



Regular City Council Meeting

Monday, December 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
 - 3.1. PROCLAMATION
4. REPORTS
 - 4.1. CITY MANAGER'S REPORT
5. PLANNING COMMISSION
 - 5.1. CONSIDER THE REPORT OF THE PLANNING COMMISSION
6. CONSENT ITEMS
 - 6.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the December 2, 2024 Regular City Council meeting.

- 6.2. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No 6029 - 2024 BA - Puppy Dog Coulee SSD 121**
- 2. Ordinance No 6030 - 2024 BA - RAISE Grant Consulting Fees**
- 3. Ordinance No 6031 - 2025 BA - WCNTF 2025 Grant Award**
- 4. Ordinance No 6032 - 2024 BA - Purchase of (2) Garbage Trucks**
- 5. Ordinance No 6033 - 2025 BA - Purchase of (2) Garbage Trucks**
- 6. Ordinance No 6034 - 2024 BA - Landfill Air Curtain Incinerator**

- Purchase**
- 7. Ordinance No 6035 - 2025 BA - Landfill Air Curtain Incinerator Purchase**
 - 8. Ordinance No 6036 - 2024 BA - Loose Equipment Needs for Used Fire Engines**
 - 9. Ordinance No 6037 - 2024 BA - 2024 Sanitary Sewer Rehab**
 - 10. Ordinance No 6038 - Proposed Ordinance - Downtown Alleyway**

6.3. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

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

- 1. Minot Blue Line Club to conduct raffles at home games from December 14, 2024 through February 22, 2025 at the Maysa Arena (2501 Burdick Exwy W).**
- 2. Minot Wrestling Boosters to conduct a calendar raffle in March 2025 and 50/50 raffles from 12/5/2024 through 1/16/2025 at Magic City Campus (1300 4th Ave NW).**
- 3. Nedrose Cardinals Booster Club to conduct a sports pool on February 9, 2025 at Nedrose High School (5705 15th Ave SE).**
- 4. Three Special Event Permits for Saul's (105 1st St SE Basement).**
- 5. Special Event Permit for Sports on Tap (220 S Broadway).**
- 6. Special Event Permit for Blue Rider (118 1st Ave SE).**
- 7. Special Event Permit for Bones BBQ (437 N Broadway).**

6.4. ALCOHOLIC BEVERAGE LICENSE RENEWALS

RECOMMENDED ACTION

It is recommended City Council approve the alcoholic beverage license renewals for the period of January 1, 2025 through December 31, 2025 for the following businesses:

- 1. AMC Dakota Square 9**
- 2. Aces Lounge & Casino**
- 3. Atypical Brewery & Barrelworks**
- 4. Blue Rider**
- 5. Bootlegz**
- 6. Buffalo Wings and Rings**
- 7. Casa Jalisco**
- 8. Clarion Hotel and Convention Center**
- 9. Dakota Inn Trappers Lounge**

10. Dakota Lounge
11. Enerbase
12. Ironhorse Kitchen & Bar
13. Lamplighter Lounge & Liquor Store
14. Landing Bar & Bottleshop
15. MP Wine & Spirits
16. MP Wine & Spirits Arrowhead
17. MP Wine & Spirits North Hill
18. MP Wine & Spirits S Broadway
19. Minot Hot Tots
20. Minotauros Hockey
21. Nola's Lounge
22. Oishii Ramen
23. Planet Pizza
24. Ranger Lounge
25. Sammy's Pizza
26. Target
27. The Putt District
28. Tilt Studio
29. Try Thai
30. Up Your Axe
31. 19th Hole
32. Arny's 2.0
33. Bones BBQ
34. Brake Time
35. Cashwise
36. Cookies for You
37. Gourmet Chef
38. Hampton Inn & Suites Minot Airport
39. Hotel Revel
40. Longhorn Steakhouse
41. Pizza Ranch
42. Quality Inn & Suites
43. The Olive Garden Italian Restaurant
44. The Spot
45. Urban Winery
46. JL Beers (Supper Club)

6.5. MAYORAL APPOINTMENTS

RECOMMENDED ACTION

It is recommended City Council confirm the following Mayoral Appointments:

Planning Commission:

- Reappoint Kayla Johnson for a term of five-years to the Planning Commission that expires on December 31, 2029
- Appoint Tanner Dockter for a term of five-years to the Planning Commission that expires on December 31, 2029

Renaissance Zone Review Board:

- Reappoint Mark Lyman (MACEDC representative) for a term of three-years to the Renaissance Zone Review Board that expires on December 31, 2027
- Reappoint Pat Bailey (MAB representative) for a term of three-years to the Renaissance Zone Review Board that expires on December 31, 2027

6.6. GAMING SITE AUTHORIZATION - NORTH DAKOTA COWBOY HALL OF FAME

RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for the North Dakota Cowboy Hall of Fame to conduct a raffle on November 22, 2025 at the following location:

- Minot Municipal Auditorium (420 3rd Ave SW)

6.7. MINOT FIRE DEPARTMENT COMMUNITY OUTREACH PROGRAM

RECOMMENDED ACTION

1. It is recommended City Council accept donation funds in the amount of \$18,000 from Community Partners and Gaming Organizations;
2. Authorize the City Mayor to sign the contract for Care Resource Connections, the third-party vendor; and
3. Approve the 2024 Budget Amendment on first reading to increase-General Fund Revenues and the Consultants and Dept. Materials and Supplies line items in the Fire Dept. budget.

6.8. CONTRACT WITH TIMMONS - CITYWIDE PERMITTING PORTAL (4423)

RECOMMENDED ACTION

It is recommended City Council approve the contract with Timmons and authorize the Mayor to sign.

6.9. 2025 FUEL - AWARD OF BID

RECOMMENDED ACTION

It is recommended City Council award the bid for fuel to United Quality Cooperative as the supplier and authorize the Mayor to sign applicable documentation.

6.10. ADOPT THE UPDATED CAPITAL ASSET POLICY

RECOMMENDED ACTION

It is recommended City Council adopt the updated capital asset policy.

6.11. NW AREA WATERMAIN REPLACEMENT - FINAL PAYMENT (4656)

RECOMMENDED ACTION

It is recommended City Council approve the final payment for the NW Area Watermain Project to Wagner Construction, Inc., in the amount of \$60,411.43.

6.12. 2023 S BROADWAY & BURDICK EXPWY W SIGNAL REPLACEMENT - FINAL PAYMENT (4752)

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$68,790.24 to be paid to Main Electric Construction, Inc.

6.13. 2024 SIGNAL IMPROVEMENT - FINAL PAYMENT (4809)

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$124,928.11 to be paid to Main Electric Construction, Inc.

6.14. 2024 SIGNAL CABINET IMPROVEMENT - AWARD OF BID (4885)

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid for the construction portion of the 2024 Signal Cabinet Improvement Project to the low bidder, Main Electric Construction, Inc. in the amount of \$208,740.00;**
- 2. Approve the budget amendment to transfer \$70,527 from the Traffic Division's Signal Maintenance fund to the Traffic Division's Capital Improvement Equipment fund; and**

3. Authorize the Mayor to sign the agreement.

6.15. CASE # 2024-11-01 - CARVER ADDITON - FINAL PLAT

RECOMMENDED ACTION

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

6.16. 3RD STREET AND CENTRAL AVENUE RECONSTRUCTION
ENGINEERING CONSULTANT SELECTION (4826)

RECOMMENDED ACTION

It is recommended City Council select Apex Engineering Group to perform engineering services for the 3rd Street and Central Avenue Reconstruction project; and authorize the City Engineer to negotiate a scope and fee for Task Order 1 and authorize the Mayor to sign the agreement.

6.17. NORTH DAKOTA DRUG RECOGNITION EXPERT (DRE) POLICY AND
PROCEDURE AGREEMENT FOR TABLET COMPUTERS

RECOMMENDED ACTION

It is recommended City Council approve the North Dakota DRE Policy and Procedure Document for tablet computers is an agreement and authorize the DRE officers and Mayor to sign the agreement.

6.18. 2023 SIGNAL CABINET IMPROVEMENT - FINAL PAYMENT (4774)

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$36,814.00 to be paid to Main Electric Construction, Inc.

6.19. BJA FY24 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
(JAG)

RECOMMENDED ACTION

It is recommended City Council accept the FY2024 Local Edward Byrne Memorial Justice Assistance Grant (JAG); authorize the Mayor and Acting Chief of Police to sign the Memorandum of Understanding; and approve the budget amendment on first reading to increase the police grants department operation supplies.

6.20. CORRECTION TO RESOLUTION NO. 3845 ESTABLISHING 2025 RATES,
FEES, AND CHARGES AT THE MINOT INTERNATIONAL AIRPORT (MOT)

RECOMMENDED ACTION

It is recommended City Council approve the corrected rates and charges resolution and authorize the Mayor to sign any applicable documents.

6.21. AUTHORIZE MAYOR TO SIGN CDBG FINANCIAL AWARD FOR ENGLE COURT APARTMENTS

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the CDBG financial award.

6.22. ND ENERGY CONSERVATION GRANT APPLICATION FOR LED LIGHTING

RECOMMENDED ACTION

It is recommended City Council approve the submission of the ND Energy Conservation Grant application for LED Lighting, which will remove and replace outdated, less efficient lighting; and authorize staff and Mayor to sign applicable documentation.

7. ACTION ITEMS

7.1. BUDGET AMENDMENT FOR SNOW BLOWER WITH TRADE-IN

RECOMMENDED ACTION

It is recommended City Council authorize the trade-in of the 36" snow blower attachment and approve the proposed budget amendment on first reading.

7.2. EXTENDED STAY LEISURE FEE ORDINANCE

RECOMMENDED ACTION

It is recommended the City Council should consider the attached ordinance, and if supportive, approve the ordinance on first reading.

7.3. 3RD STREET BRIDGE REPAIR ENGINEERING CONSULTANT SELECTION (4873)

RECOMMENDED ACTION

- 1. It is recommended City Council select KLJ to perform engineering services for the 3rd Street Bridge Repair project;**
- 2. Authorize the City Engineer to negotiate a scope and fee for Task Order 1; and**
- 3. Authorize the Mayor to sign the agreement.**

7.4. RATIFY ACCEPTANCE OF INSURANCE SETTLEMENT AND RELEASE OF
PROPERTY DAMAGE

RECOMMENDED ACTION

It is recommended City Council ratify the acceptance of the insurance settlement and authorize the Mayor to sign the release of property damage.

- 8. PERSONAL APPEARANCES
- 9. MISCELLANEOUS AND DISCUSSION ITEMS
 - 9.1. FIRE DEPARTMENT STAFFING PRESENTATION
 - 9.2. VISIT MINOT REPORT
- 10. LIAISON REPORTS
- 11. ADJOURNMENT



City of Minot
Mayor Tom Ross

Proclamation

**Mayor Proclaims December 16
as MHS Bowling Team Appreciation Day**

WHEREAS, the Minot Public School District features outstanding education and extra-curricular opportunities, including the Minot High School club bowling program; and

WHEREAS, the Minot High School team recently won another state title, claiming the 2024 North Dakota State Bowling Championship after previously winning state championships in 2012, 2017, and 2023; and

WHEREAS, the athletes who make up the 2024 varsity team are Max Beeter, Tatum Lee, Shawn Roberts, Mikayla Cool, Landon Olson, and Zackai Mason; and

WHEREAS, the bowling program is led by head coach Jeff Kragh and statistician Jen Beeter, who helped guide the team to another impressive state championship;

NOW, THEREFORE, DO I, Tom Ross, Mayor of Minot, North Dakota, hereby proclaim Dec. 16, 2024, as Minot High School Bowling Team Appreciation Day, and encourage all Minot residents to celebrate the team's 2024 State Championship and recognize the team members and coaches for another season of excellence that continues to bring academic and athletic pride to the Magic City and to the Minot Public School District.

Mayor Proclaims Dec. 16 as MHS Bowling Team Appreciation Day

Tom Ross, Mayor, City of Minot

City of Minot City Clerk



TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: December 16, 2024

City Manager:

One of the primary tasks being worked on currently is the annual performance evaluations of employees. It is an important process but does take significant time to prepare and administer.

Staff has also been working on final components of the Strategic Plan in preparation for Council discussion/participation and finalization next month.

A significant amount of time and attention is focused on concluding the Police Department investigation and determining next steps.

Meetings attended included: Monthly Community Economic and Development Leader meeting; meeting with Trinity CEO and Mayor; planning meeting for State of the City; meeting with DBPA regarding Downtown Snow Removal; Economic Development Plan Review Committee meeting; lunch with Honorary Commander; Newly Elected Legislative meeting; and various other meetings with citizens and staff regarding concerns/projects.

**Public Works
Operations Director, Bryan Banfill**

PUBLIC WORKS ADMINISTRATION:

The Public Works administration is actively working to create a more strategic approach for completing the remaining procurements for 2024 and 2025. By streamlining tasks, establishing an efficient operational tempo, and creating a better balance of workload, we aim to free up more time for strategic planning. This will lead to optimized processes for each department within Public Works Operations.

ROSEHILL CEMETERY:

Rosehill Cemetery is actively working to increase the availability of burial plots and columbarium niches as the current supply diminishes. At present, the cemetery is at 96% capacity for burial plots, with only 1,106 plots available in developed sections. Plans are underway to develop additional sections that will provide 15,283 more plots to meet future needs. Additionally, the availability of columbarium niches has decreased to just 29, with the columbarium reaching 81.94% capacity.

Efforts are being made to integrate new columbarium sections, which are being researched for implementation in 2025. Revenue from the sales of these plots and niches has significantly contributed to the cemetery's November revenue, amounting to \$23,980.

As winter approaches, the staff is busy setting any remaining markers and monuments and preparing the property for the winter season.

Below is a summary of open and closed work orders:

- 12 total open work orders still in queue
- 10 traditional burials completed
- 6 cremations completed
- 1 columbarium interment completed
- 9 marker installations completed

PROPERTY MAINTENANCE DEPARTMENT:

The Property Maintenance department completed a total of 226 preventative maintenance (PM) work orders and 51 non-preventative maintenance (Non-PM) work orders during November. PM tasks included filter and belt checks, operational checks, greasing, and cleaning of equipment. Non-PM work this month covered a wide range of issues, including leaking plumbing, patching walls, installing new lights, troubleshooting and repairing electrical problems, handling service calls regarding ramps, and addressing heating issues in multiple facilities. The team also responded to snow events by clearing sidewalks, parking lots, and access routes to remote locations throughout the city. Additionally, corrective repairs were made to the fire suppression system in the parking structures. The two additional early warning siren components have arrived and have been installed; they are now awaiting the installation and calibration of radios and antennas.

The updates for the Asset Essential software system are now complete. By incorporating each facility and piece of equipment into the system, the Property Maintenance department will be able to track work orders and develop reports that capture manpower, consumable usage, and equipment usage by work order. This will provide valuable analytical data to identify areas for greater efficiency. Additional processes and input requirements are being developed to ensure all team members are familiar with the system. Full utilization of the system is expected by early 2025.

STREET & STORM SEWER MAINTENANCE DEPARTMENTS:

The Street Department was activated for sanding and snow removal event on November 19th after a snowstorm dropped 5 inches of snow with wind speeds over 25 mph. Snowplows started at 11:00 PM and cleared all priority routes and residential areas by 5:00 PM on November 22nd. Due to strong winds and drifting, many routes needed multiple plow passes, totaling 65 hours of motor grader usage. Sand trucks were also deployed during the storm.

Analysis from FleetPath software showed a total vehicle mileage of 4,148 miles, with graders contributing 1,884 miles and salt/sand vehicles 2,264 miles. Most vehicles recorded minimal mileage on November 19th, but Vehicles 745 spiked to 314 miles on November 20th.

Additionally, the Storm Sewer Crew helped clear dead-end roads and cul-de-sacs, completing snow removal on all city-owned sidewalks by 4:00 PM on November 22nd. However, drifting snow caused some sidewalks to require additional attention. One item to note is that the city has a total of 29.41 miles of sidewalk.

TRANSIT DEPARTMENT:

The new Intelligent Transportation System (ITS) that will replace our current RouteMatch system is being developed and expected to go live on February 1, 2025. Hardware installation is scheduled for December 2024, followed by on-site training in January 2025, just before the system goes live.

In November 2024, total ridership remained consistent with November 2023, recording 7,542 rides. However, transit services were canceled on November 20 due to severe winter storm conditions, resulting in a loss of approximately 450 rides for the month. Currently, ridership is 2.0% higher this year compared to the same period in 2023, with an average of 425 rides per day over the last three months.

Staff is now concentrating on procuring a new Heavy-Duty Transit Bus, which was approved in the 2024 budget through the Washington State Cooperative Purchasing Agreement. This agreement has been both locally approved and signed by the North Dakota Department of Transportation (NDDOT). The staff is collaborating with the bus manufacturer to develop specifications and cost estimates, with plans to present the purchase for council approval in January 2025. The new bus will enhance the operational capacity of the current transit fleet, which is currently using aging buses for day-to-day operations.

FLEET DEPARTMENT (CT SHOP):

In November, the maintenance team, consisting of 10 staff members, completed a total of 124 work orders, with combined parts and labor costs amounting to \$116,915.27. Of these work orders, 63 (51%) were for unscheduled maintenance repairs, which were crucial for ensuring that the aging fleet continues to meet the operational needs of various City departments. The remaining 61 work orders (49%) were related to preventative maintenance, aimed at extending the service life of the City's equipment and vehicle fleet.

The turnaround times for the work orders were as follows:

- 54% of work orders were completed within 24 hours
- 60% of work orders were completed within 72 hours

Additionally, the team collaborated with the street department to prepare snow removal and ice control equipment for use during the winter months.

**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.

	November			Year to Date 2024		
	Sales	Median	Average	Sales	Median	Average
Residential	35	\$ 279,500	\$ 273,885	718	\$ 255,042	\$ 273,900
Residential Vacant Land	0	\$ 0	\$ 0	64	\$ 35,000	\$ 41,916
Commercial	2	\$ 321,000	\$ 321,000	46	\$ 571,250	\$ 1,144,424
Commercial Vacant Land	0	\$ 0	\$ 0	1	\$ 782,781	\$ 782,781

**Community Development Department
Director, Brian Billingsley**

INSPECTIONS DIVISION:

November 2024 Permit Information (November 2023):

- Total Permits Issued: 308 (158)
- Single-Family Homes: 1 (0)
- Multi-Family Permits (Units): 0 (4)
- New Residential Permit: \$265,062 (\$468,000)
- Residential Remodels: \$126,610 (\$190,000)
- New Commercial: \$0 (\$64,000)
- Commercial Remodels: \$1,021,600 (\$985,000)
- Valuations of all Permits: \$1,413,272 (\$1,707,000)

Notable Building Permits:

- Minot Park District – Discovery Barn Remodel – 1219 E Burdick – \$405,500
- Minot Area Homeless Coalition – Building Remodel – 1800 4th Ave. NW – \$155,000

Personnel Update:

We hired Gerald Heizelman to the Commercial Plans Examiner position. Gerald has an extensive background in architecture and we're lucky to add him to our team!

PLANNING DIVISION:

Planning Commission:

The Planning Commission held a meeting on November 6th. They approved a conditional use permit for a group home.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held three (3) DRT meetings during the month of October:

- Simplot Chemical Storage Facility – 2708 30th Ave. SE
- Grain Hopper – Room Expansion – 2212 Valley Street
- Bahl Self-Storage Units – 1900 Hwy 2/52 Bypass West

Outdoor Dining Permits:

None.

Personnel Update:

Principal Planner Doug Diedrichsen passed the American Institute of Certified Planners (AICP) examination, which confirms Doug's status as a certified planner. Congratulations, Doug!

Other Projects/Meetings:

- Director participated in two CDBG-DR/NDR meetings.
- Director and staff attended a meeting on Lighting and Noise Ordinance amendments.
- Director attended a strategic plan leadership team meeting.
- Director and staff attended the Minot Area Career Day.
- Director attended an Alcohol Ordinance Committee meeting.
- Director attended two Economic Development Committee meetings.
- Director attended a joint City Council-Park District meeting.
- Director attended MI-4 flood control meeting.
- Director and supervisors attended year-end budget meeting with Finance Department.

ECONOMIC DEVELOPMENT DIVISION:

Façade Improvement Program:

We did not receive any new applications during the month of November. Staff approved the final inspection of FI-11 (2D Ink). The applicant still needs to submit invoices and copies of cancelled checks before the City closes on the forgivable loan.

Renaissance Zone Program:

The Renaissance Zone Review Board did not have a meeting in November. No new applications were received

**NDR Program Manager
Chris Plank**

Parkview Mobile Home Park

The eminent domain process continues. Attorneys are working on finalizing dates. Work continues on assisting residents with relocation benefits. To date:

47 General Information Notices have been delivered
42 Notice of Eligibility generated
2 Non-responsive
36 Families have been relocated.

MI 4 Maple Diversion

Appraisal walk throughs have been completed for all 8 properties. Work continues on the appraisals and the goal is to present these to the residents in January of 2025. All of the tenants in the rental properties have been reached and information is being gathered for their potential benefits.

MI 8 Acquisition

Appraisal has been completed for commercial property across from Roosevelt Park Zoo. Notice to tenants and homeowners are being generated informing them of the acquisition and the how the process works.

Broadway Circle

Substantial completion date has been extended to April 7, 2025. This will allow for the construction to be completed on Building C. The Family Homeless Shelter will apply for a certificate of occupancy on December 16, 2024.

Staff has been directed by Council to release another RPF outlining some of the potential tax benefits that may alleviate the financial burden.

Met with Minot Housing Association to review findings generated by an internal audit. Minot Housing Authority staff addressed the findings and provided documentation needed.

Quarterly requests have been sent to those activities who may have an affordability period in which they are required to provide low to moderate housing statistics.

Close out process has started for CDBG Allocation 2. Staff is gathering required documents for submission. Project completion date is May 2025.

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.

The lead and copper service line inventory were submitted to NDDEQ ahead of the October 16 deadline. Additionally, over 11,000 letters were mailed to residents having known lead service lines or service lines of unknown material. This will need to be done annually upon updating the inventory.

Staff continues to design 2025 rehab projects including watermain replacement, sanitary sewer lining and storm sewer repairs.

Water Treatment Department:

Monthly Water Report For November 2024

River Water Treated	0 gallons
Well Water Treated	159,808,000 gallons
Recycle Water	4,859,000 gallons
Facility Water	6,215,000 gallons
Total Water Treated	170,882,000 gallons
Pumped to City	50,515,000 gallons
Pumped to NAWS	109,873,000 gallons
Pumped Total	160,388,000 gallons

AMMONIUM SULFATE	5,057 pounds
CARBON DIOXIDE	68,894 pounds
CHLORINE	16,593 pounds
COAGULANT	8,943 gallons
FLOURIDE	4,088 gallons
LIME RECEIVED	668,192 pounds
PHOSPHATE	4,279 pounds

Waste Sludge	135 loads
	1356.00 tons

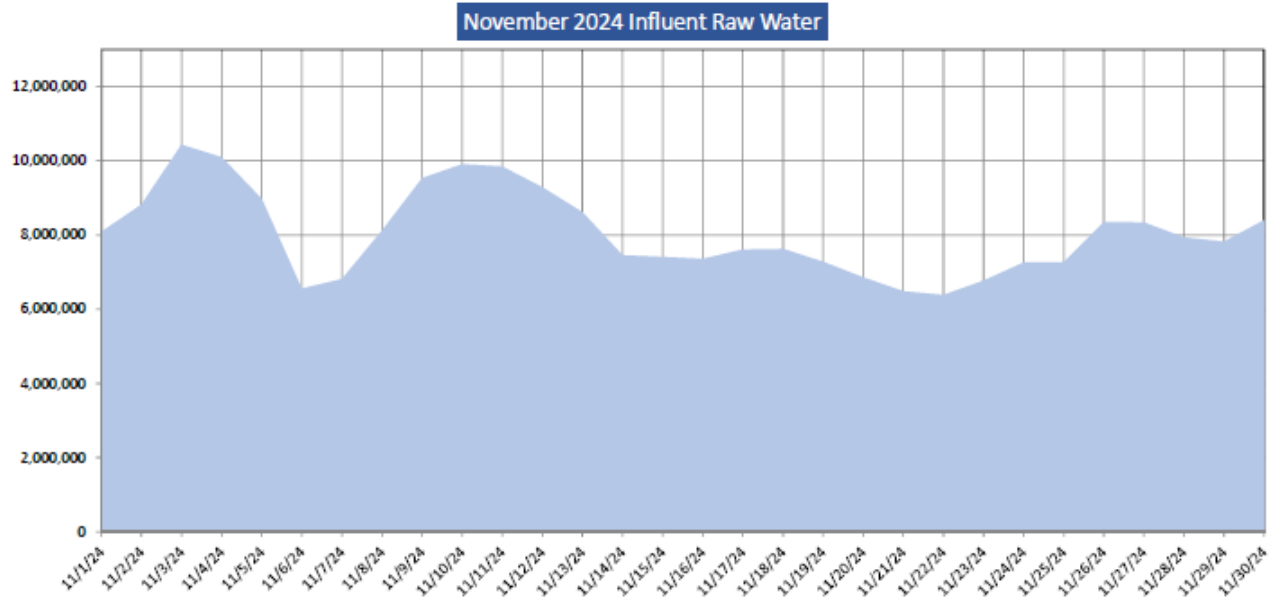
Bacteria Samples Taken	50 total
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Finish Water Turbidity	0.116 NTU
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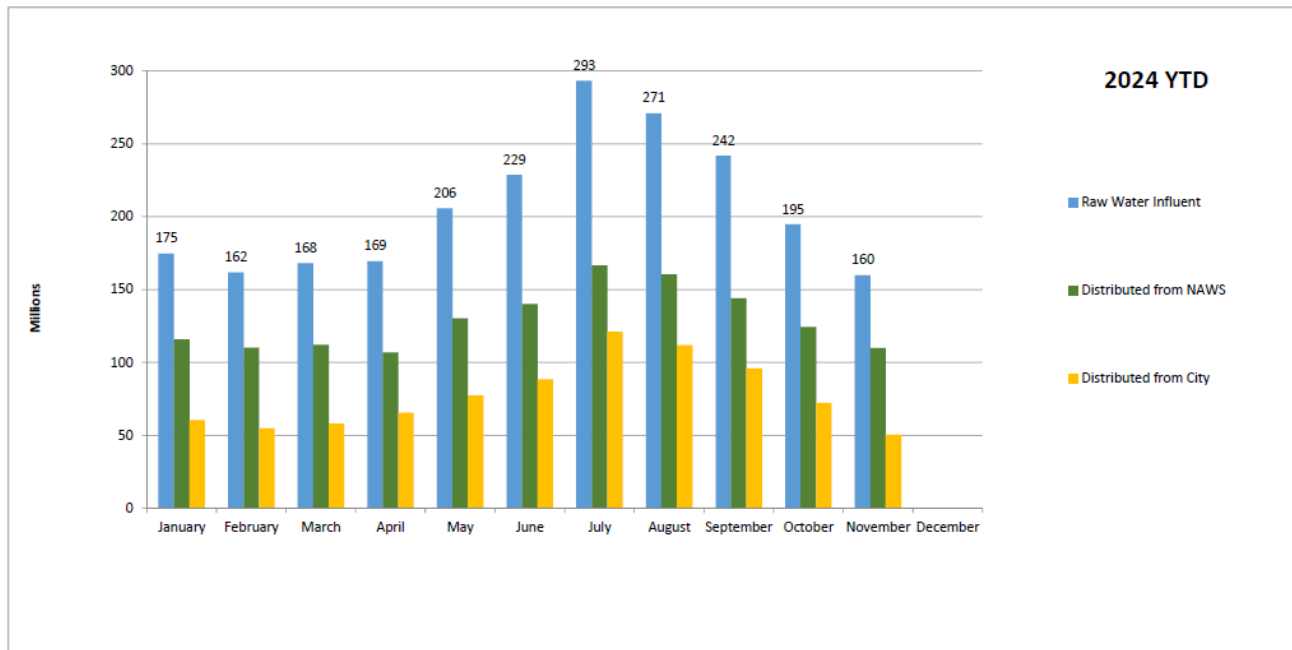
WELL FIELD INFORMATION

WELL #	Hours Run	Gallons per Minute	Gallons Pumped
5	712.4	750	32,058,000
6	45.4	428	1,166,000
8	0.0		0
11	0.0		0
12A&12B	0.0		0
13	0.0		0
14	0.0		0
15	0.0		0
16	720.0	295	12,744,000
A	731.5	387	16,985,000
B	0.0		0
C	570.3	1625	55,604,000
D	146.9	1570	13,838,000
E	0.0		0
F	198.7	2240	26,705,000

159,100,000



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	21	25	23		250
Service Calls	6,750	597	694	658	844	608	574	652	507	530	340	295		6,299
Inspections	150					22								22
After hours Calls (Foremen)		30	7	17	12	14	10	5	11	13	10	5		134
Lab Tests	6,500	101	100	125	400	501	700	770	800	800	800	704		5,801
Meters														
Install New Meters	100	6	9	5	6	16	12	12	15	8	9	7		105
Meter Changes	100	28	16	36	14	13	17	21	5	21	19	7		197
Delinquent Water Accounts		206	99	173	189	94	75	140	80	94	145	79		1,374
MXU Installations	100	17	13	8	14	19	10	15	16	13	4	2		131
Locates: water/sewer/storm	4,000	111	74	107	900	501	801	940	971	760	1,203	711		7,079
Hydrants														
Hydrant Inspections	1,150	0	0	0	0	120	78	222	185	105	25	0		735
Flow Hydrants(for sewer lines)		50	78	87	88	76	105	88	70	78	73	55		848
Install Hydrants	15	0	0	0	0	0	1	1	2	1	0	0		5
Hydrant Repair	180	4	2	3	6	4	3	6	6	12	10	5		61
Hydrant Flow Testing		0	0	0	1	3	1	1	1	0	0	0		7
Hydrant Meter Set		0	0	0	17	7	0	8	4	0	0	0		36
Hydrants Painted		0	0	0	0	15	25	0	0	0	0	0		40
Water														
Curb Stop Maintenance	40	5	5	6	10	5	10	12	12	9	8	6		88
Curb Box (riser repair)	100	4	6	8	123	10	18	22	18	11	16	4		240
GV exercising/inspections	2,000	0	10	65	45	48	41	23	35	32	22	0		321
Gate Valve Maintenance	24	0	1	0	3	3	2	3	4	2	0	0		18
Gate Valve (riser repair)	50	0	1	6	8	7	5	4	5	2	8	2		48
Gate Valves ON/OFF		10	23	19	46	16	41	47	72	44	39	4		361
Repair Water Main Breaks	40	3	2	2	1	0	3	3	2	2	9	1		28
Service Taps		0	0	0	0	2	2	1	0	2	0	2		9
Service Leaks		1	0	3	3	1	0	1	0	0	0	0		9
Hydrastopping	1	0	0	0	0	0	0	0	0	0	0	0		0
Haul Clay/dirt/gravel/snow	Days	0	0	6	5	2	1	2	0	2	6	10		34
PRV Maintenance	5	0	0	0	0	0	0	0	0	0	0	0		0
Install Insta-Valve	1	0	0	0	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	3,290	1,590	684		16,471
Clean Sanitary Sewer (feet)	140,000	4,367	4,990	4,457	5,959	5,856	17,550	12,598	11,843	2,428	3,978	7,004		81,030
Check/Flush Manholes	5,000	236	424	557	582	705	596	653	457	215	111	291		4,827
Inspect Sewer Lift Stations	2,080	612	609	617	615	620	622	620	620	625	623	635		6,818
Sewer Calls		5	2	0	2	5	3	4	5	5	3	0		34
Manhole Repair	50	3	1	0	1	1	2	1	1	0	0	0		10
Repair Sewers (feet)	30	0	0	0	0	0	0	0	0	0	0	0		0
Mowing/Snow Removal Hours	6,000	8	10	8	0	87	172	180	189	160	90	30		934

Landfill/Sanitation/Recycling:

Here is the info from the month of November, operations have been busy in both departments.

