adhesive is quick setting epoxy with a **5 min working time** and must be used with supplied mixing nozzle to achieve required performance. Minimum Performance Temperature - 14°F
Maximum Performance Temperature - 110°F
Full cure time 45 min

1. Install the mixing nozzle on the epoxy tube and insert the tube into the dispenser.

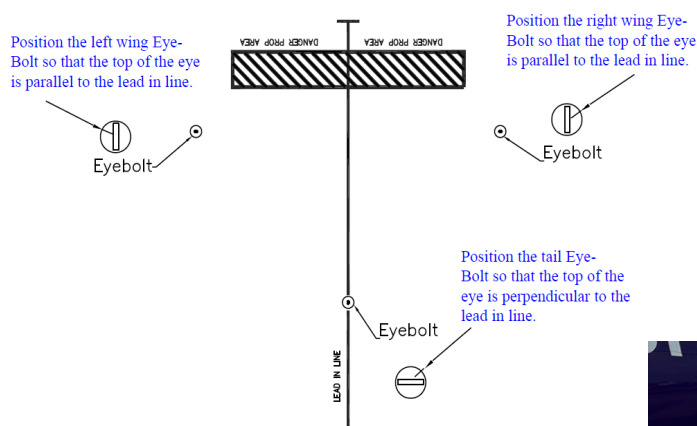


2. Fill the one inch diameter hole with appropriately 1/3 tube of epoxy.

- **Caution:** Once epoxy is applied the below steps will need to be accomplished in under 3 min due to the rapid cure time.
- a. Insert the threaded end of the Eye-Bolt into the one inch diameter hole and press firmly until the bottom of the eye contacts the inner surface of the cored hole.
- b. Manipulate the bolt within the hole to expel any air pockets that would prevent the bolt from seating.
- c. Orient "turn" the eye to the appropriate position for tie-down alignment "reference the tie-down drawing for appropriate orientation".



Eye-Bolt in Seated position after completing steps 2, a. and 2, b.



ail tie-down orientation



Tie-Down Pull Testing

C-408 Gate Lay-Out and Striping

Material List:

- Yellow Paint "Traffic Yellow".
- White Paint
- Red Paint
- Black (flat) Paint for contrast only "not used on new or dark asphalt".
- Glass Beads

Note: Striping and marking materials must meet or exceed the requirements of the U.S. Federal Specifications listed below.

-Paint, solvent-based, Fed. Spec. TT-P-85 (local environmental rules apply)

-Paint, water emulsion-based, Fed. Spec. TT-P-1952E

-Paint, black, quick-dry, oil-based, flat

-Beads (glass spheres), retro-reflective, Fed. Spec. TT-B-1325-D

- 12" Number Pavement Marking Stencils.....[Link](#)
- 12" Alphabet Pavement Marking Stencils.....[Link](#)

Pre-Painting Preparation

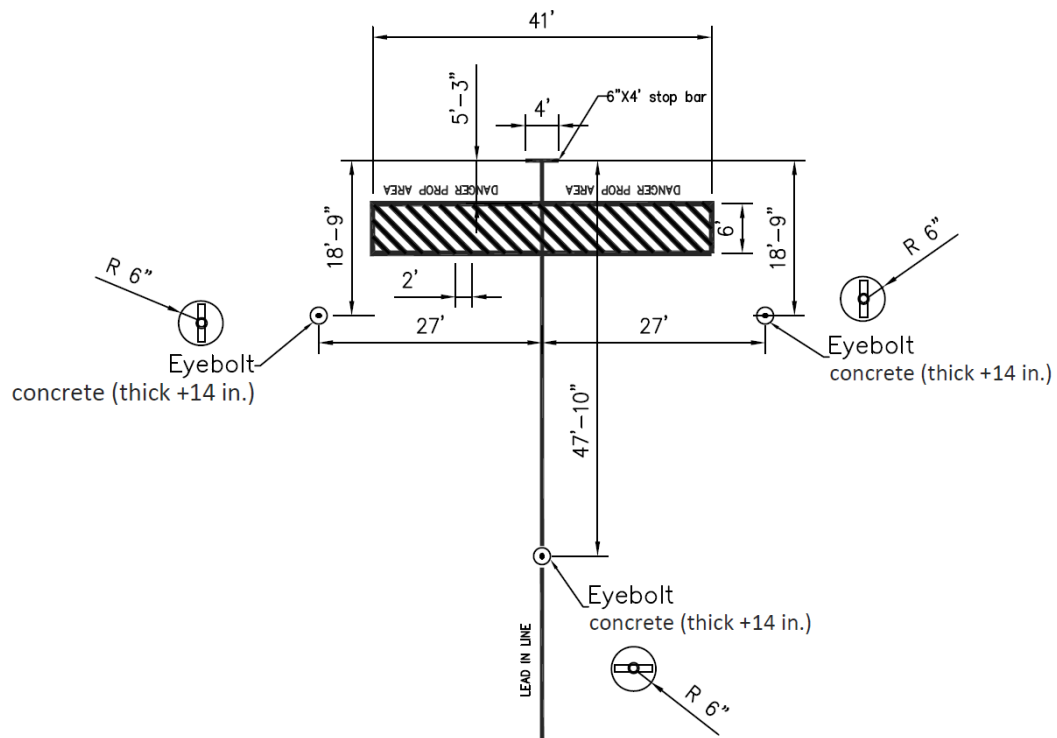
- Repainting existing markings must not exceed three events. After three events the marking must be completely removed and replaced.
- Paint must not be applied to pavement until concrete is dry and thoroughly cleaned of curing material, dirt, and loose debris. Reference surface preparation [Link](#).
- Note: Do not begin paint application until striping layout is approved by Feeder Aircraft Operations.

Striping Layout

When planning the layout the following minimum wingtip to obstacle clearance must be achieved.

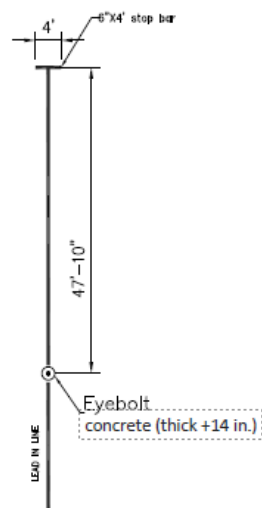
- Single Engine Feeder Aircraft.....10 ft.
- Multi-Engine Feeder Aircraft20 ft.

C-408 Striping Diagram



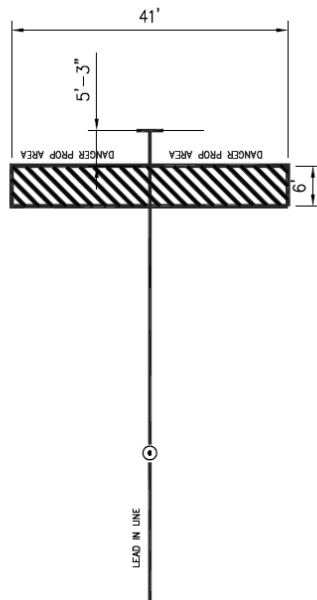
C-408 Diagram Detail view:

- Lead in Line and Stop Bar



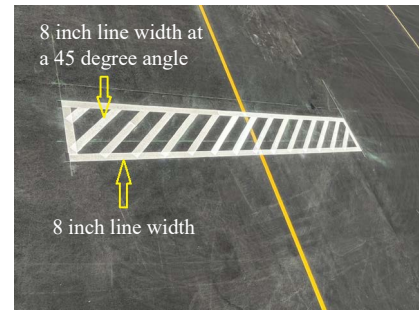
NOTES:
LEAD-IN LINE/SHOULDER STOP BAR TO BE 6"
TRAFFIC YELLOW W/BEADS.

- Prop Box



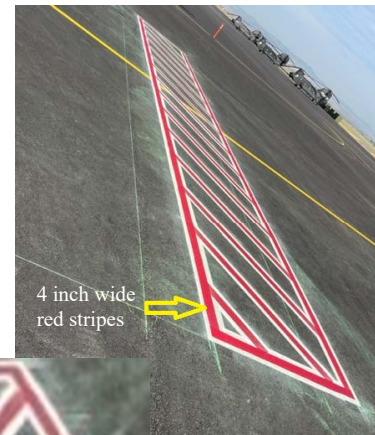
White paint Application

1. Outer box: 41 feet long 6 feet wide. Apply white paint at 8 inches in width.
2. Inner stripes: 8 inches in width, applied at a 45 deg angle.
3. Allow paint to dry.



Red paint Application

1. Apply red paint with 4 inch wide stripes on 2 inch centers over the 8 inch wide white marking performed in the previous steps.



4 inch red stripes centered on 8 inch white lines.

- Stenciling

DANGER PROP AREA will be stenciled in 12 inch white letters forward of the prop box "stop bar side" on both sides of the lead in line. Stencil kit [Link](#).



12 inch stenciled white letters



- Stenciling must be legible when approaching from the Nose of the aircraft.
- Stenciling must be centered between the lead in line and the edge of the prop-box on both left and right sides "depicted with blue arrows below".



- Completed Example

Appendix

Machinery Eye Bolt Minimum Specifications:

Brand **KEN FORGING**Thread Size **7/8"-9**Thread Length **4 in**Shank Length **10 in**Eye Inside Diameter **1-3/4 in**Eye Outside Diameter **3-1/2 in**Working Load Limit **7,200 lb**Dimensional Standards **ASME B18.15**Eye Closure **Closed**Includes Nut **Yes**Shoulder Style **Without Shoulder**Type **Machinery Eye Bolt**Pack Size **Small Pack**Material Quality Standards **ASTM A489**Thread Type **Coarse**Material **Steel**Finish **Hot Dipped Galvanized**Shank Diameter **7/8 in**Made in North America **Yes**Overall Length **13-33/64 in**System of Measurement **Inch**Screw Size **7/8 in**Manufacturer Location **Made in USA***UNSPSC **31161610**Country of Origin **USA (subject to change)**

Product Description

Machinery eye bolts without shoulders are used for vertical or inline lifting or objects up to their specified capacity. Eye bolts without a shoulder should not be used for angular or off-center loads. These eye bolts come in a plain steel finish for use in dry environments or zinc-plated finish for corrosion resistance in wet environments. They may also be hot dipped galvanized for extra corrosion resistance and strength. These eye bolts are also sold in 304 and 316 stainless steel materials. 304 stainless steel is chemical resistant, 316 stainless steel is the most chemical resistant.

Epoxy Minimum Specifications:



TO: Mayor Ross
Members of the City Council

FROM: Veronica Meyer, Senior Project Manager

DATE: September 16, 2024

SUBJECT: 15TH ST. NW STORM SEWER REHABILITATION - FINAL PAYMENT

I. RECOMMENDED ACTION

It is recommended City Council approve the final payment for the 15th St. NW Storm Sewer Rehabilitation Project to Dig It Up Backhoe Service, Inc., in the amount of \$8,369.77.

II. DEPARTMENT CONTACT PERSONS

Bryan Banfill, Public Works Director, 701-857-4112
Jason Sorenson, Utilities Director, 701-857-4768

III. DESCRIPTION

A. Background

Each year, the Street Department budgets funds for storm sewer maintenance and replacement projects in drainage problem areas. The proposed improvements are necessary to alleviate a drainage issue and replace catch basin castings that can be a safety concern.

B. Proposed Project

The proposed project will provide a safer and more effective drainage system for the area.

C. Recommendation Detail

N/A

IV. IMPACT

A. Aspirations

Prepared and Resilient

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

Project Costs

List the cost components and dollar amounts

Project Costs

Contractors Low Bid	\$268,834.65
Net Change	\$10,157.70
Final Construction Cost	\$278,992.35

The project had a change order for quantity overruns due to additional area needing to be removed to place the structures.

Project Cost Splits

Storm Sewer Maintenance	\$238,458.35
Watermain Maintenance	\$40,534.00

Project Funding

Storm Sewer Maintenance	\$750,000.00
Account No. 14059000-44503	
Watermain Maintenance	\$2,000,000.00
Account No. 14061000-44501	

VI. ALTERNATIVES

N/A

Contractor's Application for Payment

Owner:	City of Minot	Owner's Project No.:	4771.5
Engineer:	Public Works Department	Engineer's Project No.:	4771.5
Contractor:	Dig It Up Backhoe Service, Inc.	Contractor's Project No.:	
Project:	15th St. NW Storm Water Replacement		
Contract:	15th St. NW Storm Water Replacement		
Application No.:	3-Final	Application Date:	9/9/2024
Application Period:	From 8/21/2024	to	9/9/2024

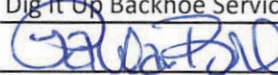
1. Original Contract Price	\$	268,834.65
2. Net change by Change Orders	\$	10,157.70
3. Current Contract Price (Line 1 + Line 2)	\$	278,992.35
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	278,992.35
5. Retainage		
a. 0% X \$ 278,992.35 Work Completed	\$	-
b. X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	278,992.35
7. Less previous payments (Line 6 from prior application)	\$	270,622.58
8. Amount due this application	\$	8,369.77
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	-

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Dig It Up Backhoe Service, Inc.

Signature: 

Date: 9-9-24

Recommended by Engineer

By: _____

Title: _____

Date: _____

Approved by Owner

By: 

Title: Senior Project Manager

Date: 9/9/24

Progress Estimate - Unit Price Work
Contractor's Application for Payment

Owner:	City of Minot	Owner's Project No.:	4771.5
Engineer:	Public Works Department	Engineer's Project No.:	4771.5
Contractor:	Dig It Up Backhoe Service, Inc.	Contractor's Project No.:	27-24
Project:	15th St. NW Storm Water Rehabilitation		
Contract:	15th St. NW Storm Water Rehabilitation		

Application No.: 3-Final Application Period: From 08/21/24 to 09/09/24 Application Date: 09/09/24

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Unit 1											
1	CONTRACT BOND	1.00	LS	5,000.00	5,000.00	1.00	5,000.00		5,000.00	100%	-
2	MOBILIZATION	1.00	LS	25,000.00	25,000.00	1.00	25,000.00		25,000.00	100%	-
3	TRAFFIC CONTROL	1.00	LS	3,500.00	3,500.00	1.00	3,500.00		3,500.00	100%	-
4	REMOVE CURB & GUTTER	66.00	LF	114.00	7,524.00	66.00	7,524.00		7,524.00	100%	-
5	REMOVE BITUMINOUS PAVEMENT	104.00	SY	99.00	10,296.00	104.00	10,296.00		10,296.00	100%	-
6	REMOVE CONCRETE DRIVEWAY PAVEMENT	16.00	SY	71.45	1,143.20	16.00	1,143.20		1,143.20	100%	-
7	REMOVE CATCH BASIN	2.00	EA	7,500.00	15,000.00	2.00	15,000.00		15,000.00	100%	-
8	REMOVE PIPE ALL TYPES AND SIZES	50.00	LF	50.00	2,500.00	50.00	2,500.00		2,500.00	100%	-
9	REMOVE HYDRANT & GATE VALVE	1.00	EA	3,000.00	3,000.00	1.00	3,000.00		3,000.00	100%	-
10	IMPORTED BACKFILL	0.00	CY	36.00	-	-	-		-	-	-
11	36" RCP	43.00	LF	396.45	17,047.35	43.00	17,047.35		17,047.35	100%	-
12	15" RCP FLARED END SECTION	1.00	EA	2,847.00	2,847.00	1.00	2,847.00		2,847.00	100%	-
13	48" CATCH BASIN MANHOLE	1.00	EA	8,100.00	8,100.00	1.00	8,100.00		8,100.00	100%	-
14	84" CB MANHOLE W/ R-3295-2-L CASTING	4.00	EA	25,750.00	103,000.00	4.00	103,000.00		103,000.00	100%	-
15	CONNECT TO EXISTING STORM SEWER	2.00	EA	4,000.00	8,000.00	2.00	8,000.00		8,000.00	100%	-
16	TOPSOIL - IMPORT	4.00	CY	300.00	1,200.00	4.00	1,200.00		1,200.00	100%	-
17	CONCRETE CURB & GUTTER	73.00	LF	80.00	5,840.00	73.00	5,840.00		5,840.00	100%	-
18	CONCRETE DRIVEWAY PAVEMENT	16.00	SY	180.00	2,880.00	16.00	2,880.00		2,880.00	100%	-
19	6" CONCRETE PAD 3'X6'	3.00	SY	160.00	480.00	3.00	480.00		480.00	100%	-
20	12 INCH SUBGRADE PREPARATION	104.00	SY	50.00	5,200.00	104.00	5,200.00		5,200.00	100%	-
21	GEOSYNTHETIC MATERIAL	0.00	SY	3.00	-	-	-		-	-	-
22	AGGREGATE BASE, CLASS 5	57.20	TN	36.00	2,059.20	57.20	2,059.20		2,059.20	100%	-
23	BITUMINOUS TACK COAT	10.00	GAL	12.00	120.00	10.00	120.00		120.00	100%	-
24	HOT MIX ASPHALT (HMA) FAA 43, PG 58S-28	24.00	TN	280.00	6,720.00	24.00	6,720.00		6,720.00	100%	-
25	SEEDING (HYDROMULCH)	48.00	SY	41.70	2,001.60	48.00	2,001.60		2,001.60	100%	-
Total					\$ 238,458.35		\$ 238,458.35	\$ -	\$ 238,458.35	100%	\$ -
Original Contract Totals					\$ 238,458.35		\$ 238,458.35	\$ -	\$ 238,458.35	100%	\$ -
Bid Alternate 1											
26	6" C900 PVC WATERMAIN	14.50	LF	175.00	2,537.50	14.50	2,537.50		2,537.50	100%	-
27	8" C900 PVC WATERMAIN	55	LF	130.80	7,194.00	55.00	7,194.00		7,194.00	100%	-
28	FITTINGS	310	LB	17.75	5,502.50	310.00	5,502.50		5,502.50	100%	-
29	6" GATE VALVE & BOX	-	EA	6,000.00	-	-	-		-	-	-
30	8" GATE VALVE & BOX	1	EA	8,000.00	8,000.00	1.00	8,000.00		8,000.00	100%	-
31	5" HYDRANT	1	EA	9,000.00	9,000.00	1.00	9,000.00		9,000.00	100%	-
32	CONNECT TO EXISTING SERVICES ALL TYPES AND SIZES	2	EA	1,300.00	2,600.00	2.00	2,600.00		2,600.00	100%	-
33	CONNECT TO EXISTING WATERMAIN	1	EA	3,500.00	3,500.00	1.00	3,500.00		3,500.00	100%	-
34	INSULATION BOARD	32	CF	68.75	2,200.00	32.00	2,200.00		2,200.00	100%	-
Bid Alternate 1 Totals					\$ 40,534.00		\$ 40,534.00	\$ -	\$ 40,534.00	100%	\$ -

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Minot								Owner's Project No.: 4771.5			
Engineer: Public Works Department								Engineer's Project No.: 4771.5			
Contractor: Dig It Up Backhoe Service, Inc.								Contractor's Project No.: 27-24			
Project: 15th St. NW Storm Water Rehabilitation											
Contract: 15th St. NW Storm Water Rehabilitation											

Application No.: 3-Final		Application Period:		From 08/21/24		to 09/09/24		Application Date: 09/09/24			
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A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Change Orders											
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
Change Order Totals					\$ -		\$ -	\$ -	\$ -		\$ -
Original Contract and Change Orders											
Project Totals					\$ 278,992.35		\$ 278,992.35	\$ -	\$ 278,992.35	100%	\$ -



TO: Mayor Ross
Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: September 16, 2024

SUBJECT: 2024-08-02 APPLE GROVE 9TH ADDITION - MINOR PLAT

I. RECOMMENDED ACTION

It is recommended City Council approve the proposed minor subdivision plat as provided in Attachment A.