The recent snowfall has put a damper on fall yard cleanup operations at the compost sites, they are still open but seeing minimum use. There was a total of 1,099 roll-off tanks hauled from the ten compost sites for the year so far.

Landfill staff has completed the install of our FleetMind technology on our second replacement truck, and is still assisting with various vehicle maintenance projects on the automated side load garbage trucks.

As a reminder with the holiday season just around the corner, residents receiving City sanitation services can bring a copy of their water bill to the landfill for free dumping from December 23rd through January 4th. Much of this is likely to be recycled, residents are asked to please separate the items and will be directed by the scale attendant to the proper site for each. See website for additional holiday information and schedules.

Also, as a reminder to all residents receiving City sanitation services, they are encouraged to visit our website or app and sign up to receive reminders of waste/recycling collection days. It also has the functionality built in to view and print your address specific calendar, along with a waste wizard to search specific items and whether or not they are recyclable. This tool will also be valuable in the event that a service alert needs to be sent to a specific neighborhood etc.

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

Single Stream Recycling – 86.67 Tons

MSW – 6,4107.5 Tons

MSW City Collection – 882.91 Tons

Inert – 1,089.24 Tons

Lime – 1,356.00 Tons

Trees – 197.35 Tons

Trees Given Away for Firewood – 2.57 Tons

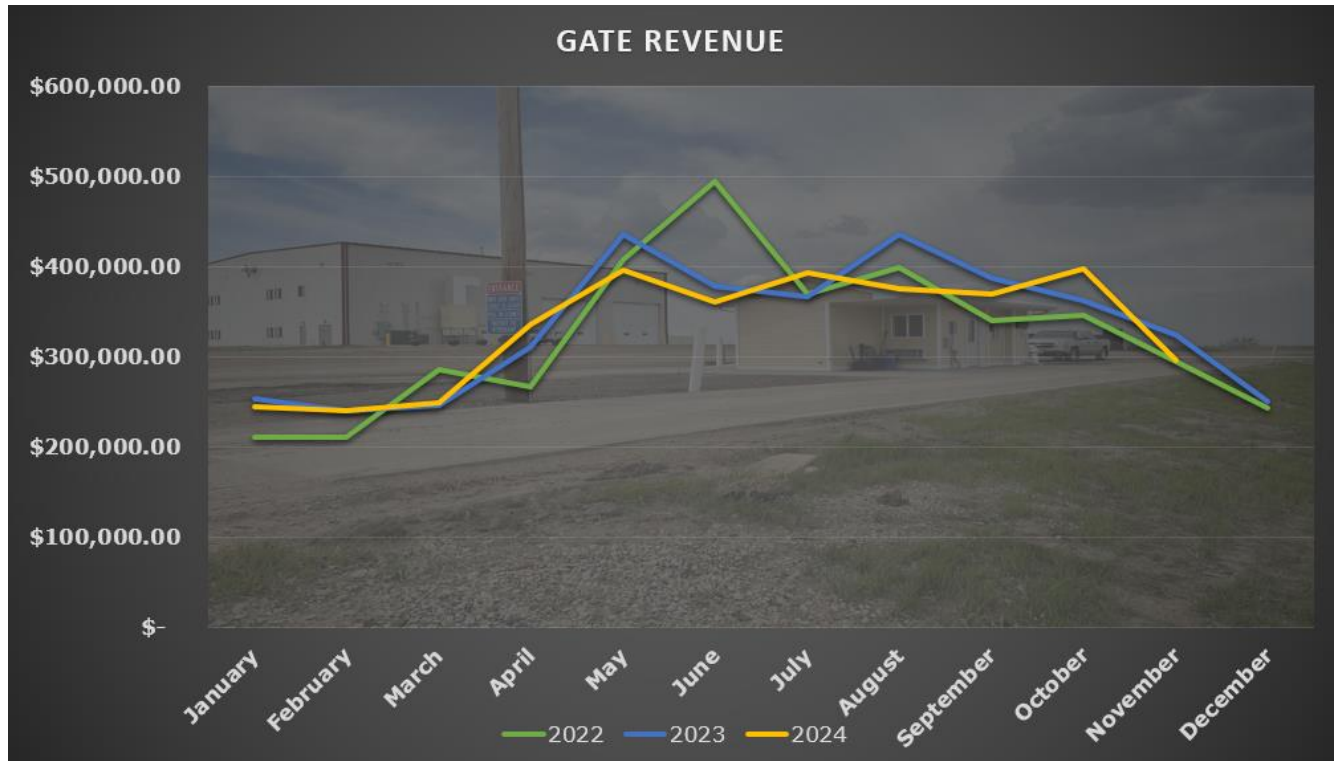
Recycled oil for use in Asphalt Plants – 500 Gallons

Total number of landfill tickets generated – 4,359 Tickets

November gate collections were \$296,040.76 compared to \$323,986.59 in 2023.

Year to date gate collections at the landfill is \$3,659,078.91 compared to \$3,740,695.35 from last year at this time.

In November, there was a total of 157 roll-off tanks hauled from the ten compost sites.



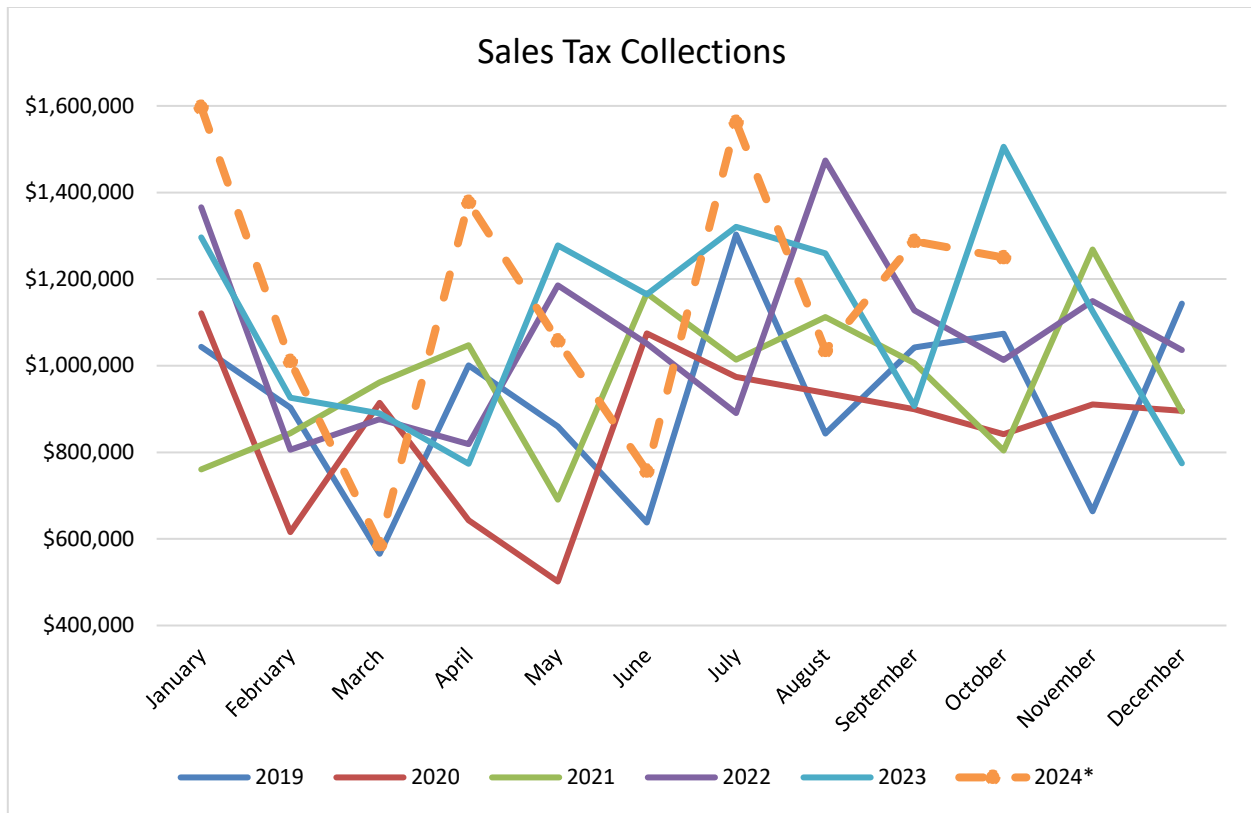
Finance Report
Director, David Lakefield

The Finance Director submits this report to provide additional information and update the City Council on the financial condition of the City. This report is intended to supplement the monthly/quarterly reports that are published on the City's website.

As the Finance Director and Comptroller are traveling for a conference, this written report is provided in lieu of our monthly presentation to City Council.

Tax Collections

Below is the latest update on sales tax collections. YTD collections are 1.78% above 2023 and 20.22% ahead of budget.



HUB City Oil & Gas tax collections are \$5,974,732 for YTD and are 99.58% ahead of the budget. These funds are used towards Street Maintenance and capital infrastructure projects.

Treasury Activities

The Finance department has been diligently working on transitioning banking institutions effective January 1st, 2025. Staff is notifying varying granting agencies and customers of the upcoming changes and testing the system updates necessary for this transition.

Tyler Payments, the new credit card processor, went live on December 2nd.

Fiscal Year End

Staff has met with all departments to roll out the new “dashboards” to department managers and users. The year-end memo has been sent to departments with key dates and reminders as December ends.

We’ve begun our internal processes to prepare for fiscal year end. Our ERP system has a year-end system update that will be installed this week to load the updated IRS forms for 1099 issuance. Staff has tested their normal processes to ensure the system is working properly. We are conducting internal trainings for year-end processes this week as well to keep everyone up to speed on those unique tasks that occur once a year.

The annual external audit has been scheduled with Eide Bailly, LLP for the end of March 2025.

Staff attended the annual GAAP update webinar last week. There are two new GASB standards, GASB 100, *Accounting Changes and Error Corrections*, and GASB 101, *Compensated Absences*,

that will be in effect for fiscal year end 2024 so staff is researching and reviewing data to prepare for those implementations and their effect on the financial statements.

Ongoing Projects

The Finance department is working diligently on various policy updates. The updated capital asset policy is on the Council agenda for December 16th to update language for new GASB standards in effect.

Staff are consistently evaluating processes to find efficiencies and implementing them.

We are still working through various integrations with some of the third-party software packages in other departments (i.e. CityWorks, AssetWorks).

Staff are working on the final stages of closing out the CDBG-DR \$35 million grant received after the 2011 flood. We're anticipating having that completed by Q2 2025.

Training

A few staff members are traveling the week of December 16-20th to San Antonio, TX. Dave is attending a GFOA Budget Analyst training and Brittany and Jenna are attending GFOA preparing an ACFR and evaluation internal controls.

MINOT MUNICIPAL COURT
MONTHLY REPORT COMPARISONS FOR NOVEMBER 2023/2024

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

	<u>NOVEMBER 2023</u>	<u>NOVEMBER 2024</u>
<u>MUNICIPAL COURT CASES</u>		
Filed	405	220
Disposed	373	216
<u>PARKING TICKETS</u>		
Written	74	52
Paid	68	68
<u>REVENUE</u>		
Fines & Forfeitures Cash	\$ 22,840.37	\$ 18,255.39
Suspended for Jail or CS	\$ 0.00	\$ 2,905.00
Waived	\$ 9,935.00	\$ 2,860.00
District Court Transfers	\$ 0.00	\$ 0.00
Parking Tickets	\$ 1,360.00	\$ 1,360.00
Copy Fund	\$ 0.00	\$ 0.00
From Posted Bond	\$ 17,219.22	\$ 9,210.00
Accounts Receivable Balance	\$ 702,000.64	\$ 720,395.62**

Rec. Balance Last Month: \$718,339.10 (An increase of \$2,056.52)

<u>COLLECTION AGENCY</u>		
Turned Over for Collection	\$ 6,575.00	\$ 225.00
Collected	\$ 0.00	\$ 130.00
Uncollectable	\$ 355.00	\$ 607.00

<u>Admin. Fee to Domestic Violence Fund</u>		
Paid	\$ 1,606.41	\$ 1,198.38

**Reflects total fees receivables less 80% of total restitution, which is not owed to the City of Minot (80% = \$207,159.93)

City of Minot

Funding Summary for Minot Commission on Aging, Inc.

December 10, 2024

Services Provided:

Meals on Wheels: Meals are delivered to senior citizens in Minot and also to disabled citizens residing in Henry Tower and Milton Young Tower. Along with each meal comes a wellness check from the volunteer. We are serving close to 400 hot home delivered meals daily in Minot. We also prepare approximately 100 meals daily to provide as frozen meals. Meals are available to these citizens without any required cost to the eligible Minot resident.

Congregate Meals: We are serving a hot lunch from 11:30am to 12:30pm Monday -Friday. Congregate meals provide a social setting for seniors. These meals are available to any individual 60+. Meals are available to these citizens without any required cost to the eligible Minot resident.

Café 60 Breakfast: We are serving a hot breakfast from 7:00am – 1:00pm. These meals are available to any individual 60+. Again, seniors are able to dine in a social setting. Meals are available to these citizens without any required cost to the eligible Minot resident.

Health Care Clinics: We provide foot care clinics to Minot residents over 60. These are provided at our center in Minot a minimum of once a week. We also provide in-home foot care visits to seniors unable to get to our facility because of health or mobility issues. Foot care services are also provided to citizens over 60 without any required cost.

Telephone Reassurance: Phone calls daily to seniors. Many seniors are isolated and alone; these wellness calls may be the only human contact they have that day.

Senior Activities:

Exercise - Tuesday and Thursday

Yoga-Wednesday and Friday

Crafts-Monthly

Bingo – Twice Monthly

Tech Help-Monthly

MSU Nursing Students-Health Program-Monthly

Falls Prevention Program

Good to Know Speakers-Monthly

NDSU Create Better Health-Monthly

Game/Cards-Twice Monthly

Movie-Twice Monthly

Walking Group-Twice Monthly

Holiday Parties

Book Club

In 2023 we served 90,194 home delivered meals in Minot to 662 Minot residents. These meals were delivered to seniors and low-income people living with disabilities in Minot. We also served 23,483 congregate meals to seniors in Minot, serving 1,213 Minot local older adults last year. This is a 51% increase in the number of meals we provided for breakfast or lunch in our building. January 1, 2024 through October 31, 2024 we have provided 85,448 home delivered meals to residents in Minot. We have served 23,343 congregate meals in Minot through October to older adults.

Our number of clients receiving home delivered meals continues to increase as the cost of living increases. Most of our seniors receiving our services are on a fixed income and may have difficulty making ends meet. Our home delivered meals help them with food and transportation costs.

In 2023 we provided 1,218 health care visits for Minot older adults. We have provided 1,335 health care visits in our facility and 53 home health care visits to Minot residents from January 1, 2024 through October 31, 2024.

Our goal from the beginning has always been to take care of the senior population. Keeping seniors at home and independent has always been our number one priority since 1973.

All services are provided on a donation basis only, no senior is denied service because of the inability or unwillingness to make a contribution. City funds will be used to offset some of the costs to provide services to the senior citizens in Minot.

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

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS AND DECORUM

3.1. INTRODUCTIONS AND DECORUM HANDOUT

4. PLANNING COMMISSION

4.1. APPROVAL OF NOVEMBER 2024 REGULAR MEETING MINUTES

The motion to Approve the October 2024 regular meeting minutes was initiated by Planning Commission Representative Iverson seconded by Planning Commission Representative Mennem and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Robert Kibler, Logan Longtin, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Bradly Wolff, Robert Amick; nays: None.

5. PUBLIC HEARING

5.1. CASE# 2024-10-02 MEADOWVIEW ADDITION - CONDITIONAL USE PERMIT

Mr. Diedrichsen presented the Staff Report.

Commissioners had a discussion.

Mr. Diedrichsen answered questions from Commissioners.

Mr. Dickerson answered questions from Commissioners.

Mr. Diedrichsen answered questions from Commissioners.

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

Julie Wondrasek appeared to testify.

Nathan Faa appeared to testify.

Chairman Offerdahl closed the public hearing.

The motion to Approve based on Staff recommendations and findings of fact was initiated by Planning Commission Representative Baumann. The recommendation was added as follows: "That on street parking shall be limited to the area of the street directly adjacent to the group home." The motion was seconded by Planning Commission Representative Kibler and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Robert Kibler, Logan Longtin, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Bradly Wolff, Robert Amick; nays: None.

6. MISCELLANEOUS AND DISCUSSION ITEMS

Elections were held for Chairperson and Vice-Chairperson.

Commissioner Baumann asked Staff for an update on next year's projects.

6.1. ELECTION OF COMMISSION OFFICERS

Commissioners discussed the election of a new Chairperson and Vice-Chairperson. Commissioner Kibler nominated Chairman Offerdahl and Vice-Chair Baumann to retain their offices. Seconded by Commissioner Mennem. The motion to elect Commissioner Offerdahl as Chairperson and to elect Commissioner Baumann as Vice-Chairperson was initiated by Planning Commission Representative Kibler seconded by Planning Commission Representative Mennem and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Robert Kibler, Logan Longtin, Annette Mennem, Dustin Offerdahl, Serena Pontenila, Darrik Trudell, Bradly Wolff, Robert Amick; nays: None.

7. ADJOURNMENT

With no further business, Chairman Offerdahl adjourned the meeting at 5:59 pm.

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

ROLL CALL

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

Members Absent: None

PLEDGE OF ALLEGIANCE

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

MAYOR'S REPORT

Mayor Ross attended a MACEDC Board meeting, the NDSF Annual meeting, a NAWS Authority meeting, the Chamber Showcase, the PD Press Conference, the Christmas Tree Lighting Ceremony, a childcare meeting, a promotional ceremony for Minot Fire Department, a legislative round table discussion, greeting at the Heartland Association Affairs and Festivals, and spoke at Perkett Elementary to the 3rd Graders.

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 5.1-5.5, 5.7-5.8, 5.10-5.14, and 5.16 - 5.20 with staff recommendations 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 - Approve the minutes of the November 12, 2024 Special City Council meeting, the November 14, 2024 Special City Council meeting, and the November 18, 2024 Regular City Council meeting.

ORDINANCES – Approve the following ordinances on second reading:

1. Ordinance No 6024 - 2024 BA - FY2024 SHSP Bomb Squad
2. Ordinance No 6025 - 2024 BA - Consultant for Process Improvement & Innovation
3. Ordinance No 6026 - 2024 BA - Employment Investigation Services
4. Ordinance No 6027 - Zoning Map Amendment - Engers First Addition

ADMINISTRATIVE APPROVALS – Ratify the following administratively approved requests:

1. Majettes Hockey Minot High School to conduct raffles at home hockey games from November 26, 2024 through February 22, 2025 at the Maysa Arena (2501 Burdick Exwy W).
2. MCDC Booster Club to conduct a calendar raffle in February 2025 at Magic City Dance Company (1300 4th Ave NW).
3. MCDC Booster Club to conduct a raffle on January 12, 2025 at MSU Ann Nicole Nelson Hall (500 University Ave W).
4. Minot Social Club for Exceptional Persons, Inc. 2nd Story to conduct a raffle on March 8, 2025 at The Moose Lodge (400 9th St SW).

BILLS, TRANSFERS, AND PAYROLL - Approve the payroll for the period of October 20, 2024 through November 16, 2024 in the amount of \$2,562,287.83 and the bills and transfers for November in the amount of \$8,307,992.91.

AFLAC	\$15,481.21	100006302	AMERICAN WELDING & GAS, INC.	\$9,244.63	302980
ND PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$15,664.71	100006305	APEX ENGINEERING GROUP	\$4,139.00	302981
3D SPECIALTIES, INC	\$3,973.00	302825	APH/AUTO VALUE	\$11.97	302982
48 NORTH CONCRETE CONSTRUCTION INC	\$15,535.00	302826	AQUA-PURE, INC.	\$37,038.12	302983
ACKERMAN ESTVOLD	\$25,441.25	302827	ARROWHEAD ACE HARDWARE	\$109.99	302984
ADVANCED BUSINESS METHODS	\$1,247.45	302828	ASPHALT PRESERVATION COMPANY, INC	\$343,844.47	302985

ADVANTAGE ARCHIVES, LLC	\$18,200.00	302829	BAKER & TAYLOR BOOKS	\$5,041.55	302986
ADVENTURE DIVERS	\$250.00	302830	BALCO UNIFORM COMPANY, INC.	\$690.68	302987
ALL SEASON ARENA	\$19,211.21	302831	BARR ENGINEERING	\$552.50	302988
ANDREA STEWART	\$20.00	302943	BECHTOLD PAVING	\$3,063.00	302989
APPLE BOOKS, LLC	\$211.29	302832	BOLTON & MENK, INC	\$25,534.84	302990
BAKER & TAYLOR BOOKS	\$982.95	302833	BORDER STATES INDUSTRIES, INC.	\$320.39	302991
BALCO UNIFORM COMPANY, INC.	\$147.00	302834	BRITTINI MADSEN & LUCKY MADSEN JR.	\$1,019.45	302992
BECHTOLD PAVING	\$7,322.00	302835	C&C PLUMBING AND HEATING	\$2,800.00	302993
BORDER STATES INDUSTRIES, INC.	\$765.54	302836	CAPITAL ONE	\$21.95	302994
BRAINSTORM INC	\$430.00	302837	Aiden Wells & Michelle Fjeldahl	\$1,170.00	302995
BUTLER MACHINERY CO.	\$3,995.44	302838	Brenda & Donnell Fry	\$1,350.00	302996
C&C PLUMBING AND HEATING	\$50.00	302839	Dan Pasive & Madison McCloud	\$1,350.00	302997
CBL & ASSOCIATES LIMITED PARTNERSHIP	\$42,380.40	302861	Daniel Foster	\$575.00	302998
CBM, LLC	\$815.72	302840	Jayde Haugrose	\$950.00	302999
Agnes Blue	\$1,150.00	302841	John Grether & Dawn Grether	\$675.00	303000
CPM Leasing	\$2,090.00	302842	Ken Schwartzkopf	\$839.00	303001
Dan Pasive & Madison McCloud	\$193.33	302843	Luci Ahmed & Sultan Ahmed & Casey Meyers	\$1,150.00	303002
Herson Eduardo Castro Gomez	(\$1,350.00)	302844	Meadowlark Homes	\$2,234.00	303003
James Gorman	\$800.00	302845	Meadowlark Homes	\$2,550.00	303004
Ken Schwartzkopf	\$1,150.00	302846	Morgan Gerst & Shannon Meana	\$1,948.80	303005
Lynn Long	\$17,000.00	302847	RD Land Development	\$21,326.00	303006
Meadowlark Homes	\$950.00	302848	Tara Kenner	\$1,350.00	303007
Michelle Thiel	\$33,300.00	302849	Torey Long & Gabrielle Stout	\$1,350.00	303008
Ron Cal Homes	\$19,824.00	302850	CENTRAL MACHINING&PUMP REPAIR	\$389.20	303009
Sandi Randall & Cari Hurley & Bret Pickering	\$350.00	302851	CITY OF MINOT	\$100.00	303076
Sarah Evenson	\$350.00	302852	CRAFT BUILDERS, INC.	\$2,606.85	303010
Shawn Magee	\$31,500.00	302853	DACOTAH PAPER CO.	\$1,321.36	303011
Victoria Solis & Jennifer Dahlberg	\$170.00	302854	DAKOTA TRUCK & FARM	\$325.06	303012
CDM SMITH	\$104,780.00	302855	DAN PASIVE & MADISON MCCLOUD	\$193.33	303013
CENTRAL MACHINING&PUMP REPAIR	\$870.38	302856	DAVIDSON CONSTRUCTION	\$40,200.00	303014
CITY OF MINOT	\$126.00	302908	DECOMM VENTURES, LP	\$2,525.25	303015
CPS, LTD	\$230.00	302857	DIG IT UP BACKHOE SERVICE	\$323,840.34	303016
DACOTAH PAPER CO.	\$211.00	302858	DOMESTIC VIOLENCE CRISIS CENTER	\$1,463.37	303017
DAKOTA BUSINESS SOLUTIONS	\$300.00	302859	DR. ANTHONY TATMAN	\$100.00	303018
DAKOTA FLUID POWER, INC.	\$1,226.32	302860	EAPC	\$1,825.35	303019
DOMESTIC VIOLENCE CRISIS CENTER	\$846.50	302862	EMERGENCY AUTOMOTIVE TECHNOLOGIES	\$8.99	303020
EASTER SEALS GOODWILL	\$32,104.20	302863	Damion Higgins	\$11.00	303021
ELDORADO NATIONAL - CALIFORNIA	\$55.10	302864	Daniel Raymond	\$729.00	303022
Christina Wolf	\$320.00	302865	Jaelee Olson	\$30.22	303023
Josh Kraft	\$320.00	302866	James Seifert	\$729.00	303024
Krystle Foster	\$66.33	302867	ENERBASE	\$23,523.61	303025
Melissa Anderson	\$33.17	302868	FACTORY MOTOR PARTS	\$1,722.78	303026
Riley Racine	\$11.00	302869	FIRST INTERNATIONAL BANK & TRUST	\$737.00	303028
ENERBASE	\$13,641.33	302870	FLASHPARKING, INC	\$2,670.00	303029
FACTORY MOTOR PARTS	\$111.35	302871	FLEETMIND SOLUTIONS, INC.	\$2,120.01	303030
FIRST DISTRICT HEALTH UNIT	\$26,500.00	302873	Amanda Andrews	\$8.00	303031
FIRST INTERNATIONAL BANK & TRUST	\$737.00	302874	Batteries + Bulbs	\$10.00	303032
FIRST WESTERN INSURANCE	\$169.00	302875	Braxton M. Wynton	\$50.00	303033
G & P COMMERCIAL SALES	\$2,802.05	302876	Cashwise	\$15.22	303034
GEFROH ELECTRIC	\$844.50	302877	Connor Koerbitz	\$25.00	303035
Jim Johnson	\$50.00	302878	Dina P. Goodman	\$50.00	303036
Lavaun Mackay	\$5.00	302879	Jim Johnson	\$100.00	303037
North Dakota Child Support	\$175.00	302880	Katelynn Bowen	\$25.00	303038
Rodney Neuhalfen	\$50.00	302881	Lindsay E. Kreger	\$50.00	303039
Sarah Brien	\$100.00	302882	Marketplace Liquors	\$10.00	303040
Troy Lang	\$300.00	302883	Menards, Inc.	\$20.00	303041
GENERAL TRADING	\$55.22	302884	North Dakota Child Support	\$75.00	303042
GERDAU RECYCLING	\$2,065.54	302885	North Dakota Child Support	\$20.00	303043
GRAPHICS LETTERING & TRIM	(\$1,450.00)	302886	North Dakota Child Support	\$15.00	303044
GRAVEL PRODUCTS, INC.	\$638.08	302887	U.S. Postal Service	\$50.00	303045
GRAYBAR	\$394.18	302888	GENERAL TRADING	\$1.45	303046
GRAYMONT WESTERN US INC.	\$113,326.94	302889	GEOLOGIC COMPUTER SYSTEMS	\$8,880.00	303047
HALLIDAY TECHNOLOGIES INC.	\$3,188.33	302890	GERDAU RECYCLING	\$1,727.45	303048
HANSON'S EXCAVATING	\$6,888.60	302891	GILLIG, LLC	\$374.80	303049
HAWKINS, INC.	\$49,415.00	302892	GOETTLE LAW, PLLC	\$3,500.00	303050
IED SUPPORT SERVICES	\$5,625.00	302893	H.A. THOMPSON & SONS, INC.	\$315.00	303051
INTERNATIONAL CITY MANAGEMENT ASSOCIATION	\$631.40	302894	HANSON AUTO CRUSHING & TRUCKING	\$155,420.55	303052
RET.					
JET LINE SALES & SERVICE, LLC	\$2,298.18	302895	HAWKINS, INC.	\$2,411.64	303053
KELLER PAVING AND LANDSCAPING	\$6,549.02	302896	HEIDI SQUYRES & THOMAS CRAWFORD	\$970.20	303054
LEADSONLINE	\$6,101.00	302897	HIGH POINT NETWORKS, LLC	\$72,490.55	303055
LUMACUVE AIRFIELD SIGNS	\$1,400.26	302898	INFORMATION TECHNOLOGY DEPARTMENT	\$3,233.15	303056
MAIN ELECTRIC CONSTRUCTION	\$18,978.16	302900	INTERNATIONAL CITY MANAGEMENT ASSOCIATION	\$624.56	303057
RET.					
MARCO, INC.	\$423.50	302901	INTERSTATE ENGINEERING, INC.	\$4,500.00	303058
MATTSON CONSTRUCTION	\$121,242.18	302902	JAYDE HAUGROSE	\$569.91	303059
MELANIE MOORE	\$105.00	302910	JOHN CIMINO	\$147.00	303060
MIDWEST TAPE	\$3,447.12	302903	JOHNSON CONTROLS	\$229.20	303061
MINOT AREA CHAMBER EDC	\$46,637.50	302899	KALIX	\$91.76	303062

MINOT AUTO	\$230.66	302904	KELLER PAVING AND LANDSCAPING	\$1,686.60	303063
MINOT EMPLOYEE DONATIONS	\$819.39	302905	LANGUAGE LINE SERVICES	\$153.70	303064
MINOT PAVING	\$35,790.10	302906	LEARNING OPPORTUNITIES, INC.	\$2,670.56	303065
MINOT WELDING INC	\$164.16	302907	LOCATORS & SUPPLIES	\$409.92	303066
MOORE ENGINEERING, INC	\$195.00	302909	LUCI AHMED & SULTAN AHMED & CASEY MEYERS	\$512.70	303067
NAPA AUTO PARTS	\$5,519.14	302911	MAGIC CITY GARAGE DOOR COMPANY	\$1,063.00	303068
ND DEPT OF ENVIRONMENTAL QUALITY	\$435.00	302912	MAIN ELECTRIC CONSTRUCTION	\$14,191.30	303069
ND DEPT OF TRUST LANDS	\$1,749.23	302913	MARIAN SORUM	\$423.28	303118
ND DEPT OF TRUST LANDS	\$6,704.27	302960	MINOT AREA COUNCIL OF THE ARTS, INC	\$3,333.33	303070
ND DEPT OF WATER RESOURCES	\$70,103.77	302914	MINOT AUTO	\$1,257.31	303071
ND HOUSING FINANCE AGENCY	\$50.00	302915	MINOT COMMISSION ON AGING	\$12,875.00	303072
NDLTAP-UGPTI/ND SU	\$500.00	302916	MINOT DAILY NEWS	\$350.00	303073
NELSON AUTO CENTER	\$235,644.75	302917	MINOT EMPLOYEE DONATIONS	\$807.08	303074
NEWMAN TRAFFIC SIGNS	\$2,435.76	302918	MINOT PARK DISTRICT	\$381.00	303075
NORMONT EQUIPMENT CO	\$3,202.07	302919	MOORE ENGINEERING, INC	\$9,057.50	303077
NORTHWEST TIRE AND RETREAD	\$752.91	302920	MOWBRAY & SONS	\$6,120.56	303078
O'REILLY AUTO PARTS	\$63.32	302921	MVTL LABORATORIES	\$165.00	303079
ONE CALL CONCEPTS, INC.	\$221.95	302922	NAPA AUTO PARTS	\$3,417.29	303080
PARKLAND USA CORPORATION	\$804.99	302872	NARDINI FIRE EQUIPMENT	\$368.00	303081
PATRIOT FIRE & SAFETY INC	\$738.57	302923	ND DEPT OF ENVIRONMENTAL QUALITY	\$754.47	303082
POST BOARD	\$810.00	302924	ND FIRE CHIEFS ASSN	\$100.00	303083
POST BOARD	\$45.00	302925	ND FIREFIGHTER'S ASSOCIATION	\$40.00	303084
PRINGLE & HERIGSTAD, P.C.	\$247.50	302926	ND FRATERNAL ORDER OF POLICE	\$1,296.00	303085
PROTECH INTEGRATIONS, LLC	\$50.00	302927	NDLTAP-UGPTI/ND SU	\$400.00	303086
PSYCHOLOGICAL RESOURCES	\$450.00	302928	NORTHWEST TIRE AND RETREAD	\$14,205.31	303087
RDO EQUIPMENT	\$764.10	302929	OHNSTAD TWICHELL, P.C.	\$129.00	303088
ALEXANDER, LINDA	\$27.63	302930	OLSON'S TOWING	\$730.00	303089
BOGER & SON SUPER VAC	\$16.30	302931	ONE CALL CONCEPTS, INC.	\$2,060.35	303090
BROWN, TORI	\$25.44	302932	ONLINE DAKOTA INFORMATION NETWORK	\$319.00	303091
CARPENTER, MICHAEL	\$50.00	302933	PARKLAND USA CORPORATION	\$45,713.27	303027
DAKOTA SUPPLY GROUP	\$41.30	302934	PBBS EQUIPMENT CORPORATION	\$117.92	303092
IPM	\$54.65	302935	PERSONAL SERVICES, LLC	\$1,332.38	303093
JOHNSON, BENJAMIN C	\$111.96	302936	POST BOARD	\$45.00	303094
YELLOW DOOR HOMES	\$91.25	302937	PRO INDUSTRIAL LLC	\$15,852.18	303095
NIGHTMARES UNLIMITED INC.	\$495.00	302961	PROCOLLECT	\$815.46	303096
ROLLKALL TECHNOLOGIES LLC	\$22.00	302938	PROGRAMMERS BROADCASTING, INC.	\$1,596.00	303097
SANITATION PRODUCTS	\$327.16	302939	PROTECH INTEGRATIONS, LLC	\$1,095.00	303098
SIGN SOLUTIONS USA	\$3,949.35	302940	PROVIDENT LIFE & ACC INS CO	\$901.50	303099
SOURIS BASIN PLANNING COUNCIL	\$1,666.00	302941	PSYCHOLOGICAL RESOURCES	\$150.00	303100
SOURIS RIVER JOINT WATER RESOURCE	\$57,952.13	302942	RADAR SHOP	\$1,464.00	303101
STRATA CORPORATION	\$128,059.51	302944	RAE-DEAN & BREONNA WOLFE	\$943.09	303102
SWANSTON EQUIPMENT COMPANIES	\$752.43	302945	RAYNE MARIE OLSON	\$784.50	303103
TEAM ELECTRONICS, INC.	\$74.90	302946	RDO EQUIPMENT	\$843.46	303104
TI-ZACK CONCRETE, INC	\$123,718.76	302947	DOKKEN, JOHN	\$134.47	303105
TITAN MACHINERY	\$38.75	302948	FORSTER, SEBASTIAN	\$50.00	303106
TRINITY HEALTH	\$769.98	302949	LUECK, NICK	\$125.50	303107
ULINE	\$1,505.79	302950	OLIVER, ANDY	\$24.50	303108
UNITED MAILING SERVICE	\$334.72	302951	SELF, KELSEY	\$75.80	303109
VESSCO, INC.	\$337.11	302952	SWENSRUD, DAVID	\$11.55	303110
VISIT MINOT	\$38,422.42	302953	VEDVIG, G	\$10.00	303111
WAGNER CONSTRUCTION	\$1,561,557.46	302954	WINN CONSTRUCTION	\$40.48	303112
WALLWORK TRUCK CENTER MINOT	\$162.71	302955	WORSHAM, ETHAN	\$86.89	303113
WARD COUNTY RECORDER	\$20.00	302956	RMB ENVIRONMENTAL LABORATORIES	\$660.00	303114
WASHINGTON STATE PATROL	\$1,576.28	302957	RUSSELL CANTRELL	\$518.82	303115
WESTLIE TRUCK CENTER	\$885.23	302958	SHORT ELLIOTT HENDRICKSON, INC	\$276,480.58	303116
WILO USA, LLC	\$496.54	302959	SOLTIS BUSINESS FORMS CO.	\$643.65	303117
NORTH DAKOTA GUARANTY & TITLE	\$9,570.00	146	SOURIS RIVER JOINT WATER RESOURCE	\$621,314.51	303119
BANK OF NORTH DAKOTA	\$4,331.21	147	SRF CONSULTING GROUP	\$1,399.70	303120
Brenda Fry	\$125,000.00	302962	SUNDRE SAND & GRAVEL, INC.	\$53,937.80	303121
Herson Eduardo Castro Gomez	(\$1,350.00)	302963	SWANSTON EQUIPMENT COMPANIES	\$2,066.57	303122
Herson Eduardo Castro Gomez	(\$1,350.00)	302964	TARA KENNER	\$848.25	303123
Herson Eduardo Castro Gomez	(\$1,350.00)	302965	TEAM ELECTRONICS, INC.	\$2,304.80	303124
Herson Eduardo Castro Gomez	\$1,350.00	302966	THOMSON REUTERS-WEST PAYMENT CENTER	\$387.00	303125
FIDELITY NATIONAL TITLE INSURANCE CO	\$679,057.80	149	TIM & GAYLENE RYAN	\$309.27	303126
FIRE SAFETY USA, INC.	(\$165,000.00)	302967	TIMMONS GROUP	\$3,920.00	303127
FIRE SAFETY USA, INC.	\$165,000.00	302968	TRINITY HEALTH	\$2,913.60	303128
1 CALL SEPTIC SERVICES, INC	\$12,331.50	302969	TRINITY MEDICAL GROUP	\$480.00	303129
48 NORTH CONCRETE CONSTRUCTION INC	\$13,295.00	302970	TYLER TECHNOLOGIES, INC.	\$27,220.82	303130
ACME RENTS	\$39.99	302971	TYR TACTICAL	\$55,449.00	303131
ACME TOOLS	\$47.98	302972	U.S. POST OFFICE	\$5,000.00	303132
ADP SCREENING & SELECTION SERVICES	\$308.00	302973	UNITED MAILING SERVICE	\$293.02	303133
AGNES BLUE	\$1,554.50	302974	UNUM LIFE INSURANCE	\$57,621.17	303134
AIDEN WELLS & MICHELLE FJELDAHL	\$849.83	302975	VERENDRYE ELECTRIC	\$200.00	303135
ALL SEASON ARENA	\$8,660.50	302976	VERENDRYE ELECTRIC	\$69,954.62	100006306
AMANDA SOMERVILLE & BRENDEN MC CLOUD	\$2,384.55	302977	VISIT MINOT	\$17,320.99	303136
AMBER PERRY & NICHOLAS FLOWERS	\$294.00	302978	WALLWORK TRUCK CENTER MINOT	\$21.75	303137
AMBER PITTS	\$210.00	302979	WESTLIE TRUCK CENTER	\$12,927.09	303138
				6,502,931.92	

ALCOHOLIC BEVERAGE LICENSE RENEWALS - Approve the alcoholic beverage license renewals for the period of January 1, 2025 through December 31, 2025 for the following businesses:

1. Ground Round
2. Hyatt House Minot
3. Lor Spa
4. Lucky Strike Lounge and Casino
5. Mi Mexico
6. ND Asia Restaurant and Lounge
7. Rockin' Horse Saloon
8. Spicy Pie
9. The Pour Farm
10. The Starving Rooster
11. Wal-Mart
12. X-Golf
13. Minot State University
14. Paradiso
15. Prairie Sky Breads
16. Sports on Tap
17. Trestle Tap House
18. Whiskey Nine

DOWNTOWN ALLEY TRAFFIC CONVERSION – Approve the ordinance on first reading to remove the one-way northbound designation for the alleyway between N Main Street and 1st Street NE and from E Central Avenue up to the CPKC railway.

2025 AERIAL PHOTOGRAPHY AND LIDAR CONTRACT WITH EAGLEVIEW – Approve the contract with Eagleview and authorize the Mayor to sign the contract.

RAISE GRANT APPLICATION RESUBMISSION FOR MINOT'S ACCESSIBLE GROWTH-DRIVING INTERMODAL CORRIDOR (MAGIC) (4657) - Approve the funding request to resubmit a RAISE grant for the environmental study; approve the budget amendment on 1st reading; and authorize staff to write letters of support for the grant and authorize the Mayor to sign the letters.

ACCEPT 2025 LOTTERY GRANT AWARD FOR THE WARD COUNTY NARCOTICS TASK FORCE – Accept the 2025 JAG Lottery grant; authorize the Mayor and Finance Director to sign any applicable documents; and approve the budget amendment on first reading.

2025 WASHINGTON SAFE ROUTES TO SCHOOL CPM AGREEMENT (4720) – Approve the attached Cost, Participation & Maintenance agreement with the NDDOT and authorize the Mayor to sign the agreement.

4TH ST SW STORM SEWER IMPROVEMENTS TASK ORDER #2 (4866) – Approve the task order with Houston Engineering, Inc.; and authorize the Mayor to sign the agreement.

2024 STREET PATCHING - FINAL PAYMENT (4805) – Approve the final payment of \$70,797.39 to be paid to Keller Paving & Landscaping, Inc.

LANDFILL AIR CURTAIN INCINERATOR PURCHASE (4903) – Approve the piggyback purchase from Air Burners, Inc. for the Model S330 Air Burner in the amount of \$234,408.82; and approve the proposed budget amendments on first reading.

ARCHKEY SECURITY SYSTEM SUPPORT AGREEMENT FOR THE AIRPORT – Approve the annual support agreement with ArchKey Technologies for the Airport's security system and authorize the Mayor to sign the agreement.

APPROVE BUDGET AMENDMENT FOR USED FIRE ENGINES UPFITTING EQUIPMENT – Approve the budget amendment on first reading to move the budget from capital equipment to fire operation supplies.

CENTRAL DAKOTA MPO UNIFIED PLANNING WORK PROGRAM ANNUAL CONTRACT – Approve the contract with the NDDOT and authorize the Mayor to sign the contract.

2024 SANITARY SEWER REHABILITATION - FINAL PAYMENT – Approve the final payment for the 2024 Sanitary Sewer Rehabilitation Project to Strata Corporation in the amount of \$103,229.51 and approve the budget amendment in the amount of \$53,248 on first reading.

ACCEPT PROPOSAL FOR INSURANCE SERVICES

The motion to accept the proposal from Bravera Insurance to provide insurance services; and authorize the Mayor and Finance Director to sign any applicable documentation was initiated by City Council Member Blessum, seconded by City Council Member Jantzer and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

STORM SEWER DISTRICT 121 PUPPY DOG COULEE AWARD OF BID (4087)

The motion to award the contract to Wagner Construction in the amount of \$19,686,071.15, authorize the Mayor to sign the contract, and approve the attached budget amendment on 1st reading 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.

SANITATION TRUCKS PURCHASE (4902)

The motion to approve the sole source purchase of two new sanitation trucks from Sanitation Products in the amount of \$869,214 less the trade-in amount; and approve the proposed budget amendments on first reading was initiated by City Council Member Jantzer, 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

AMENDMENTS TO CHAPTER 28 STREETS SIDEWALKS AND PUBLIC GROUNDS (4541) - ROCK IN BOULEVARD AND DRIVEWAY WIDTHS

The motion to approve the staff recommendations outlined in the memo was initiated by City Council Member Pitner, seconded by City Council Member Olson 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.

Memo Recommendations:

Rock in the Boulevard: Staff proposes that landscaping rock no longer be prohibited. Landscaping rock would be allowed but would be at-risk, similar to how underground sprinkler systems are currently addressed.

Driveway widths - Commercial and Industrial: Staff proposes to combine commercial and industrial, thereby increasing the max for commercial to 40' as well; and add an exception for access layouts that are justified by truck traffic type and/or autoturn exhibits.

Driveway widths - Residential: Staff proposes to revise this to "no wider than a maximum of forty (40) feet or 50% of the front footage of the lot, whichever is greater, measured along the property line".

AMEND THE SUBSTANTIAL COMPLETION DATE FOR BROADWAY CIRCLE

The motion to authorize the Mayor to sign the 3rd Amendment amending the substantial completion date to April 7, 2025 was initiated by City Council Member Jantzer, 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.

UTILITY DISTRICT 2025-1 - BOLTON HEIGHTS (4893)

The motion to pass resolution 3851 to create Utility District 2025-1 was initiated by City Council Member Blessum, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Paul Pitner, Tom Ross; nays: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Scott Samuelson. The motion failed.

PARK DISTRICT 1/2 CENT SALES TAX - RESOLUTION, ORDINANCE, BALLOT LANGUAGE

The motion to pass the attached ordinance on first reading; approve the attached ballot language; and approve the attached resolution calling for a special election to be held on June 3, 2025 for the electorate to consider the question posed in the ballot language approved in item 2 was initiated by City Council Member Fuller, seconded by City Council Member Jantzer and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Tom Ross; nays: Scott Samuelson.

PERSONAL APPEARANCES

Barb McPeak came to speak to the City Council about the final report of the Minot Police Department investigation. Steve Moen spoke about the Minot Park Board sales tax and special election.

MISCELLANEOUS AND DISCUSSION ITEMS

BROADWAY CIRCLE RFP

Chris Plank, NDR Administrator, came to speak to the City Council about the RFP process completed for the Broadway Circle project.

The motion to direct staff to republish the RFP with additional clarifications on property tax, insurance, etc. 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.

ADJOURNMENT

The motion to adjourn the meeting at 6:48 pm was initiated by City Council Member Pitner, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: None; nays: None.

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Thomas Ross, Mayor

ORDINANCE NO: 6029

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE STORM SEWER CAPITAL INFRASTRUCTURE EXPENSES FOR THE PUPPY DOG COULEE (SSD #121) AWARD OF BID AND CONTINGENCY.

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

- §1: Amend the 2024 annual budget to increase the storm sewer capital infrastructure expenses for the Puppy Dog Coulee (SSD #121) award of bid and contingency:

14059000-57200	2020590001	\$5,654,738
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- §2: This ordinance shall be in effect from and after its passage and approval.

PASSED FIRST READING: December 2, 2024

PASSED SECOND READING: December 16, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6030

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
ENGINEERING DEPARTMENTS CONSULTANTS EXPENDITURES AND
DECREASE THE STREET MAINTENANCE EXPENDITURES FOR CONSULTING
FEES ASSOCIATED WITH THE RAISE GRANT.**

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

- §1: Amend the 2024 annual budget to increase the engineering departments consultants expenditures and decrease the street maintenance expenditures for consulting fees associated with the raise grant:

10038000-44508		(\$4,750)
10038000-43040		4,750

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

PASSED FIRST READING: December 2, 2024

PASSED SECOND READING: December 16, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6031

**AN ORDINANCE AMENDING THE 2025 ANNUAL BUDGET TO INCREASE THE
WARD COUNTY NARCOTICS TASK FORCE EXPENDITURES AND REVENUES
FOR DEPARTMENT MATERIALS AND SUPPLIES, RENTALS, TELEPHONE
SERVICES, FUEL, VEHICLE MAINTENANCE, TRAVEL, EDUCATION AND
TRAINING, & OFFICE FURNITURE AND EQUIPMENT FOR THE FY2025
MULTIJURISDICTIONAL TASK FORCE LOTTERY FUNDS GRANT AWARD.**

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

- §1: Amend the 2025 annual budget to increase the Ward County Narcotics Task Force expenditures and revenue for department materials and supplies, rentals, telephone services, fuel, vehicle maintenance, travel, education and training, & office furniture and equipment for the FY2025 multijurisdictional Task Force Lottery Funds grant award:

10023000.46101	2025230001	\$5,000
10023000.44400	2025230001	79,723
10023000.45300	2025230001	5,000
10023000.46262	2025230001	13,500
10023000.44330	2025230001	1,000
10023000.45800	2025230001	3,850
10023000.45900	2025230001	3,850
10023000.46102	2025230001	4,764
10000000.33400	2025230001	116,687

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

PASSED FIRST READING: December 2, 2024

PASSED SECOND READING: December 16, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6032

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE GARBAGE COLLECTION REVENUES AND EXPENSES FOR THE PURCHASE OF TWO AUTOMATED GARBAGE TRUCKS.

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

- §1: Amend the 2024 annual budget to increase the garbage collection revenues and expenses for the purchase of two automated garbage trucks:

13000000-39210		\$150,000
13056000-44330		17,448
13056000-57500		851,766

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

PASSED FIRST READING: December 2, 2024

PASSED SECOND READING: December 16, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6033

AN ORDINANCE AMENDING THE 2025 ANNUAL BUDGET TO DECREASE THE GARBAGE COLLECTION REVENUES AND EXPENSES FOR THE PURCHASE OF TWO AUTOMATED GARBAGE TRUCKS.

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

- §1: Amend the 2025 annual budget to decrease the garbage collection revenues and expenses for the purchase of two automated garbage trucks:

13000000-39210		(\$100,000)
13056000-57500		(800,000)

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

PASSED FIRST READING: December 2, 2024

PASSED SECOND READING: December 16, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6034

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
LANDFILL CAPITAL EQUIPMENT EXPENSES FOR THE PURCHASE OF AN AIR
CURTAIN INCINERATOR.**

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

§1: Amend the 2024 annual budget to increase the landfill capital
equipment expenses for the purchase of an air curtain incinerator:

13057000-57500		\$234,409
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§2: This ordinance shall be in effect from and after its passage and
approval.

PASSED FIRST READING: December 2, 2024

PASSED SECOND READING: December 16, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6035

**AN ORDINANCE AMENDING THE 2025 ANNUAL BUDGET TO DECREASE THE
LANDFILL CAPITAL EQUIPMENT EXPENSES FOR THE PURCHASE OF AN AIR
CURTAIN INCINERATOR.**

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

§1: Amend the 2025 annual budget to decrease the landfill capital
equipment expenses for the purchase of an air curtain incinerator:

13057000-57500		(\$234,409)
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§2: This ordinance shall be in effect from and after its passage and
approval.

PASSED FIRST READING: December 2, 2024

PASSED SECOND READING: December 16, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6036

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO DECREASE THE FIRE CAPITAL EQUIPMENT EXPENDITURES AND INCREASE THE FIRE OPERATION SUPPLIES EXPENDITURES FOR THE PURCHASE OF THE NECESSARY LOOSE EQUIPMENT TO UPFIT THE USED ENGINES.

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

- §1: Amend the 2024 annual budget to decrease the fire capital equipment expenditures and increase the fire operation supplies expenditures for the purchase of the necessary loose equipment to upfit the used engines:

42031000-57500		(\$70,000)
10031000-46101		70,000

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

PASSED FIRST READING: December 2, 2024

PASSED SECOND READING: December 16, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6037

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE SEWAGE PUMPING SEWER REHABILITATION EXPENDITURES AND DECREASE THE WATER DISTRIBUTION WATERMAIN MAINTENANCE EXPENDITURES FOR THE FINAL PAYMENT ON THE 2024 SANITARY SEWER REHABILITATION PROJECT.

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

- §1: Amend the 2024 annual budget to increase the sewage pumping sewer rehabilitation expenditures and decrease the water distribution watermain maintenance expenditures for the final payment on the 2024 sanitary sewer rehabilitation project:

14061000-44501		(\$53,248)
14062000-44502		53,248

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

PASSED FIRST READING: December 2, 2024

PASSED SECOND READING: December 16, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

CITY ORDINANCE NO. 6038

AN ORDINANCE ADDING TO THE LIST OF CITY COUNCIL CREATED TRAFFIC RESTRICTIONS PROVIDED FOR IN SECTION 20-2 OF THE CITY OF MINOT CODE OF ORDINANCES; STOP SIGNS AND YIELD SIGNS.

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

Section 1. The following described roadway is hereby removed from the list of City Council created traffic actions provided for in Section 20-2 (a) (11) – One-Way Streets:

ROADWAY SEGMENT

Alleyway between Main Street N and 1st Street NE

BETWEEN

E Central Avenue and CPKC Railway

Section 2. This ordinance shall be in full force and effect from and after its approval, passage and proper sign posting.

Section 3. Penalty Clause: The penalty for any violation of the provisions of the ordinance shall be in accordance with Section 1-8 of the City of Minot Code of Ordinances.