II. DEPARTMENT CONTACT PERSONS

Doug Diedrichsen, Principal Planner, 701-857-4022

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

III. DESCRIPTION

A. Background

The applicant seeks to move the shared property boundary between two platted lots. The resulting lots conform to the dimensional standards of the underlying zoning district and, where applicable, overlaying zoning district.

B. Proposed Project

Apple Grove 9th Addition

C. Recommendation Detail

N/A

IV. IMPACT

A. Aspirations

N/A

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

N/A

Project Costs

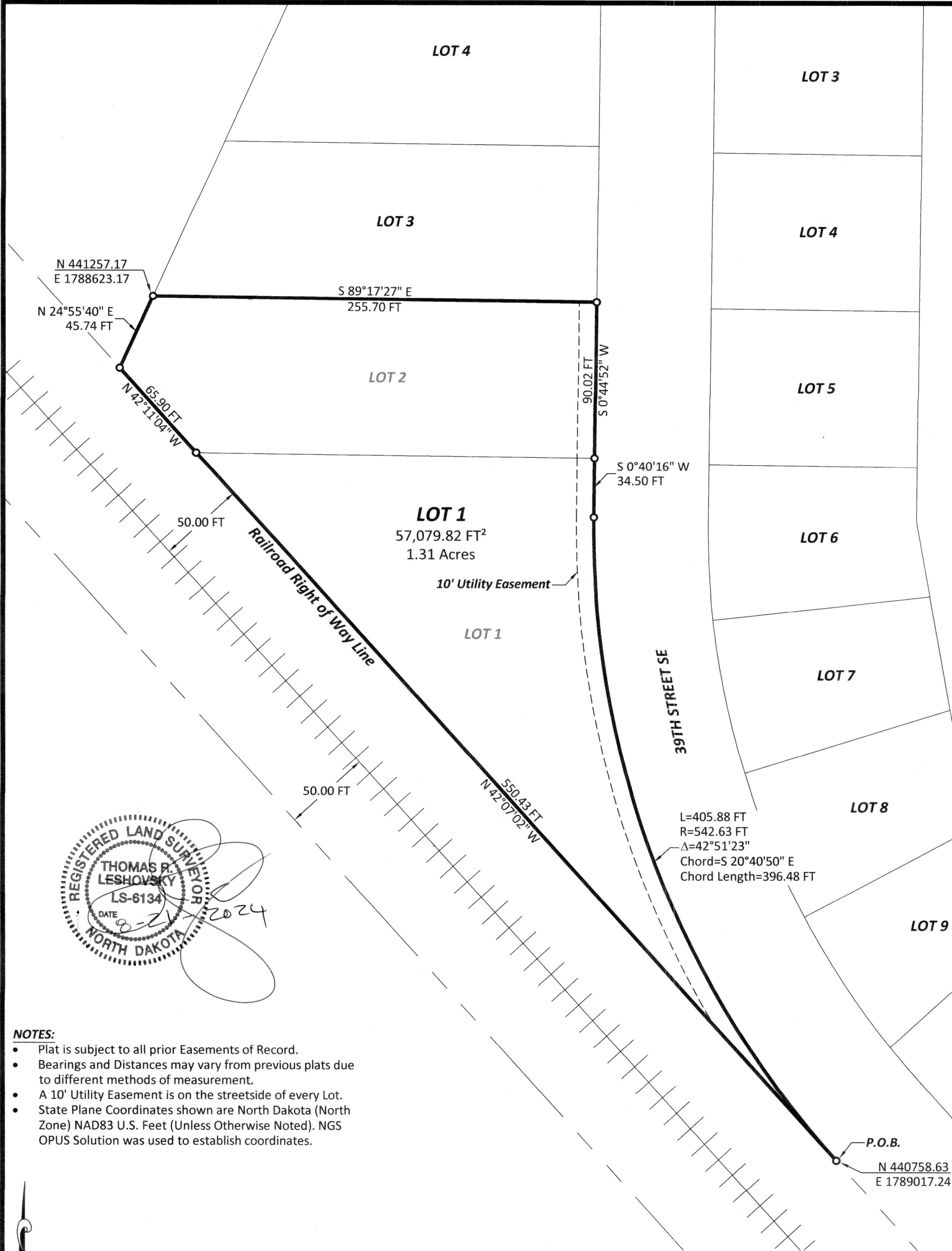
N/A

Project Funding

N/A

VI. ALTERNATIVES

Council may approve with conditions or deny the request. Any denial may delay the development prospects of the applicant to move forward with their development as originally intended.



APPLE GROVE 9TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA

BEING LOTS 1 AND 2,
APPLE GROVE FIFTH ADDITION,
TO THE CITY OF MINOT

DESCRIPTION:

Know all men by these presents that Brian & Deborah Fauske, being Owners and Proprietors, of Lots 1 and 2, Apple Grove Fifth Addition, to the City of Minot, North Dakota, being more particularly described as follows:

Beginning at the Southeast Property Corner, of Lot 1, of Apple Grove Fifth Addition, a Plat being on file at the Ward County Recorder's Office; Thence N 42°07'02" W, on the West Line, of said Lot 1, a distance of 550.43 FT, to the Northwest Property Corner, of said Lot 1; Thence N 42°11'04" W, on a Property Line, of Lot 2, of said Apple Grove Fifth Addition, a distance of 65.90 FT, to a Property Corner, of said Lot 2; Thence N 24°55'40" E, on a Property Line, of said Lot 2, a distance of 45.74 FT, to the Northwest Property Corner, of said Lot 2; Thence S 89°17'27" E, on the North Line, of said Lot 2, a distance of 255.70 FT, to the Northeast Property Corner, of said Lot 2; Thence S 0°44'52" W, on the East Line, of said Lot 2, a distance of 90.02 FT, to the Southeast Property Corner, of said Lot 2; Thence S 0°40'16" W, on a Property Line, of said Lot 1, a distance of 34.50 FT, to a Property Corner, of said Lot 1; Thence on a Property Line of said Lot 1, on a Curve to the Left, said Curve having a Length of 405.88 FT, a Radius of 542.63 FT, and a Delta Angle of 42°51'23", to the Point of Beginning.

Said described tract, of land contains 1.31 Acres more or less. Have caused the same to be surveyed and platted as shown hereon, to be known as Apple Grove 9th Addition, to the City of Minot, North Dakota, the owners hereunto affixed their signatures.

Brian Fauske
Brian Fauske

Deborah Fauske
Deborah Fauske

On this 21st Day of August, 2024, before me, a Notary Public in and for said State, Appeared Brian & Deborah Fauske, well known to be the persons described in the foregoing description and acknowledged to me that they executed the same on their own free act and deed.

My commission expires

KIMBERLY J P FLATEN
Notary Public
State of North Dakota
My Commission Expires May 31, 2027

Kimberly J P Flaten
Notary Public, State of North Dakota

SURVEYOR'S CERTIFICATE

I, Thomas R. Leshovsky, a duly Registered Professional Land Surveyor, do hereby certify that I have Surveyed and Platted, the Foregoing described land. That Lots, Distances, Areas and Locations as shown on the foregoing Plat and in the Description Thereof, are true and correct to the best of my Knowledge and Belief.

Thomas R. Leshovsky
Thomas R. Leshovsky P.L.S. #6134

STATE OF NORTH DAKOTA, COUNTY OF Ward

LOT On this 21st Day of August, 2024, before me, a Notary Public in and for said State, Appeared Thomas R. Leshovsky, Registered Professional Land Surveyor, well known to be such, and acknowledged to me that he executed the foregoing Surveyor's Certificate as his own free act and deed.

My commission expires

KIMBERLY J P FLATEN
Notary Public
State of North Dakota
My Commission Expires May 31, 2027

Kimberly J P Flaten
Notary Public, State of North Dakota

APPROVAL

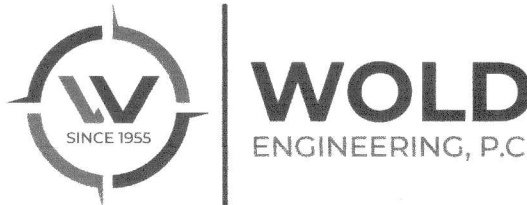
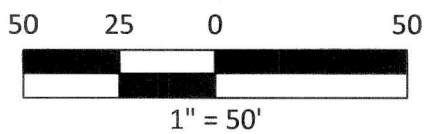
I hereby certify that the Plat shown hereon has been approved by the Minot Planning Commission and the Minot City Council.

Approved: _____, 2024
Minot City Engineer

- NOTES:**
- Plat is subject to all prior Easements of Record.
 - Bearings and Distances may vary from previous plats due to different methods of measurement.
 - A 10' Utility Easement is on the streetside of every Lot.
 - State Plane Coordinates shown are North Dakota (North Zone) NAD83 U.S. Feet (Unless Otherwise Noted). NGS OPUS Solution was used to establish coordinates.



- - Denotes Property Corner Set 18" - #5 Rebar w/ RLS Cap #6134
- - Denotes Property Corner Found
- × - Denotes Property Corner Offsets



915 East 11th Street - PO Box 237 - Bottineau, ND 58318
110 8th Avenue Southwest - Minot, ND 58701
316 Eastdale Drive - PO Box 1277 - Bismarck, ND 58502



TO: Mayor Ross
Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: September 16, 2024

SUBJECT: 2024-08-06 PLEASANT VALLEY SECOND SUBDIVISION - MINOR PLAT

I. RECOMMENDED ACTION

It is recommended City Council approve the proposed minor subdivision plat as provided in Attachment A.

II. DEPARTMENT CONTACT PERSONS

Doug Diedrichsen, Principal Planner, 701-857-4022

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

III. DESCRIPTION

A. Background

The applicant seeks to move the shared property boundary between two platted lots. The resulting lots conform to the dimensional standards of the underlying zoning district and, where applicable, overlaying zoning district.

B. Proposed Project

Pleasant Valley Second Subdivision

C. Recommendation Detail

N/A

IV. IMPACT

A. Aspirations

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

N/A

Project Costs

N/A

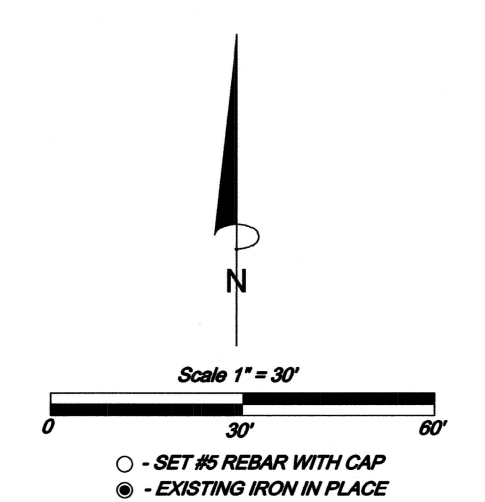
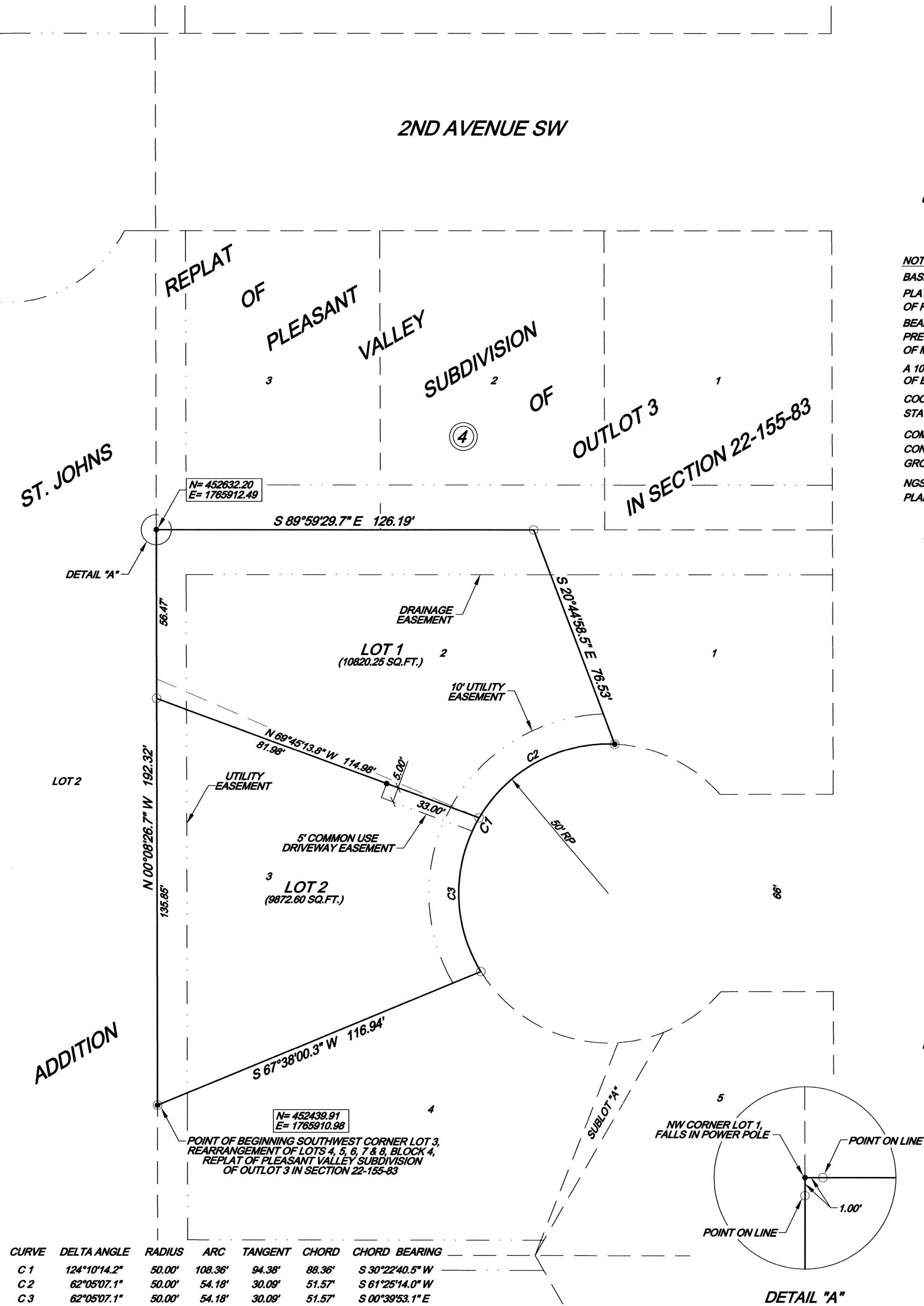
Project Funding

N/A

VI. ALTERNATIVES

Council may approve with conditions or deny the request. Any denial may delay the development prospects of the applicant to move forward with their development as originally intended.