PASSED FIRST READING: December 2, 2024

PASSED SECOND READING: December 16, 2024

APPROVED:

Thomas Ross, Mayor

ATTEST:

Mikayla McWilliams, City Clerk



TO: Mayor Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: December 16, 2024

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

- 1. Minot Blue Line Club to conduct raffles at home games from December 14, 2024 through February 22, 2025 at the Maysa Arena (2501 Burdick Exwy W).**
- 2. Minot Wrestling Boosters to conduct a calendar raffle in March 2025 and 50/50 raffles from 12/5/2024 through 1/16/2025 at Magic City Campus (1300 4th Ave NW).**
- 3. Nedrose Cardinals Booster Club to conduct a sports pool on February 9, 2025 at Nedrose High School (5705 15th Ave SE).**
- 4. Three Special Event Permits for Saul's (105 1st St SE Basement).**
- 5. Special Event Permit for Sports on Tap (220 S Broadway).**
- 6. Special Event Permit for Blue Rider (118 1st Ave SE).**
- 7. Special Event Permit for Bones BBQ (437 N Broadway).**

II. DEPARTMENT CONTACT PERSONS

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

DATE: December 16, 2024

SUBJECT: ALCOHOLIC BEVERAGE LICENSE RENEWALS

I. RECOMMENDED ACTION

It is recommended City Council approve the alcoholic beverage license renewals for the period of January 1, 2025 through December 31, 2025 for the following businesses:

- 1. AMC Dakota Square 9**
- 2. Aces Lounge & Casino**
- 3. Atypical Brewery & Barrelworks**
- 4. Blue Rider**
- 5. Bootlegz**
- 6. Buffalo Wings and Rings**
- 7. Casa Jalisco**
- 8. Clarion Hotel and Convention Center**
- 9. Dakota Inn Trappers Lounge**
- 10. Dakota Lounge**
- 11. Enerbase**
- 12. Ironhorse Kitchen & Bar**
- 13. Lamplighter Lounge & Liquor Store**
- 14. Landing Bar & Bottleshop**
- 15. MP Wine & Spirits**
- 16. MP Wine & Spirits Arrowhead**
- 17. MP Wine & Spirits North Hill**
- 18. MP Wine & Spirits S Broadway**
- 19. Minot Hot Tots**
- 20. Minotauros Hockey**
- 21. Nola's Lounge**
- 22. Oishii Ramen**
- 23. Planet Pizza**
- 24. Ranger Lounge**
- 25. Sammy's Pizza**
- 26. Target**

27. The Putt District
28. Tilt Studio
29. Try Thai
30. Up Your Axe
31. 19th Hole
32. Arny's 2.0
33. Bones BBQ
34. Brake Time
35. Cashwise
36. Cookies for You
37. Gourmet Chef
38. Hampton Inn & Suites Minot Airport
39. Hotel Revel
40. Longhorn Steakhouse
41. Pizza Ranch
42. Quality Inn & Suites
43. The Olive Garden Italian Restaurant
44. The Spot
45. Urban Winery
46. JL Beers (Supper Club)

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

Current licenses expire at 11:59 pm on December 31st of this year. If the establishment is continuing the sale of alcohol, the license renewal needs to be approved by City Council prior to that time.

IV. IMPACT

A. Aspirations

Safe and Welcoming - aligns with this process by ensuring each license holder follows the City of Minot and State of ND laws pertaining to alcohol licensing.

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

State the alternatives to this project. The alternatives need to be viable options and there should be at least two: one would be some other approach and what the results of that alternative would be and the second would be not to do the project and what the result would be.



TO: Mayor Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: December 16, 2024

SUBJECT: GAMING SITE AUTHORIZATION - NORTH DAKOTA COWBOY HALL OF FAME

I. RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for the North Dakota Cowboy Hall of Fame to conduct a raffle on November 22, 2025 at the following location:

- **Minot Municipal Auditorium (420 3rd Ave SW)**

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

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

B. Proposed Project
N/A

C. Recommendation Detail

Site authorizations must be approved in a timely manner in order for organizations to submit their approved gaming form to the Attorney General's Office by the expiration deadline.

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

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

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

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



TO: Mayor Ross
Members of the City Council

FROM: Brent Weber, Fire Battalion Chief

DATE: December 16, 2024

SUBJECT: MINOT FIRE DEPARTMENT COMMUNITY OUTREACH PROGRAM

I. RECOMMENDED ACTION

- 1. It is recommended City Council accept donation funds in the amount of \$18,000 from Community Partners and Gaming Organizations;**
- 2. Authorize the City Mayor to sign the contract for Care Resource Connections, the third-party vendor; and**
- 3. Approve the 2024 Budget Amendment on first reading to increase General Fund Revenues and the Consultants and Dept. Materials and Supplies line items in the Fire Dept. budget.**

II. DEPARTMENT CONTACT PERSONS

Kelli Kronschnabel, Fire Chief, 701-857-3000

III. DESCRIPTION

A. Background

Minot Fire Department wants to enter into an agreement with Care Resources out of Minnesota to assist with development and launching a Community Outreach program. Minot Fire has included Trinity Ground transport and Trinity Patient Care personnel in these conversations as partners in this Outreach Program. Minot Fire Department Staff and Trinity Health have been in conversations with Care Resources on the services they offer and the procedures that are involved. We have heard from other cities in North Dakota that are running similar programs with success using this Care Resources vendor.

B. Proposed Project

This program is targeting ways to reduce the frequent users of our 911 system. Types of calls that are being targeted are lift assists, falls and general issues with health. Once potential patients are identified and willing, a team will discuss and provide alternate agencies for that patient's type of assistance needed.

C. Recommendation Detail

With approval of this project, sign the contract for Care Resources and amend the budget. Minot Fire Department has received checks from Gaming and Community Partners with the intention for use in this program. Our timeline is to start the training as soon as possible to kick off the project in January.

IV. IMPACT

A. Aspirations

Safe and Welcoming
Excellent and Connected

B. Service/Delivery Impact:

The reduction of 911 calls: Hundreds of 911 calls do not need the services of an ambulance, fire personnel and law enforcement. These undue calls tie up services that may need to respond to more serious incidents. Emergent responses put agencies and the public at risk due to the drivers not knowing how to react to these vehicles responding causing accidents and possible injury.

Improving patient education on the use of 911: Education on when to use the 911 system will not only reduce usage, but education on our program, or programs that are available, may get them assistance faster as they might only need someone to look and discuss the issues at hand. Resource matching will get the right agency to that patient without the financial burden of transporting and delays.

C. Fiscal Impact

Project Costs

Care Resources contract	\$17,000.00
Department materials/supplies	\$ 1,000.00
Total:	\$18,000.00

Project Funding

Donation Monies	\$18,000.00
Total	\$18,000.00

VI. ALTERNATIVES

1. Use Fire Department budget to fund the Community Outreach Program.
2. Refuse donations and do not start Community Outreach Program.

Minot Community Outreach Program

This is a multiagency project to ease the increasing call volume of the 911 system, educate the community, provide a non-transport visit and improve the quality of life for those individuals that need some assistance but do not know where to turn to. Agencies are notified through either responding personnel, the patient in need or a concerned relative or friend. Since EMS and Fire services usually receive the first contact, we will initiate a visit to find core patterns to the reason the patient is calling 911. This will start the process of getting the citizen in contact with an appropriate agency if an emergent response is not needed.

This would be the first step in what could become a Community Paramedicine program. Initial contact could be with EMS, Fire and even Law enforcement. With these visits, a simple issue with the patient may be solved without the need for that person to be transported. If on the other hand, something the patient feels is not a medical issue could be considered an emergency, and personnel are on hand to aid and dispatch a call for transportation.

With some investigating, an appropriate agency can be contacted and follow through with the need of the patient using contacts from the Minot Community Resource Council. Many agencies are organized through the Council including; First District Health, Social Services, UND Family Practice, Trinity Health and the emergency responders like Ambulance, Fire and Law Enforcement.

We have been in contact with other Cities in North Dakota that have started similar programs and are being assisted with a third-party agency that will do follow-up conversations as well as initial contacts if they are notified with referral information. This takes a large burden off the local agencies as the correct agency will be notified through these conversations with the qualified personnel of the third-party organization. Unfortunately, this is also the most expensive portion of their Outreach program. Neither the City of Minot nor Trinity Health departments currently have the funding to support this.

Objectives that we are initiating include;

Identifying patients with over usage calls. Contact these patients to find the needs and access them in order to get them in contact with the right agency.

The reduction of 911 calls: Hundreds of 911 calls do not need the services of an ambulance, fire personnel and law enforcement. These undue calls tie up services that may need to respond to more serious incidents. Emergent responses put agencies and the public at risk due to the drivers not knowing how to react to these vehicles responding causing accidents and possible injury.

Improving patient education on the use of 911: Education on when to use the 911 system will not only reduce usage, but education on our program, or programs that are available, may get them assistance faster as they might only need someone to look and discuss the issues at hand. Resource matching will get the right agency to that patient without the financial burden of transporting and delays.

Funding Costs: Funding will provide for equipment for home visits and the continued agency assistance by phone, providing telehealth, or another agency that is brought in for assisting with care.

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
FIRE DEPARTMENT CONSULTANTS AND MATERIALS/SUPPLIES
EXPENDITURES AND CONTRIBUTIONS & DONATIONS REVENUE FOR THE
COMMUNITY OUTREACH PROGRAM.**

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

- §1: Amend the 2024 annual budget to increase the Fire Department consultants and materials/supplies expenditures and contributions & donations revenue for the community outreach program:

10031000-43040	2024300004	\$17,000
10031000-46101	2024300004	1000
10000000-36400	2024300004	18,000

- §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



15571 96th St NE 763-762-6137
Otsego, MN 55330 amy@careresourceconnections.org

MASTER FIRE DEPARTMENT
COMMUNITY HEALTH ALLIANCE (CHA) PILOT PROJECT
PROGRAM DIRECTION CONSULTING AGREEMENT

This Agreement for Services ("Agreement") is made effective upon execution by and between Care Resource Connection ("Consultant") located at 15571 96th St NE, Otsego MN 55330, and the City of Minot ("Client") located at 10 3rd Ave SW Minot, ND 58701.

THE PARTIES AGREE AS FOLLOWS:

1. **DESCRIPTION OF SERVICES.** Subject to the terms and conditions set forth in this Agreement, the Consultant will provide to the Client the services described in such Statements of Work (or "SOWs") that the Consultant and Client may execute from time to time (collectively, the "Services") in each case on the schedule and in accordance with the other requirements set forth in the applicable SOW. This Agreement and each SOW will be construed as consistent with each other to the extent reasonably practicable, but in the event of a conflict, the SOW will control with respect to its subject matter.

2. **PRICING & PAYMENT.** Payment for Services shall be made by the Client to the Consultant in the amount and in accordance with the terms set forth in the applicable SOW. a. A late fee of 10% will not be assessed as the Client is paying in full and not monthly in this contract. b. The Client shall pay all costs of collection, including without limitation, reasonable attorney fees. In addition to any other right or remedy provided by law, if the Client fails to pay for the Services when due, Care Resource Connection has the option to treat such failure to pay as a material breach of this Agreement and may cancel this Agreement and seek legal remedies.

4. **TERM AND TERMINATION.** This Agreement shall commence upon execution and remain in place for one (1) year Starting January 1st, 2025, through December 31st, 2025. The Training shall be paid prior to the start of the contract due January 1st, 2025. Each SOW shall become effective on the effective date thereof and shall remain in effect for the period specified therein. All SOWs subject to Net 30 payment terms. a. If the Client terminates this Agreement or any SOW early for any reason other than for the Consultant's material breach of this Agreement, the Consultant shall be paid the prorated amount due as of the effective date of termination and an early termination fee of \$250.00. b. If the Consultant terminates this Agreement or any SOW early because of the Client's material breach of this Agreement, the Consultant shall be paid the

prorated amount due as of the effective date of termination and an early termination fee of \$250.00.

5. INDEPENDENT CONTRACTOR STATUS. The consultant shall be in control of the time and way the Services are performed.

6. PROPRIETARY RIGHTS. Consultant agrees that the work products from the Services provided to Client hereunder shall be owned by Consultant and the Client. Nothing contained in this Section 6 shall be construed as prohibiting the Consultant from utilizing in any manner knowledge and experience of a general nature acquired in the performance of Services for the Client. The consultant reserves the right to use work produced for marketing purposes.

7. CONFIDENTIALITY. Consultant and its employees shall not, during the time of rendering services to the Client or thereafter, disclose to anyone other than authorized employees of the Client or use for the benefit of consultant and its employees or for any entity other than the Client, any Confidential Information. "Confidential Information" means any information disclosed by the Client to the Consultant at any time, either directly or indirectly in writing, orally or by inspection of tangible objects that arises from or in any way relates or pertains to the Client. Confidential Information shall not, however, include any information which: (i) is or becomes publicly known and made generally available in the public domain through no action or inaction of the Consultant; (ii) is already rightfully in the possession of the Consultant at the time of disclosure, as shown by the Consultant's files and records immediately prior to the time of disclosure; (iii) is obtained by the Consultant from a third party without a breach of such third party's obligations of confidentiality; (iv) is independently developed by the Consultant without use of or reference to the Client's Confidential Information, as shown by documents and other competent evidence in the Consultant's possession; (v) is required to be disclosed by a subpoena or order issued by a court of competent jurisdiction, provided that Consultant gives the Client prompt written notice of such requirement prior to such disclosure and assistance in obtaining an order protecting the information from public disclosure; or (vi) is, in Consultant's reasonable belief, intended to be used and disclosed to further the objectives of this Agreement and attached Statement of Work.

8. AMENDMENT. This Agreement may be amended only by a signed written agreement of the parties.

9. ASSIGNMENT. This Agreement shall not be assigned by either party without the consent of the other party.

10. INDEMNIFICATION. Client agrees to indemnify and hold Consultant harmless to the extent allowed by North Dakota law from all claims, losses, expenses, fees, including attorney fees, costs, and judgments that may be asserted against the Consultant that result from the acts or omissions of the Client and/or the Client's employees, agents, or representatives.

11. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, without regard to its conflict of laws and rules.

12. NO WAIVER OF RIGHTS. A failure or delay in exercising any right, power, or privilege in respect of this Agreement will not be presumed to operate as a waiver, and a single or partial exercise of any right, power or privilege will not be presumed to preclude any subsequent or further exercise, of that right, power or privilege or the exercise of any other right, power or privilege.

IN WITNESS WHEREOF, the Client and the Consultant have each executed and delivered this Agreement as of the Effective Date.

Client: _____ Date: _____

Title: _____

Consultant: *Amy Lucht, CEO* Date: 12/9/2024



15571 96th St NE 763-762-6137
Otsego, MN 55330 amy@careresourceconnections.org

STATEMENT OF WORK

This Statement of Work No. 1 ("Agreement") is made effective upon execution by and between Care Resource Connection ("Consultant") located at 15571 96th St NE Otsego, MN 55330, and The City of Minot ("Client") located at 10 3rd Ave SW Minot, ND 58701.

Consultant shall provide the Client with the following consulting services subject to the following payment terms:

1. Community Health Alliance Program Consultation

- Provide Community Health Alliance (CHA) Program training, host the CHA meetings every quarter virtually and in person as needed at the location designated by the Fire Chief.
- Consult with the Fire Department in building a community health alliance with community stakeholders to include Trinity Ambulance Service and Trinity Hospital, to be referral partners in connecting 911 callers to care and services.
- Consult with building Care Coordination Supportive Services with 911 calls, referrals, visits and follow-up assistance with FD Community Risk Reduction Staff to be the Trinity Ambulance completing the actual visits in person. Care Resource Connection staff will make the initial discovery, patient intake, and assist with follow up every 30 days up to 120 days for PROMIS Surveys.
- Attend weekly and monthly for staff training/meetings, community connections with stakeholders and partners in senior living communities with weekly 911 call reports as needed to create the workflow and reduce the silos for equity in access to care and services for all Minot residents.

Payment terms:

- \$5000.00 Training fee so the Fire Department can have a Community Risk Reduction Program that includes the Community Health Alliance (CHA) Program. The training consists of the CHA Alliance Toolkit and Workbook that includes Webinars, Forms and Fire Department Standard Operating Guidelines (SOG's) for the fire department. The Minot FD SOP's will also be reviewed to ensure the SOG's for the CHA program are in line with the FD Medical Director.
- CRC Consulting Fee is \$1000.00 per month to the City of Minot for the FD CHA Program
- CRC Connect ECHO Referral Platform for Program is \$500.00 per month fee.
- Community Health Alliance members will be charged a \$25.00 Administrative fee monthly to join the group for Care Resource Connection staff to process referrals to offset the cost of the CRC ECHO Connect Referral Platform to the Fire Department.

- CRC will work with Trinity Ambulance and Trinity Hospital on matching the monthly fee of \$1000.00 per month as a donation to the FD CHA Program made payable to Care Resource Connection.
- CRC will have access to Trinity EPIC system to send patient referral information to the hospital Social Workers for Safe Discharge Plans and sending the patients Primary Care Providers the FD Narratives from the 911 call for updates to the patients care plans with care and service connections.
- CRC will have access to the Trinity EPIC system to send referrals for Safe Home Visits from the Trinity Ambulance Paramedics as needed.
- CRC will work with North Dakota Public Health and County Public Health to connect the patients with additional County and State Resources.
- CRC will work with the State of North Dakota to create a definition for Community Health to Work alongside Public Health for future Mobile Integrated Healthcare Model billing to have a cost neutral pathway for the Minot FD to have a staffing model that is a cost neutral for the scalability of the Community Health Program.

IN WITNESS WHEREOF, the Client and the Consultant have each executed and delivered this Statement of Work as of the Effective Date.

Client: _____

Date: _____

Title: _____

Consultant: *Amy Lucht, CEO*

Date: 12/9/2024



TO: Mayor Ross
Members of the City Council

FROM: Emily Huettl, Asst. City Engineer

DATE: December 16, 2024

**SUBJECT: CONTRACT WITH TIMMONS - CITYWIDE PERMITTING PORTAL
(4423)**

I. RECOMMENDED ACTION

It is recommended City Council approve the contract with Timmons and authorize the Mayor to sign.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

Emily Huettl, Asst. City Engineer, 701-857-4100

III. DESCRIPTION

A. Background

Timmons was originally selected as the software vendor for the permitting portal in 2020. Their initial contract was for the implementation period. Implementation is now substantially complete.

B. Proposed Project

The City will now enter into a license and maintenance contract for the permitting portal. This is an annual contract that will automatically renew upon future payments.

C. Recommendation Detail

The ten year projected costs are the same now as when they were first presented to us in 2020. The City may cease future annual renewals by notifying Timmons 60 days prior to the annual renewal.

IV. IMPACT

A. Aspirations

Excellent and Connected

B. Service/Delivery Impact:

The online portal is streamlining the licensing and permitting process for the City's customers.

C. Fiscal Impact

This is a budgeted expenditure in the IT department.

Project Costs

\$11,200.00 for 2025

Project Funding

10019000-44350 - IT Mtce & Repair Agreements - \$12,777 was included in the 2025 budget.

VI. ALTERNATIVES

Council could choose not to approve the contract and the City would have no external facing permitting portal on January 1st.

Timmons Group
1001 Boulders Parkway, Suite 300
Richmond, Virginia 23225
TEL – 804.433.2994 FAX – 804.560.1438
www.timmons.com

LETTER OF AGREEMENT

Date: October 10, 2024

Client: City of Minot, ND

Timmons Group Project Manager:
Greg Stephenson

Client Contact:
Lance Meyer

Project Name: Timmons Group PLL Portal
for Cityworks PLL

Client Email Address:
Lance.meyer@minotnd.gov

Dear Mr. Meyer,

Timmons Group will provide the requested services, complying with established standards, while mindful of costs to the client.

LICENSE AND MAINTENANCE AGREEMENT AND SCHEDULE OF SERVICES

Timmons Group will provide the services outlined in **Attachment A (LICENSE AND MAINTENANCE AGREEMENT)**. Work will be performed on a **Fixed Fee** basis, as provided in the attached **LICENSE AND MAINTENANCE AGREEMENT**. Timmons Group will invoice the City of Minot on an annual basis for the licensing and use of the software for the subsequent 12 months.

Acknowledgment and Acceptance of this Letter of Agreement constitutes **LICENSE AND MAINTENANCE AGREEMENT** and fee schedule acceptance by the City and Timmons Group.

The attached **LICENSE AND MAINTENANCE AGREEMENT** generally defines the **WORK** to be performed in support of the defined **Project**. Significant alterations / deviations from the **LICENSE AND MAINTENANCE AGREEMENT** will be incorporated by written addendum.

Timmons Group will proceed upon receipt of this signed agreement. Acknowledged & accepted:

City of Minot, ND	Date	TIMMONS GROUP	Date

ATTACHMENT A – LICENSE AND MAINTENANCE AGREEMENT

This is a Software License and Maintenance Agreement (the “License and Maintenance Agreement”) dated 10/10/2024 by and between **Timmons Group**, a Virginia corporation having its principal place of business at **1001 Boulders Parkway, Suite 300, Richmond, Virginia 23225** (“TIMMONS”) and **the City of Minot, ND** (“CITY”) with an address of **10 3rd Ave SW, Minot, ND 58701**.

This Software License and Maintenance Agreement is for the following software, (the “Software”) in this agreement:

Timmons Group PLL Public Portal for Cityworks PLL

Software is licensed, not sold. This Agreement does not transfer ownership rights of any description in the Software, materials, or services to CITY or any third party. CITY agrees to use reasonable means to protect Software from unauthorized use, reproduction, distribution, or publication. TIMMONS reserves all rights not specifically granted in this Agreement including the right to change and improve Software.

1. Grant of License

- a. Subject to the terms of this Agreement, TIMMONS grants to CITY a personal, nonexclusive, nontransferable license solely to use the Software. TIMMONS reserves the right to be the only Third Party Contractor to access and use the licensed Software.

2. Permitted Uses

- a. For Software delivered to CITY, CITY may:
 - i. Install and store Software on electronic storage device(s)
 - ii. Make archival copies and routine computer backups
- b. CITY may use, copy, or prepare Documentation supplied in digital format and thereafter reproduce, display, and redistribute the customized documentation only for CITY’s own internal use.
- c. Move the Software in the licensed configuration to a replacement Server.

3. Uses Not Permitted

Except to the extent that applicable law prohibits or overrides these restrictions, or as provided herein, CITY shall not:

- a. Sell, rent, lease, sublicense, lend, assign, or time-share Software;
- b. Redistribute Software, Data, or Online Services to third parties, in whole or in part, including, but not limited to, extensions, components, or APIs;
- c. Reverse engineer, decompile, or disassemble Software components;
- d. Make any attempt to circumvent the technological measures that control access to or use of Software;
- e. Separate from the licensed use of APIs, CITY may not unbundle or independently use individual or component parts of the Products, Software, or Online Services;
- f. Unbundle or independently use the individual or component parts of Software or Online Services;
- g. Incorporate any portion of the Software into a product or service that competes with the Software;

- h.** Use, incorporate, modify, distribute, provide access to, or combine any computer code provided with the Software to open source license terms

4. Term and Termination

This License Agreement is effective upon date and signature of Licensee below in Addendum 1. The initial term of this License Agreement will begin upon the dates set forth and provided the fees are paid. This License Agreement and its maintenance provisions will be renewed annually by payment of the then current maintenance fees for the next annual maintenance period set forth in Addendum 1.

5. Support

- a. Hours of Support Availability.** Payment of the standard Support Charges (as defined in Section 5) entitles CITY to Support during the Principal Period of Maintenance ("PPM"). The PPM is a ten-hour continuous daily time period between the hours of 8:00 AM and 6:00 PM, EST, Monday through Friday, excluding holidays or such holidays as observed locally by TIMMONS. All Support subsequently added shall have the same PPM.
- b. Scope of Support.** Support includes the response to and resolution of CITY-encountered problems with the Software as reported to TIMMONS by CITY. This will cover full functionality of the Timmons Group PLL Public Portal. Should issues arise with the Portal, TIMMONS will provide full support. TIMMONS will ensure the Portal functions as intended with the version of Cityworks software CITY is utilizing. Resolution of CITY-encountered problems shall consist of (1) support provided through electronic support; (2) correction of any defect in the Software program that materially and adversely affects the use of the Software; or (3) delivery of bug fixes or workarounds limited to the current or immediate prior Software release. TIMMONS will use commercially reasonable efforts to respond to CITY requests. Any rendering of supplemental maintenance Support by TIMMONS, including extended coverage, support, workarounds, or fixes that exceed the allotted monthly limit of hours, and upgrade of Software releases and consulting will be performed at TIMMONS' discretion upon receipt of a Work Order or appropriate payment, and, if performed, will be charged to CITY at current prices and terms then in effect.
- c. Support Limitations.** Any Support is dependent upon the use by CITY of unmodified Software (except as authorized by TIMMONS pursuant to a Professional Services Agreement) operated in accordance with TIMMONS' documentation. Support will not cover any bugs or issues related to integrated software, or to Cityworks software. Support is specifically intended for Portal software. This will not cover any upgrades or enhancements to the Portal. Any enhancements or upgrades will need be scoped out separately.

6. CITY's Responsibilities.

- a.** CITY is responsible for performing data and software back-ups in accordance with published documentation.
- b.** CITY shall notify TIMMONS of any CITY failure and shall allow TIMMONS reasonable access to the Software for performing Support. CITY must

provide TIMMONS with secure access to the Software to perform remote support.

- c. CITY will designate no more than three (3) Authorized Contacts as trained System Administrators trained in the server architecture / environment, database, and supporting products installed, and familiar with the TIMMONS tools and applications licensed by the CITY. Support requests must be placed to TIMMONS by an Authorized CITY contact.
- d. CITY will contact TIMMONS through the TIMMONS Support Portal: Teamwork

- 7. Limited Warranty.** The support obligations set forth in this software support agreement are in lieu of all warranties, express or implied, including, without limitation, any warranties of merchantability or fitness for a particular purpose. Support provided under this software support agreement does not assure the uninterrupted operation of the software. This software support agreement does not extend or replace the software warranty as defined in the software development agreement.
- 8. Limit of Liability.** TIMMONS will not be responsible to CITY for loss of use of the Software or data or for any other liabilities arising from the use, alterations, additions, adjustments or repairs which are made to the Software by third parties other than authorized representatives of TIMMONS, or at the direction of CITY.
- 9. Term and Applicability to Other Agreements.** The initial term of this Agreement shall commence 01/01/2025 and shall continue for one (1) year. Thereafter, unless CITY notifies TIMMONS in writing at least sixty (60) days in advance of each scheduled expiration date that CITY elects not to renew, this Agreement shall automatically renew for a period of twelve months for up to nine (9) additional years. TIMMONS reserves the right to terminate this Agreement upon written notice to CITY if any such alteration, addition, adjustment or repair adversely affects TIMMONS' ability to render Support to the Software.

10. Support Fees

- a. **Definition.** "Support Fees" are the total annual charges for the Support Program set forth in Addendum 1. After the initial term and upon forty-five (45) days written notice, TIMMONS may change its Support Charges then in effect. If the Support Charges are increased, CITY may terminate Support as of the effective date of such increase, upon thirty (30) days written notice to TIMMONS. If CITY does not terminate Support as provided for herein, the new Support Charge shall become effective on the date specified in the notice.
- b. **Fees.** CUSTOMER agrees to pay those fees specified herein.
 - i. The annual fixed fee rate set forth in Addendum 1. If onsite support is required, then travel and lodging costs will be charged separately.
- c. **Invoices.** License and Maintenance Charges will be invoiced on an annual basis. CITY shall pay all invoices in full within thirty (30) days of receipt of the invoice. All amounts payable under this Agreement shall be paid in United States Dollars.

- d. Default.** CITY will be in default if amounts due within forty-five (45) days after receipt of invoice have not been paid or CITY fails to perform any of its obligations hereunder. CITY'S default will constitute sufficient cause for TIMMONS to suspend or terminate Support under this Agreement.
- 11.Sole and Exclusive Remedy.** In the event that TIMMONS is unable after reasonable efforts to provide a correction or workaround, CITY may terminate this agreement.

Addendum 1 – Software Licensing

1. Licensed Software:

Timmons Group PLL Public Portal for Cityworks PLL

2. Notices & Licensee Information: Until or unless otherwise modified, all notices relevant to this agreement shall be sent to the following address:

Timmons Group 1001 Boulders Parkway #300 Richmond, VA 23225	[Licensee]
	Attn:
	Phone
	E-mail

3. Delivery Date/Effective Date of Software

01/01/2025

MM/DD/YYYY

4. Schedule of Payments and Fees under License and Maintenance Agreement

License Period	Date From/To (MM/DD/YYYY)	Amount
Year 2	01/01/2025 – 12/31/2025	\$11,200.00
Year 3	01/01/2026 – 12/31/2026	\$11,424.00
Year 4	01/01/2027 – 12/31/2027	\$11,652.48
Year 5	01/01/2028 – 12/31/2028	\$11,885.53
Year 6	01/01/2029 – 12/31/2029	\$12,123.24
Year 7	01/01/2030 – 12/31/2030	\$12,365.70
Year 8	01/01/2031 – 12/31/2031	\$12,613.02
Year 9	01/01/2032 – 12/31/2032	\$12,865.28
Year 10	01/01/2033 – 12/31/2033	\$13,122.59
Total		\$109,251.84



TO: Mayor Ross
Members of the City Council

FROM: Bryan Banfill, Public Works Director

DATE: December 16, 2024

SUBJECT: 2025 FUEL - AWARD OF BID

I. RECOMMENDED ACTION

It is recommended City Council award the bid for fuel to United Quality Cooperative as the supplier and authorize the Mayor to sign applicable documentation.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

Public Works orders fuel for use by all city departments. This is dispensed from tanks located at the public works facility. Annual amounts consist of approximately 70,000 gallons of unleaded gas, 70,000 gallons of #1 or winter master diesel and 70,000 gallons of #2 or summer diesel. Quantities are delivered by the tanker load by the suppliers and are in quantities from 6,000 to 9,000 gallons at a time. With the limited storage capacity, it is important that fuel be available within 24 hours' notice to provide a reliable supply during the snow season.

B. Proposed Project

On December 11th, 2024, the Public Works Department opened bids for providing the City with approximately 210,000 gallons of diesel and unleaded gas. Farstad Oil submitted a bid of \$0.0025/gal over rack price for winter blend diesel, \$0.001/gal over rack price for summer blend diesel and \$0.001/gal over rack price for unleaded. Enerbase submitted a bid of \$0.000875/gal over rack price for all fuels. United Quality Cooperative submitted a bid of \$0.03/gal UNDER rack price for winter blend diesel, \$0.03/gal UNDER rack price for summer blend diesel and \$0.01/gal UNDER rack price for unleaded.

C. Recommendation Detail

The bids submitted appear to meet all of the requirements of the bid

specifications. The award is recommended to United Quality Cooperative based on the best quote being provided.

IV. IMPACT

A. Aspirations

Prepared and Resilient: Minot is prepared to take effective action when faced with challenges and works with the community's resilient nature to persevere.

B. Service/Delivery Impact:

If deliveries are not provided within 24 hours, as stated in the bid documents, all department's operations could be jeopardized.

C. Fiscal Impact

Project Costs

Fuel is a commodity that fluctuates with market conditions. Vendors will supply fuel to the City of Minot at market price or "rack price" plus markup and delivery. If all 210,000 gallons of fuel are delivered, the markup from United Quality Cooperative equates to a return, not a cost. This would amount to \$2,100 (Winter Blend), \$2,100 (Summer Blend), and \$700 (Unleaded - E87) for United Quality Cooperative.

Project Funding

Each department that uses fuel has funds budgeted in their 2025 budget.

VI. ALTERNATIVES

Council could elect not to accept either bid and direct staff to post an advertisement for additional bids.

**CITY OF MINOT
BID PROPOSAL
PROJECT #4889
FUEL**

The City of Minot is a municipal government and is tax exempt. Bids shall not include sales tax or other applicable taxes. The tax exempt number is E4351.

<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Extended Total Cost</u>
Winter blend Diesel	70,000 gal.	Rack + <u>.000875</u> /gal	<u>\$ 61.25</u>
Summer blend Diesel	70,000 gal.	Rack + <u>.000875</u> /gal	<u>\$ 61.25</u>
Unleaded E87 gas	70,000 gal.	Rack + <u>.000875</u> /gal	<u>\$ 61.25</u>
Total			<u>\$183.75</u>

In submitting the bid, it is understood that the contract will be awarded on the basis of lowest and best bid, that the right to reject any and all bids is reserved by the owner, and it is agreed that this bid may not be withdrawn within 60 days after actual date of the opening. Payment will be made within 30 days after receipt of invoice.

The bidder hereby certifies: (a) that this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; (b) that he has not directly or indirectly induced or solicited any other bidder to put in false or sham bid; (c) that he has not solicited or induced any person, firm or corporation to refrain from bidding; and (d) that he has not sought by collusion or otherwise to obtain for himself any advantage over any other bidder or over the owner.

Cheri Endregeon
Signature

11-25-2024
Date

701.852.2501
Phone

Enerbase
Company Name

Energy Relations
Title

minot ND
Address



Cenex Premium #2 ULSD
Includes: Ruby Fieldmaster (B2&B5), Roadmaster (B2&B5)

<u>Physical Property</u>	<u>ASTM</u> Method	<u>Specifications</u>	
		Min	Max
Gravity API	D4052	Report	
Flash, °F, PM	D93	126	
Kin. Viscosity, 104°F, cSt	D445	1.7	4.1
Corrosion Test 3 hrs. at 122°F	D130		#1
Sulfur, Wt. %	D5453 (2)		15 mg/kg
Pour Point, °F	D97		-15
Cloud Point, °F	D2500/D5733		+6 North +14 South
Ash, Wt. %	D482		0.01
Distillation, °F, 760 mm	D86		
90% Recovered		540	640
End Point		Report	
Water & Sediment, Vol. %	D2709		0.05
Cetane Number	D613/D6890	46.0	
Carbon Res. 10% Residuum	D524		0.35
Thermal Stability	D6468		
W unit		75	
% reflection or Y unit		82	
Haze (procedure 2)	D4176		2
Lubricity	D6079		430

Additional information:

Premium Additive Package is present
Cloud point and pour point max October 1 through March 1
Cloud and pour point max may be higher due to region product is sold
Meets or exceeds ASTM 975 specification
The difference between Roadmaster XL and Ruby Fieldmaster is that the FM contains red dye

Document Name: Roadmaster_Fieldmaster
Author: CE
Revision: 2.5
Effective Date: 11/1/2022



Cenex Premium Wintermaster Diesel Specification
Includes: Wintermaster, up to B5 Blends

<u>Physical Property</u>	<u>ASTM Method</u>	<u>Specifications</u>	
		Min	Max
Gravity API	D4052	Report	
Flash, °F, PM	D93	126	
Kin. Viscosity, 104°F, cSt	D445	1.7	4.1
Corrosion Test 3 hrs. at 122°F	D130		#1
Sulfur, Wt. %	D5453 (2)		15 mg/kg
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Distillation, °F, 760 mm	D86		
90% Recovered		Waived	640
End Point		Report	
Water & Sediment, Vol. %	D2709		0.05
Cetane Number	D613/D6890	45	
Carbon Res. 10% Residuum	D524		0.35
Thermal Stability	D6468		
W unit		75	
% reflection or Y unit		82	
Haze (procedure 2)	D4176		2
Lubricity	D6079	430	
CFPP, °F	D6371		-37
Operability, °F			-30

Additional information:

Premium Additive Package is present including cold flow improver.

Document Name: Wintermaster
Author: Corey Erhardt
Revision: 1.2
Effective Date: 2/16/2023



Cenex® Gasoline Specifications for Glendive MT, Missoula MT and Minot ND



	ASTM Method	Min	Specifications	Max
Corrosion 3 hours at 122°F	D130			No. 1
Mercaptan Sulfur, Wt. %	D3227			0.002 ⁽¹⁾
ASTM Gum, mg/100 ml	D381			4.0
Oxidation stability, minutes	D525	240		
Sulfur wt. %	D2622/D5453			0.008
Lead, Grams/Gal.	D3237			0.010
Phosphorus, Grams/Gal.	D3231			0.003
Benzene, Wt. %	D3606			4.9
Silver Corrosion	D130 mod			No. 1
OCTANE GRADE (R+M/2)	D2699/2700			
Unleaded		87.0		
Premium Unleaded		91.0		

FUEL VOLATILITY ^{(2) (5)}

	May, June, July, Aug, Sept 1-15	Sept 16-30	April & Oct	Nov thru March	
RVP Max.	8.9 ⁽³⁾	11.5	13.5	15.0	ASTM D5191
V/L of 20 at °F, Min	133	116	116	105	Calc
Driveability Index, Max	1250	1230	1220	1200	ASTM D4814
Distill. Evap. of °F, 760 mm					ASTM D86
10% Max.	158	140	131	122	
50% Min.	170	170	170	150	
50% Max.	250	240	235	230	
90% Max.	374	365	365	365	
End Point Max.	437	437	437	437	
Residue Max., Vol. %	2	2	2	2	
COLOR:	Unleaded	Undyed			
	Premium	Undyed			
	Unleaded				

NOTES:

- (1) May be waived if Doctor negative by ASTM D4952
- (2) Indicates when product should be available at terminal
- (3) Absolute Max. RVP 9.0 as determined by EPA methods
- (4) Max 430 FBP for delivery of fuel into the Magellan, Seminole and Yellowstone Pipeline system

Driveability index= 1.5xT10% +3.0xT50% +1.0xT90%+2.5x%ethanol ; T=evaporated temperatures

Document Name: Gasoline
Author: Scott Roginske
Revision Date: 03/29/2021
Effective Date: 12/19/2013

NOTICE TO BIDERS

The City Clerk of the City of Minot will receive sealed bids at her office at City Hall until 11:00 a.m. on Monday, December 11, 2024 for furnishing the City of Minot the following:

"70,000 gallons of unleaded gas and 140,000 gallons of diesel fuel"

Specifications and general instructions to bidders are available at the Public Works Building at 1025 31st St. S.E and on the City website at www.minotnd.org.

The bid envelope shall be clearly marked:

**Project #4889
"Bid for fuel"**

The City Council of the City of Minot reserves the right to reject any or all bids and to award the contract as it deems to be in the best interest of the City of Minot. In addition, documentation must be accompanied with the bid to verify that the product meets lubricity, Cloud point and pour point specifications as outlined in the bid documents.

Bidders are invited to be present at the above-mentioned time and place for the opening of the bids.

Mikayla McWilliams
City Clerk

Publish: Legal Ad - Monday, November 18, 2024
Monday, November 25, 2024

GENERAL BID SPECIFICATIONS
City of Minot, ND 58701

The City of Minot is exempt from state and federal excise and sales taxes and no amount for such taxes are to be included in the bid price.

The City Council reserves to itself the right to reject any or all bids and to award the contract as it deems necessary and for the best interest of the City of Minot.

Delivery of materials, supplies and services contained in the bid shall be made to the City of Minot's Public Works Department, located at 1025 31st street SE, Minot ND and the price shall be FOB, Minot, North Dakota. Delivery shall be made within 24 hours of receiving the request for fuel from the City of Minot. City of Minot reserves the right to terminate this agreement if supplier does not deliver within 24 hours.

All envelopes must be sealed and marked plainly

"Project #4889"
"Bid for Fuel".

Bids will be opened in the office of the City Clerk at City Hall, 10 3rd Ave. S.W., Minot, North Dakota at 11:00 o'clock a.m. on Monday, December 11, 2024. Bids received after this time will be returned, unopened, to the bidder. Bidders are invited to be present at the opening of the bids. No bid bond is required for this bid.

CITY OF MINOT SPECIFICATIONS

Project #4889

FUEL

- 1) The first bid item will be for up to 70,000 gallons of winter mix - clear diesel fuel.
- 2) The fuel must meet a **POUR POINT** of -45 deg. F or greater.
- 3) The fuel must meet a **CLOUD POINT** of -10 deg. F or greater.
- 4) The fuel must meet a **CFPP** (Cold Filter Plug Point) of -30 deg. F or better.
- 5) The fuel must have a **LUBRICITY by HFRR** (High Frequency Rotating Rig) with a minimum of 430
- 6) The fuel must be delivered to our site within **24 hours** of the order being placed unless delivery arrangements are pre-approved.
- 7) The fuel must meet any and all federal guidelines
- 8) Premium additives to be injected **NOT** batch blended.

- 1) The second item for bid will be for up to 70,000 gallons of Summer Premium clear diesel fuel.
- 2) The fuel must meet a **POUR POINT** of 0 deg. F or greater.
- 3) The fuel must meet a **CLOUD POINT** of 14 deg. F or greater.
- 4) The fuel must meet a **CFPP** (Cold Filter Plug Point) of 12 deg. F or better.
- 5) The fuel must have a **LUBRICITY by HFRR** (High Frequency Rotating Rig) minimum of <520.
- 6) The fuel must be delivered to our site within **24 hours** of the order being placed unless delivery arrangements are preapproved.
- 7) Invoices for delivered product to be received within **48 hours** of delivery.
- 8) The fuel must meet any and all federal guidelines.
- 9) Premium additives to be injected **NOT** batch blended.

- 1) The third and final bid item will be for 70,000 gallons of E87 unleaded gasoline with additives to meet the OEM requirements for "Top Tier"
- Bids shall be awarded on the "rack Price" plus any added cost for markup and delivery.

Fuel will be delivered to the Minot Public Works department by the tanker load and the tanker may consist of a combination of diesel and unleaded gasoline quantities to meet the tanker load requirements.

Any questions regarding this bid should be referred to Kevin Sickler – City of Minot Property Maintenance Supt. – 701-857-4142.

The quantities shown are estimates and are for bidding purposes. Actual quantities may vary up or down from the estimated quantities.

Bid to be from 1/1/2025 through 12/31/25.

CLARIFICATIONS TO THE BIDDING DOCUMENTS:

In submission of a bid for fuel, it shall be noted that the delivery of the quantities shall be in tanker quantities, which is 5,000-8,000 gallons of quantity maximum, at a time. Fuel will be guaranteed to be delivered within a 24-hour period of ordering or supplier may be considered in default of contract and the City reserves the right to purchase from the first readily available source.

For bidding purposes, it is realized that the "rack Price" for fuels varies from day to day, so in submitting a bid, the bidder shall not include current rack price in the calculations. They shall only use the current markup, above the rack price for their bid. The following is an example of the bid info that will be used for determining the award as highlighted in yellow:

<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Extended Total Cost</u>
Winter blend Diesel	70,000 gal.	Rack + <u>\$0.10</u> /gal	\$ <u>7,000</u>
Summer blend Diesel	70,000 gal.	Rack + <u>\$0.10</u> /gal	\$ <u>7,000</u>
Unleaded E87 gas	70,000 gal.	Rack + <u>\$0.10</u> /gal	\$ <u>7,000</u>
		Total	\$ <u>21,000</u>

**CITY OF MINOT
BID PROPOSAL
PROJECT #4889
FUEL**

The City of Minot is a municipal government and is tax exempt. Bids shall not include sales tax or other applicable taxes. The tax exempt number is E4351.

<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Extended Total Cost</u>
p-40 w/wintermax #00 Winter blend Diesel	70,000 gal.	Rack + <u>.0025</u> /gal	\$ <u>175.00</u>
Summer blend Diesel	70,000 gal.	Rack + <u>.001</u> /gal	\$ <u>70.00</u>
Unleaded E87 gas	70,000 gal.	Rack + <u>.001</u> /gal	\$ <u>70.00</u>
Total			\$ <u>315.00</u>

In submitting the bid, it is understood that the contract will be awarded on the basis of lowest and best bid, that the right to reject any and all bids is reserved by the owner, and it is agreed that this bid may not be withdrawn within 60 days after actual date of the opening. Payment will be made within 30 days after receipt of invoice.

The bidder hereby certifies: (a) that this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; (b) that he has not directly or indirectly induced or solicited any other bidder to put in false or sham bid; (c) that he has not solicited or induced any person, firm or corporation to refrain from bidding; and (d) that he has not sought by collusion or otherwise to obtain for himself any advantage over any other bidder or over the owner.

Reginal Bischof
Signature

FARSTAR OIL
Company Name

12-5-2024
Date

Supply Optimization manager
Title

701-852-1194 ext: 127
Phone

100 27th ST NE MINOT ND 58702
Address

CENEX #2 DIESEL FUEL TYPICAL SPECIFICATIONS

LOW SULFUR #2 **ULTRA LOW SULFUR #2**

PHYSICAL PROPERTIES

TYPICAL ANALYSIS

FUEL TYPE	Low Sulfur #2	Ultra Low Sulfur #2
API GRAVITY	36	36
LBS/GAL	7.0	7.0
FLASH POINT, F.	125	125
DISTILLATION, F.		
INITIAL BOILING POINT	365	366
50% RECOVERY	500	491
90% RECOVERY, F 572-672	595	610
END POINT	650	643
POUR POINT, F.	0	0
CLOUD POINT, F.	14	14
CFPP, F	12	12
VISCOSITY @ 40C. cSt	2.5	3.1
SULFUR, PPM	500	15
CETANE NUMBER	40	40
COLOR	RED or UNDYED	RED or UNDYED
WATER & SEDIMENT	NIL	NIL
COPPER STRIP CORROSION @ 122F.	1A	1A
ASH, % WT	NIL	NIL
LUBRICITY BY HFRR, MICRON	520	520

* Values listed above represent typical properties. These values may vary between terminal locations.



Cenex Premium Wintermaster Diesel Specification
Includes: Wintermaster, Wintermaster B-2, and Wintermaster B-5

<u>Physical Property</u>	<u>ASTM Method</u>	<u>Specifications</u>	
		Min	Max
Gravity API	D4052	Report	
Flash, °F, PM	D93	126	
Kin. Viscosity, 104°F, cSt	D445	1.7	4.1
Corrosion Test 3 hrs. at 122°F	D130		#1
Sulfur, Wt. %	D5453 (2)		15 mg/kg
Pour Point, °F	D97		-45
Cloud Point, °F	D2500/D5733		-20
Ash, Wt. %	D482		0.01
Distillation, °F, 760 mm	D86		
90% Recovered		Waived	640
End Point		Report	
Water & Sediment, Vol. %	D2709		0.05
Cetane Number	D613/D6890	45	
Carbon Res. 10% Residuum	D524		0.35
Thermal Stability	D6468		
W unit		75	
% reflection or Y unit		82	
Haze (procedure 2)	D4176		2
Lubricity	D6079	430	
CFPP, °F	D6371	-37	
Operability, °F			-30

Additional information:

Premium Additive Package is present including cold flow improver.

Document Name: Wintermaster
Author: Scott Roginske
Revision: 1.1
Effective Date: 12/7/2012

Canadian Winter Diesel (P-40)

Product Information.

Description

P-40 is a refined Canadian Winter Diesel fuel providing great cold weather performance, as well as a Cetane and BTU value similar to that of #2 diesels. Reduced cloud and pour points help prevent engine fuel filters and injectors from getting clogged due to the presence of wax inherent in all diesel fuel. This provides cold flow ability of the diesel down to -40F or better. A higher Cetane can help with shorter ignition delay and power in the engine. Used consistently through the winter season, P-40 can eliminate the need of carrying both #1 and #2 diesels.

Application

With colder seasonal temperatures, P-40 is recommended in buses, on and off road vehicles, or any stationary ultra-low sulfur engine. Optimally designed to meet harsh Canadian cold flow operability requirements.

*Available in both clear and dyed.

Typical Reports (November – February)

<u>PROPERTY</u>	<u>METHOD</u>	<u>RESULTS</u>
Cetane Index	ASTM D4737	40 - 45
Cloud Point	ASTM D5773	-30 F or below
Pour Point	ASTM D5949	-40 F or below
Flash Point	ASTM D7094	104 F Min
Sulfur	ASTM D5453	15 ppm Max
Density / API Gravity	ASTM D4052 or D5002	850 kg/m ³ / 35 Min
Kinematic Viscosity @ 104 F	ASTM D7042	1.9 - 4.1 cSt
Conductivity	ASTM D2624	300, 25 Min pS/m
Copper Strip Corrosion Rating	ASTM D130	1a
Haze / Appearance	ASTM D4176	1 / Clear
Ash	ASTM D 482	0.01 wt % Max

OptiMax Plus

OptiMax Plus is specifically formulated for use in all types of diesel fuel including heating oil, biodiesel blends and especially Ultra Low Sulfur Diesel (ULSD). This additive contains less than 15 ppm sulfur, meeting the EPA requirements for use with ULSD.



Detergency

- OptiMax Plus contains the detergency needed to achieve a "Clean Up" rating in the DW10 Standard Injector Coking Test.
- Keeps injectors clean and maintains proper fuel spray pattern to avoid incomplete combustion.
- Prevents formation of sticky deposits.
- Prevents power loss caused by plugged injectors.

Stability

- Reduces or delays thermal oxidation, the leading cause of black filters which can lead to filter plugging
- Improves storage life by 2-3 times as long without additives by preventing the formation of gums

Bacteria and Fungus

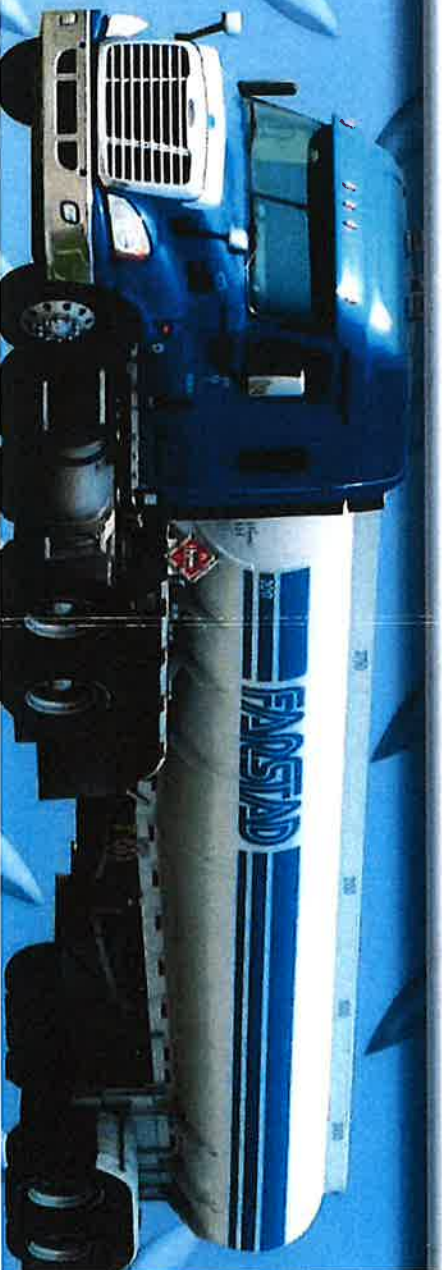
- Eliminate Microbial Growth in your Fuel Tanks

Corrosion/Rust Inhibition

- Prevents corrosion of fuel storage tanks and vehicle tanks
- Protects injectors and fuel systems from corrosion and rust formation
- Prolongs fuel equipment life

Lubricity

- Exceeds lubricity standard in ASTM D975 and EWA premium diesel requirement
- Reduces friction in engine parts
- Provides protection against accelerated wear
- Prolongs fuel system equipment life



**CITY OF MINOT
BID PROPOSAL
PROJECT #4889
FUEL**

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<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Extended Total Cost</u>
Winter blend Diesel	70,000 gal.	Rack + <u>-\$0.03/gal</u>	\$ <u>-\$2,100</u>
Summer blend Diesel	70,000 gal.	Rack + <u>-\$0.03/gal</u>	\$ <u>-\$2,100</u>
Unleaded E87 gas	70,000 gal.	Rack + <u>-\$0.01/gal</u>	\$ <u>-700</u>
Total			\$ <u>-\$4,900</u>

In submitting the bid, it is understood that the contract will be awarded on the basis of lowest and best bid, that the right to reject any and all bids is reserved by the owner, and it is agreed that this bid may not be withdrawn within 60 days after actual date of the opening. Payment will be made within 30 days after receipt of invoice.

The bidder hereby certifies: (a) that this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; (b) that he has not directly or indirectly induced or solicited any other bidder to put in false or sham bid; (c) that he has not solicited or induced any person, firm or corporation to refrain from bidding; and (d) that he has not sought by collusion or otherwise to obtain for himself any advantage over any other bidder or over the owner.



Signature

Dec. 09, 2024
Date

701-421-8951
Phone

United Quality Cooperative
Company Name

Vice President of Energy Operations
Title

2915 10th St SW Minot, ND 58701
Address



Cenex Premium #2 ULSD
Includes: Ruby Fieldmaster (B2&B5), Roadmaster (B2&B5)

<u>Physical Property</u>	<u>ASTM Method</u>	<u>Specifications</u>	
		Min	Max
Gravity API	D4052	Report	
Flash, °F, PM	D93	126	
Kin. Viscosity, 104°F, cSt	D445	1.7	4.1
Corrosion Test 3 hrs. at 122°F	D130	#1	
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Pour Point, °F	D97	-15	
Cloud Point, °F	D2500/D5733	+6 North +14 South	
Ash, Wt. %	D482	0.01	
Distillation, °F, 760 mm	D86		
90% Recovered		540	640
End Point		Report	
Water & Sediment, Vol. %	D2709	0.05	
Cetane Number	D613/D6890	46.0	
Carbon Res. 10% Residuum	D524	0.35	
Thermal Stability	D6468		
W unit		75	
% reflection or Y unit		82	
Haze (procedure 2)	D4176	2	
Lubricity	D6079	<u>430</u>	

Additional information:

Premium Additive Package is present
Cloud point and pour point max October 1 through March 1
Cloud and pour point max may be higher due to region product is sold
Meets or exceeds ASTM 975 specification
The difference between Roadmaster XL and Ruby Fieldmaster is that the FM contains red dye

Document Name: Roadmaster_Fieldmaster
Author: CE
Revision: 2.5
Effective Date: 11/1/2022



Cenex Premium Wintermaster Diesel Specification
Includes: Wintermaster, up to B5 Blends

<u>Physical Property</u>	<u>ASTM Method</u>	<u>Specifications</u>	
		Min	Max
Gravity API	D4052	Report	
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90% Recovered		Waived	640
End Point		Report	
Water & Sediment, Vol. %	D2709	0.05	
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Carbon Res. 10% Residuum	D524	0.35	
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W unit		75	
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Haze (procedure 2)	D4176	2	
Lubricity	D6079	430	
CFPP, °F	D6371	-37	
Operability ,°F		-30	

Additional information:

Premium Additive Package is present including cold flow improver.