PLEASANT VALLEY SECOND SUBDIVISION
TO THE CITY OF MINOT, NORTH DAKOTA
(BEING LOTS 2 & 3 OF THE REARRANGEMENT OF LOTS 4, 5, 6, 7 & 8, BLOCK 4,
REPLAT OF PLEASANT VALLEY SUBDIVISION OF OUTLOT 3 IN SECTION 22-155-83)



NOTES:
BASIS OF BEARING IS TRUE NORTH.
PLAT IS SUBJECT TO ALL PRIOR EASEMENTS OF RECORD.
BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS PLATS DUE TO DIFFERENT METHODS OF MEASUREMENTS.
A 10' UTILITY EASEMENT IS ON THE STREETSIDE OF EVERY LOT UNLESS OTHERWISE NOTED.
COORDINATES SHOWN ARE NORTH DAKOTA STATE PLANE (NORTH ZONE).
COMBINATION FACTOR OF 1.000104004
CONVERT STATE PLANE DISTANCES TO GROUND DISTANCES.
NGS CONTROL USED TO ESTABLISH STATE PLANE COORDINATES: TRANSPORT, LARSON

DESCRIPTION
KNOW ALL MEN BY THESE PRESENTS THAT DANIELLE McDONALD, BEING OWNER AND PROPRIETOR OF LOT 2 AND CHURCH OF ST JOHN THE APOSTLE - MINOT TRUSTEE, INC., A NONPROFIT CORPORATION, AS TRUSTEE BEING OWNER OF LOT 3, REARRANGEMENT OF LOTS 4, 5, 6, 7 & 8, BLOCK 4, REPLAT OF PLEASANT VALLEY SUBDIVISION OF OUTLOT 3 IN SECTION 22-155-83, WHICH IS MORE PARTICULARLY DESCRIBED AS FOLLOWS; BEGINNING AT THE SOUTHWEST CORNER OF LOT 3, REARRANGEMENT OF LOTS 4, 5, 6, 7 & 8, BLOCK 4, REPLAT OF PLEASANT VALLEY SUBDIVISION OF OUTLOT 3 IN SECTION 22-155-83, A PLAT ON RECORD AT THE WARD COUNTY RECORDERS OFFICE; THENCE N 00°08'26.7\"/>

Danielle McDonald
DANIELLE McDONALD
(NOW OWNER OF LOT 1,
PLEASANT VALLEY SECOND SUBDIVISION)

Fr. David A. Richter
FR. DAVID A. RICHTER - PRESIDENT AND DIRECTOR
CHURCH OF ST JOHN THE APOSTLE - MINOT TRUSTEE, INC.,
A NONPROFIT CORPORATION, AS TRUSTEE
(NOW OWNER OF LOT 2,
PLEASANT VALLEY SECOND SUBDIVISION)

STATE OF NORTH DAKOTA
COUNTY OF WARD

ON THIS 23rd DAY OF August, 2024, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED DANIELLE McDONALD, WELL KNOWN TO ME TO BE THE PERSON DESCRIBED IN THE FOREGOING DESCRIPTION AND WHO ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME AS HER OWN FREE ACT AND DEED

MY COMMISSION EXPIRES:

CHAD ATTERTON
Notary Public
State of North Dakota
My Commission Expires Nov. 11, 2024

[Signature]
NOTARY PUBLIC, COUNTY OF WARD, STATE OF NORTH DAKOTA

STATE OF NORTH DAKOTA
COUNTY OF WARD

ON THIS 23rd DAY OF August, 2024, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED FR. DAVID A. RICHTER, WELL KNOWN TO ME TO BE THE PERSONS DESCRIBED IN THE FOREGOING DESCRIPTION AND WHO ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS OWN FREE ACT AND DEED.

MY COMMISSION EXPIRES:

CHAD ATTERTON
Notary Public
State of North Dakota
My Commission Expires Nov. 11, 2024

[Signature]
NOTARY PUBLIC, COUNTY OF WARD, STATE OF NORTH DAKOTA

SURVEYOR'S CERTIFICATE

I, ROBBY L. BERARD, REGISTERED LAND SURVEYOR, HEREBY CERTIFY THAT I HAVE SURVEYED AND PLATTED THE FOREGOING DESCRIBED TRACT OF LAND, THAT LOTS, DISTANCES, AREAS AND LOCATIONS AS SHOWN ON THE FOREGOING PLAT AND CONTAINED IN THE DESCRIPTION THEREOF, ARE TRUE AND CORRECT TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF.

[Signature]
ROBBY L. BERARD, RLS NO. 4727

STATE OF NORTH DAKOTA
COUNTY OF WARD

ON THIS 14th DAY OF August, 2024, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED ROBBY L. BERARD, REGISTERED LAND SURVEYOR, WELL KNOWN TO ME TO BE SUCH AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE FOREGOING SURVEYOR'S CERTIFICATE AS HIS OWN FREE ACT AND DEED.

MY COMMISSION EXPIRES:

CHAD ATTERTON
Notary Public
State of North Dakota
My Commission Expires Nov. 11, 2024

[Signature]
NOTARY PUBLIC, WARD COUNTY, STATE OF NORTH DAKOTA

APPROVED:

DATE:

CITY OF MINOT ENGINEER



TO: Mayor Ross
Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: September 16, 2024

SUBJECT: 2024-08-07 HIAWATHA OVERLOOK ADDITION - MINOR PLAT

I. RECOMMENDED ACTION

It is recommended City Council approve the proposed minor subdivision plat as provided in Attachment A.

II. DEPARTMENT CONTACT PERSONS

Doug Diedrichsen, Principal Planner, 701-857-4022

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

III. DESCRIPTION

A. Background

The applicant seeks to consolidate two lots into one. The resulting lot conforms to the dimensional standards of the underlying zoning district and, where applicable, overlaying zoning district.

B. Proposed Project

Hiawatha Overlook Addition

C. Recommendation Detail

N/A.

IV. IMPACT

A. Aspirations

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

N/A

Project Costs

N/A

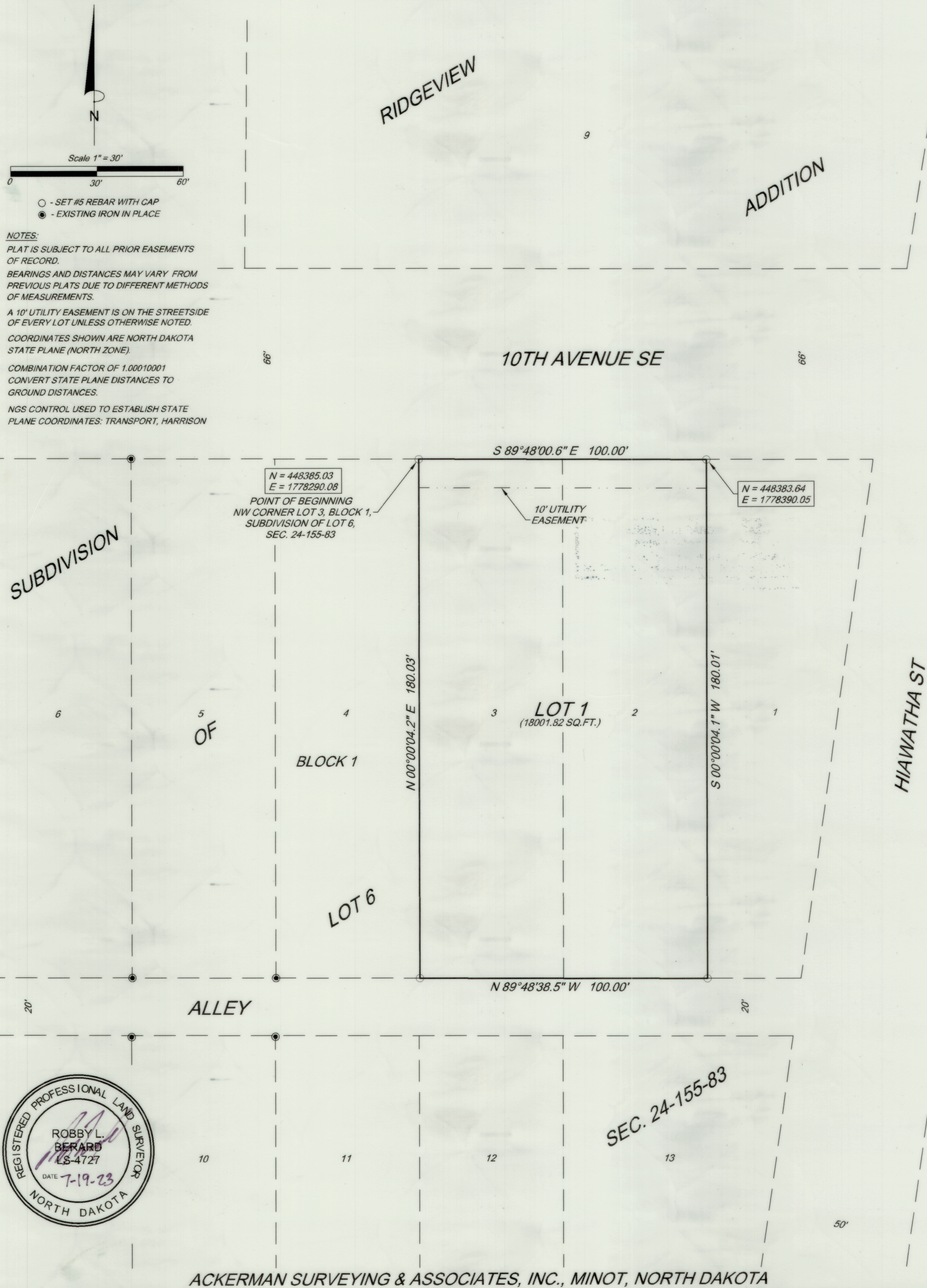
Project Funding

N/A

VI. ALTERNATIVES

Council may approve with conditions or deny the request. Any denial may delay the development prospects of the applicant to move forward with their development as originally intended.

HIAWATHA OVERLOOK ADDITION
TO THE CITY OF MINOT, NORTH DAKOTA
(BEING LOTS 2 AND 3, BLOCK 1, SUBDIVISION OF LOT 6, SECTION 24,
TOWNSHIP 155 NORTH, RANGE 83 WEST, CITY OF MINOT, WARD COUNTY, NORTH DAKOTA)



DESCRIPTION

KNOW ALL MEN BY THESE PRESENTS THAT STEPHEN M. WALTER AND CAREY A. WALTER, BEING OWNERS AND PROPRIETORS OF LOTS 2 AND 3, BLOCK 1, SUBDIVISION OF LOT 6, SECTION 24, TOWNSHIP 155 NORTH, RANGE 83 WEST, CITY OF MINOT, WARD COUNTY, NORTH DAKOTA, WHICH IS MORE PARTICULARLY DESCRIBED AS FOLLOWS; BEGINNING AT THE NORTHWEST CORNER OF LOT 3, BLOCK 1, SUBDIVISION OF LOT 6, SECTION 24, TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA, A PLAT ON RECORD AT THE WARD COUNTY RECORDERS OFFICE; THENCE S 89°48'00.6\" E, A DISTANCE OF 100.00 FEET; THENCE S 00°00'04.1\" W, A DISTANCE OF 180.01 FEET; THENCE N 89°48'38.5\" W, A DISTANCE OF 100.00 FEET; THENCE N 00°00'04.2\" E, A DISTANCE OF 180.03 FEET TO THE POINT OF BEGINNING. TRACT CONTAINS 0.41 ACRES. HAVE CAUSED THE SAME TO BE SURVEYED AND PLATTED AS SHOWN HEREON TO BE KNOWN AS HIAWATHA OVERLOOK ADDITION TO THE CITY OF MINOT, NORTH DAKOTA AND HEREBY DONATE AND DEDICATE THE EASEMENTS AS SHOWN HEREON, TO THE PUBLIC FOR PUBLIC USE, IN WITNESS WHEREOF, THE OWNERS HAVE HEREUNTO AFFIXED THEIR SIGNATURES.

Stephen M. Walter
STEPHEN M. WALTER

Carey A. Walter
CAREY A. WALTER

STATE OF North Dakota
COUNTY OF Ward

ON THIS 20th DAY OF July, 2023, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED STEPHEN M. WALTER AND CAREY A. WALTER WELL KNOWN TO ME TO BE THE PERSONS DESCRIBED IN THE FOREGOING DESCRIPTION AND WHO ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME AS THEIR OWN FREE ACT AND DEED.

MY COMMISSION EXPIRES:

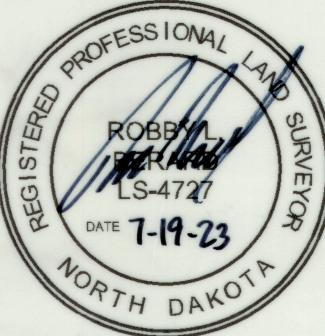
ROBBY L. BERARD
Notary Public
State of North Dakota
My Commission Expires Dec. 19, 2023

Robby L. Berard
NOTARY PUBLIC, COUNTY OF Ward, STATE OF North Dakota

SURVEYOR'S CERTIFICATE

I, ROBBY L. BERARD, REGISTERED LAND SURVEYOR, HEREBY CERTIFY THAT I HAVE SURVEYED AND PLATTED THE FOREGOING DESCRIBED TRACT OF LAND, THAT LOTS, DISTANCES, AREAS AND LOCATIONS AS SHOWN ON THE FOREGOING PLAT AND CONTAINED IN THE DESCRIPTION THEREOF, ARE TRUE AND CORRECT TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF.

Robby L. Berard
ROBBY L. BERARD, RLS NO. 4727



STATE OF NORTH DAKOTA
COUNTY OF WARD

ON THIS 19th DAY OF July, 2023, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED ROBBY L. BERARD, REGISTERED LAND SURVEYOR, WELL KNOWN TO ME TO BE SUCH AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE FOREGOING SURVEYOR'S CERTIFICATE AS HIS OWN FREE ACT AND DEED.

MY COMMISSION EXPIRES:

CHAD ATTERTON
Notary Public
State of North Dakota
My Commission Expires Nov. 11, 2024

NOTARY PUBLIC, WARD COUNTY, STATE OF NORTH DAKOTA

APPROVED:

DATE:

CITY OF MINOT ENGINEER

ACKERMAN SURVEYING & ASSOCIATES, INC., MINOT, NORTH DAKOTA



TO: Mayor Ross
Members of the City Council

FROM: Brent Weber, Fire Battalion Chief

DATE: September 16, 2024

SUBJECT: 2022 STATE HOMELAND SECURITY PROGRAM GRANT

I. RECOMMENDED ACTION

It is recommended City Council approve the budget amendment on first reading reallocating \$11,000 in the Capital funds to the FD Operational supplies fund.

II. DEPARTMENT CONTACT PERSONS

Kelli Kronschnabel, Fire Chief, 701-857-3000

III. DESCRIPTION

A. Background

The Minot Fire Department was awarded funding through the 2022S SHSP grant. In the grant award, \$11,000 was placed in the Capital funds for equipment purchase. This funding was not spent due to the equipment not meeting the Capital requirement of \$5,000. Funding is now needed in the Fire Department operational supplies to cover the purchasing of equipment within this grant.

B. Proposed Project

Reallocate the Capital funds to the Fire Department operational supplies fund to purchase equipment as requested in the grant.

C. Recommendation Detail

To complete the grant, this funding is needed to purchase the equipment listed in the grant. This grant is due to expire November 30, 2024 and time is needed to order equipment and get it delivered.

IV. IMPACT

A. Aspirations

Resilient and Prepared

Safe and Welcoming

B. Service/Delivery Impact:

Equipment for purchase has been identified as a need to successfully complete our mission as a Local and State Regional Hazmat response team.

C. Fiscal Impact

Funding for the equipment purchase has been awarded through the State Hazmat Security Program Grant and has no impact on City of Minot or the Fire Department budgets.

Project Costs

Regional Hazmat Response equipment: \$11,000

Project Funding

Capital fund: \$11,000

VI. ALTERNATIVES

The council could deny the request to transfer the funds and this funding would be returned to the State.

Funding for this equipment would need to come from Fire Department budget.

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO REALLOCATE THE
FIRE DEPARTMENT GRANT EXPENDITURES FROM CAPITAL TO NON-CAPITAL
FOR THE FY22 STATE HOMELAND SECURITY PROGRAM GRANT.**

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

- §1: An ordinance amending the 2024 annual budget to reallocate the Fire department grant expenditures from capital to non-capital for the 2022 State Homeland Security Grant:

42030000-57500	2022300005	(\$11,000)
10030000-46101	2022300005	11,000

- §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: Kelli Kronschnabel, Fire Chief

DATE: September 16, 2024

SUBJECT: SAFER GRANT WRITING SERVICE CONTRACT - LEXIPOL

I. RECOMMENDED ACTION

It is recommended City Council approve to hire Lexipol for grant writing services to apply for the SAFER grant and authorize the Fire Chief to sign all necessary contracts and approve the budget amendment on first reading.

II. DEPARTMENT CONTACT PERSONS

Kelli Kronschnabel, Fire Chief, 701-857-3000

III. DESCRIPTION

A. BackgroundThe Staffing for Adequate Fire and Emergency Response Grant (SAFER) provides funding directly to fire departments to help increase or maintain the number of trained firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710). The CPSM study conducted made 6 recommendations for staffing changes. Two would be key recommendations that would fall under the scope of the SAFER grant.

1) CPSM recommends an additional of three firefighters to be assigned to Ladder 5 to maintain a minimum of four firefighters on this apparatus. This is consistent with NFPA 1710 and as well will support tasks associated with ladder company operations. The department should also establish a strategic and budgetary plan to meet the staffing requirements of NFPA 1710 and an Effective Response Force for the four building types for the department.

2) CPSM recommends MFD consider future planning for Field Incident Technicians to enhance and support safety and command and control capabilities of the Operational Battalion Chiefs;this would also serve as a key component of a succession plan to prepare member to take on future leadership roles in the department.

NFPA 1710 requires both for engines and trucks a four person company at a minimum.

B. Proposed Project

The project would be to hire Lexipol to provide the MFD assistance in writing the SAFER grant.

This grant is a 3 year grant with no cost match from the community. The eligible expenses under the grant are salary and association benefits. Costs are reimbursable if they are included as part of the standard package, available to all operational firefighter positions, contractually obligated, and reimbursed via payroll. Compensation for a firefighter's normal, contracted work schedule is reimbursable, but overtime costs are not eligible for reimbursement by the SAFER Program grant award (including overtime for holdovers, extra shifts, to attend training, etc.). Only costs for overtime that the fire department routinely pays as a part of the base salary or a firefighter's regularly scheduled and contracted shift hours, in order to comply with the Fair Labor Standards Act, are eligible.

C. Recommendation Detail

MFD asked for the council to approve hiring Lexipol to provide grant writing services for the upcoming SAFER grant. Grant application are expected to be out this fall. FEMA has not released the date yet so no hard deadline at this time. It's recommended the City Council approve the budget amendment on first reading to reallocate the appropriation to the correct line item in the Fire department budget.

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

The funding for this grant writing services contract will be found in Fire - Materials and Supplies (46101) budget, which has been reallocated specifically for this purpose.

10031000-43300: \$4,800.00

Project Funding

A budget amendment is attached to reallocate the appropriation from the Fire department operation supplies line item to the Fire department professional services line item in the budget.