Cenex® Gasoline Specifications for Glendive MT, Missoula MT and Minot ND



	ASTM Method	Min	Specifications	Max
Corrosion 3 hours at 122°F	D130			No. 1
Mercaptan Sulfur, Wt. %	D3227			0.002 ⁽¹⁾
ASTM Gum, mg/100 ml	D381			4.0
Oxidation stability, minutes	D525	240		
Sulfur wt. %	D2622/D5453			0.008
Lead, Grams/Gal.	D3237			0.010
Phosphorus, Grams/Gal.	D3231			0.003
Benzene, Wt. %	D3606			4.9
Silver Corrosion	D130 mod			No. 1
OCTANE GRADE (R+M/2)	D2699/2700			
Unleaded		87.0		
Premium Unleaded		91.0		

FUEL VOLATILITY ^{(2) (5)}

	May, June, July, Aug, Sept 1-15	Sept 16-30	April & Oct	Nov thru March	
RVP Max.	8.9 ⁽³⁾	11.5	13.5	15.0	ASTM D5191
V/L of 20 at °F, Min	133	116	116	105	Calc
Driveability Index, Max	1250	1230	1220	1200	ASTM D4814
Distill. Evap. of °F, 760 mm					ASTM D86
10% Max.	158	140	131	122	
50% Min.	170	170	170	150	
50% Max.	250	240	235	230	
90% Max.	374	365	365	365	
End Point Max.	437	437	437	437	
Residue Max., Vol. %	2	2	2	2	

COLOR:	Unleaded	Undyed
	Premium	Undyed
	Unleaded	

NOTES:

- (1) May be waived if Doctor negative by ASTM D4952
- (2) Indicates when product should be available at terminal
- (3) Absolute Max. RVP 9.0 as determined by EPA methods
- (4) Max 430 FBP for delivery of fuel into the Magellan, Seminole and Yellowstone Pipeline system

Driveability index= 1.5xT10% +3.0xT50% +1.0xT90%+2.5x%ethanol ; T=evaporated temperatures

Document Name: Gasoline
Author: Scott Roginske
Revision Date: 03/29/2021
Effective Date: 12/19/2013

Cenex® Subgrade Gasoline Specification



	ASTM Method	Min	Specifications	Max
Corrosion 3 hours at 122°F	D130			No. 1
Mercaptan Sulfur, Wt. %	D3227			0.002 (1)
ASTM Gum, mg/100 ml	D381			4.0
Oxidation stability, minutes	D525	240		
Sulfur wt. %	D2622/D5453			0.008
Lead, Grams/Gal.	D3237			0.010
Phosphorus, Grams/Gal.	D3231			0.003
Benzene, Wt. %	D3606			4.9
Silver Corrosion	D130 mod			No. 1
OCTANE GRADE (R+M/2)	D2699/2700			
Unleaded Subgrade		83.0		
RON subgrade		Report		
MON subgrade		Report		
After addition of ethanol				
E10		87.0		
E15		89.0		
MON		82.0		

FUEL VOLATILITY (2) (5)

	May, June, July, Aug, Sept 1-15	Sept 16-30	April & Oct	Nov thru March	
RVP Max.	8.9 ⁽³⁾	11.5	13.5	15.0	ASTM D5191
V/L of 20 at °F, Min	122	116	107	102	Calc
Driveability Index, Max	1250	1230	1220	1200	ASTM D4814
Distill. Evap. of °F, 760 mm					ASTM D86
10% Max.	158	140	131	122	
50% Min.	170	170	170	150	
50% Max.	250	240	235	230	
90% Max.	374	365	365	365	
End Point Max.	437	437	437	437	
Residue Max., Vol. %	2	2	2	2	

COLOR: Unleaded Undyed

NOTES:

- (1) May be waived if doctor negative by ASTM D4952
- (2) Indicates when product should be available at terminal
- (3) Absolute Max. RVP 9.0 as determined by EPA methods
- (4) This product is conventional gasoline
- (5) Gasoline, E10, E15 as sold to the consumer shall met these requirements

Document Name: Subgrade
 Author: Scott Roginske
 Revision Date: 03/29/2021
 Effective Date: 07/28/2020

NOTICE TO BIDERS

The City Clerk of the City of Minot will receive sealed bids at her office at City Hall until 11:00 a.m. on Friday, December 13, 2024 for furnishing the City of Minot the following:

"70,000 gallons of unleaded gas and 140,000 gallons of diesel fuel"

Specifications and general instructions to bidders are available at the Public Works Building at 1025 31st St. S.E and on the City website at www.minotnd.org.

The bid envelope shall be clearly marked:

**Project #4889
"Bid for fuel"**

The City Council of the City of Minot reserves the right to reject any or all bids and to award the contract as it deems to be in the best interest of the City of Minot. In addition, documentation must be accompanied with the bid to verify that the product meets lubricity, Cloud point and pour point specifications as outlined in the bid documents.

Bidders are invited to be present at the above-mentioned time and place for the opening of the bids.

Mikayla McWilliams
City Clerk

Publish: Legal Ad - Tuesday, November 26, 2024
Tuesday, December 3, 2024

GENERAL BID SPECIFICATIONS
City of Minot, ND 58701

The City of Minot is exempt from state and federal excise and sales taxes and no amount for such taxes are to be included in the bid price.

The City Council reserves to itself the right to reject any or all bids and to award the contract as it deems necessary and for the best interest of the City of Minot.

Delivery of materials, supplies and services contained in the bid shall be made to the City of Minot's Public Works Department, located at 1025 31st street SE, Minot ND and the price shall be FOB, Minot, North Dakota. Delivery shall be made within 24 hours of receiving the request for fuel from the City of Minot. City of Minot reserves the right to terminate this agreement if supplier does not deliver within 24 hours.

All envelopes must be sealed and marked plainly

"Project #4889"
"Bid for Fuel".

Bids will be opened in the office of the City Clerk at City Hall, 10 3rd Ave. S.W., Minot, North Dakota at 11:00 o'clock a.m. on Friday, December 13, 2024. Bids received after this time will be returned, unopened, to the bidder. Bidders are invited to be present at the opening of the bids. No bid bond is required for this bid.

CITY OF MINOT SPECIFICATIONS

Project #4889

FUEL

- 1) The first bid item will be for up to 70,000 gallons of winter mix - clear diesel fuel.
- 2) The fuel must meet a **POUR POINT** of -45 deg. F or greater.
- 3) The fuel must meet a **CLOUD POINT** of -10 deg. F or greater.
- 4) The fuel must meet a **CFPP** (Cold Filter Plug Point) of -30 deg. F or better.
- 5) The fuel must have a **LUBRICITY by HFRR** (High Frequency Rotating Rig) with a minimum of 430
- 6) The fuel must be delivered to our site within **24 hours** of the order being placed unless delivery arrangements are pre-approved.
- 7) The fuel must meet any and all federal guidelines
- 8) Premium additives to be injected NOT batch blended.

- 1) The second item for bid will be for up to 70,000 gallons of Summer Premium clear diesel fuel.
- 2) The fuel must meet a **POUR POINT** of 0 deg. F or greater.
- 3) The fuel must meet a **CLOUD POINT** of 14 deg. F or greater.
- 4) The fuel must meet a **CFPP** (Cold Filter Plug Point) of 12 deg. F or better.
- 5) The fuel must have a **LUBRICITY by HFRR** (High Frequency Rotating Rig) minimum of <520.
- 6) The fuel must be delivered to our site within **24 hours** of the order being placed unless delivery arrangements are preapproved.
- 7) Invoices for delivered product to be received within **48 hours** of delivery.
- 8) The fuel must meet any and all federal guidelines.
- 9) Premium additives to be injected NOT batch blended.

- 1) The third and final bid item will be for 70,000 gallons of E87 unleaded gasoline with additives to meet the OEM requirements for "Top Tier"

Bids shall be awarded on the "rack Price" plus any added cost for markup and delivery.

Fuel will be delivered to the Minot Public Works department by the tanker load and the tanker may consist of a combination of diesel and unleaded gasoline quantities to meet the tanker load requirements.

Any questions regarding this bid should be referred to Kevin Sickler – City of Minot Property Maintenance Supt. – 701-857-4142.

The quantities shown are estimates and are for bidding purposes. Actual quantities may vary up or down from the estimated quantities.

Bid to be from 1/1/2025 through 12/31/25.

CLARIFICATIONS TO THE BIDDING DOCUMENTS:

In submission of a bid for fuel, it shall be noted that the delivery of the quantities shall be in tanker quantities, which is 5,000-8,000 gallons of quantity maximum, at a time. Fuel will be guaranteed to be delivered within a 24-hour period of ordering or supplier may be considered in default of contract and the City reserves the right to purchase from the first readily available source.

For bidding purposes, it is realized that the "rack Price" for fuels varies from day to day, so in submitting a bid, the bidder shall not include current rack price in the calculations. They shall only use the current markup, above the rack price for their bid. The following is an example of the bid info that will be used for determining the award as highlighted in yellow:

<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Extended Total Cost</u>
Winter blend Diesel	70,000 gal.	Rack + <u>\$0.10</u> /gal	\$ <u>7,000</u>
Summer blend Diesel	70,000 gal.	Rack + <u>\$0.10</u> /gal	\$ <u>7,000</u>
Unleaded E87 gas	70,000 gal.	Rack + <u>\$0.10</u> /gal	\$ <u>7,000</u>
		Total	\$ <u>21,000</u>

**CITY OF MINOT
BID PROPOSAL
PROJECT #4889
FUEL**

The City of Minot is a municipal government and is tax exempt. Bids shall not include sales tax or other applicable taxes. The tax exempt number is E4351.

<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Extended Total Cost</u>
Winter blend Diesel	70,000 gal.	Rack + _____/gal	\$ _____
Summer blend Diesel	70,000 gal.	Rack + _____/gal	\$ _____
Unleaded E87 gas	70,000 gal.	Rack + _____/gal	\$ _____
Total			\$ _____

In submitting the bid, it is understood that the contract will be awarded on the basis of lowest and best bid, that the right to reject any and all bids is reserved by the owner, and it is agreed that this bid may not be withdrawn within 60 days after actual date of the opening. Payment will be made within 30 days after receipt of invoice.

The bidder hereby certifies: (a) that this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; (b) that he has not directly or indirectly induced or solicited any other bidder to put in false or sham bid; (c) that he has not solicited or induced any person, firm or corporation to refrain from bidding; and (d) that he has not sought by collusion or otherwise to obtain for himself any advantage over any other bidder or over the owner.

Signature

Company Name

Date

Title

Phone

Address



TO: Mayor Ross
Members of the City Council

FROM: Jenna Zelinski, Comptroller

DATE: December 16, 2024

SUBJECT: ADOPT THE UPDATED CAPITAL ASSET POLICY

I. RECOMMENDED ACTION

It is recommended City Council adopt the updated capital asset policy.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774
Jenna Zelinski, Comptroller, 701-857-4703

III. DESCRIPTION

A. Background

The Finance Department is updating a number of policies to reflect changes in business practices. Many of the practices have been impacted by the implementation of the ERP software as well as new Governmental Accounting Standards Board (GASB) standards that have been implemented by the City of Minot. The current policy in place is outdated and references the legacy software system and includes procedural language that is not needed to be reflected in the policy.

B. Proposed Project

The revised capital asset policy simplifies the language and clearly defines the major asset classes. It also includes information regarding right-to-use assets for the two new GASB pronouncements, Statement No. 87, *Leases*, and Statement No. 96, *Subscription-Based Information Technology Arrangements*. Both of these standards have been implemented in the City's financials in the last two fiscal years. We also included language regarding aggregate purchases and what management deems significant to be considered a capital purchase. At this time, we are not recommending any changes to the capital asset threshold of \$5,000. Although, staff feels this change will be recommended in the future as the federal government just increased their threshold from 5,000 to 10,000 effective October 1, 2024.

C. Recommendation Detail

Staff recommends City Council adopt the revised capital asset policy to align it

with current business practices and include updated language for new accounting standards implemented. This policy would go into effect upon approval of the City Council. The policy updates were recommended by our external auditors, Eide Bailly, to be in place for our 2024 fiscal year end.

IV. IMPACT

A. Aspirations

Excellent & Connected - this policy is directly related to being fiscally responsible as we maintain compliance with current GASB standards.

B. Service/Delivery Impact:

This policy update will align the City's policies with industry standards and current business practices of the Finance department.

C. Fiscal Impact

There is no fiscal impact associated with this policy update.

VI. ALTERNATIVES

The alternative would be to allow the current policy to continue. The policy is outdated and not compliant with new GASB standards.

City of Minot Capital Asset Policy

Capital Asset Policy

GENERAL INFORMATION

Purpose:

The purpose is to define the financial accounting policies of the City of Minot capital assets.

Policy:

1. The City of Minot will provide and maintain this policy to provide information covering financial accounting policies for capital assets.
2. The City of Minot will insure all financial accounting policies contribute to the financial goal of safeguarding assets and providing accurate and useable financial information in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
3. All departments will comply with all financial accounting policies promulgated by the City of Minot. Any departure from these policies must be approved in writing by the Finance Department.
4. Each department is encouraged to develop its own policy for control and protection of assets susceptible to loss or theft.

Background:

Policies are basic concepts subject to routine and periodic review which provide a statement of philosophy of financial operations for the City of Minot municipal government. These policies are meant to provide guidance in accounting for capital assets.

Responsibility:

1. The City of Minot will ensure all policies are consistent with State statutes and City Ordinances and will enhance the main policy of safeguarding assets and providing accurate and useable financial information in accordance with GAAP.
2. The department heads will ensure adherence to all policies. They will also ensure the policies are posted with up to date material and used by all appropriate employees. Department heads should develop departmental procedures consistent with the policies contained herein.

CAPITAL ASSETS

Capital assets include six distinct classes: Land, Buildings, Machinery and Equipment, Intangible Assets, Infrastructure and Construction-in-Progress. Each of these classes are further discussed and defined below.

CAPITALIZATION POLICY

Capital assets should be capitalized when the following criteria are met:

City of Minot Capital Asset Policy

- The asset is tangible or intangible in nature, complete in itself, and is not a component of another capitalized item.
- The asset is used in the operation of the City's activities.
- The asset has a useful life of one (1) year or more and provides a benefit throughout that period.
- Assets should be capitalized if cost is \$5,000 or more.

The cost of a capital asset should include capitalized interest and ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include costs directly attributable to asset acquisition—such as freight and transportation charges, site preparation costs, and professional fees. Donated capital assets should be reported at their estimated fair market value at the time of acquisition plus ancillary charges, if any. This estimation should be made on the basis of the best documentary evidence available. Examples of such documentary evidence would include independent appraisals, market quotations, information on actual sales of similar assets within an appropriate time frame, etc. Ownership of an asset belongs to a government unit when it is primarily responsible for the asset's management and maintenance. Sidewalks are not capital assets.

CAPITAL ASSET CATEGORIES (CLASSES)

To disclose capital asset activity, six asset classes will be used:

1. Land
 - a. Land purchased or otherwise acquired by the City. Purchased land should be carried on the books at cost (purchase price) plus any additional costs needed to place the land in its intended condition for use.
 - b. Donated land should be reported at fair market value at the time of its donation.
 - c. Land improvements are permanent in nature and include costs directly related to preparation of existing land for its intended use. Land improvements should not include infrastructure type assets.
2. Buildings
 - a. Buildings are permanent structures housing persons or personal property.
 - b. Building improvements are long-lived attachments to buildings that significantly increase the building's life, usefulness, or value. One cannot move or separate building improvements from the building. Building improvements include assets such as elevators, central air conditioning, heating, and fire alarm systems. Building and building improvements include the value of all buildings at purchase price or construction cost (including all charges applicable to the building, which includes capitalizable costs at and subsequent to the date of asset acquisition).
 - c. Donated buildings should be reported at fair market value at the time of donation.

City of Minot Capital Asset Policy

3. Machinery & Equipment

- a. Equipment includes costs of equipment, office equipment, machinery, furniture and fixtures, furnishings, and similar items.
- b. For trade-ins, the cost of the new equipment item can be calculated as follows: fair market value of the asset surrendered (normally the trade-in value) + amount paid – amount received.
- c. This category contains property that does not lose its identity when removed from its location.
- d. Donated equipment should be reported at fair market value at the time of its donation.

4. Intangible Assets

- a. Intangible assets include costs of easements, water rights, timber rights, patents, trademarks and computer software.

5. Infrastructure

- a. Infrastructure assets are long-lived capital assets that are normally stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.
- b. Buildings, except those that are an ancillary part of a network of infrastructure assets, should not be considered infrastructure assets.
- c. Donated infrastructure should be reported at fair market value at the time of donation.

6. Construction-in-Progress

- a. Construction-In-Progress (CIP) contains amounts expended on an uncompleted building, infrastructure or other capital construction project.
- b. Capital assets substantially complete and available for use on December 31 of any year are not CIP. Assets substantially complete should be properly classified based upon the nature of the constructed asset(s).

CAPITALIZABLE COSTS ASSOCIATED WITH ASSET ACQUISITIONS

Capitalizable costs associated with asset acquisition that should be included in the original capitalizable cost of the asset include (not all-inclusive):

- Land
 - Original purchase price
 - Brokers' commissions
 - Closing fees, such as title search, taxes, insurance and legal fees
 - Real estate surveys
 - Grading, filling, draining, clearing (site preparation)
 - Demolition costs (i.e., razing of an old building)
 - Assumption of liens or mortgages

City of Minot Capital Asset Policy

- Judgments levied through suits
- Buildings
 - Cost of construction
 - Expenses incurred in remodeling, reconditioning, or altering a purchased building to make it available for its intended purpose
 - Design and supervision costs
 - Building permits
 - Legal, engineering and architectural fees
 - Insurance costs during construction phase
 - Interest costs during construction (applies to construction after July 1, 2001 in enterprise and internal service funds only)
- Machinery & Equipment
 - Original contract or invoice price
 - Freight, import duties, handling and storage costs
 - Professional fees
 - Reconditioning costs related to used equipment to make it available for its intended use
- Intangible Assets
 - Software configuration and interfaces
 - Coding
 - Installation to hardware
 - Testing
 - Parallel processing phase
- Infrastructure
 - Cost of construction
 - Design and supervision costs
 - Building permits
 - Legal, engineering and architectural fees
- Construction in Progress
 - Contractor's fees
 - Freight and transportation costs
 - Professional fees attributable to the construction
 - Certain interest expense (For construction after July 1, 2001 in enterprise and internal service funds only)
 - Specific in-transit insurance premiums
 - Assembling and installation costs

Capital asset components that have a unit cost under city capitalization levels should be capitalized if they are originally acquired as part of a system and the system cost equals or exceeds capitalization levels.

City of Minot Capital Asset Policy

Assets not capitalized should be tracked for insurance and control purposes.

A system is defined as a group of interacting, interrelated, or interdependent components forming a whole. For example, the components of computer hardware would include the computer monitor, the keyboard, the central processing unit, and the modem. These components should be considered part of the computer system and capitalized as a unit if they are over \$5,000 or more. The logic behind capitalizing each individual component as part of the entire system is that the component, standing alone, cannot function or serve its intended purpose by itself.

Any components, with a cost greater than the capitalization thresholds, subsequently added to a system should be capitalized as part of the entire system. Not all expenditures incurred relating to placing an asset in its intended use should be capitalized. The following are types of expenditures that should **not** be capitalized.

- 1) Cost relating to the removal or demolition of buildings, structures, equipment or other facilities. **Two exceptions** are as follows:
 - a) Cost to remove or demolish a building or other structure existing at the time of acquisition of land when the intention of the removal or demolition is to accommodate the land's intended use (such cost is considered part of the land).
 - b) Cost to remove or demolish a building or other structure with the intention of replacing the old asset (such costs are considered a part of the cost of the new building).
- 2) Cost incurred on assets not purchased, i.e., surveying, title searches, legal fees, and other expert services on land not purchased.
- 3) Extraordinary costs incidental to the construction of capital assets such as those due to strike, flood, fire or other casualties.
- 4) Cost of abandoned construction.

INTANGIBLE ASSETS

Intangible assets include easements, water rights, timber rights, patents, trademarks, and computer software. An intangible asset is an asset that possesses all of the following characteristics:

1. Lack of physical substance
2. Nonfinancial in nature
3. Initial useful life extending beyond a single reporting period

An intangible asset may be recognized in the statement of net assets only if it is considered identifiable. An intangible asset is considered identifiable when either of the following conditions are met:

City of Minot Capital Asset Policy

1. The asset is capable of being separated or divided from the government and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, asset, or liability.
2. The asset arises from contractual or other legal rights, regardless of whether those rights are transferable or separable from the entity or from other rights and obligations.

The useful life of an intangible asset may be determined by a contractual or legal provision. If there are no factors that limit the useful life of an intangible asset, it is considered to have an indefinite useful life. Intangible assets with indefinite useful lives should not be amortized unless their useful life is subsequently determined to no longer be indefinite due to a change in circumstances.

Internally developed software should be capitalized if the **capitalizable cost** is \$5,000 or greater. The software should be amortized (depreciated) over the estimated useful life of the software.

Not all costs associated with developing software should be capitalized. Training costs, data conversion costs, and administrative and overhead costs should **not** be capitalized. Costs of development that are capitalizable include:

- 1) External direct costs of material and services (i.e., purchased —base software, payments to non-City entity for development)
- 2) Direct payroll costs, including salaries, fringes and travel
- 3) Interest costs during development – internal service and enterprise funds only
- 4) Not all phases of software development are capitalizable. Preliminary project costs, including determination, evaluation and selection of alternatives, should not be capitalized. Phases that are capitalizable include:
 - a) Design of chosen path, including software configuration and interfaces
 - b) Coding
 - c) Installation to hardware
 - d) Testing, including parallel processing

Capitalization should cease at the point at which a computer software project is substantially complete and ready for its intended use. Computer software is ready for its intended use after all substantial testing is completed.

INTERNALLY DEVELOPED SOFTWARE ENHANCEMENTS

Improvements/upgrades to internally developed software should be capitalized if the capitalizable cost is \$5,000 or more, **and** it results in increased functionality of the software. Programming to change calculations or criteria to comply with new city, state or federal regulations does not increase the functionality of the software. Adding an entirely new component (i.e., eligibility determination) or a complete overhaul of the existing software does

City of Minot Capital Asset Policy

constitute increased functionality. The finance department will follow the above guidelines to determine which costs should be capitalized.

COSTS SUBSEQUENT TO ACQUISITION

Costs incurred to achieve greater future benefits (i.e., improves efficiency or effectiveness, or materially extends the useful life of the asset, etc.) and which costs are greater than the asset class capitalization level should be capitalized, whereas expenditures that simply maintain a given level of service should be expensed. Generally three major types of costs subsequent to original construction are incurred relative to existing capital assets.

1. **Additions** (extensions, enlargements or expansions). Any addition (costing greater than the asset class capitalization level) to a capital asset should be capitalized since a new asset has been created. For example, the addition of a wing to City Hall or the addition of an air conditioning system to an office building increases the service potential of that facility and should be capitalized. Periodically resurfacing a road would be treated as a repair (not capitalized). However, adding a new lane would constitute an addition and would be capitalized. Other examples of additions include:

- a) an elevator or dumbwaiter
- b) fire alarm systems
- c) security windows
- d) sprinkler systems (internal)
- e) acoustical treatment
- f) air handling systems

2. **Improvements and replacements.** The distinguishing feature between an improvement and a replacement is an improvement is the substitution of a better asset – having superior performance capabilities – (i.e., a concrete floor for a wooden floor) for the one currently used, whereas a replacement is the substitution of a similar asset (a wooden floor for a wooden floor).

In both of these instances departments should determine whether the expenditure increases the future service potential of the capital assets, or merely maintains the existing level of service. When the determination is made that the future service level has been increased, the new cost is capitalized.

3. **Repairs (Ordinary and Major).** Repairs maintain the capital asset in its original operating condition.

Ordinary repairs are expenditures made to maintain plant assets in operating condition. Preventive maintenance, normal periodic repairs, replacement of parts, structural components, and other activities such as repainting, equipment adjustments, that are needed to maintain the asset so it continues to provide normal services should not be capitalized but rather charged to an expense account.

Examples of ordinary repairs include:

- a) roof and/or flashing repairs
- b) window repairs and glass replacement

City of Minot Capital Asset Policy

- c) painting
- d) masonry repairs
- e) floor repairs

Major repairs are relatively large expenditures that benefit more than one operating cycle or period. If a major repair, i.e., an overhaul, occurs that benefits several periods and/or extends the useful life of the asset, then the cost of the repair should be capitalized.

TRANSFER OF CAPITAL ASSETS BETWEEN DEPARTMENTS

For all transfers, finance department would account for the transfers as additions and deletions of capital assets. For additions, departments should record the asset at the original historical cost of the asset.

Note: Departments are required to dispose of assets through the public auction to the highest bidder for all retirements and disposals of city owned property unless otherwise directed by the City Council.

DEPRECIATION

Depreciation is the concept of allocating the cost of capital assets over their estimated useful lives. HTE calculates depreciation using the straight-line method, based on the months the asset was in use during the year.

ESTIMATED USEFUL LIFE

Department experience and IRS Publication 946 are factors used to determine the useful life of a capital asset. The quality of an asset because of differences in materials, design and workmanship may have an impact on useful life. For example, an asphalt road will not have the same useful life as a concrete road. The useful life of a given type of capital asset may also vary significantly depending upon its intended use. For example, a vehicle used for public safety may have a shorter useful life than a vehicle used by the finance department. The cold environment may also impact the useful life.

CAPITAL ASSET IMPAIRMENTS

Capital assets permanently removed from service, for whatever reason, must be written down to their face value if lower than carrying value. The carrying value of a capital asset must also be adjusted even though it will remain in service, if its service utility has been significantly impaired in any of the following circumstances:

- physical damage
- changes in legal or environmental factors
- technological changes or obsolescence
- changes in manner or duration of use
- construction stoppage

City of Minot Capital Asset Policy

Impairment needs to be recognized if the situation meets both elements of the following test of impairment:

1. The magnitude of the decline in service utility is significant
2. The decline in service utility is unexpected.

Temporary impairments of capital assets should not be recognized in the financial statements.

LEASED ASSETS

A lease of a capital asset either qualifies as a capital lease or an operating lease. If a lease meets any one of the following classification criteria, it is a capital lease:

- 1) The lease transfers ownership of the asset to the city by the end of the lease term.
- 2) The lease contains an option to purchase the leased asset at a —bargain price. A —bargain price represents a price sufficiently lower than the expected fair market value of the asset at the date the option becomes exercisable.
- 3) The lease term is equal to 75 percent or more of the estimated useful life of the asset.
- 4) The present value at the beginning of the lease term of the minimum lease payments equals or exceeds 90 percent of the fair market value to the lessor at the inception of the lease. The city shall compute the present value of the minimum lease payments using its incremental borrowing rate, unless (1) it is practical for the city to learn the implicit rate computed by the lessor and (2) the implicit rate computed by the lessor is less than the city's incremental borrowing rate. If both of those conditions are met, the city shall use the implicit rate. Minimum lease payments are the payments the city is obligated to make or can be required to make in connection with the leased asset.

Capital lease assets are recognized as assets of the City. Therefore, the leased asset must be recorded in the department's capital asset records at the present value of the future minimum lease payments, not to exceed the fair market value of the asset. For all leases of assets with a fair market value of \$5,000 or more, it is necessary to evaluate this possibility at the inception of a lease so the transaction is recorded properly. Upon entering into a lease, the city should request the vendor provide all the information necessary to determine if the lease is capital or operating.

CAPITAL ASSETS RECORDS

All capital asset records should be maintained for audit purposes. Documentation for capital asset costs should be maintained in permanent files by the finance department. The Accounts Payable Clerk will maintain a listing of all assets, and any assets lost, stolen or completely destroyed and removed from the capital asset records. Additions to this listing must be authorized by the department head or representative at the time of purchase.

City of Minot Capital Asset Policy

The following information is maintained in the HTE system. The Accounts Payable Clerk runs and reviews these reports to ensure the accuracy of the information. The information is also reconciled to the general ledger system. Records required to be maintained to calculate and report by class of capital assets include the following:

1. Capital assets by class (land, buildings, machinery & equipment, intangible assets, infrastructure, and construction-in-progress).
2. Depreciation expense by department number. (Some department activities may be assigned a unique department number for reporting purposes.)
3. Gains and losses from disposal of capital assets.
4. Additions and deductions of capital assets by class.
5. Accumulated depreciation by class and additions to and deductions by capital asset class.
6. Fair market value of donated assets.



Capital Asset Policy

Purpose

The purpose of this policy is to define the financial accounting policies of the City of Minot's capital assets. The City of Minot will ensure all financial accounting policies contribute to the financial goal of safeguarding assets and providing accurate and usable financial information in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).

Definition

Capital assets are real, intangible, or personal property that have a value equal to or greater than the capitalization threshold and have an estimated useful life of greater than one year. A capital asset shall be reported and, within certain exceptions, depreciated based on the depreciation schedule set for the classification of asset.

ERP System means the financial system of record.

Capitalization Policy

Capital assets should be capitalized when the following criteria are met:

1. The asset is tangible or intangible in nature, complete in itself, and is not a component of another capitalized item.
2. The asset is used in the operation of the City's activities.
3. The asset has a useful life in excess of one (1) year and provides a benefit throughout that period.
4. Cost is \$5,000.00 or more.

Capitalizable Cost – capital assets shall be recorded at their acquisition, construction or historical cost and include all costs associated with placing the asset in service including but not limited to freight, shipping, and site preparation costs. Donated assets are valued at acquisition value on the date donated.

The City of Minot may capitalize assets that individually are below the capitalization threshold identified above, but when combined with other similar assets, the combined assets are greater than 1% of the total City operating budget for the year under audit. In the event this situation occurs, the City will apply the principles as defined by GASB and will be compliant with all rules associated with this standard and GAAP.