VI. ALTERNATIVES

1. Authorize the fire chief to apply for the SAFER grant without assistance from the company Lexipol.



Account Executive Information:

Anna Graham
Sales Account Executive
agraham@lexipol.com

Lexipol
2611 Internet Boulevard, Suite 100
Frisco, Texas 75034

Department Information:

Brent Weber
Battalion Chief
brent.weber@minotnd.gov
7018574740
Minot Fire Department
2111 10th St SW POB 5006
Minot, North Dakota 58702

Date: 8/29/2024**Start Date:**
12/31/2024**Valid Through:** 12/31/2024**End Date:**
12/30/2025

QTY	DESCRIPTION	UNIT PRICE	DISC (%)	DISC AMT	EXTENDED
1	Complete Grant Writing Service	USD 6,000.00	20.00	USD 1,200.00	USD 4,800.00
				USD 1,200.00	
				USD 1,200.00	
				Discount:	USD 1,200.00
				TOTAL:	USD 4,800.00

Notes

SAFER FY24 - Hiring

Discount Notes

20% Early Sign-on Discount

Minot Fire Department

Signature: _____

Print Name: _____

Title: _____

Date Signed: _____

Terms & Conditions:

An invoice or credit card authorization form will be sent upon receipt of a signed agreement.

Contract Delivery: Department and/or agency takes full responsibility for submitting required information on time. Department and/or agency is responsible for submitting the final grant application by the grant deadline. Failure to submit requested materials to write the grant application on time will result in rollover of project to next grant application cycle. Requests for contract cancellation will result in a 50% fee of the total value of the contract. The GrantFinder Master Subscription Agreement ("MSA") located at <http://www.lexipol.com/GTGF-Master-ServiceAgreement> between the Customer and Lexipol govern the use of the Lexipol GrantFinder research system and related services. By executing this Order Form, Customer agrees to the terms of this document and the MSA. **Services to Be Provided:** Lexipol will provide ("Subscriber") with an annual license to GrantFinder. ("Services"). Praetorian Digital warrants that (i) Services will have an uptime of at least 95% during the term; (ii) Praetorian Digital has the right to enter into this agreement and to perform its obligations hereunder; and (iii) Services do not infringe any patent, copyright, trademark, trade secret or other proprietary right in any jurisdiction or otherwise contravene any rights of any third person. **Term:** The initial term of this agreement is specified by the start and end dates above. **Billing & Renewal:** Invoice for grant writing agreements will be sent as soon as work is started for target grant. Complete payment must be received no later than 30 days after receipt of invoice. GrantFinder and all other services provided by Lexipol, including but not limited to GAPGov, shall renew automatically at current rate card rates for 1 year unless Subscriber notifies Lexipol, in writing, prior to sixty (60) days before the initial term is to end. **Collections:** Client agrees to pay for all costs of collection, including but not limited to, reasonable attorney fees and other fees made necessary by the nonpayment. Lexipol reserves the right to suspend all services until payment is received in full and may terminate this agreement at their discretion if department and/or agency fails to comply with the terms of this agreement. Accounts over 28 days past due shall be charged a twenty-five dollar (\$25) late fee. **Materials:** Must be received 5 days prior to the grant application close date.

Confidentiality: *The information contained in this proposal is confidential and is intended only for the persons to whom it is transmitted to by Lexipol.*

Grant Assistance Program Summary

More than \$600 billion in grants is available to public safety agencies and local government each year. But it can be difficult to navigate through the grant process. Few agencies have grants experts on staff, or the time to research opportunities and develop grant applications. Lexipol's preaward grant services provide customized solutions enabling applicants to tap into federal, state, and private grants. With our team of expert grant writers, researchers, and project managers, you will craft the best grant application possible, helping you obtain the funding you need for essential programs, equipment, and personnel. While we cannot guarantee funding, we will do everything in our power to make sure we have clearly and effectively presented a strong case statement for funding your proposed grant project to the grant making agency.

The Lexipol Advantage

Lexipol was founded by public safety experts who saw a need for a better, safer way to run a public safety agency. Since the company launch in 2003, Lexipol has grown to form an entire risk management solution for public safety and local government. Today, we serve more than 10,000 agencies and municipalities and 2 million public safety and government professionals with a range of informational and technological solutions to meet the challenges facing these dynamic industries. In addition to providing policy management, online training, wellness resources, and grant assistance, we provide 24/7 industry news and analysis through the digital communities Police1, FireRescue1, Corrections1, EMS1 and Gov1. Our customers choose Lexipol to help them expertly navigate the increasingly complex grant process to secure funding for mission critical needs. The benefits of our grant solutions include:

- Industry expertise with combined grant experience of more than 100+ years
- Experience with a board range of grant programs such as DOJ, COPS, SAMHSA, FEMA, USDA, numerous state, corporate, and foundation grants, and many more
- 40% success rate, compared with the national average of just 17%
- Over \$500 million in grant funding secured to date
- Save time and effort by simplifying and streamlining the grant find and proposal submission process
- Identification of grants most appropriate for your agency and project

Lexipol is backed by the expertise of 400 employees with more than 2,075 years of combined experience in grants, constitutional law, civil rights, ADA and discrimination, mental and physical health, psychology, labor negotiations, Internal Affairs, use of force, hazmat, instructional design, and a whole lot more. That means no more trying to figure out policy, develop training or wellness content or secure funding on your own. You can draw on the experience of our dedicated team

members who have researched, taught, and lived these issues.

We look forward to working with Minot Fire Department to address your unique challenges.

Scope of Services

Complete Grant Writing Service

Billions of dollars in grants is available to public safety agencies and local government each year, but finding and applying for such funding is a complex and resource-intensive task. Lexipol's Complete Grant Writing Service combines the expertise of our grant writers, researchers and project managers to help you navigate through the grant process.

- Customized grant research specific to your agency's funding needs
- Unlimited, personalized grant consulting from senior grant consultants
- Customized, written grant narratives based on information provided by your agency
- Completion of grant application
- Unlimited reviews of your grant application before final submission

Agency Expectations: Please note the following service process to ensure our agreement runs smoothly.

Grant applications can take up to 100 hours to complete. While we will take on 85% of the work needed for a successful application, the agency will be asked to partner with us by providing important information to supplement the remaining 15% of the project. This may require up to 15 agency hours.

Here is a step-by-step outline of the post-contract process:

- You will be introduced to your assigned, dedicated Project Manager, who will be your primary point of contact over the entire project to submission.
- An introductory call to review project and confirm grant will take place as needed shortly after.
- Your Project Manager will then send over selected grant program and project-specific worksheets for completion by the agency. These worksheets help us collect critical information and programmatic details needed for application data entry and crafting of your narratives. This is the 15% of the project that we will need your direct help with.
- Once your team sends completed worksheets to the Project Manager, we will carefully review them and will contact you if we need more information.
- The Agency will be asked for feedback throughout the process. We recommend assigning a minimum of two agency contacts for the project. Your input is critical for your application's success!

Lexipol is compliant in receiving funding under federally funded grants or contracts for pre and post award services, pursuant to 2 C. F. R. Part 180.

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
FIRE DEPARTMENT OTHER PROFESSIONAL SERVICES EXPENDITURES AND
DECREASE THE FIRE DEPARTMENT OPERATION SUPPLIES EXPENDITURES
FOR THE SAFER GRANT WRITING SERVICES:**

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

- §1: Amend the 2024 annual budget to increase the fire department other professional services expenditures and decrease the fire department operation supplies expenditures for the SAFER grant writing services:

10031000-43300		\$4,800
10031000-46101-FD018		(4,800)

- §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: Lance Meyer, City Engineer

DATE: September 16, 2024

**SUBJECT: DRIVEWAY APPEAL AND REQUEST FOR SPECIAL PERMIT - 2200
4TH AVENUE SW**

I. RECOMMENDED ACTION

City Council may choose from the options below:

1. Approve the special permit for 2200 4th Avenue SW and allow a driveway width to a maximum of 58 feet at the curb line to be constructed in conformance with Chapter 28 of the Code of Ordinances.
2. Deny the special permit

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100
Emily Huettl, Asst. City Engineer, 701-857-4132

III. DESCRIPTION

A. Background

Staff has been approached by a property owner constructing a new home at 2200 4th Avenue SW to construct a driveway larger than allowed by city ordinance. Current ordinance allows a maximum width of 40 feet at the curblines for residential driveways. The property owner is requesting 58 feet at the curblines.

B. Proposed Project

In the recent past, council has been receptive to allowing wider driveways than what is allowed by ordinance. Staff has provided a safety and technical analysis for council's benefit and those points are listed below. Council has the decision to approve the special permit or deny the permit. Staff does not have any strong opinions on the request.

C. Recommendation Detail

In order to assist the council in making a determination whether to grant the special permit or deny the special permit, staff offers these points of consideration:

- 4th Avenue SW has a flat grade and does not have any view obstructions
- The lot is very large, measuring 160 feet across
- There is not a segment accident history on 4th Avenue SW where restrictions should be enforced
- Public works will have to push an additional 18 feet of snow from the maximum allowed by ordinance
- In the city's current system of road reconstruction funding, the city pays for driveway replacements. The additional width will someday be paid for by the city when 4th Avenue is reconstructed, hopefully decades from now.

IV. IMPACT

A. Aspirations

Excellent and Connected

B. Service/Delivery Impact:

Owner will be able to drive into all four doors of their garage without having to drive at an angle. However, public works will have issues clearing this distance of snow with snow gates engaged.

C. Fiscal Impact

There is no immediate or direct budget impact to approving or denying this request. In the distant future there may be a budget impact if the city has to replace an expanded driveway.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

Council can either approve or deny the special permit request from the owner.



TO: Mayor Ross
Members of the City Council

FROM: Jenna Zelinski, Comptroller

DATE: September 16, 2024

SUBJECT: APPROVE 2024 BOND RESOLUTION FOR 2024A ISSUANCE

I. RECOMMENDED ACTION

It is recommended City Council approve the issuance of the Series 2024A Refunding Improvement Bonds and authorize the Mayor and Finance Director to sign the required documents.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774

III. DESCRIPTION

A. Background

The Finance department reviews and prepares estimates for bond issuances based on the annual budget and the capital infrastructure needs of the City. The two projects being funded with this debt issuance are the Traffic Signal District #2022-1 and the Street Lighting District #65. The City Council declared their intent to issue debt for these projects at the time of awarding the construction contracts. Both of these special assessment projects have been finalized and the final assessment rolls have been brought to the Special Assessment Committee on September 9th. The series 2024A issuance will have a par amount of \$820,000 and a 10-year maturity.

B. Proposed Project

The bids on the bonds can be received until 11:00 am on September 16, 2024. The results of the bids will be brought to the Council meeting for final approval and award.

C. Recommendation Detail

It is recommended the City Council approve the issuance of the Series 2024A Refunding Improvement Bonds and authorize the Mayor and Finance Director to sign the required documents. The resolution attached is a placeholder until we have the final bid results.

IV. IMPACT

A. Aspirations

The two projects under this bond issuance meet each of the Council Aspirations. Traffic Signal District #2022-1 accomplishes the aspirations of Dynamic & Flourishing as well as Excellent and Connected. Street Lighting District #65 meets the aspirations of Safe & Welcoming and Prepared & Resilient.

B. Service/Delivery Impact:

Both projects are special assessment districts that will be certified to the County this fall and reflect on property owner's tax statements in the spring of 2025.

C. Fiscal Impact

The outstanding debt will be paid for with special assessment collections throughout the maturity of the issuance. The bid results will be announced at the Council meeting.

VI. ALTERNATIVES

N/A

RESOLUTION NO. 3844

RESOLUTION AUTHORIZING SALE, ESTABLISHING TERMS AND DIRECTING ISSUANCE OF DEFINITIVE IMPROVEMENT WARRANTS ON THE FUNDS OF IMPROVEMENT DISTRICTS AND PROVIDING FOR AND APPROPRIATING SPECIAL ASSESSMENTS FOR THE SUPPORT AND MAINTENANCE OF SAID FUNDS

BE IT RESOLVED by the City Council of the City of Minot, North Dakota (the “City”), as follows:

SECTION 1. RECITALS.

1.1. Special Improvement District. The City, by proceedings duly taken in accordance with the provisions of Chapters 40-22 through 40-27, North Dakota Century Code, as amended, has created the improvement districts specified in Section 3.1 hereof (the “Districts”) for the purpose of paying costs (including financing costs) necessarily incurred in the construction of improvements of special benefit to the Districts (the “Improvements”). This Council has duly ordered, received and approved an engineer’s report as to the general nature, purpose and feasibility of the Improvements in each District and an estimate of the probable cost of the Improvements. Where required, this Council has declared the necessity of making the Improvements in each District and the insufficiency of protests to the making of the Improvements. This Council has approved the detailed plans and specifications for construction of the Improvements and advertised for bids and contracted for the construction of the Improvements. This Council affirms all actions previously taken in connection with the Improvements, and declares the necessity of making such improvements and the insufficiency of any protests. The City presently owns all lands and rights in land necessary for the construction of the Improvements. The total estimated cost of the Improvements is \$865,000.

1.2. Notice and Contract for Sale of Improvement Warrants. In order to pay the City’s portion of the cost of the Improvements (including the retirement of any temporary warrants heretofore issued for such cost), it is necessary and expedient for the City at this time to borrow money by the issuance of improvement warrants to be drawn upon the funds (the “Funds”) of the Districts, created pursuant to Section 3.1, in the aggregate principal amount of \$865,000 (the “Warrants”). Bids for the purchase of the Warrants to be immediately refunded by the issuance of \$865,000 Refunding Improvement Bonds, Series 2024 (the “Bonds”) of the City, have been solicited by PFM Financial Advisors LLC (“PFM”), the City’s municipal advisor, pursuant to a Notice of Sale and an Official Statement for the sale of the Warrants, and the Council has publicly considered all sealed bids presented in conformity therewith. The bids received in accordance with the Notice of Bond Sale are attached hereto as Exhibit A. It is hereby determined that the best bid for the purchase of the Warrants is the bid received from TD Securities, in New York, New York (the “Purchaser”), said bid being to purchase the Warrants in a principal amount of \$865,000 at a price of \$902,451.70 upon the further terms set forth herein. The Mayor and City Clerk are hereby authorized and directed on behalf of the City to execute a contract with the Purchaser for the sale of the Warrants.

1.3. Findings. This Council finds that the total benefits to all lots, tracts and parcels of land liable to be specially assessed for benefits resulting from the Improvements will be substantially in excess of the portion of the costs of the Improvements to be assessed against the properties in the Districts as provided in this resolution. All acts, conditions and things required by the Constitution and laws of the State of North Dakota to be done, to exist, to happen and to be performed prior to the sale and issuance of the Warrants have been done, do exist, have happened and have been performed as so required.

SECTION 2. FORM OF WARRANTS. The Warrants shall be prepared for execution in substantially the form attached hereto as Exhibit B.

SECTION 3. TERMS, EXECUTION AND DELIVERY.

3.1. Interest Rate and Payment Dates, Installments of Principal. In anticipation of the collection of the special assessments, the City shall issue and deliver the Warrants drawn on the Funds in the principal amount of \$865,000. The Warrants shall be dated as of October 15, 2024, and shall bear interest at the rate of 4.6534% per annum, payable on April 1 and October 1 in each year, commencing April 1, 2025, but no interest coupons shall be attached thereto. The Warrants shall payable in annual installments of principal on October 1 in the respective years as follows, and in the amounts specified below for each of said years:

<u>District</u>	<u>Number</u>	<u>Cost*</u>	<u>Assessment Collection Years</u>	<u>Annual Installments of Principal</u>	
				<u>Years</u>	<u>Amount</u>
Traffic Signal District	2022-1	\$596,771	2025-2034	2025 – 2034	\$59,677.10
Lighting District	65	\$268,229	2025-2034	2025 – 2034	\$26,822.90
		\$865,000			
<i>*Project plus issuance expenses</i>					

The Warrants shall be subject to redemption or exchange only for the purpose of refunding the Warrants, in whole but not in part, by the issuance of refunding improvement bonds pursuant to Chapter 40-27 of the North Dakota Century Code, as amended. The principal of and interest on the Warrants shall be payable at the office of the City Auditor, in Minot, North Dakota.

3.2. Additional Warrants. The City reserves the right to issue and sell additional warrants on the Funds of the Districts, payable from the Funds on a parity with the Warrants now issued, to any extent found necessary to complete payment of the cost of the Improvements in the Districts, but no such warrants shall be issued unless the aggregate amount of the special assessments for the Improvements, plus any ad valorem taxes levied with respect thereto, shall be at least equal to the total cost of the Improvements and the principal amount of warrants issued to fund the Improvements.

3.3. Execution and Delivery. After the Warrants have been prepared, they shall be executed on behalf of the City by the signature of the Mayor, countersigned by the City Clerk and when so executed shall be delivered by the City Clerk to the Purchaser, pursuant to and in accordance with the contract of sale thereof made and executed by the City, upon payment of the purchase price heretofore agreed upon. The Purchaser shall not be obligated to see to the application of the purchase price, but the proceeds of the Warrants shall be used solely to pay the costs necessarily incurred and to be incurred by the City in the completion of the Improvements.

3.4. Registration. The principal of and the interest on the Warrants shall be payable to the registered owner as shown upon the books of the City as referred to in the form of Warrants contained in Section 2. Upon the refunding of the Warrants in accordance with the contract of sale and exchange heretofore executed, the ownership of such principal and interest shall be registered by the City Clerk in the name of the City of Minot, in trust for the holders of the Refunding Improvement Bonds, Series 2024 of the City.

SECTION 4. SECURITY PROVISIONS.

4.1. Improvement District Fund. There are hereby created special funds of the City for each of the Districts. Each Fund shall be designated by the name and number of the District to which it pertains, and shall be held and administered by the City Auditor separate and apart from all other funds of the City and shall be continued and maintained as herein directed until the Warrant pertaining to that Fund and any additional warrants issued thereon shall have been fully paid with interest. In each Fund there shall be maintained two separate accounts to be designated as the "Construction Account" and the "Principal and Interest Account," respectively.

(a) There shall be credited to the Construction Account in each Fund the proceeds of the sale of the Warrant drawn on that Fund, except accrued interest from the date of the Warrant to the date of delivery thereof, and except any amount representing capitalized interest as set forth in (b) below. All costs and expenses of making each Improvement shall be paid from time to time as incurred and allowed from the Construction Account, and moneys in the Construction Account shall be used for no other purpose, provided that after all claims and expenses with respect to each Improvement have been fully paid and satisfied, the moneys in each Construction Account shall be used to reimburse to the general fund of the City any sums heretofore advanced from such general fund to pay costs of the Improvement; and provided further, that if upon completion of each Improvement and approval thereof by the City Engineer, and payment of all claims and expenses with respect to the Improvement, there shall remain any unexpended balance in the Construction Account, such balance shall be transferred to the Principal and Interest Account of that Fund and handled and accounted for in the same manner as other moneys in that account.

(b) There shall be credited to the Principal and Interest Account of each Fund the accrued interest from the date of the Warrant to the date of delivery thereof to the Purchaser, any capitalized interest from the proceeds of the Warrant borrowed to provide interest payments on the Warrant throughout the period of construction of the Improvement, the entire amount of special assessments to be levied for the Improvement, any taxes which may be levied pursuant to this resolution, and any funds remaining in the Construction Account after completion of the Improvement and payment of all costs thereof. Moneys in the Principal and Interest Account shall

be used only for payment of the principal of and interest on the Warrant and any additional warrants drawn against the Fund as such payments become due.

4.2. Special Assessments. The City covenants and agrees that it will do and perform as soon as may be, in accordance with law, all acts and things necessary for the final and valid levy of special assessments against property benefited by the Improvements in an aggregate amount equal to the total cost of the Improvements to the City. In the event that any assessments shall at any time be held invalid with respect to any lot or tract of land, due to any error, defect or irregularity in any action or proceeding taken or to be taken by the City or by this Council or by any of its officers or employees, either in the making of the assessment or in the performance of any condition precedent thereto, the City and this Council covenant and agree that they will forthwith do all such further acts and take all such further proceedings as may be required by law to make such assessment a valid and binding lien upon such lot or tract. The City further recognizes its obligation, in accordance with the provisions of North Dakota Century Code, Section 40-23-07, to pay a special assessment proportionate to the benefit conferred upon each and every lot and tract of land owned by the City located within the Districts and benefited by the Improvements. The special assessments for the Districts will be made payable in the same number of equal annual installments and in the same years as specified in Section 3.1 for the installments of principal on the Warrants issued with respect to the Districts, and shall bear interest at the rate of 4.6534% per annum from the date of levy to the date on which each installment is fully paid.

4.3. Deficiencies. The City hereby recognizes its obligation with respect to the Warrants and any additional warrants issued hereunder, as set forth in Section 40-26-08, North Dakota Century Code, as amended, that whenever all special assessments theretofore collected for the Improvements in any District are insufficient to pay principal or interest then due on the Warrant now issued and any such additional warrants issued on the Fund of such District, this Council shall levy a tax upon all taxable property within the City for the payment of such deficiency, without limitation as to rate or amount. Nothing herein contained shall be deemed to limit the power of the City under the provisions of Section 40-26-08 to levy a general tax in anticipation of a deficiency considered likely to occur in any Fund within one year. It is hereby declared as the policy of the City that provision shall be made in each annual budget for any deficiency in any Fund which is then deemed likely to occur within the then next succeeding year, to the end that the liability which would otherwise accrue thereafter may be reduced and the general tax which the City might otherwise be obligated to levy for discharge of a deficiency thereafter equalized, and the credit rating of the City may be maintained.

4.4. Covenants. The City covenants and agrees with the purchasers and holders from time to time of the Warrants as follows:

(a) That in the event the moneys in the Principal and Interest Account of any Fund are at any time insufficient to pay principal of or interest on the Warrant drawn thereon or any additional warrants issued hereunder which shall then be due, the moneys shall be first used to pay the accrued interest, and the balance shall be applied in payment of maturing principal.

(b) That in the event any special assessments to be levied by the City as agreed in Section 4.2 shall be at any time held invalid, or be reduced below the amount set forth in Section 4.2, this Council shall forthwith do all such further acts and take all such further proceedings as

may be required so that the aggregate amount levied for general taxes and special assessments shall be not less than the total of the principal and interest payments on the Warrants.

SECTION 5. CERTIFICATION OF PROCEEDINGS. The officers of the City and County Auditor of Ward County are hereby authorized and directed to prepare and furnish to the Purchaser of the Warrants, and to Dorsey & Whitney LLP, Bond Counsel, certified copies of all ordinances, resolutions and other proceedings relating to the making of the Improvements and the levy of taxes and special assessments therefor and the issuance of the Warrants, and such other affidavits and certificates as may be required to show the facts relating to the legality and marketability of the Warrants; and all such certified copies, certificates and affidavits, including any heretofore furnished, shall constitute representations of the City as to the correctness of all facts stated or recited therein.

Adopted this 16th day of September, 2024.

Mayor

Attest: _____
City Clerk

[illegible]

The undersigned, being the duly appointed, qualified and acting City Clerk of the City of Minot, North Dakota, hereby certifies that the foregoing is a full, true and correct copy of a resolution duly passed and adopted by the City Council of the City at its meeting duly called and held on September 16, 2024, by the following roll call vote:

Ayes:

Nays:

Absent:

and that the resolution has been duly presented to and approved and signed by the Mayor, and has not subsequently been amended and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Minot,
North Dakota.

Dated: September __, 2024.

City Clerk

(SEAL)

EXHIBIT A
BID TABULATION



45 South 7th Street
Suite 2950
Minneapolis, MN 55402
612.338.3535
612.338.7264 Fax
www.pfm.com

RESULTS OF SALE

SALE DATE: September 16, 2024

\$820,000* Refunding Improvement Bonds, Series 2024
City of Minot, North Dakota

Due: October 1, 2025 through 2043
Rating: "Aa2" by Moody's

Bank Qualified: Yes

Dated: October 15, 2024
Bond Buyer 20-Bond Index: 3.83%

<u>BIDDERS</u>	<u>Address</u>	<u>Year</u>	<u>Rate</u>	<u>Yield</u>	
TD SECURITIES	New York, NY	2025	4.000%	3.000%	<u>Price</u>
		2026	4.000%	2.810%	
		2027	4.000%	2.750%	\$856,196.50
		2028	4.000%	2.750%	
		2029	4.000%	2.750%	<u>NIC</u>
		2030	4.000%	2.830%	
		2031	4.000%	2.910%	\$155,727.94
		2032	4.000%	2.980%	
		2033	4.000%	2.980%	<u>TIR</u>
		2034	4.000%	3.010%	
					3.1513%

* Subsequent to bid opening the par amount increased to \$865,000. The bid price was changed to \$902,451.70 resulting in a true interest rate of 3.1539%.

<u>BIDDERS</u>	<u>Address</u>	<u>Year</u>	<u>Rate</u>	
ROBERT W. BAIRD & CO., INC.	Milwaukee, WI	2025	5.000%	<u>Price</u>
		2026	5.000%	
		2027	5.000%	\$895,336.85
		2028	5.000%	
		2029	5.000%	<u>NIC</u>
		2030	5.000%	
		2031	5.000%	\$164,568.71
		2032	5.000%	
		2033	5.000%	<u>TIR</u>
		2034	5.000%	
				3.2285%

<u>BIDDERS</u>	<u>Address</u>	<u>Year</u>	<u>Rate</u>	
UMB BANK N.A.	Kansas City, MO	2025	3.200%	<u>Price</u>
		2026	3.200%	
		2027	3.200%	\$811,980.40
		2028	3.200%	
		2029	3.200%	<u>NIC</u>
		2030	3.200%	
		2031	3.200%	\$161,559.16
		2032	3.200%	
		2033	3.200%	<u>TIR</u>
		2034	3.200%	3.3898%

<u>BIDDERS</u>	<u>Address</u>	<u>Year</u>	<u>Rate</u>	
NORTHLAND SECURITIES, INC.	Minneapolis, MN	2025	5.000%	<u>Price</u>
		2026	5.000%	
		2027	5.000%	\$877,974.25
		2028	5.000%	
		2029	5.000%	<u>NIC</u>
		2030	5.000%	
		2031	5.000%	\$181,931.31
		2032	5.000%	
		2033	5.000%	<u>TIR</u>
		2034	5.000%	3.6176%

EXHIBIT B

FORM OF SERIES 2024 WARRANT

UNITED STATES OF AMERICA
STATE OF NORTH DAKOTA
COUNTY OF WARD
CITY OF MINOT

[] DISTRICT NO. []

DEFINITIVE IMPROVEMENT WARRANT

No. R-__

\$[]

THE CITY OF MINOT, A DULY ORGANIZED AND EXISTING MUNICIPAL CORPORATION OF WARD COUNTY, NORTH DAKOTA (the "City"), will pay to the registered owner hereof, as shown upon the books of the City and noted hereon, but only out of the Principal and Interest Account (the "Account") of the Improvement District Fund (the "Fund") of the above designated District the sum specified above, payable in annual installments of \$[] on October 1 in the years 2025 through 2034, with interest on the balance thereof, from the date hereof until said principal sum is fully paid, at the rate of 4.6534% per annum, payable on April 1 and October 1 in each year, commencing April 1, 2025. Both principal and interest are payable at the office of the City Auditor, in Minot, North Dakota, in any coin or currency of the United States of America which on the respective date of payment is legal tender for public and private debts.

This Warrant is issued for the purpose of financing a portion of the costs of necessary improvements (the "Improvements") benefiting the above-designated District of the City and is issued pursuant to and in full conformity with the Constitution and laws of the State of North Dakota thereunto enabling, including Chapters 40-22 through 40-27 of the North Dakota Century Code, and amendatory and supplemental laws, and in anticipation of the collection of special assessments to be levied and collected to pay for the Improvements, pledged to the payment thereof and appropriated to the Account.

This Warrant is subject to redemption or exchange at the option of the City at any time, at a price of the principal amount thereof and accrued interest for the sole purpose of refunding the total outstanding principal amount of this Warrant by the issuance of refunding improvement bonds of the City pursuant to Chapter 40-27, North Dakota Century Code.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of North Dakota to be done, to exist, to happen and to be performed preliminary to and in the valid issuance of this Warrant have been done, do exist, have happened and have been performed in regular and due form, time and manner as so required; that the City has duly contracted for the making of the Improvements benefiting the District in an amount not less than the cost thereof and will use the

funds made available by this Warrant for the construction of the Improvements; that the Account from which principal hereof and interest hereon are payable has been duly created and provision made for the support thereof by special assessments to be levied in an aggregate amount sufficient to meet all payments of principal and interest on this Warrant as the same shall become due; that whenever all special assessments appropriated and theretofore collected for the Improvements are insufficient to pay principal and interest then due on this Warrant and any additional warrants issued against the Improvements, the City Council is required by law to levy a general tax upon all the taxable property within the City for the payment of such deficiency without limitation as to rate or amount; and that the issuance of this Warrant does not cause the special or general indebtedness of the City to exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF the City of Minot, North Dakota, by its City Council, has caused this Warrant to be executed on its behalf by the Mayor and countersigned by its City Clerk and has caused this Warrant to be dated as of October 15, 2024.

Mayor

Countersigned: _____
City Clerk

REGISTRATION

The City of Minot, North Dakota, has registered the ownership of the within warrant, and of the interest payable thereon, on the books of the City maintained by its Clerk at Minot, North Dakota, in the name of the following holder:

City of Minot, in trust for the holders of its
Refunding Improvement Bonds, Series 2024.

Dated as of the 15th day of October, 2024.

City Clerk

RESOLUTION NO. 3844

RESOLUTION CALLING FOR THE RECEIPT OF BIDS; AUTHORIZING THE ISSUANCE AND SALE, PRESCRIBING THE FORM AND DETAILS AND PROVIDING FOR THE PAYMENT OF \$865,000 REFUNDING IMPROVEMENT BONDS, SERIES 2024

BE IT RESOLVED by the City Council of the City of Minot, North Dakota (the City), as follows:

SECTION 1. RECITALS, AUTHORIZATION AND SALE.

1.1. Issuance of Warrants. In and by the resolution adopted by this Council on this date, entitled “Resolution Authorizing Sale, Establishing Terms and Directing Issuance of Definitive Improvement Warrants on the Funds of the Districts and Providing for and Appropriating Special Assessments for the Support and Maintenance of Said Funds” (the “Warrant Resolution”), the City has authorized the Finance Director to award the sale of definitive special improvement warrants in the principal amount of \$865,000 (the “Warrant”), payable from the fund (the “District Fund”) of each improvement district as described in Section 3.1 of the Warrant Resolution (the “District”), subject to the terms, provisions and covenants set forth in the Warrant Resolution which is incorporated herein and made a part hereof, and has sold the Warrants to TD Securities, in New York, New York (the “Purchaser”).

1.2. Refunding of Warrants. It is hereby found, determined and declared that the Warrants were duly and legally authorized under the authority of and in accordance with the provisions of Title 40 of the North Dakota Century Code, as amended; that, on the date of issuance of the Warrants and Bonds, there will not be in the District Funds sufficient money to pay the Warrants drawn thereon with interest, and by redemption and refunding of the Warrants the interest rate and interest costs thereon may be substantially reduced, and the general tax which the City may become obligated to levy for any deficiencies in the District Funds can be reduced and equalized; that the Purchaser of the Warrants will agree to the refunding of the Warrants upon the terms hereinafter set forth, which agreement is hereby approved and confirmed; that all acts, conditions and things required by the Constitution and laws of the State of North Dakota to be done, to exist, to happen and to be performed precedent to the issuance of the Bonds (as defined in Section 2.1) have been done, do exist, have happened and have been performed in due form, time and manner as so required; and that the issuance of the Bonds is necessary and expedient and for the best interest of the City, its inhabitants and taxpayers and the owners of property liable to be assessed for the Improvements as set forth in Section 1 of the Warrant Resolution.

SECTION 2. TERMS, EXECUTION AND DELIVERY OF BONDS.

2.1 Date, Maturities, Denomination and Payment. The Bonds shall be dated originally as of October 15, 2024, shall be in the denomination of \$5,000 each or any integral multiple thereof of single maturities, shall mature on October 1 in the years and amounts stated below and shall bear interest from date of original issue until paid at the annual rates set forth opposite such years and amounts, as follows:

<u>Year</u>	<u>Amount</u>	<u>Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Rate</u>
2025	\$75,000	4.00%	2030	\$85,000	4.00%
2026	75,000	4.00	2031	90,000	4.00
2027	80,000	4.00	2032	95,000	4.00
2028	80,000	4.00	2033	100,000	4.00
2029	85,000	4.00	2034	100,000	4.00

The Bonds shall be issuable only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof shall be payable by check or draft issued by the Registrar described herein; provided that, so long as the Bonds are registered in the name of a securities depository, or a nominee thereof, in accordance with Section 2.7 hereof, principal and interest shall be payable in accordance with the operational arrangements of the securities depository.

2.2. Dates and Interest Payment Dates. Upon initial delivery of the Bonds pursuant to Section 2.7 and upon any subsequent transfer or exchange pursuant to Section 2.5, the date of authentication shall be noted on each Bond so delivered, exchanged or transferred. Interest on the Bonds shall be payable on each April 1 and October 1, commencing April 1, 2025, each such date being referred to herein as an Interest Payment Date, to the persons in whose names the Bonds are registered on the Bond Register, as hereinafter defined, at the Registrar's close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date, whether or not such day is a business day.

2.3. Redemption. The Bonds are not subject to optional redemption and prepayment prior to maturity.

2.4. Appointment of Initial Registrar. The City hereby appoints the City Auditor, in Minot, North Dakota, as the initial bond registrar, transfer agent and paying agent (the "Registrar"). The City reserves the right to remove the Registrar upon 30 days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar shall deliver all cash and Bonds in its possession to the successor Registrar and shall deliver the bond register to the successor Registrar.

2.5. Registration. The effect of registration and the rights and duties of the City and the Registrar with respect thereto shall be as follows:

(a) Register. The Registrar shall keep at its principal office a bond register in which the Registrar shall provide for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of any Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close

the books for registration of any transfer after the fifteenth day of the month preceding each Interest Payment Date and until such Interest Payment Date.

(c) Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar shall authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity, as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. All Bonds surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When any Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name any Bond is at any time registered in the bond register as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on such Bond and for all other purposes, and all such payments so made to any such registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. For every transfer or exchange of Bonds, the Registrar may impose a charge upon the owner thereof sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to such transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. In case any Bond shall become mutilated or be destroyed, stolen or lost, the Registrar shall deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Bond or in lieu of and in substitution for any such Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that such Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the City and the Registrar shall be named as obligees. All Bonds so surrendered to the Registrar shall be canceled by it and evidence of such cancellation shall be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured in accordance with its terms it shall not be necessary to issue a new Bond prior to payment.

2.6. Additional Warrants and Bonds. The City has reserved the right to issue additional warrants on any District Fund in such amount, if any, as may be found necessary to complete payment of the cost of the Improvements in such District. The right is also reserved to refund any warrants so issued by the issuance of additional refunding improvement bonds, payable from the

Bond Fund, and secured by all of the covenants and agreements contained in this resolution, on a parity in all respects with the Bonds. All references in this resolution to Bonds, unless the context requires otherwise, include any additional bonds so issued.

2.7. Securities Depository. (a) For purposes of this section the following terms shall have the following meanings:

“Beneficial Owner” shall mean, whenever used with respect to a Bond, the person in whose name such Bond is recorded as the beneficial owner of such Bond by a Participant on the records of such Participant, or such person’s subrogee.

“Cede & Co.” shall mean Cede & Co., the nominee of DTC, and any successor nominee of DTC with respect to the Bonds.

“DTC” shall mean The Depository Trust Company of New York, New York.

“Participant” shall mean any broker-dealer, bank or other financial institution for which DTC holds Bonds as securities depository.

“Representation Letter” shall mean the Representation Letter pursuant to which the sender agrees to comply with DTC’s Operational Arrangements.