Asset Classification

A capital asset purchased, constructed, donated or contributed that meets the established capitalization thresholds shall be classified using one of the following classifications:

- Land – considered an inexhaustible capital asset and should not be depreciated; includes land purchased or otherwise acquired by the City.
 - Purchased land should be reported at acquisition cost plus any additional costs needed to place the land in its intended condition for use.
 - Land improvements are permanent in nature and include costs directly related to preparation of existing land for its intended use. Land improvement should not include any infrastructure type assets.
- Buildings – a structure that is permanently attached to land, has a roof, is partially or completely enclosed by walls and is not intended to be transportable or movable.
 - Building improvements are improvements that materially extend the useful life of value of a building. Includes improvements such as electrical, plumbing, elevators, doors/windows, lighting, carpets, heating and cooling systems, roofing, interior renovations, fire suppression systems, etc.
- Machinery and Equipment – personal property such as automobiles, trucks, buses, heavy equipment, tools, fitness equipment, playground equipment, office equipment, mowers, etc.
 - This classification also includes furniture and fixtures (appliances, desks, chairs, window treatments), as well as computer and technology equipment.
- Infrastructure – assets that are normally stationary in nature and can be preserved for significantly more years than most capital assets. Includes curb & gutter, utility lines, substations, streets, roads, storm sewers, etc.
- Intangible – an intangible asset is one that does not have physical substance but (1) can be sold, transferred, licensed, rented or exchanged for value; or (2) it arises from contractual or other legal rights. Intangible assets include certain leases and subscription-based information technology arrangements, easements, land and mineral use rights, patents and trademarks.
- Construction-in-Progress – contains amounts expended on an uncompleted building, infrastructure of other capital asset. Construction in progress assets shall be capitalized but not depreciated until the earliest occurrence of substantial completion or the asset is placed in service.



Right-to-Use Assets

Leased Property and Equipment – GASB Statement No. 87, *Leases*, require that property and equipment leases that convey control of the right-to-use another entity's financial asset in an exchange or exchange-like transaction must be reported as a capital lease/financing lease. Where the City is the lessee, a lease liability and intangible asset shall be recognized. Right-to-use leased assets are recognized at the lease commencement date and represent the City's right-to-use an underlying asset for the lease term. Right-to-use leased assets are measured at the initial value of the lease liability plus any payments made to the lessor before commencement of the lease term, less any lease incentives received from the lessor at or before the commencement of the lease term, plus any initial direct costs necessary to place the leased asset into service. Right-to-use leased assets are amortized over the shorter of the lease term or useful life of the underlying asset using the effective interest method.

Subscription-based Information Technology Arrangements – Under GASB Statement No. 96, *Subscription-based Information Technology Arrangements*, a government generally should recognize a right-to-use subscription as an intangible asset and a corresponding subscription liability. The right-to-use subscription IT assets are recognized at the subscription commencement date and represent the City's right-to-use an underlying IT asset for the subscription term. Right-to-use subscription IT assets are measured at the initial value of the subscription liability plus any payments made to the vendor at the commencement of the subscription term, less any subscription incentives received from the vendor at or before the commencement of the subscription term, plus any capitalization initial implementation costs necessary to place the subscription asset into service. Right-to-use subscription IT assets are amortized over the shorter of the subscription term or useful life of the underlying asset using the straight-line method.

Depreciation and Useful Life

Depreciation is the process of allocating the cost of tangible property over a period of time. Capital assets shall be depreciated over their estimated useful lives using the straight-line method of depreciation unless the asset is considered inexhaustible. An inexhaustible asset is one whose economic benefit or service potential is used up so slowly that the estimated useful life is extraordinarily long. Inexhaustible assets include land, some land improvements, intangibles, and some works of art and historical collections.

Department experience and IRS Publication 946 are factors used to determine the useful life of a capital asset. In general, the City uses the following useful lives by major class of assets:



- Buildings (20-40 years)
- Infrastructure (30-100 years)
- Equipment (3-10 years)
- Intangibles (10 years)
- Books (20 years)

Disposal/Transfer of Capital Assets

Departments are required to dispose of assets following City ordinance.

For any disposals or transfers of assets, departments must notify the Finance Department to properly account for the asset records.

Capital Asset Records

All capital asset records should be maintained for audit purposes. Documentation for capital assets shall be permanently filed and maintained in the ERP system.



TO: Mayor Ross
Members of the City Council

FROM: Veronica Meyer, Senior Project Manager

DATE: December 16, 2024

SUBJECT: NW AREA WATERMAIN REPLACEMENT - FINAL PAYMENT (4656)

I. RECOMMENDED ACTION

It is recommended City Council approve the final payment for the NW Area Watermain Project to Wagner Construction, Inc., in the amount of \$60,411.43.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director, 701-857-4768

III. DESCRIPTION

A. Background

Each year, the Water and Sewer Department budgets funds for water main replacement in areas where old water mains are in poor condition. The replacements for 2023 were chosen based on areas that required significant maintenance repairing watermain breaks.

7th Ave. NW has sections that require mill and overlay and others that require a full rebuilding of the street section. It was determined that combining the street/sidewalk work on 7th Ave. NW with the NW Area Watermain Replacement Project would be the most cost-effective option for the City.

B. Proposed Project

This area has experienced not only discolored water, but numerous watermain breaks and lower than normal fire flows in the area. The watermain in the NW area of Minot is primarily cast iron pipe. This area is subject to frequent watermain breaks, water quality issues as well as fire flow issues. The proposed project will replace approximately 4,000 LF of existing cast iron pipe with larger 8-inch PVC pipe thus reducing breaks, reducing water quality issues and providing adequate fire flow protection.

C. Recommendation Detail

N/A

IV. IMPACT

A. Aspirations

Prepared and Resilient

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

Project Costs

Contractor's Low Bid	\$3,793,297.50
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Net Change	<u>\$23,704.26</u>
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Final Construction Cost	\$3,817,001.76
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The project had various change orders to include additional storm sewer and resolve storm sewer conflicts. Liquidated damages were also assessed along with setoffs.

Project Funding

Funding for the project was 60% State Water Commission grant and 40% from the Water Enterprise Fund.

VI. ALTERNATIVES

N/A

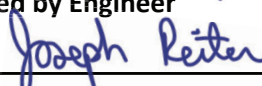
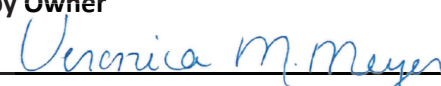
Contractor's Application for Payment

Owner: <u>City of Minot</u> Engineer: <u>Houston Engineering, Inc.</u> Contractor: <u>Wagner Construction, Inc.</u> Project: <u>Northwest Area Watermain Replacement Project</u> Contract: <u>Northwest Area Watermain Replacement Project</u>	Owner's Project No.: <u>4656</u> Engineer's Project No.: <u>6027-0077</u> Contractor's Project No.: <u>23107</u>
Application No.: <u>9</u> Application Date: <u>10/30/2024</u> Application Period: From <u>7/1/2024</u> to <u>10/30/2024</u>	

1. Original Contract Price	\$	3,793,297.50
2. Net change by Change Orders	\$	59,815.66
3. Current Contract Price (Line 1 + Line 2)	\$	3,853,113.16
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	3,853,113.16
5. Retainage		
a. <u>0.0%</u> X <u>\$ 3,853,113.16</u> Work Completed	\$	-
b. <u>0%</u> X <u>\$ -</u> Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
d. Total Setoffs		\$11,111.40
e. Total LDs		\$25,000.00
6. Amount eligible to date (Line 4 - Line 5.c - 5.d - 5.e)	\$3,817,001.76	\$ 3,853,113.16
7. Less previous payments (Line 6 from prior application)		\$ 3,756,590.33
8. Amount due this application	\$60,411.43	\$ 96,522.83
9. Balance to finish, including retainage (Line 3 - 5d - 5e - 6)		\$ -

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: <u>Wagner Construction, Inc.</u> Signature: <u></u>	Date: <u>11/6/24</u>
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Recommended by Engineer By: <u></u> Title: <u>Project Engineer</u> Date: <u>11/07/2024</u>	Approved by Owner By: <u></u> Title: <u>Senior Project Engineer</u> Date: <u>12/3/24</u>
Approved by Funding Agency By: _____ Title: _____ Date: _____	By: _____ Title: _____ Date: _____

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Minot					Owner's Project No.:	4656		
Engineer:	Houston Engineering, Inc.					Engineer's Project No.:	6027-0077		
Contractor:	Wagner Construction, Inc.					Contractor's Project No.:	23107		
Project:	Northwest Area Watermain Replacement Project								
Contract:	Northwest Area Watermain Replacement Project								

Application No.:	9		Application Period:	From	07/01/24	to	10/30/24	Application Date:	10/30/24
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A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
Original Contract								
			-			-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
Original Contract Totals		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Change Orders								
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
Change Order Totals		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Original Contract and Change Orders								
Project Totals		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

Progress Estimate - Unit Price Work

Owner:	City of Minot	Contractor's Application for Payment
Engineer:	Houston Engineering, Inc.	Owner's Project No.: 4656
Contractor:	Wagner Construction, Inc.	Engineer's Project No.: 6027-0077
Project:	Northwest Area Watermain Replacement Project	Contractor's Project No.: 23107
Contract:	Northwest Area Watermain Replacement Project	

Application No.:		9	Application Period:		From	07/01/24	to	10/30/24	Application Date:				10/30/24
A	B	C	D	E	F	G	H	I	J	K	L		
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	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) (\$)		
						Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)						
Original Contract													
Bid Schedule A - Watermain Replacement and Road Reconstruction Off 7th Ave NW													
1	Mobilization	1.00	LS	\$ 207,500.00	\$ 207,500.00	1.00	207,500.00		207,500.00	100%	-		
2	Temporary Traffic Control	1.00	LS	\$ 15,000.00	\$ 15,000.00	1.00	15,000.00		15,000.00	100%	-		
3	Erosion Control	1.00	LS	\$ 7,500.00	\$ 7,500.00	1.00	7,500.00		7,500.00	100%	-		
4	Temporary Water Service	1.00	LS	\$ 70,000.00	\$ 70,000.00	1.00	70,000.00		70,000.00	100%	-		
5	Remove Gate Valve and Box (All Sizes)	16.00	EA	\$ 130.00	\$ 2,080.00	16.00	2,080.00		2,080.00	100%	-		
6	Remove Fire Hydrant with Gate Valve	10.00	EA	\$ 500.00	\$ 5,000.00	10.00	5,000.00		5,000.00	100%	-		
7	Remove Curb Stop and Box	128.00	EA	\$ 75.00	\$ 9,600.00	128.00	9,600.00		9,600.00	100%	-		
8	Remove Pipe (All Types and Sizes)	5,787.00	LF	\$ 3.00	\$ 17,361.00	5,787.00	17,361.00		17,361.00	100%	-		
9	Remove SRT Ductbank	727.00	LF	\$ 30.00	\$ 21,810.00	727.00	21,810.00		21,810.00	100%	-		
10	Remove SRT Ductbank Vault	5.00	EA	\$ 2,000.00	\$ 10,000.00	5.00	10,000.00		10,000.00	100%	-		
11	6" C900 DR 18 PVC Water Main	159.50	LF	\$ 80.00	\$ 12,760.00	159.50	12,760.00		12,760.00	100%	-		
12	8" C900 DR 18 PVC Water Main	6,552.00	LF	\$ 120.00	\$ 786,240.00	6,552.00	786,240.00		786,240.00	100%	-		
13	8" Gate Valve w/Box	24.00	EA	\$ 3,500.00	\$ 84,000.00	24.00	84,000.00		84,000.00	100%	-		
14-CO2	Water Service 1" Curb Stop w/Box, Brass Union, Copper Pipe, and Reconnection to Existing Water Service Line	23.00	EA	\$ 1,700.00	\$ 39,100.00	23.00	39,100.00		39,100.00	100%	-		
15	Reconnect Existing Water Service Line to Water Main with Service Saddle and Corporation Stop (All Types and Sizes)	126.00	EA	\$ 1,200.00	\$ 151,200.00	126.00	151,200.00		151,200.00	100%	-		
16-CO2	1" Water Service Pipe	744.00	LF	\$ 69.00	\$ 51,336.00	744.00	51,336.00		51,336.00	100%	-		
17	Fire Hydrant Assembly with Gate Valve and Tee Connection to	10.00	EA	\$ 12,500.00	\$ 125,000.00	10.00	125,000.00		125,000.00	100%	-		
18	6" Tapping Sleeve with 6" Tapping Gate Valve and Box	1.00	EA	\$ 9,000.00	\$ 9,000.00	1.00	9,000.00		9,000.00	100%	-		
19	Connect to Existing Water Main	16.00	EA	\$ 6,200.00	\$ 99,200.00	16.00	99,200.00		99,200.00	100%	-		
20	Polystyrene Insulation (4" Thickness)	2,812.00	SF	\$ 6.00	\$ 16,872.00	2,812.00	16,872.00		16,872.00	100%	-		
21	Import and Install Topsoil (As Directed by Engineer)	-	CY	\$ 64.00	\$ -	0.00	-		-	-	-		
22	Seeding and Hydro-Mulch	3,400.00	SY	\$ 3.25	\$ 11,050.00	3,400.00	11,050.00		11,050.00	100%	-		
23	Remove Concrete Curb and Gutter (All Types)	817.00	LF	\$ 5.00	\$ 4,085.00	817.00	4,085.00		4,085.00	100%	-		
24	Remove Concrete Sidewalk	295.00	SY	\$ 14.50	\$ 4,277.50	295.00	4,277.50		4,277.50	100%	-		
25	Remove Concrete Driveway	87.00	SY	\$ 14.00	\$ 1,218.00	87.00	1,218.00		1,218.00	100%	-		
26	Remove Concrete Valley Gutter	8.00	SY	\$ 14.00	\$ 112.00	8.00	112.00		112.00	100%	-		
27	Remove Bituminous Pavement (All Thickness)	4,842.90	SY	\$ 16.00	\$ 77,486.40	4,842.90	77,486.40		77,486.40	100%	-		
28	Concrete Curb and Gutter (Type 1)	817.00	LF	\$ 75.00	\$ 61,275.00	817.00	61,275.00		61,275.00	100%	-		
29	4" Concrete Sidewalk	292.00	SY	\$ 132.00	\$ 38,544.00	292.00	38,544.00		38,544.00	100%	-		
30	6" Concrete Sidewalk (At Driveways)	3.00	SY	\$ 135.00	\$ 405.00	3.00	405.00		405.00	100%	-		
31	6" Concrete Pavement (Driveways and Roadway)	87.00	SY	\$ 123.00	\$ 10,701.00	87.00	10,701.00		10,701.00	100%	-		
32	6" Concrete Valley Gutter	8.00	SY	\$ 146.00	\$ 1,168.00	8.00	1,168.00		1,168.00	100%	-		
33	12" Subgrade Preparation	4,843.40	SY	\$ 2.00	\$ 9,686.80	4,843.40	9,686.80		9,686.80	100%	-		
34	Geosynthetic Material - Type R1	4,843.40	SY	\$ 4.00	\$ 19,373.60	4,843.40	19,373.60		19,373.60	100%	-		
35	Aggregate Base Course, Compacted Class 5	3,087.40	TON	\$ 23.00	\$ 71,010.20	3,087.40	71,010.20		71,010.20	100%	-		
36	Hot Bituminous Pavement Superpave FAA 43, PG 58S-28	1,066.00	TON	\$ 188.00	\$ 200,408.00	1,066.00	200,408.00		200,408.00	100%	-		
73-CO2	Water Service 3/4" Curb Stop w/Box, Brass Union, Copper Pipe, and Reconnection to Existing Water Service Line	104.00	EA	\$ 1,700.00	\$ 176,800.00	104.00	176,800.00		176,800.00	100%	-		
74-CO2	3/4" Water Service Pipe	29.00	LF	\$ 69.00	\$ 2,001.00	29.00	2,001.00		2,001.00	100%	-		
77-CO4	Storm Sewer (15" RCP)	161.00	LF	\$ 248.00	\$ 39,928.00	161.00	39,928.00		39,928.00	100%	-		
78-CO4	Connect to Existing Storm Catch Basin	1.00	EA	\$ 12,250.00	\$ 12,250.00	1.00	12,250.00		12,250.00	100%	-		

Progress Estimate - Unit Price Work

Owner:	City of Minot	Contractor's Application for Payment
Engineer:	Houston Engineering, Inc.	Owner's Project No.: 4656
Contractor:	Wagner Construction, Inc.	Engineer's Project No.: 6027-0077
Project:	Northwest Area Watermain Replacement Project	Contractor's Project No.: 23107
Contract:	Northwest Area Watermain Replacement Project	

Application No.: 9		Application Period:		From 07/01/24 to 10/30/24		Application Date: 10/30/24					
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 (I / 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) (\$)				
79-CO4	CO4 Mobilization/General Conditions	1.00	EA	\$ 17,750.00	\$ 17,750.00	1.00	17,750.00		17,750.00	100%	
	Total of Bid Schedule A				2,500,088.50		2,500,088.50		2,500,088.50	100%	
Bid Schedule B - 7th Avenue NW Road Reconstruction											
37	Remove Concrete Curb and Gutter (All Types)	3,936.00	LF	\$ 5.00	\$ 19,680.00	3,936.00	19,680.00		19,680.00	100%	-
38	Remove Concrete Sidewalk	848.00	SY	\$ 14.00	\$ 11,872.00	848.00	11,872.00		11,872.00	100%	-
39	Remove Concrete Driveway	217.50	SY	\$ 14.00	\$ 3,045.00	217.50	3,045.00		3,045.00	100%	-
40	Remove Concrete Valley Gutter	137.00	SY	\$ 14.00	\$ 1,918.00	137.00	1,918.00		1,918.00	100%	-
41	Haul and Dispose of Excess Subgrade Material at Minot Landfill	3,720.00	CY	\$ 15.00	\$ 55,800.00	3,720.00	55,800.00		55,800.00	100%	-
42	Mill Bituminous Pavement (2" Depth)	3,021.70	SY	\$ 8.00	\$ 24,173.60	3,021.70	24,173.60		24,173.60	100%	-
43	Remove Bituminous Pavement (All Thickness)	8,416.90	SY	\$ 3.00	\$ 25,250.70	8,416.90	25,250.70		25,250.70	100%	-
44	Concrete Curb and Gutter (Type 1)	3,936.00	LF	\$ 57.00	\$ 224,352.00	3,936.00	224,352.00		224,352.00	100%	-
45	Concrete Curb (Type 1, ADA Ramps)	333.00	LF	\$ 66.00	\$ 21,978.00	333.00	21,978.00		21,978.00	100%	-
46	4" Concrete Sidewalk	1,088.00	SY	\$ 129.00	\$ 140,352.00	1,088.00	140,352.00		140,352.00	100%	-
47	6" Concrete Sidewalk (At Driveways and ADA Ramps)	370.00	SY	\$ 143.00	\$ 52,910.00	370.00	52,910.00		52,910.00	100%	-
48	6" Pigmented Imprinted Concrete	131.00	SF	\$ 47.00	\$ 6,157.00	131.00	6,157.00		6,157.00	100%	-
49	6" Concrete Pavement (Driveways and Roadway)	400.00	SY	\$ 130.00	\$ 52,000.00	400.00	52,000.00		52,000.00	100%	-
50	6" Concrete Valley Gutter	188.00	SY	\$ 150.00	\$ 28,200.00	188.00	28,200.00		28,200.00	100%	-
51	Detectable Warning Panels	460.00	SF	\$ 100.00	\$ 46,000.00	460.00	46,000.00		46,000.00	100%	-
52	12" Subgrade Preparation	9,206.00	SY	\$ 1.75	\$ 16,110.50	9,206.00	16,110.50		16,110.50	100%	-
53	Geosynthetic Material - Type R1	9,206.00	SY	\$ 4.00	\$ 36,824.00	9,206.00	36,824.00		36,824.00	100%	-
54	Aggregate Base Course, Compacted Class 5	5,731.20	TON	\$ 23.00	\$ 131,817.60	5,731.20	131,817.60		131,817.60	100%	-
55	Hot Bituminous Pavement Superpave FAA 43, PG 58S-28	2,234.20	TON	\$ 135.00	\$ 301,617.00	2,234.20	301,617.00		301,617.00	100%	-
56	Adjust Manhole Casting	15.00	EA	\$ 900.00	\$ 13,500.00	15.00	13,500.00		13,500.00	100%	-
57	Remove and Replace Inlet - R-3067-L (2'x3')	2.00	EA	\$ 5,000.00	\$ 10,000.00	2.00	10,000.00		10,000.00	100%	-
58	Remove and Replace Inlet - R-3295-2L (2'x6')	1.00	EA	\$ 7,800.00	\$ 7,800.00	1.00	7,800.00		7,800.00	100%	-
59	Remove and Replace Inlet - R-3065-L (30" Round)	7.00	EA	\$ 4,000.00	\$ 28,000.00	7.00	28,000.00		28,000.00	100%	-
60	Remove Catch Basin	1.00	EA	\$ 350.00	\$ 350.00	1.00	350.00		350.00	100%	-
61	Double Catch Basin Modification and R-3295-2L Inlet	2.00	EA	\$ 7,200.00	\$ 14,400.00	2.00	14,400.00		14,400.00	100%	-
62	Storm Catch Basin (2'x6' Curb Inlet)	2.00	EA	\$ 9,000.00	\$ 18,000.00	2.00	18,000.00		18,000.00	100%	-
63	Storm Catch Basin (72" Manhole with 2'x6' Curb Inlet)	-	EA	\$ 14,500.00	\$ -	0.00	-		-		-
64	Storm Sewer Pipe (18" RCP)	4.00	LF	\$ 218.00	\$ 872.00	4.00	872.00		872.00	100%	-
65	Storm Sewer Pipe (24" RCP)	8.00	LF	\$ 167.00	\$ 1,336.00	8.00	1,336.00		1,336.00	100%	-
66-CO1	Storm Sewer Pipe (30" RCP)	-	LF	\$ 192.00	\$ -	0.00	-		-		-
67	Concrete Swale Removal and Steel Bridge Salvage	2.00	EA	\$ 2,000.00	\$ 4,000.00	2.00	4,000.00		4,000.00	100%	-
68	Storm Sewer MH Modification (7th Ave NW Sta 27+79, Off 24'R)	1.00	LS	\$ 11,500.00	\$ 11,500.00	1.00	11,500.00		11,500.00	100%	-
69	Sign Sheeting	75.00	SF	\$ 21.00	\$ 1,575.00	75.00	1,575.00		1,575.00	100%	-
70	Remove and Replace Sign Post	20.00	EA	\$ 200.00	\$ 4,000.00	20.00	4,000.00		4,000.00	100%	-
71	24" Pavement Markings	113.00	LF	\$ 78.00	\$ 8,814.00	113.00	8,814.00		8,814.00	100%	-
72-CO1	Storm Sewer (21" RCP)	8.00	LF	\$ 167.00	\$ 1,336.00	8.00	1,336.00		1,336.00	100%	-
75-CO3	WCD #6 Storm Sewer Installation	1.00	LS	\$ 14,137.35	\$ 14,137.35	1.00	14,137.35		14,137.35	100%	-
76-CO3	WCD #6 Storm Sewer Delays	1.00	LS	\$ 3,788.91	\$ 3,788.91	1.00	3,788.91		3,788.91	100%	-
80-CO5	Milled Asphalt Repair	1,062.00	SF	\$ 9.00	\$ 9,558.00	1,062.00	9,558.00		9,558.00	100%	-
	Total of Bid Schedule B				1,353,024.66		1,353,024.66		1,353,024.66	100%	
Contract Totals					\$ 3,853,113.16		\$ 3,853,113.16	\$ -	\$ 3,853,113.16	100%	\$ -

Contractor's Application for Payment

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RELEASE OF CLAIMS AND AFFIDAVIT

For and in consideration of the receipt of final payment in the amount of \$ 96,522.83
from the City of Minot, North Dakota under and pursuant to City Project/Contract No. 4656 for Northwest Area
Watermain Replacement Project, the undersigned hereby does remise, release, and discharge the City of Minot North
Dakota, its officers, agents, and employees of and from any and all claims and demands whatsoever under or arising
from the said contract, except specified claims in state amounts listed as follows:

This release has been executed this 6th day of November 20 24.
Wagner Construction, Inc.
(Contractor)

By: Matt G
Project Manager
(Title)

State of MN
County of Kochiicking

BEFORE ME, the undersigned Notary, Jenna DeBenedet, on this 6th day of
November, 2024, personally appeared Matt Guerton, a
representative authorized to conduct business for Wagner Construction, Inc., and known to
me to be a credible person and of lawful age, who being by me first duly sworn on his oath, deposes and says:

All material suppliers and subcontractors have been paid in full for the project identified above.

Matt G
Signature of Affiant

Matt Guerton
Typed or Printed name of Affiant

3151 Highway 53, Int'l Falls, MN 56649
Address of Affiant

Subscribed and sworn to before me, this 6th day of November, 2024.



Jenna DeBenedet
Signature of Notary

Jenna DeBenedet
Typed or Printed name of Notary

My Commission expires: 1-31-25



TO: Mayor Ross
Members of the City Council

FROM: Stephen Joersz, Traffic Engineer

DATE: December 16, 2024

**SUBJECT: 2023 S BROADWAY & BURDICK EXPWY W SIGNAL REPLACEMENT
- FINAL PAYMENT (4752)**

I. RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$68,790.24 to be paid to Main Electric Construction, Inc.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The S Broadway and Burdick Expwy W intersection experienced two traffic signal knockdowns recently, one in November 2022 and another in January 2023. With the existing signal system installed in 1989, it was chosen to replace the entire traffic signal system. City council awarded the project to Main Electric Construction, Inc. in April 2023. Due to procurement timelines, the construction of the signal replacement project occurred in early 2024.

B. Proposed Project

The signal project replaced the four traffic signal standards and the two pedestrian signal standards at the S Broadway and Burdick Expwy W intersection.

C. Recommendation Detail

On April 11, 2023, at 11:00 AM, bids were opened for this project. Main Electric Construction, Inc. was the low bidder. Now that the project is finished, the City is obligated to submit final payment to Main Electric and close out the project.

IV. IMPACT

A. Aspirations

Resilient & Prepared

B. Service/Delivery Impact:

This project brought much needed traffic signal improvements to the S Broadway and Burdick Expwy E signalized intersection.

C. Fiscal Impact

The 2023 S Broadway and Burdick Expwy W Signal Replacement was utilized the Traffic Divisions Capital Improvement funds dedicated for traffic signal improvements. This project also had insurance proceeds from two separate accident claims.

Project Costs

Original	\$388,003.00
Contract Price	
Change Orders + \$78,684.23	
1, 2 & 3	
Total Project	\$466,687.23
Cost	

Project Funding

42037000-
57500-
Equipment

VI. ALTERNATIVES

N/A

Date of Issuance:	<u>12/6/2024</u>	Effective Date:	<u>12/6/2024</u>
Owner:	<u>City of Minot</u>	Owner's Contract No.:	<u>4752</u>
Contractor:	<u>Main Electric Construction, Inc.</u>	Contractor's Project No.:	
Engineer:	<u>Traffic Engineer</u>	Engineer's Project No.:	<u>4752</u>
Project:	<u>2023 S Broadway & Burdick Expwy W Signal Replacement</u>		
	Contract Name: <u>2023 S Broadway & Burdick Expwy W Signal Replacement</u>		

The contract is modified as follows upon execution of this Change Order:

Description: Balancing Contract Quantity to equal Final Quantity Installed. Moved Final Completion date to account for NDDOT Signal Inspections.