(b) The Bonds shall be initially issued as separately authenticated fully registered bonds, and one Bond shall be issued in the principal amount of each stated maturity of the Bonds. Upon initial issuance, the ownership of such Bonds shall be registered in the bond register in the name of Cede & Co., as nominee of DTC. The Registrar and the City may treat DTC (or its nominee) as the sole and exclusive owner of the Bonds registered in its name for the purposes of payment of the principal of or interest on the Bonds, selecting the Bonds or portions thereof to be redeemed, if any, giving any notice permitted or required to be given to registered owners of Bonds under this resolution, registering the transfer of Bonds, and for all other purposes whatsoever; and neither the Registrar nor the City shall be affected by any notice to the contrary. Neither the Registrar nor the City shall have any responsibility or obligation to any Participant, any person claiming a beneficial ownership interest in the Bonds under or through DTC or any Participant, or any other person which is not shown on the bond register as being a registered owner of any Bonds, with respect to the accuracy of any records maintained by DTC or any Participant, with respect to the payment by DTC or any Participant of any amount with respect to the principal of or interest on the Bonds, with respect to any notice which is permitted or required to be given to owners of Bonds under this resolution, with respect to the selection by DTC or any Participant of any person to receive payment in the event of a partial redemption of the Bonds, or with respect to any consent given or other action taken by DTC as registered owner of the Bonds. So long as any Bond is registered in the name of Cede & Co., as nominee of DTC, the Registrar shall pay all principal of and interest on such Bond, and shall give all notices with respect to such Bond, only to Cede & Co. in accordance with DTC’s Operational Arrangements, and all such payments shall be valid and effective to fully satisfy and discharge the City’s obligations with respect to the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than DTC shall receive an authenticated Bond for each separate stated maturity evidencing the obligation of the City to make payments of principal and interest. Upon delivery by DTC to the Registrar of

written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the Bonds will be transferable to such new nominee in accordance with paragraph (e) hereof.

(c) In the event the City determines that it is in the best interest of the Beneficial Owners that they be able to obtain Bonds in the form of bond certificates, the City may notify DTC and the Registrar, whereupon DTC shall notify the Participants of the availability through DTC of Bonds in the form of certificates. In such event, the Bonds will be transferable in accordance with paragraph (e) hereof. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and the Registrar and discharging its responsibilities with respect thereto under applicable law. In such event the Bonds will be transferable in accordance with paragraph (e) hereof.

(d) The previous execution and delivery of the Representation Letter to DTC is hereby ratified, and, if not previously filed with DTC, is hereby authorized and directed.

(e) In the event that any transfer or exchange of Bonds is permitted under paragraph (b) or (c) hereof, such transfer or exchange shall be accomplished upon receipt by the Registrar of the Bonds to be transferred or exchanged and appropriate instruments of transfer to the permitted transferee in accordance with the provisions of this resolution. In the event Bonds in the form of certificates are issued to owners other than Cede & Co., its successor as nominee for DTC as owner of all the Bonds, or another securities depository as owner of all the Bonds, the provisions of this resolution shall also apply to all matters relating thereto, including, without limitation, the printing of such Bonds in the form of bond certificates and the method of payment of principal of and interest on such Bonds in the form of bond certificates.

Any successor depository must be both a "clearing corporation" as defined in North Dakota Century Code, Section 41-08-02 and a qualified and registered "clearing agency" as provided in Section 17A of the Securities Exchange Act of 1934, as amended.

2.8. Execution, Authentication and Delivery. The Bonds shall be prepared under the direction of the City Clerk and shall be executed on behalf of the City by the signatures of the Mayor and the City Clerk or their designee, provided that all signatures may be printed, engraved or lithographed facsimiles of the originals. In case any officer whose signature or a facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of any Bond, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if he had remained in office until delivery. Notwithstanding such execution, no Bond shall be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on such Bond has been duly executed by the manual signature of the Registrar. The executed certificate of authentication on each Bond shall be conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so prepared and executed, the City Auditor shall deliver the same to the Purchaser thereof in exchange for the Warrants in the same aggregate principal amount, heretofore purchased by the Purchaser, and the City shall pay to the Purchaser the interest accrued to the date of exchange of the Warrants less the amount of interest accrued to said date on the Bonds; all in accordance with the agreement heretofore made and entered into relative to the refunding of the Warrants, which agreement is hereby approved, ratified and confirmed.

SECTION 3. FORM OF BOND. The Bonds shall be prepared in substantially the form attached as Exhibit A hereto.

SECTION 4. SECURITY PROVISIONS.

4.1. 2024 Refunding Improvement Bond Fund. There shall be and is hereby created a special fund to be maintained by the City Auditor separate and apart from all other funds of the City, to be designated as the 2024 Refunding Improvement Bond Fund (the “Bond Fund”). To the Bond Fund shall be credited the Warrants when received by the City Clerk, which Warrants shall thereupon become and shall thereafter be held as an asset of the Bond Fund, and the proceeds of all collections on the Warrants and any additional warrants so acquired shall be held by the City in trust for the use and benefit of the holders from time to time of the Bonds. Each District Fund shall be continued and payments shall be made therefrom on the related Warrant and any additional warrants drawn thereon in the same manner as though the Warrant had not been refunded. All payments of principal and interest made on the Warrants and any additional warrants so acquired shall be credited to the Bond Fund, and shall be used and applied in payment of the principal of and interest on the Bonds and any additional Bonds as such principal and interest become due.

There are hereby established two accounts in the Bond Fund, designated as the “Debt Service Account” and the “Surplus Account.” There shall initially be deposited into the Debt Service Account upon the issuance of the Bonds any accrued interest received by the City upon delivery of the Bonds and any other funds budgeted by the City to pay debt service on the Bonds during the period of construction of the Improvements. Thereafter, during each Bond Year (i.e., each twelve month period commencing on October 2 and ending on the following October 1), as monies are received into the Bond Fund, the City Auditor shall first deposit such monies into the Debt Service Account until an amount has been appropriated thereto sufficient to pay all principal and interest due on the Bonds through the end of the Bond Year. All subsequent monies received in the Bond Fund during the Bond Year shall be appropriated to the Surplus Account. If at any time the amount on hand in the Debt Service Account is insufficient for the payment of principal and interest then due, the City Auditor shall transfer to the Debt Service Account amounts on hand in the Surplus Account to the extent necessary to cure such deficiency.

Investment earnings (and losses) on amounts from time to time held in the Debt Service Account and Surplus Account shall be credited or charged to said accounts.

4.2. Covenants. The City hereby covenants and agrees with the holders from time to time of the Bonds:

(a) That it will use due diligence to collect the Warrants and any additional warrants and to levy and collect the special assessments appropriated for their payment.

(b) That it will preserve and enforce for the benefit of the holders from time to time of the Bonds all of the rights, powers and privileges reserved to the holder of the Warrants, and all of the covenants of the City as provided in the Warrant Resolution authorizing the issuance of the Warrants.

(c) That, at the time and in the manner prescribed by Section 40-26-08, North Dakota Century Code, as amended, this Council will levy general taxes on all taxable property in the City

for the payment of any deficiency in any District Fund and will cause the proceeds thereof to be applied in payment of the principal of and interest on the then unpaid improvement warrants drawn on the District Fund, provided that the City reserves the right to levy additional taxes in the manner and to the extent permitted by law for payment and discharge of any deficiency in any District Fund prior to the date upon which it may become obligatory to levy such deficiency taxes, and the amounts thereof shall be credited against the levies which the City might otherwise have become obligated to make.

(d) That in the event the moneys in the Bond Fund should at any time be insufficient to meet all payments of principal and interest then due on all Bonds payable therefrom, said moneys shall be first used to pay the interest accrued on all outstanding Bonds issued pursuant to this resolution, and the balance shall be applied in payment of the principal of the Bonds in order of their maturities, earliest maturities first, and pro rata among Bonds maturing on the same date; and the City reserves the right and privilege of refunding any of such matured Bonds for the payment of which moneys are not at the time available by issuing new, refunding Bonds payable from the Bond Fund, which refunding Bonds shall be on a parity with all Bonds theretofore issued as to interest charges thereon, but the maturity of such refunding Bonds shall be subsequent to the maturity of all Bonds payable from the Bond Fund and then outstanding, provided that no holder of any Bond shall be obligated to accept any such refunding Bond in exchange for any of such matured Bond held.

(e) The Improvements financed by the Bonds are public infrastructure improvements owned and maintained by the City and available for use by members of the general public on a substantially equal basis. The City will not enter into any lease, use agreement or other contract respecting the Improvements or the security for the Bonds which would cause the Bonds to be considered "private activity bonds" or "private loan bonds" pursuant to Section 141 of the Internal Revenue Code of 1986, as amended (the Code).

SECTION 5. DEFEASANCE. When all Bonds payable from the Bond Fund have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution shall cease. The City may discharge its obligations with respect to all Bonds due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or if any Bond should not be paid when due, the same may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The City may also discharge its obligations with respect to all Bonds of any series at any time by irrevocably depositing in escrow with a bank or trust company qualified by law to act as an escrow agent, for the purpose of paying all principal and interest due on such Bonds prior to a date upon which all of the same will be prepayable according to their terms, and paying all remaining Bonds of the series on that date, a sum of cash and securities of the types described in North Dakota Century Code, Section 40-27-13, in such aggregate amount, bearing interest at such rates and maturing or callable at the holder's option on such dates as shall be required to provide funds sufficient for this purpose.

SECTION 6. CERTIFICATION OF PROCEEDINGS.

6.1. Authentication of Transcript. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser and to Dorsey & Whitney LLP, Bond Counsel,

certified copies of all proceedings and records relating to the Bonds and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of the Bonds, as the same appear from the books and records in their custody and control or as otherwise known to them, and all such certified copies, affidavits and certificates, including any heretofore furnished, shall be deemed representations of the City as to the correctness of all statements contained therein.

6.2. Official Statement. The Preliminary Official Statement relating to the Bonds, dated on or about September 16, 2024, prepared and distributed on behalf of the City by PFM Financial Advisors LLC is hereby approved, and the officers of the City are hereby authorized and directed to execute such certificates as may be appropriate concerning the accuracy, completeness and sufficiency thereof.

SECTION 7. TAX COVENANTS AND ARBITRAGE MATTERS.

7.1. Restrictive Action. The City covenants and agrees with the registered owners from time to time of the Bonds that it will not take, or permit to be taken by any of its officers, employees or agents, any actions that would cause interest on the Bonds to become includable in gross income of the recipient under the Internal Revenue Code of 1986, as amended (the "Code") and applicable Treasury Regulations (the "Regulations") and covenants to take any and all actions within its powers to ensure that the interest on the Bonds will not become includable in gross income of the recipient under the Code and the Regulations.

7.2. Arbitrage Certification. The Mayor and the City Clerk being the officers of the City charged with the responsibility for issuing the Bonds pursuant to this resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code and applicable Regulations, stating the facts, estimates and circumstances in existence on the date of issue and delivery of the Bonds which make it reasonable to expect that the proceeds of the Bonds will not be used in a manner that would cause the Bonds to be arbitrage bonds within the meaning of the Code and Regulations.

7.3. Rebate. (a) It is hereby found that the City has general taxing powers, that no Bond is a "private activity bond" within the meaning of Section 141 of the Code, that 95% or more of the net proceeds of the Bonds are to be used for local governmental activities of the City, and that the aggregate face amount of all tax-exempt obligations (other than private activity bonds) issued by the City and all subordinate entities thereof during the year 2024 is not reasonably expected to exceed \$5,000,000. Therefore, pursuant to Section 148(f)(4)(D) of the Code, the City shall not be required to comply with the arbitrage rebate requirements of paragraphs (2) and (3) of Section 148(f) of the Code.

(b) Notwithstanding the provisions of paragraph (a) of this Section 7.3, if the arbitrage rebate provisions of Section 148(f) of the Code apply to the Bonds, the City hereby covenants and agrees to make the determinations, retain records and rebate to the United States the amounts at the times and in the manner required by said Section 148(f) and applicable Regulations.

7.4. Reimbursement. The City certifies that the proceeds of the Bonds will not be used by the City to reimburse itself for any expenditure with respect to the Improvements which the City

paid or will have paid more than 60 days prior to the issuance of the Bonds unless, with respect to such prior expenditures, the City shall have made a declaration of official intent which complies with the provisions of Section 1.150-2 of the Regulations; provided that this certification shall not apply (i) with respect to certain de minimis expenditures, if any, with respect to the Improvements meeting the requirements of Section 1.150-2(f)(1) of the Regulations, or (ii) with respect to “preliminary expenditures” for the Improvements as defined in Section 1.150-2(f)(2) of the Regulations, including engineering or architectural expenses and similar preparatory expenses, which in the aggregate do not exceed 20% of the “issue price” of the Bonds.

7.5. Qualified Tax-Exempt Obligations. The City Council hereby designates the Bonds as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions, and hereby finds that the reasonably anticipated amount of tax-exempt obligations (within the meaning of Section 265(b)(3) of the Code) which will be issued by the City and all subordinate entities during calendar year 2024 does not exceed \$10,000,000.

SECTION 8. CONTINUING DISCLOSURE.

(a) Purpose and Beneficiaries. To provide for the public availability of certain information relating to the Bonds and the security therefor and to permit the Purchaser and other participating underwriters in the primary offering of the Bonds to comply with amendments to Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934 (17 C.F.R. § 240.15c2-12), relating to continuing disclosure (as in effect and interpreted from time to time, the Rule), which will enhance the marketability of the Bonds, the City hereby makes the following covenants and agreements for the benefit of the Owners (as hereinafter defined) from time to time of the Outstanding Bonds. The City is the only obligated person in respect of the Bonds within the meaning of the Rule for purposes of identifying the entities in respect of which continuing disclosure must be made. If the City fails to comply with any provisions of this section, any person aggrieved thereby, including the Owners of any Outstanding Bonds, may take whatever action at law or in equity may appear necessary or appropriate to enforce performance and observance of any agreement or covenant contained in this section, including an action for a writ of mandamus or specific performance. Direct, indirect, consequential and punitive damages shall not be recoverable for any default hereunder to the extent permitted by law. Notwithstanding anything to the contrary contained herein, in no event shall a default under this section constitute a default under the Bonds or under any other provision of this resolution. As used in this section, Owner or Bondowner means, in respect of a Bond, the registered owner or owners thereof appearing in the bond register maintained by the Registrar or any Beneficial Owner (as hereinafter defined) thereof, if such Beneficial Owner provides to the Registrar evidence of such beneficial ownership in form and substance reasonably satisfactory to the Registrar. As used herein, Beneficial Owner means, in respect of a Bond, any person or entity which (i) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, such Bond (including persons or entities holding Bonds through nominees, depositories or other intermediaries), or (ii) is treated as the owner of the Bond for federal income tax purposes.

(b) Information To Be Disclosed. The City will provide, in the manner set forth in subsection (c) hereof, either directly or indirectly through an agent designated by the City, the following information at the following times:

- (1) on or before twelve months after the end of each fiscal year of the City, commencing with the fiscal year ending December 31, 2024, the following financial information and operating data in respect of the City (the “Disclosure Information”):
 - (A) the audited financial statements of the City for such fiscal year, prepared in accordance with the governmental accounting standards promulgated by the Governmental Accounting Standards Board or as otherwise provided under North Dakota law, as in effect from time to time, or, if and to the extent such financial statements have not been prepared in accordance with such generally accepted accounting principles for reasons beyond the reasonable control of the City, noting the discrepancies therefrom and the effect thereof, and certified as to accuracy and completeness in all material respects by the fiscal officer of the City; and
 - (B) to the extent not included in the financial statements referred to in paragraph (A) hereof, the information for such fiscal year or for the period most recently available of the type contained in the Official Statement under the headings: “APPENDIX A – City Information – OUTSTANDING INDEBTEDNESS”; “– FINANCIAL INFORMATION – General Fund Operations – Table A-33”; “– PROPERTY VALUATIONS AND TAXES – Valuations – Table A-46”; “– Tax Levies and Collections – Table A-48”; and “– Top Ten Taxpayers – Table A-50”.

Notwithstanding the foregoing paragraph, if the audited financial statements are not available by the date specified, the City shall provide on or before such date unaudited financial statements in the format required for the audited financial statements as part of the Disclosure Information and, within 10 days after the receipt thereof, the City shall provide the audited financial statements. Any or all of the Disclosure Information may be incorporated by reference, if it is updated as required hereby, from other documents, including official statements, which have been filed with the SEC or have been made available to the public on the Internet Web site of the Municipal Securities Rulemaking Board (“MSRB”). The City shall clearly identify in the Disclosure Information each document so incorporated by reference. If any part of the Disclosure Information can no longer be generated because the operations of the City have materially changed or been discontinued, such Disclosure Information need no longer be provided if the City includes in the Disclosure Information a statement to such effect; provided, however, if such operations have been replaced by other City operations in respect of which data is not included in the Disclosure Information and the City determines that certain specified data regarding such replacement operations would be material (as defined in paragraph (2) hereof), then, from and after such determination, the Disclosure Information shall include such additional specified data regarding the replacement operations. If the Disclosure Information is changed or this section is amended as permitted by this paragraph (b)(1) or subsection (d), then the City shall include in the next Disclosure Information to be delivered hereunder, to the extent necessary,

an explanation of the reasons for the amendment and the effect of any change in the type of financial information or operating data provided.

- (2) In a timely manner not in excess of ten business days after the occurrence of the event, notice of the occurrence of any of the following events (each a “Material Fact”):
- (A) Principal and interest payment delinquencies;
 - (B) Non-payment related defaults, if material;
 - (C) Unscheduled draws on debt service reserves reflecting financial difficulties;
 - (D) Unscheduled draws on credit enhancements reflecting financial difficulties;
 - (E) Substitution of credit or liquidity providers, or their failure to perform;
 - (F) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
 - (G) Modifications to rights of security holders, if material;
 - (H) Bond calls, if material, and tender offers;
 - (I) Defeasances;
 - (J) Release, substitution, or sale of property securing repayment of the securities, if material;
 - (K) Rating changes;
 - (L) Bankruptcy, insolvency, receivership or similar event of the obligated person;
 - (M) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
 - (N) Appointment of a successor or additional trustee or the change of name of a trustee, if material;
 - (O) Incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other

similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and

- (P) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

For purposes of the events identified in paragraphs (O) and (P) above, the term “financial obligation” means (i) a debt obligation; (ii) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) a guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

As used herein, for those events that must be reported if material, an event is “material” if it is an event as to which a substantial likelihood exists that a reasonably prudent investor would attach importance thereto in deciding to buy, hold or sell a Bond or, if not disclosed, would significantly alter the total information otherwise available to an investor from the Official Statement, information disclosed hereunder or information generally available to the public. Notwithstanding the foregoing sentence, an event is also “material” if it is an event that would be deemed material for purposes of the purchase, holding or sale of a Bond within the meaning of applicable federal securities laws, as interpreted at the time of discovery of the occurrence of the event.

For the purposes of the event identified in (L) hereinabove, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

- (3) In a timely manner, notice of the occurrence of any of the following events or conditions:
 - (A) the failure of the City to provide the Disclosure Information required under paragraph (b)(1) at the time specified thereunder;
 - (B) the amendment or supplementing of this section pursuant to subsection (d), together with a copy of such amendment or supplement and any explanation provided by the City under subsection (d)(2);

- (C) the termination of the obligations of the City under this section pursuant to subsection (d);
- (D) any change in the accounting principles pursuant to which the financial statements constituting a portion of the Disclosure Information are prepared; and
- (E) any change in the fiscal year of the City.

(c) Manner of Disclosure.

- (1) The City agrees to make available to the MSRB, in an electronic format as prescribed by the MSRB from time to time, the information described in subsection (b).
- (2) All documents provided to the MSRB pursuant to this subsection (c) shall be accompanied by identifying information as prescribed by the MSRB from time to time.

(d) Term; Amendments; Interpretation.

- (1) The covenants of the City in this section shall remain in effect so long as any Bonds are Outstanding. Notwithstanding the preceding sentence, however, the obligations of the City under this section shall terminate and be without further effect as of any date on which the City delivers to the Registrar an opinion of Bond Counsel to the effect that, because of legislative action or final judicial or administrative actions or proceedings, the failure of the City to comply with the requirements of this section will not cause participating underwriters in the primary offering of the Bonds to be in violation of the Rule or other applicable requirements of the Securities Exchange Act of 1934, as amended, or any statutes or laws successory thereto or amendatory thereof.
- (2) This section (and the form and requirements of the Disclosure Information) may be amended or supplemented by the City from time to time, without notice to (except as provided in paragraph (b)(3) hereof) or the consent of the Owners of any Bonds, by a resolution of this Council filed in the office of the recording officer of the City accompanied by an opinion of Bond Counsel, who may rely on certificates of the City and others and the opinion may be subject to customary qualifications, to the effect that: (i) such amendment or supplement (a) is made in connection with a change in circumstances that arises from a change in law or regulation or a change in the identity, nature or status of the City or the type of operations conducted by the City, or (b) is required by, or better complies with, the provisions of paragraph (b)(5) of the Rule; (ii) this section as so amended or supplemented would have complied with the requirements of paragraph (b)(5) of the Rule at the time of the primary offering of the Bonds, giving effect to any change in circumstances applicable under clause (i)(a) and assuming that the Rule as in effect and interpreted at the time of the amendment or supplement was in effect at the time of the primary

offering; and (iii) such amendment or supplement does not materially impair the interests of the Bond owners under the Rule.

If the Disclosure Information is so amended, the City agrees to provide, contemporaneously with the effectiveness of such amendment, an explanation of the reasons for the amendment and the effect, if any, of the change in the type of financial information or operating data being provided hereunder.

- (3) This section is entered into to comply with the continuing disclosure provisions of the Rule and should be construed so as to satisfy the requirements of paragraph (b)(5) of the Rule.

Adopted this 16th day of September, 2024.

Mayor

Attest: _____
City Clerk

STATE OF NORTH DAKOTA)) ss.
COUNTY OF WARD)

COUNTY OF WARD)

The undersigned, being the duly appointed, qualified and acting City Clerk of the City of Minot, North Dakota, hereby certifies that the foregoing is a full, true and correct copy of a resolution duly passed and adopted by the City Council of the City at its meeting duly called and held on September 16th, 2024 by the following roll call vote:

Ayes:

Nays:

Absent:

and that the resolution has been duly presented to and approved and signed by the Mayor, and has not subsequently been amended and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Minot,
North Dakota.

Dated: September __, 2024.

City Clerk

(SEAL)

EXHIBIT A

FORM OF SERIES 2024 BOND

UNITED STATES OF AMERICA

STATE OF NORTH DAKOTA

COUNTY OF WARD

CITY OF MINOT

REFUNDING IMPROVEMENT BOND, SERIES 2024

R-__ \$ _____

<u>Rate</u>	<u>Maturity</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
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October 1, 20__	October 15, 2024		
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REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: THOUSAND DOLLARS

THE CITY OF MINOT, WARD COUNTY, NORTH DAKOTA (the “City”), acknowledges itself specially indebted and for value received hereby promises to pay to the registered owner specified above or registered assigns, the principal sum specified above, but only from its 2024 Refunding Improvement Bond Fund, on the maturity date specified above, with interest thereon from the date hereof at the annual rate specified above, payable on April 1 and October 1 in each year, commencing April 1, 2025, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft, or other agreed means of payment, by the City Auditor, in Minot, North Dakota, as Bond Registrar and Paying Agent (the “Registrar”), or a successor designated under the Resolution described herein.

This Bond is one of an issue in the aggregate principal amount of \$865,000, issued pursuant to a resolution adopted by the City Council on September 16, 2024 (the “Resolution”), for the purpose of refunding valid outstanding special improvement warrants of a like aggregate principal amount drawn on the funds of special improvement districts (the “Districts”) heretofore duly created by the City for the financing of a portion of the cost of local improvements (the “Improvements”) in anticipation of the levy and collection of special assessments, with respect to the Improvements, all pursuant to and in full conformity with the Constitution and laws of the State of North Dakota thereunto enabling, including Chapters 22 through 27 of Title 40 of the North Dakota Century Code and acts amendatory thereof and supplemental thereto. The Bonds are issuable only in fully registered form, in denominations of \$5,000 or any integral multiple thereof, of single maturities.

The Bonds are not subject to optional redemption prior to maturity.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the office of the Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner's attorney, and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange. The City and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Registrar shall be affected by any notice to the contrary.

The Bonds have been designated as "qualified tax-exempt obligations" pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Notwithstanding any other provisions of this Bond, so long as this Bond is registered in the name of Cede & Co., as nominee of The Depository Trust Company, or in the name of any other nominee of The Depository Trust Company or other securities depository, the Registrar shall pay all principal of and interest on this Bond, and shall give all notices with respect to this Bond, only to Cede & Co. or other nominee in accordance with the operational arrangements of The Depository Trust Company or other securities depository as agreed to by the City.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of North Dakota to be done, to exist, to happen and to be performed precedent to and in the valid issuance of this Bond have been done, do exist, have happened and have been performed in regular and due form, time and manner as so required; that the City has duly created the 2024 Refunding Improvement Bond Fund as a separate and special fund and has appropriated thereto the improvement warrants refunded by the Bonds, on which improvement warrants payments are required by law to be made as though such warrants had not been refunded, and will use due diligence to collect the improvement warrants and the special assessments appropriated for their payment; that the City has reserved the right and privilege of issuing additional improvement warrants on the funds of the Districts if and to the extent necessary to complete payment of the cost of the Improvements, and the right and privilege of refunding such warrants by the issuance of an additional series of refunding improvement bonds, payable on a parity with the Bonds from the 2024 Refunding Improvement Bond Fund, provided that the total amount of special assessments appropriated for payment of the cost of the Improvements shall be not less than the total amount of warrants issued with respect thereto; that the City Council is required by law to levy a tax upon all of the taxable property in the City, without limitation as to rate or amount, to meet any deficiency in the funds of the Districts for the payment of all warrants drawn thereon, with interest; and that all collections of special assessments and taxes appropriated for the payment of the improvement warrants are required by law to be credited to the 2024 Refunding Improvement Bond Fund and applied in payment of the principal of and interest on the Bonds and any other bonds issued pursuant to the

authority reserved above; all as more fully stated in the Resolution, to which reference is hereby made for further details and other covenants of the City with respect hereto.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon shall have been executed by the manual signature of the Registrar.

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto _____, the within Bond and all rights thereunder, and hereby irrevocably constitutes and appoints _____ attorney to transfer the within Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

NOTICE: The signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatsoever.

PLEASE INSERT SOCIAL SECURITY
NUMBER OR OTHER IDENTIFYING
NUMBER OF ASSIGNEE:

—

Signature Guaranteed:

—

Signature(s) must be guaranteed by an “eligible guarantor institution” meeting the requirements of the Registrar, which requirements include membership or participation in STAMP or such other “signature guaranty program” as may be determined by the Registrar in addition to or in substitution for STAMP, all in accordance with the Securities Exchange Act of 1934, as amended.

4876-4776-7254\4



TO: Mayor Ross
Members of the City Council

FROM: Stephen Joersz, Traffic Engineer

DATE: September 16, 2024

SUBJECT: 2026 HIGHWAY SAFETY IMPROVEMENT PROGRAM - SIGNAL REVISIONS (4665)

I. RECOMMENDED ACTION

It is recommended City Council provide direction on how to proceed with the signalized intersections of A) N Broadway and 5th/6th Avenue NW and B) Burdick Expwy E and 8th Avenue SE in regards to the Highway Safety Improvement Program project (City of Minot project 4665).

II. DEPARTMENT CONTACT PERSONS

Stephen Joersz, Traffic Engineer, 701-857-4111
Lance Meyer, City Engineer, 701-857-4100

III. DESCRIPTION

A. Background

In 2022, the City of Minot was awarded, through the NDDOT, a Highway Safety Improvement Program (HSIP) project that would install a combination of four-section left-turn signal heads, accessible pedestrian pushbuttons, pedestrian walk/don't walk countdown timers and dynamic no right-turn signs at a possible 26 intersections. Per a professional engineering agreement with the NDDOT, signed in late May 2024, the NDDOT has lead the engineering process for this HSIP project.

B. Proposed Project

The NDDOT has a standard practice that in order to provide funding for a signal improvement, that traffic signal system needs to meet signal warrants. The NDDOT completed a signal warrant analysis for each of the 26 signalized intersections that are apart of this project. Of the 26 signal warrants, 10 intersections actually did not meet the criteria for signals warrants. However, from that list of 10 unwarranted signalized intersections and due to other factors; i.e. future potential traffic growth, sight obstructions or future roadway reconfigurations; the NDDOT only recommends the removal of the following two:

1. N Broadway and 5th/6th Avenue NW
2. Burdick Expwy E and 8th Avenue SE

C. Recommendation Detail

City staff is seeking direction from council on how to proceed with the aforementioned unwarranted traffic signals. From conversations with the NDDOT, there are three main paths forwards:

1. Do Nothing. The City could request to the NDDOT that one or both of the signals be removed from the HSIP project and no improvements be installed.
2. Justification Letter. The City could elect to write a justification letter to the NDDOT expressing intent to both keep the signal(s) and to keep the improvements in the HSIP project.
3. Remove the traffic signal systems. The City could elect to remove one or both of the unwarranted traffic signal systems as part of the HSIP project.

If the traffic signal system at N Broadway and 5th/6th Avenue NW were elected to be removed, the intersection would be converted to two-way stop control with 5th/6th Avenue NW stopping to the free-flowing N Broadway. Given the tight signal spacing of N Broadway, the elimination of the 5th/6th Avenue NW would improve traffic for the Broadway corridor. Under the current signal timing plan for the Broadway corridor, southbound traffic tends get caught with a red light at this intersection. Staff strongly recommends Option 3, removal of the N Broadway and 5th/6th Avenue NW traffic signal.

If the Burdick Expwy E and 8th Avenue SE signal system were elected to be removed, the intersection would be converted to two-way stop control with 8th Avenue SE stopping to the free flowing Burdick Expwy E. Pedestrian safety, particularly during the State Fair, is a concern for this intersection and area. In coordination with the NDDOT and if the signal were elected to be removed, it is recommended that overhead rectangular rapid flashing beacon (similar to those by Corbett Field and the Roosevelt Zoo) be installed with the city converting the intersection to all-way stop control during the special events of the North Dakota State Fair and Norsk Hostfest.

For the Burdick Expwy E and 8th Avenue SE intersection; the NDDOT and City Staff recommend Option 3, removal of the traffic signal with installation of the RRFB system. During the public input period in the Fall of 2023, there were several comments from individuals and organizations such as Verendrye Electric, Minot Soccer Association and the North Dakota State Fair that expressed that their organizations do not support the removal of the Burdick Expwy E and 8th Avenue SE intersection. City council will need to evaluate the desire to keep unwarranted infrastructure while realizing the upcoming capital improvement costs in 2025/2026 and in 2040.

It is worth noting that if Option 1 or Option 2 is elected for either intersection, the Traffic Department will be programming a signal cabinet and video detection system improvement in 2025 or 2026. This improvement is anticipated to have a per intersection cost of approximately \$130,000. In addition, the Traffic Division is exploring a signal repainting project that will focus on the five North Broadway signals between 4th Avenue NW and 20th Avenue NW but could expand to other signals depending on cost. Given current structural expected lifespans, both of the in-question signal systems will be due for replacements around the year 2040. A full traffic signal replacement using 2024 dollars is roughly \$550,000.

The NDDOT has requested the Council make a decision regarding these two traffic signals at the September 16th meeting, so the department can finish the design of the plans. Once the plans are finalized, federal funding allocation needs to be finalized and programmed.

IV. **IMPACT**

A. Aspirations

Excellent and Connected

B. Service/Delivery Impact:

The elimination of unwarranted traffic signal systems would eliminate unnecessary stops along the City's principal arterial roadways. The elimination would also save tax dollars on unwarranted infrastructure.

C. Fiscal Impact

HSIP grants require matching Federal, State and Local funds. Both the N Broadway and the Burdick Expwy E signals have the following funding allocation; 90% Federal, 5% State and 5% Local. However, if the Council elects to move forward with Option 2 (the justification letter), the City's cost share would increase to 50%. Sales Tax Infrastructure Funds will be used to cover the City's cost share of the project. HSIP and short-term intersection related costs are broken down for each intersection below:

N Broadway and 5 th /6 th Avenue NW Signal System Options					
Option	HSIP Summary	HSIP Estimated Cost	City Estimated Cost Share	Future Impacts	Immediate Future Costs
Option 1	Do Nothing	\$0	\$0	Cabinet/Video Signal Repainting	\$130,000+
Option 2	Justification Letter	\$33,500	\$16,750	Cabinet/Video Signal Repainting	\$130,000+

Option 3	Removal of Signal	\$27,000	\$1,350	Two-Way Stop	\$0
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Burdick Expwy E and 8 th Ave SE Signal System Options					
Option	HSIP Summary	HSIP Estimated Cost	City Estimated Cost Share	Future Impacts	Immediate Future Costs
Option 1	Do Nothing	\$0	\$0	Cabinet/Video Signal Repainting	\$130,000+
Option 2	Justification Letter	\$33,500	\$16,750	Cabinet/Video Signal Repainting	\$130,000+
Option 3	Removal of Signal RRFB Flashing Beacons	\$100,000	\$5,000	Two-Way Stop Special Event All-Way Stop	Minimal

The above cost estimates are reflective for these two intersections only. Once NDDOT finishes the design, the total project cost and city cost share will be presented to council for approval.

VI. ALTERNATIVES

There are three recommended options for council to consider for direction regarding the N Broadway and 5th/6th Avenue NW and the Burdick Expwy E and 8th Avenue SE intersections. It is important to note that the decision for each intersection can be made independent of the other.

1. Do Nothing. The City could request to the NDDOT that one or both of the signals be removed from the HSIP project.
2. Justification Letter. The City could elect to write a justification letter to the NDDOT expressing intent to both keep the signal(s) and to keep the improvements in the HSIP project.
3. Remove the traffic signal systems. The City could elect to remove one or both of the unwarranted traffic signal systems.

2026 HIGHWAY SAFETY IMPROVEMENT PROGRAM

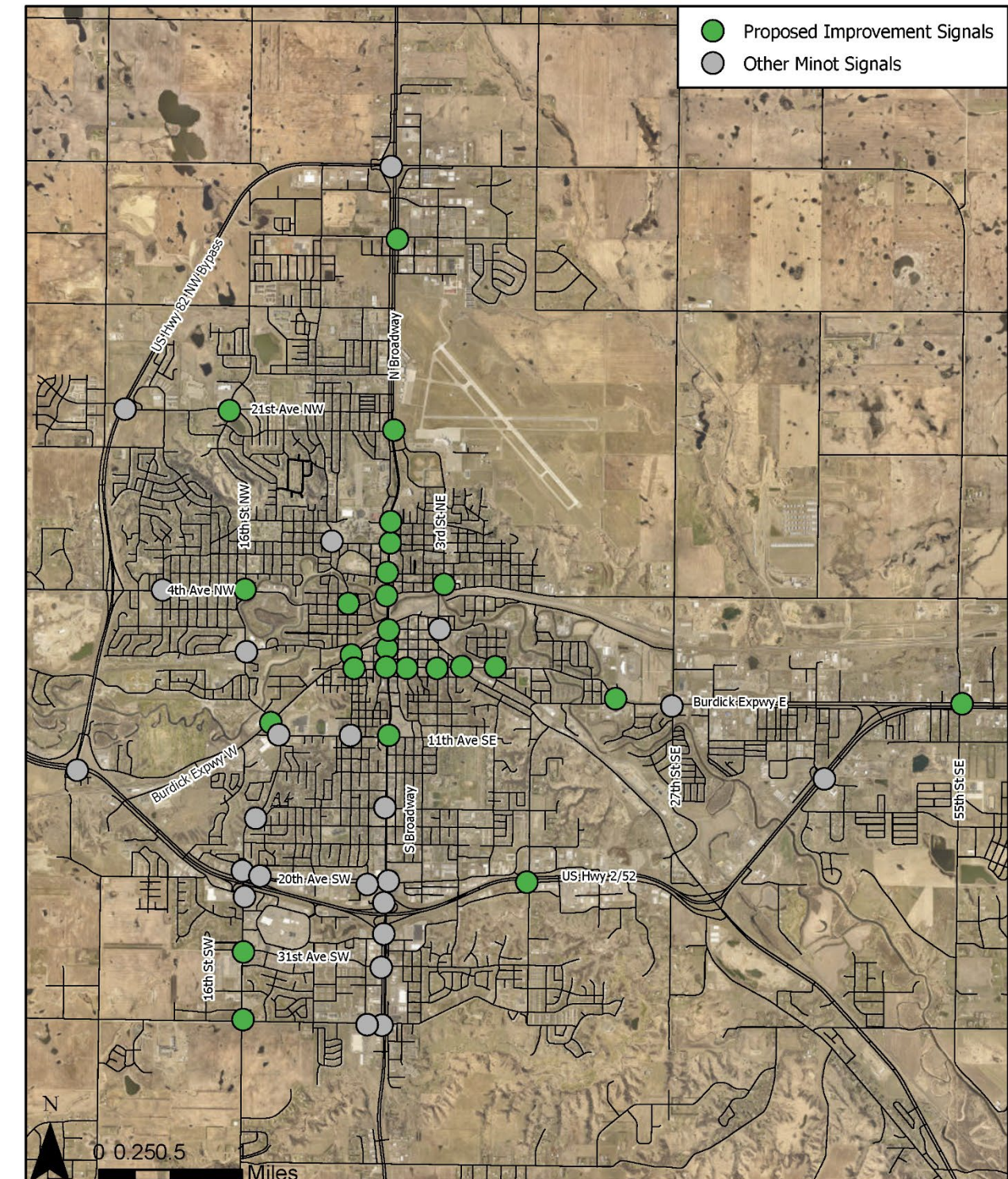
- SIGNAL REVISIONS

City of Minot Project 4665

Quick Background

Proposed Safety Improvements at 26 Intersections

- Four Section Left-Turn Signal Heads
- Accessible Pedestrian Signal Pushbuttons
- Pedestrian Countdown Walk/Don't Walk Timers
- Dynamic No Right-Turn Signs

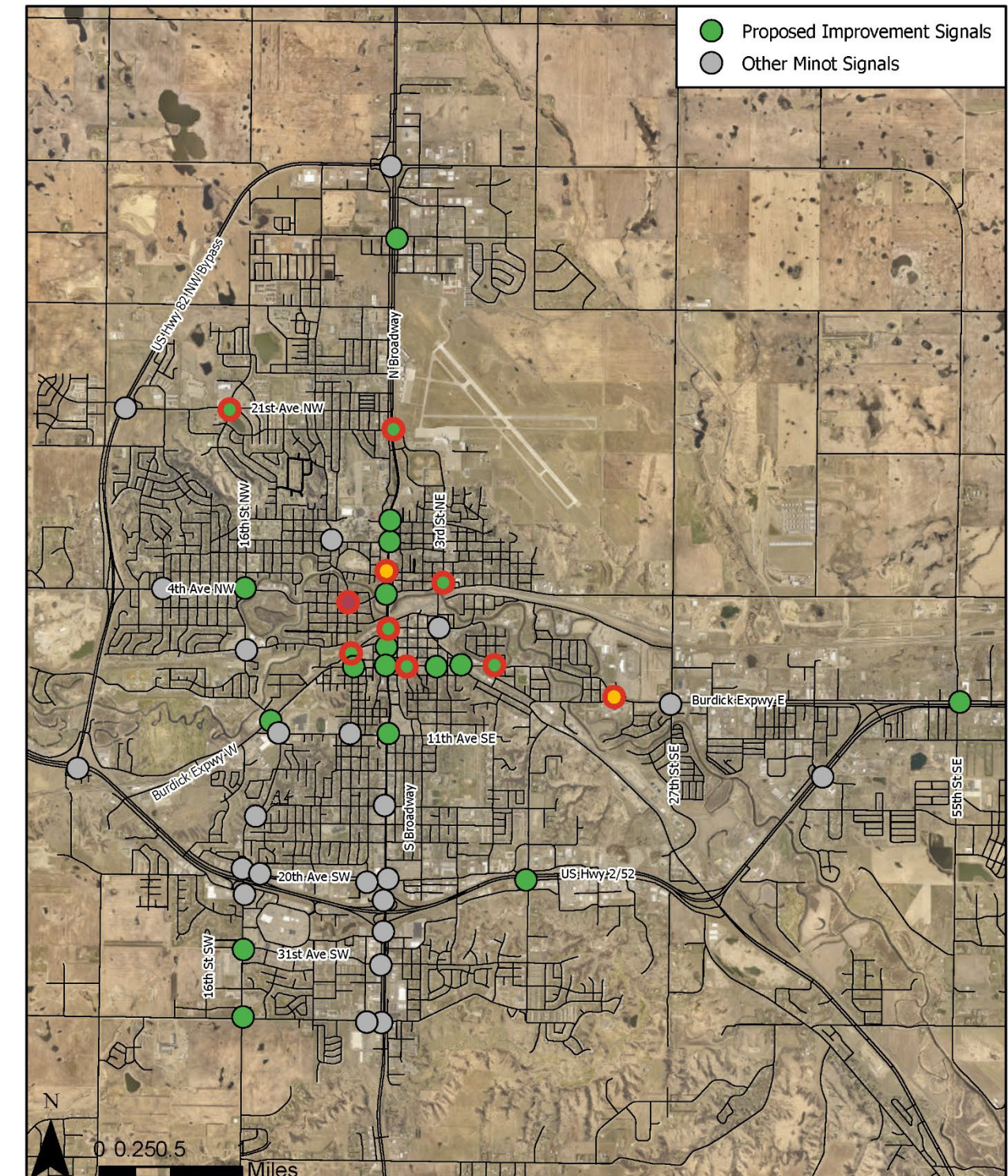


Quick Background

NDDOT policy to review Signal Warrants prior to providing funding for Signal Improvements

26 Studied Intersections

- 2 Intersections Recommended for Removal
 - N Broadway and 5th/6th Avenue NW
 - Burdick Expwy E and 8th Avenue SE



N Broadway and 5th/6th Avenue NW Signal System Options

Option	HSIP Summary	HSIP Estimated Cost	City Estimated Cost Share	Future Impacts	Immediate Future Costs
Option 1	Do Nothing	\$0	\$0	Cabinet/Video Signal Repainting	\$130,000+
Option 2	Justification Letter	\$33,500	\$16,750	Cabinet/Video Signal Repainting	\$130,000+
Option 3	Removal of Signal	\$27,000	\$1,350	Two-Way Stop	\$0

Burdick Expwy E and 8th Avenue SE Signal System Options

Option	HSIP Summary	HSIP Estimated Cost	City Estimated Cost Share	Future Impacts	Immediate Future Costs
Option 1	Do Nothing	\$0	\$0	Cabinet/Video Signal Repainting	\$130,000+
Option 2	Justification Letter	\$33,500	\$16,750	Cabinet/Video Signal Repainting	\$130,000+
Option 3	Removal of Signal RRFB Conversion	\$100,000	\$5,000	Two-Way Stop Special Event All-Way Stop	Minimal

Notes:

Public Comment Period and Open House in November 2023

N Broadway and 5th/6th Avenue NW

- Staff Recommends Option 3 – Removal of Signal
- No Comments Received

Burdick Expwy E and 8th Avenue SE

- Staff Recommends Option 3 – Removal of Signal with RRFB Installation
- Several Individuals and Organizations Oppose the Signal Removal
 - North Dakota State Fair
 - Verendrye Electric
 - Minot Soccer Association



TO: Mayor Ross
Members of the City Council

FROM: Chris Plank, NDR Program Administrator

DATE: September 16, 2024

**SUBJECT: APPROVE THE SECOND EXTENSION TO THE CONTRACT
ASSIGNMENT BETWEEN CITY OF MINOT AND MATTSON
CONSTRUCTION**

I. RECOMMENDED ACTION

It is recommended City Council authorize the construction contract agreement amendment and authorize the Mayor to sign the amendment.

II. DEPARTMENT CONTACT PERSONS

Chris Plank, NDR Program Administrator, 701-857-1553

III. DESCRIPTION

A. Background

The City of Minot was awarded \$74.3 million dollars from the National Disaster Resilience (NDR) application. Only 6 communities were awarded money from this grant. During the application process, the City identified the Broadway Circle project as an important piece to address the need for affordable housing as well as assisting those in need. The City of Minot took possession of the property in February 2024 due to the inability of the sub-recipient to fulfill its obligation. An extension was approved in May 2024 and extended the construction deadline to October 24, 2024. The contractors and engineers are requesting a second extension to the contract to allow for the completion of the project as well as any "punch-list" items identified. The new requested date for completion is December 16, 2024.

B. Proposed Project

This project is designed to affect low/moderate income individuals by providing transitional living in additional affordable housing.

C. Recommendation Detail

Approve the construction contract amendment and authorize the Mayor to sign the amendment.

IV. IMPACT

A. Aspirations

This project aligns with being resilient and prepared. No one can predict when or if they will be homeless or in need of assistance. Offering temporary shelter and affordable housing allows those in need to receive assistance and a safe place to live.

B. Service/Delivery Impact:

This project is designed to affect low/moderate income individuals by providing affordable housing along with assisting those families in crisis.

C. Fiscal Impact

Project Costs

No additional costs would be incurred as a result of the contract extension.

Project Funding

CDBG-DR along with Allocation #1 funds in the amount of \$6,115,458.00 along with \$1.3 million of City reserve funds have been allocated for this project. There is an active RFP searching for a new sub-recipient to manage the project. Any dollars received from the purchase or lease of the property will be applied to the amount taken from city reserves.

VI. ALTERNATIVES

The Council can reject the extension. This would halt any construction on October 24, 2024. Any remaining work would be left incomplete and a new plan of completion would be developed,

**SECOND AMENDMENT TO
THE CONTRACT ASSIGNMENT AGREEMENT BETWEEN CITY OF MINOT
AND MATTSON CONSTRUCTION, LLC**

THIS SECOND AMENDMENT to the Contract Assignment Agreement between the City of Minot and Mattson Construction Company (Mattson Construction) effective as of 16 day of September, 2024 (the "Amendment Effective Date"), by and between the City of Minot and Mattson Construction (each a "Party" and collectively "the Parties").

WHEREAS, On 6 February 2024, City Council approved assuming the majority of Project Bee's rights and obligations under the Broadway Circle Construction Contract with Mattson Construction, hereinafter referred to as the "Broadway Circle Project"; and

WHEREAS, The Broadway Circle Project has a current substantial completion date of October 24, 2024; and

WHEREAS, Mattson Construction has requested the substantial completion date be extended/amended to December 16, 2024; and

WHEREAS, City Council finds amending the substantial completion date is acceptable.

WHEREAS, the Parties desire to now amend the Agreement in the manner reflected herein to amend the Substantial Completion date in Article 3.3;

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 Amendment Effective Date first written above:

The date located on page 3 located in Article 3.3 "Substantial Completion" of the Broadway Circle Construction Contract is hereby deleted and replaced with the date of December 16, 2024.

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 date of this Amendment, all references to the term "Agreement" in this Amendment include the terms contained in the to the original Agreement. To the extent there should be any conflict between the

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: _____

**SECOND AMENDMENT TO
THE CONTRACT ASSIGNMENT AGREEMENT BETWEEN CITY OF MINOT
AND MATTSON CONSTRUCTION, LLC**

THIS SECOND AMENDMENT to the Contract Assignment Agreement between the City of Minot and Mattson Construction Company (Mattson Construction) effective as of 16 day of September, 2024 (the "Amendment Effective Date"), by and between the City of Minot and Mattson Construction (each a "Party" and collectively "the Parties").

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WHEREAS, The Broadway Circle Project has a current substantial completion date of October 24, 2024; and

WHEREAS, Mattson Construction has requested the substantial completion date be extended/amended to December 16, 2024; and

WHEREAS, City Council finds amending the substantial completion date is acceptable.

WHEREAS, the Parties desire to now amend the Agreement in the manner reflected herein to amend the Substantial Completion date in Article 3.3;

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 Amendment Effective Date first written above:

The date located on page 3 located in Article 3.3 "Substantial Completion" of the Broadway Circle Construction Contract is hereby deleted and replaced with the date of December 16, 2024.

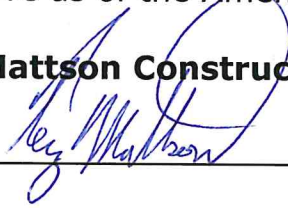
This Amendment may be executed in one or more facsimile, electronic or original counterparts, each of which shall be deemed an original and both of which together shall constitute the same instrument.

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 date of this Amendment, all references to the term "Agreement" in this Amendment include the terms contained in the to the original Agreement. To the extent there should be any conflict between the

terms of the Agreement and the Amendments to the agreement, the terms and provisions of the most recent Amendment shall govern and control.

IN WITNESS WHEREOF, the Parties hereto have executed this Second Amendment to the Agreement effective as of the Amendment Effective Date.

Mattson Construction Company

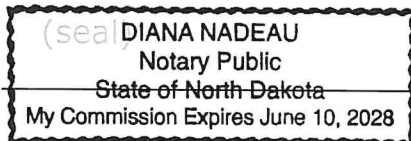


STATE OF NORTH DAKOTA)

) ss

COUNTY OF _____)

On this ____ day of _____, 20__ 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.



Notary Public, Ward County,
North Dakota.

My Commission Expires: June 10, 2028

City of Minot

Tom Ross, Mayor

STATE OF NORTH DAKOTA)

) ss

COUNTY OF _____)

On this ____ day of _____, 20__ 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: Jenna Zelinski, Comptroller

DATE: September 16, 2024

SUBJECT: PUBLIC HEARING: 2025 ANNUAL BUDGET

I. RECOMMENDED ACTION

It is recommended City Council approve the 2025 budget ordinance on first reading.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774

III. DESCRIPTION

A. Background

Pursuant to NDCC 40-40-08, the City of Minot is required to conduct a public hearing of protests and objections to any items or amounts set forth in the preliminary budget. The Council will then adopt a budget ordinance with two readings and the final levy certification will be forwarded to Ward County by October 10th per NDCC.

B. Proposed Project
N/A

C. Recommendation Detail

It is recommended City Council approve the 2025 budget ordinance on first reading.

IV. IMPACT

A. Aspirations

The 2025 proposed budget met all of the Council aspirations.

B. Service/Delivery Impact:
N/A

C. Fiscal Impact

The proposed 2025 budget totals \$227,726,302 with a mill levy of \$28,520,411.

VI. ALTERNATIVES

The City Council can motion to make any changes to the proposed 2025 budget that they choose.



ORDINANCE NO.

ANNUAL BUDGET ORDINANCE

An ordinance entitled the "Annual Budget Ordinance," appropriating the sums of money needed to defray the expenses and liabilities of the City of Minot, North Dakota, and making the annual tax levy for the period January 1, 2025, and ending December 31, 2025.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINOT, NORTH DAKOTA:

- §1: The City Manager's budget is hereby approved.
- §2: The Position Classification and Fiscal Year 2025 Compensation Plan is hereby approved.
- §3: Total appropriations: Based upon the foregoing, and notwithstanding any prior ordinance to the contrary, (except those relating to the issuance of outstanding revenue bonds), there is hereby appropriated the following sums of money deemed necessary to defray the expenses and liabilities of the City of Minot, North Dakota, for the period beginning January 1, 2025 and ending December 31, 2025:

	2025 BUDGET
<u>GENERAL FUND</u>	\$ 64,738,477
<u>ENTERPRISE FUNDS</u>	
AIRPORT	9,935,332
CEMETERY	740,819
PARKING AUTHORITY	36,580
SANITATION	8,343,825
WATER, SEWER, AND STORM SEWER	53,445,667
PARKING RAMPS	255,357
<u>SPECIAL REVENUE FUNDS</u>	
PUBLIC TRANSPORTATION	1,776,743
LIBRARY	2,178,694
NAWS BIOTA PLANT	1,463,464
FLOOD CONTROL MAINTENANCE	757,202
EMERGENCY FUND	357,400
CENTRAL DAKOTA MPO	624,035
CDBG ENTITLEMENT	339,870
<u>DEBT SERVICE FUND</u>	
DEBT RETIREMENT	6,684,863
<u>CAPITAL PROJECT FUNDS</u>	
CAPITAL INFRASTRUCTURE	12,768,000
CAPITAL EQUIPMENT	3,532,606
CAPITAL FLOOD CONTROL	18,740,000
TOTAL OPERATIONS	186,718,933
<u>OTHER FUNDS</u>	
SALES TAX	15,482,528
SALES TAX FLOOD CONTROL	11,794,811
SALES TAX NAWS	13,730,030
	<u>\$ 227,726,302</u>

§4: There is hereby levied upon the taxable property in the City of Minot, North Dakota, for the period beginning January 1, 2025 and ending December 31, 2025 inclusive, the following sums of money:

	2025 LEVY
GENERAL FUND - 1601	\$ 19,185,746
GENERAL FUND - 1601 E911	1,021,682
AIRPORT - 1606	591,389
CEMETERY - 1614	271,291
PUBLIC TRANSPORTATION - 1638	656,946
LIBRARY - 1613	1,886,230
TOTAL OPERATIONS	<u>23,613,283</u>
DEBT RETIREMENT GENERAL OBLIGATION BONDS - 1622	1,010,736
DEBT RETIREMENT SPECIAL ASSESSMENT BONDS - 1623	36,616
DEBT RETIREMENT FLOOD CONTROL - 1621	3,859,776
GRAND TOTAL	<u>\$ 28,520,411</u>

§5: This ordinance shall become effective upon final passage and approval.

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

Thomas Ross, Mayor

ATTEST:

Mikayla McWilliams, City Clerk