Attachments: Exhibit A

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ <u>388,003.00</u>	Original Contract Times: Substantial Completion: <u>June 14, 2024</u> Ready for Final Payment: <u>June 28, 2024</u> days or dates
Increase from previously approved Change Orders No. <u>0</u> to No. <u>2</u> : \$ <u>86,254.23</u>	Increase from previously approved Change Orders No. <u>0</u> to No. <u>0</u> : Substantial Completion: <u>June 14, 2024</u> Ready for Final Payment: <u>June 28, 2024</u> Dates
Contract Price prior to this Change Order: \$ <u>474,257.23</u>	Contract Times prior to this Change Order: Substantial Completion: <u>June 14, 2024</u> Ready for Final Payment: <u>June 28, 2024</u> days or dates
Decrease of this Change Order: \$ <u>(7,570.00)</u>	Decrease of this Change Order: Substantial Completion: <u>June 14, 2024</u> Ready for Final Payment: <u>November 30, 2024</u> days or dates
Contract Price incorporating this Change Order: \$ <u>466,687.23</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>June 14, 2024</u> Ready for Final Payment: <u>November 30, 2024</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>[Signature]</u> Engineer (if required)	By: <u>[Signature]</u> Owner (Authorized Signature)	By: <u>Darren Bischof</u> Contractor (Authorized Signature)
Title: <u>Traffic Engineer</u>	Title: <u>City Engineer</u>	Title: <u>PM</u>
Date: <u>12/06/24</u>	Date: <u>12/06/24</u>	Date: <u>12/10/24</u>

DESCRIPTION OF CHANGES

<i>DESCRIPTION OF CHANGES</i>			<i>Plan</i>	<i>Unit</i>	<i>Change in</i>	<i>New Plan</i>	<i>Decrease in</i>	<i>Increase in</i>
<i>Item No. & Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>Price</i>	<i>Quantity</i>	<i>Quantity</i>	<i>Contract Price</i>	<i>Contract Price</i>	
8.	CONCRETE CURB & GUTTER	LF	20.00	\$205.00	-20.00	0.00	\$ (4,100.00)	
9.	CONCRETE SIDEWALK	SY	10.00	\$240.00	-3.00	7.00	\$ (720.00)	
10.	PIGMENTED IMPRINTED CONCRETE	SY	10.00	\$350.00	-3.00	7.00	\$ (1,050.00)	
11.	DETECTABLE WARNING PANEL	SY	10.00	\$170.00	-10.00	0.00	\$ (1,700.00)	
						TOTAL	\$ (7,570.00)	\$ -
						NET CHANGE IN CONTRACT PRICE	\$ (7,570.00)	

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

Owner: City of Minot Engineer: Traffic Engineer Contractor: Main Electric Construction, Inc. Project: 2023 S Broadway & Burdick Expwy W Signal Replacement Contract: 2023 S Broadway & Burdick Expwy W Signal Replacement												Owner's Project No.: 4752 Engineer's Project No.: 4752 Contractor's Project No.:	
Application No.: 3		Application Period: From 06/03/24 to 11/30/24		Application Date: 12/06/24									
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) (\$)						
Original Contract													
1	CONTRACT BOND	1	LS	\$4,000.00	4,000.00	100%	4,000.00		4,000.00	100%	-		
2	MOBILIZATION	1	LS	\$14,125.00	14,125.00	100%	14,125.00		14,125.00	100%	-		
3	TRAFFIC CONTROL	1	LS	\$72,219.00	72,219.00	100%	72,219.00		72,219.00	100%	-		
4	TRAFFIC SIGNAL SYSTEM - SITE 1A	1	EA	\$238,971.23	238,971.23	100%	238,971.23		238,971.23	100%	-		
5	TRAFFIC SIGNAL SYSTEM - SITE 1B	1	LS	\$59,117.00	59,117.00	100%	59,117.00		59,117.00	100%	-		
6	TRAFFIC SIGNAL SYSTEM - SITE 1C	1	EA	\$56,821.00	56,821.00	100%	56,821.00		56,821.00	100%	-		
7	CONCRETE FOUNDATION REMOVAL-TRAFFIC SIGNALS	4	LS	\$3,650.00	14,600.00	4	14,600.00		14,600.00	100%	-		
8	CONCRETE CURB & GUTTER	0	EA	\$205.00	-	0	-		-	-	-		
9	CONCRETE SIDEWALK	7	SY	\$240.00	1,680.00	7	1,680.00		1,680.00	100%	-		
10	PIGMENTED IMPRINTED CONCRETE	7	EA	\$350.00	2,450.00	7	2,450.00		2,450.00	100%	-		
11	DETECTABLE WARNING PANEL	0	SY	\$170.00	-	0	-		-	-	-		
Original Contract Totals					\$ 463,983.23		\$ 463,983.23	\$ -	\$ 463,983.23	100%	\$ -		
Change Orders													
12	MAST ARM SIGNAGE	1	LS	\$2,704.00	2,704.00	100%	2,704.00		2,704.00	100%	-		
Change Order Totals					\$ 2,704.00		\$ 2,704.00	\$ -	\$ 2,704.00	100%	\$ -		
Original Contract and Change Orders													
Project Totals					\$ 466,687.23		\$ 466,687.23	\$ -	\$ 466,687.23	100%	\$ -		

Contractor's Application for Payment

Owner: <u>City of Minot</u>	Owner's Project No.: <u>4752</u>
Engineer: <u>Traffic Engineer</u>	Engineer's Project No.: <u>4752</u>
Contractor: <u>Main Electric Construction, Inc.</u>	Contractor's Project No.: _____
Project: <u>2023 S Broadway & Burdick Expwy W Signal Replacement</u>	
Contract: <u>2023 S Broadway & Burdick Expwy W Signal Replacement</u>	
Application No.: <u>3</u> Application Date: <u>12/6/2024</u>	
Application Period: From <u>6/3/2024</u> to <u>11/30/2024</u>	

1. Original Contract Price	\$ 388,003.00
2. Net change by Change Orders	\$ 78,684.23
3. Current Contract Price (Line 1 + Line 2)	\$ 466,687.23
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 466,687.23
5. Retainage	
a. <u>0%</u> X <u>\$ 466,687.23</u> Work Completed	\$ -
b. _____ X <u>\$ -</u> Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ -
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 466,687.23
7. Less previous payments (Line 6 from prior application)	\$ 397,896.99
8. Amount due this application	\$ 68,790.24
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: <u>Darren Bischof</u>	
Signature: <u></u> Darren Bischof (Dec 10, 2024 16:14 CST)	Date: <u>12/10/24</u>

Recommended by Engineer	Approved by Owner
By: <u></u>	By: <u></u>
Title: <u>Traffic Engineer</u>	Title: <u>City Engineer</u>
Date: <u>12/06/24</u>	Date: <u>12/06/24</u>

4752 - Change Order 3 Final Balancing and Pay App 3 Final

Final Audit Report

2024-12-10

Created:	2024-12-06
By:	Stephen Joersz (stephen.joersz@minotnd.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJJ8L-0XoAriPwN3DrZRhNLQ0C9RGBCZ6

"4752 - Change Order 3 Final Balancing and Pay App 3 Final" History

-  Document created by Stephen Joersz (stephen.joersz@minotnd.gov)
2024-12-06 - 4:29:57 PM GMT
-  Document emailed to Darren Bischof (darrenb@main-holmes.com) for signature
2024-12-06 - 4:30:05 PM GMT
-  Document emailed to Lance Meyer (lance.meyer@minotnd.gov) for signature
2024-12-06 - 4:30:05 PM GMT
-  Document emailed to Stephen Joersz (stephen.joersz@minotnd.gov) for signature
2024-12-06 - 4:30:06 PM GMT
-  Document e-signed by Stephen Joersz (stephen.joersz@minotnd.gov)
Signature Date: 2024-12-06 - 7:47:53 PM GMT - Time Source: server
-  Email viewed by Lance Meyer (lance.meyer@minotnd.gov)
2024-12-06 - 8:28:07 PM GMT
-  Document e-signed by Lance Meyer (lance.meyer@minotnd.gov)
Signature Date: 2024-12-06 - 8:30:13 PM GMT - Time Source: server
-  Email viewed by Darren Bischof (darrenb@main-holmes.com)
2024-12-09 - 4:39:20 PM GMT
-  Document e-signed by Darren Bischof (darrenb@main-holmes.com)
Signature Date: 2024-12-10 - 10:14:00 PM GMT - Time Source: server
-  Agreement completed.
2024-12-10 - 10:14:00 PM GMT



TO: Mayor Ross
Members of the City Council

FROM: Stephen Joersz, Traffic Engineer

DATE: December 16, 2024

SUBJECT: 2024 SIGNAL IMPROVEMENT - FINAL PAYMENT (4809)

I. RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$124,928.11 to be paid to Main Electric Construction, Inc.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

Stephen Joersz, Traffic Engineer, 701-857-4111

III. DESCRIPTION

A. Background

In 2012, the Engineering Department conducted a Traffic Signal Pole Inspection Report that documented the condition of one-hundred and twelve (112) traffic signal poles throughout the City of Minot. An initial round of traffic signal standard replacements was completed in 2014 followed by a subsequent replacements in 2020, 2021, 2022 and 2023. The 2024 Signal Improvement project continued addressing this deficient signal pole situation at the intersection of S Broadway and 16th Avenue SW as well as provide much needed ADA curb ramp improvements.

B. Proposed Project

The 2024 Signal Improvement featured traffic signal standard, cabinet, video and emergency vehicle preemption (EVP) improvements at the following locations:

Site 1 – S Broadway and 16th Avenue SW

The curb ramps at S Broadway and 16th Avenue SW were also reconstructed to comply with ADA standards as part of this project.

C. Recommendation Detail

On November 14, 2023, at 11:00 AM, bids were opened for this project. Main Electric Construction, Inc. was the low bidder. Now that the project is finished,

the City is obligated to submit final payment to Main Electric and close out the project.

IV. IMPACT

A. Aspirations

Safe and Welcoming
Resilient and Prepared

B. Service/Delivery Impact:

This project provided much needed traffic signal improvements and ADA improvements at the intersection of S Broadway and 16th Avenue SW.

C. Fiscal Impact

The 2024 Signal Improvement utilized the Traffic Divisions Capital Improvement funds dedicated for traffic signal improvements.

Project Costs

Original Contract Price - \$ 764,912.00

Final Contract with Change Orders - \$ 758,601.09

Project Funding

2024 Traffic Equipment - \$ 468,339.54

2024 Engineering Street Maintenance - \$ 302,543.75

VI. ALTERNATIVES

N/A

Date of Issuance:	<u>12/9/2024</u>	Effective Date:	<u>12/9/2024</u>
Owner:	<u>City of Minot</u>	Owner's Contract No.:	<u>4809</u>
Contractor:	<u>Main Electric Construction, Inc.</u>	Contractor's Project No.:	<u>45150</u>
Engineer:	<u>Traffic Engineer</u>	Engineer's Project No.:	<u>4809</u>
Project:	<u>2024 Signal Improvement</u>	Contract Name:	<u>2024 Signal Improvement</u>

The contract is modified as follows upon execution of this Change Order:
Final balancing Change Order

Attachments: Exhibit A

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ <u>764,912.00</u>	Original Contract Times: Substantial Completion: <u>October 18, 2024</u> Ready for Final Payment: <u>November 1, 2024</u> days or dates
Increase from previously approved Change Orders No. <u>1</u> to No. <u>4</u> : \$ <u>5,971.29</u>	Increase from previously approved Change Orders No. <u>1</u> to No. <u>4</u> : Substantial Completion: <u>October 18, 2024</u> Ready for Final Payment: <u>December 6, 2024</u> Dates
Contract Price prior to this Change Order: \$ <u>770,883.29</u>	Contract Times prior to this Change Order: Substantial Completion: <u>October 18, 2024</u> Ready for Final Payment: <u>December 6, 2024</u> days or dates
Decrease of this Change Order: \$ <u>(12,282.20)</u>	Decrease of this Change Order: Substantial Completion: <u>October 18, 2024</u> Ready for Final Payment: <u>December 6, 2024</u> days or dates
Contract Price incorporating this Change Order: \$ <u>758,601.09</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>October 18, 2024</u> Ready for Final Payment: <u>December 6, 2024</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u></u> Engineer (if required)	By: <u></u> Owner (Authorized Signature)	By: <u></u> Contractor (Authorized Signature)
Title: <u>Traffic Engineer</u>	Title: <u>City Engineer</u>	Title: <u>PM</u>
Date: <u>12/10/24</u>	Date: <u>12/10/24</u>	Date: <u>12/10/24</u>

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Contractor's Application for Payment

Owner:	City of Minot	Owner's Project No.:	4809
Engineer:	Traffic Engineer	Engineer's Project No.:	4809
Contractor:	Main Electric Construction, Inc.	Contractor's Project No.:	45150
Project:	2024 Signal Improvement		
Contract:	2024 Signal Improvement		
Application No.:	4	Application Date:	12/9/2024
Application Period:	From 11/1/2024	to	12/6/2024

1. Original Contract Price	\$	764,912.00
2. Net change by Change Orders	\$	(6,310.91)
3. Current Contract Price (Line 1 + Line 2)	\$	758,601.09
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	758,601.09
5. Retainage		
a. 0% X \$ 758,601.09 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)	\$	758,601.09
7. Less previous payments (Line 6 from prior application)	\$	633,672.98
8. Amount due this application	\$	124,928.11
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:	Main Electric		
Signature:	<u>Darren Bischof</u> Darren Bischof (Dec 10, 2024 16:13 CST)	Date:	12/10/24

Recommended by Engineer	Approved by Owner
By: <u>[Signature]</u>	By: <u>[Signature]</u>
Title: Traffic Engineer	Title: City Engineer
Date: 12/10/24	Date: 12/10/24

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

Owner:	City of Minot	Owner's Project No.:	4809
Engineer:	Traffic Engineer	Engineer's Project No.:	4809
Contractor:	Main Electric Construction, Inc.	Contractor's Project No.:	45150
Project:	2024 Signal Improvement		
Contract:	2024 Signal Improvement		

Application No.: 3 Application Period: From 09/30/24 to 10/31/24 Application Date: 12/09/24

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)				
Original Contract											
1	CONTRACT BOND	1	LS	\$ 8,500.00	8,500.00	1.00	8,500.00		8,500.00	100%	
2	MOBILIZATION	1	LS	\$ 52,825.00	52,825.00	1.00	52,825.00		52,825.00	100%	-
3	TRAFFIC CONTROL-TYPE 2	1	LS	\$ 68,810.00	68,810.00	1.00	68,810.00		68,810.00	100%	-
4	STORM DRAIN INLET PROTECTION	6	EA	\$ 330.00	1,980.00	6.00	1,980.00		1,980.00	100%	-
5	OBLITERATE PAVEMENT MARKINGS	528	SF	\$ 38.00	20,064.00	528.00	20,064.00		20,064.00	100%	-
6	REMOVE SIDEWALK	225.3	SY	\$ 33.00	7,434.90	225.30	7,434.90		7,434.90	100%	-
7	REMOVE CURB & GUTTER	255	LF	\$ 33.00	8,415.00	255.00	8,415.00		8,415.00	100%	-
8	REMOVE CONCRETE PAVEMENT	37.5	SY	\$ 33.00	1,237.50	37.50	1,237.50		1,237.50	100%	-
9	SALVAGE AND REINSTALL SIGN	2	EA	\$ 190.00	380.00	2.00	380.00		380.00	100%	-
10	ADJUST CASTING	1	EA	\$ 990.00	990.00	1.00	990.00		990.00	100%	-
11	ADJUST GATE VALVE BOX	2	EA	\$ 825.00	1,650.00	2.00	1,650.00		1,650.00	100%	-
12	REPLACE VALVE BOX TOP SECTION	2	EA	\$ 3,025.00	6,050.00	2.00	6,050.00		6,050.00	100%	-
13	COMMON EXCAVATION	85	CY	\$ 110.00	9,350.00	85.00	9,350.00		9,350.00	100%	-
14	AGGREGATE BASE - CLASS 5	150	TN	\$ 83.00	12,450.00	150.00	12,450.00		12,450.00	100%	-
15	HMA FULL DEPTH PATCH	722	SF	\$ 11.00	7,942.00	722.00	7,942.00		7,942.00	100%	-
16	9 IN NON-REINFORCED CONCRETE REPAIR CL ASE	37.5	SY	\$ 182.00	6,825.00	37.50	6,825.00		6,825.00	100%	-
17	CONCRETE CURB & GUTTER	255	LF	\$ 143.00	36,465.00	255.00	36,465.00		36,465.00	100%	-
18	CONCRETE SIDEWALK	225.3	SY	\$ 180.00	40,554.00	225.30	40,554.00		40,554.00	100%	-
19	PIGMENTED IMPRINTED CONCRETE	5.1	SY	\$ 220.00	1,122.00	5.10	1,122.00		1,122.00	100%	-
20	DETECTABLE WARNING PANEL	131	SF	\$ 88.00	11,528.00	131.00	11,528.00		11,528.00	100%	-
21	EPOXY PVMT MK 4" LINE - YELLOW	150	LF	\$ 24.00	3,600.00	150.00	3,600.00		3,600.00	100%	-
22	EPOXY PVMT MK 8" LINE - WHITE	100	LF	\$ 34.00	3,400.00	100.00	3,400.00		3,400.00	100%	-
23	LIGHTING SYSTEM A	1	LS	\$ 24,860.00	24,860.00	1.00	24,860.00		24,860.00	100%	-
24	TRAFFIC SIGNAL SYSTEM - SITE 1	1	LS	\$ 324,610.00	324,610.00	1.00	324,610.00		324,610.00	100%	-
25	THERMOPLASTIC PVMT MK 6" LINE - WHITE	552	LF	\$ 39.00	21,528.00	552.00	21,528.00		21,528.00	100%	-
26	THERMOPLASTIC PVMT MK 24" LINE - WHITE	152	LF	\$ 39.00	5,928.00	152.00	5,928.00		5,928.00	100%	-
27	REMOVE TRENCH DRAIN CASTINGS AND CONCRETE	1	EA	\$ 3,300.00	3,300.00	1.00	3,300.00		3,300.00	100%	-
28	REMOVE CURB (ALL SIZES)	45	LF	\$ 33.00	1,485.00	45.00	1,485.00		1,485.00	100%	-
29	CURB - 6 IN	89.4	LF	\$ 149.00	13,320.60	89.40	13,320.60		13,320.60	100%	-
30	CURB - 8 IN	37.7	LF	\$ 154.00	5,805.80	37.70	5,805.80		5,805.80	100%	-
31	CURB STOP PROTECTION CASTING WITH LID	2	EA	\$ 385.00	770.00	2.00	770.00		770.00	100%	-
32	TRENCH DRAIN ASSEMBLY	1	EA	\$ 7,150.00	7,150.00	1.00	7,150.00		7,150.00	100%	-
33	STORM SEWER PIPE - 6IN PVC	28	LF	\$ 825.00	23,100.00	28.00	23,100.00		23,100.00	100%	-
34	CONNECT TO EXISTING STRUCTURE	1	EA	\$ 9,200.00	9,200.00	1.00	9,200.00		9,200.00	100%	-
Original Contract Totals					\$ 752,629.80		\$ 752,629.80	\$ -	\$ 752,629.80	100%	\$ -
Change Orders											
35	THREE PUSHBUTTON EXTENSION BRACKETS	1	LS	\$ 960.00	960.00	100%	960.00		960.00	100%	-
36	PUSHBUTTON POST	1	LS	\$ 1,549.27	1,549.27	100%	1,549.27		1,549.27	100%	-
37	2IN CONDUIT	1	LS	\$ 1,161.67	1,161.67	100%	1,161.67		1,161.67	100%	-
38	RELOCATE SIGNAL BASE	1	LS	\$ 2,300.35	2,300.35	100%	2,300.35		2,300.35	100%	-

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: <u>City of Minot</u>						Owner's Project No.: <u>4809</u>										
Engineer: <u>Traffic Engineer</u>						Engineer's Project No.: <u>4809</u>										
Contractor: <u>Main Electric Construction, Inc.</u>						Contractor's Project No.: <u>45150</u>										
Project: <u>2024 Signal Improvement</u>																
Contract: <u>2024 Signal Improvement</u>																
Application No.: <u>3</u>						Application Period: From <u>09/30/24</u> to <u>10/31/24</u>						Application Date: <u>12/09/24</u>				
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 Order Totals					\$	5,971.29		\$	5,971.29	\$	-	\$	5,971.29	100%	\$	-
Original Contract and Change Orders																
Project Totals					\$	758,601.09		\$	758,601.09	\$	-	\$	758,601.09	100%	\$	-

Application and Certificate For Payment

Page 1

To Owner: CITY OF MINOT 515 2ND AVE S.W MINOT, ND 58701	Project: 2024 SIGNAL IMPR 16/BRDWY 16TH AVE & SOUTH BRDWY. MINOT, ND	Application No: 4 Date: 11/22/2024
From (Contractor): MAIN ELECTRIC CONSTRUCTION INC 2626 VALLEY ST. MINOT, ND 58701	Contractor Job Number: 45150	Period To: 11/30/24 Architect's Project No: Contract Date:
Phone: 701 852-3315	Via (Architect):	
	Contract For:	

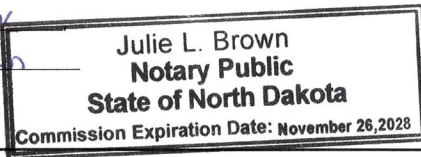
Contractor's Application For Payment

Change Order Summary	Additions	Deductions
Change orders approved in previous months by owner	5,971.29	
Number	Date Approved	
Change orders approved this month		
Totals		
Net change by change orders	5,971.29	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: [Signature]
By: [Signature] Date: 11/26/24
State of: ND County of: Ward

Subscribed and sworn to before me this 26 day of Nov
2024 (year). Notary public: Julie L. Brown
My commission expires Nov 26, 2028



Original contract sum	764,912.00
Net change by change orders	5,971.29
Contract sum to date	770,883.29
Total completed and stored to date	758,601.09
Retainage	
10.0% of completed work	75,860.11
0.0% of stored material	0.00
Total retainage	75,860.11
Total earned less retainage	682,740.98
Less previous certificates of payment	633,672.98
0.000% of taxable amount	0.00
Current sales tax	0.00

Current payment due	49,068.00
Balance to finish, including retainage	88,142.31

Architect's Certificate for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Amount Certified: \$ _____

Architect:

By: _____ Date: _____

This Certification is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Application and Certificate For Payment -- page 2

To Owner: CITY OF MINOT
From (Contractor): MAIN ELECTRIC CONSTRUCTION INC
Project: 2024 SIGNAL IMPR 16/BRDWY

Application No: 4 Date: 11/22/24 Period To: 11/30/24
Contractor's Job Number: 45150
Architect's Project No:

Item Number	Description	Unit Price	Contract Quantity	UM	Scheduled Value	Work Completed Previous Application		Work Completed This Period		Completed and Stored To Date			Retention	Memo
						Quantity	Amount	Quantity	Amount	Quantity	Amount	%		
01														
1	CONTRACT BOND	8,500.0000	1.00	E	8,500.00	1.00	8,500.00	.00	0.00	1.00	8,500.00	100.0	850.00	
10	ADJUST CASTING	990.0000	1.00	E	990.00	1.00	990.00	.00	0.00	1.00	990.00	100.0	99.00	
11	ADJUST GATE VALVE BOX	825.0000	2.00	E	1,650.00	2.00	1,650.00	.00	0.00	2.00	1,650.00	100.0	165.00	
12	REPLACE VALVE BOX TOP SECTION	3,025.0000	2.00	E	6,050.00	2.00	6,050.00	.00	0.00	2.00	6,050.00	100.0	605.00	
13	COMMON EXCAVATION	110.0000	85.00	E	9,350.00	85.00	9,350.00	.00	0.00	85.00	9,350.00	100.0	935.00	
14	AGGREGATE BASE CLASS 5	83.0000	150.00	E	12,450.00	150.00	12,450.00	.00	0.00	150.00	12,450.00	100.0	1,245.00	
15	HMA FULL DEPTH PATCH	11.0000	304.00	E	3,344.00	722.00	7,942.00	.00	0.00	722.00	7,942.00	237.5	794.20	
16	9IN NON-REINF CONCRETE REPAIR	182.0000	73.00	E	13,286.00	37.50	6,825.00	.00	0.00	37.50	6,825.00	51.4	682.50	
17	CONCRETE CURB & GUTTER	143.0000	245.00	E	35,035.00	255.00	36,465.00	.00	0.00	255.00	36,465.00	104.1	3,646.50	
18	CONCRETE SIDEWALK	180.0000	236.00	E	42,480.00	225.30	40,554.00	.00	0.00	225.30	40,554.00	95.5	4,055.40	
19	PIGMENTED IMPRINTED CONCRETE	220.0000	10.00	E	2,200.00	5.10	1,122.00	.00	0.00	5.10	1,122.00	51.0	112.20	
2	MOBILIZATION	52,825.0000	1.00	E	52,825.00	1.00	52,825.00	.00	0.00	1.00	52,825.00	100.0	5,282.50	
20	DETECTABLE WARNING PANEL	88.0000	131.00	E	11,528.00	131.00	11,528.00	.00	0.00	131.00	11,528.00	100.0	1,152.80	
21	EPOXY PVMT MARK 4IN YELLOW	24.0000	106.00	E	2,544.00	.00	0.00	150.00	3,600.00	150.00	3,600.00	141.5	360.00	
22	EPOXY PVMT MARK 8IN WHITE	34.0000	46.00	E	1,564.00	.00	0.00	100.00	3,400.00	100.00	3,400.00	217.4	340.00	
23	LIGHTING SYSTEM A	24,860.0000	1.00	E	24,860.00	1.00	24,860.00	.00	0.00	1.00	24,860.00	100.0	2,486.00	
24	TRAFFIC SIGNAL SYSTEM SITE 1	324,610.0000	1.00	E	324,610.00	1.00	324,610.00	.00	0.00	1.00	324,610.00	100.0	32,461.00	
25	THERMO PVMT MK 6IN WHITE	39.0000	552.00	E	21,528.00	.00	0.00	552.00	21,528.00	552.00	21,528.00	100.0	2,152.80	
26	THERMO PVMT MK 24IN WHITE	39.0000	152.00	E	5,928.00	.00	0.00	152.00	5,928.00	152.00	5,928.00	100.0	592.80	
27	REMOVE TRENCH DRAIN CASTINGS	3,300.0000	1.00	E	3,300.00	1.00	3,300.00	.00	0.00	1.00	3,300.00	100.0	330.00	
28	REMOVE CURB	33.0000	45.00	E	1,485.00	45.00	1,485.00	.00	0.00	45.00	1,485.00	100.0	148.50	
29	CURB 6-IN	149.0000	95.00	E	14,155.00	89.40	13,320.60	.00	0.00	89.40	13,320.60	94.1	1,332.06	
3	TRAFFIC CONTROL TYPE 2	68,810.0000	1.00	E	68,810.00	1.00	68,810.00	.00	0.00	1.00	68,810.00	100.0	6,881.00	
30	CURB 8-IN	154.0000	41.00	E	6,314.00	37.70	5,805.80	.00	0.00	37.70	5,805.80	92.0	580.58	
31	CURB STOP PROTECTION CASTING W	385.0000	2.00	E	770.00	2.00	770.00	.00	0.00	2.00	770.00	100.0	77.00	
32	TRENCH DRAIN ASSEMBLY	7,150.0000	1.00	E	7,150.00	1.00	7,150.00	.00	0.00	1.00	7,150.00	100.0	715.00	
33	STORM SEWER PIPE 6IN PVC	825.0000	28.00	E	23,100.00	28.00	23,100.00	.00	0.00	28.00	23,100.00	100.0	2,310.00	
34	CONNECT TO EXISTING STRUCTURE	9,200.0000	2.00	E	18,400.00	1.00	9,200.00	.00	0.00	1.00	9,200.00	50.0	920.00	
35	3 PUSHBUTTON EXT BRACKETS Billing Total	960.0000	1.00	E	960.00	1.00	960.00	.00	0.00	1.00	960.00	100.0	96.00	
36	CO 2 PUSHBUTTON POST Billing Total	1,549.2700	1.00	E	1,549.27	1.00	1,549.27	.00	0.00	1.00	1,549.27	100.0	154.93	
37	CO 3 ADD 2IN ACROSS 16TH Billing Total	1,161.6700	1.00	E	1,161.67	1.00	1,161.67	.00	0.00	1.00	1,161.67	100.0	116.17	

Application and Certificate For Payment -- page 3

To Owner: CITY OF MINOT
From (Contractor): MAIN ELECTRIC CONSTRUCTION INC
Project: 2024 SIGNAL IMPR 16/BRDWY

Application No: 4
Contractor's Job Number: 45150
Architect's Project No:

Date: 11/22/24
Period To: 11/30/24

Item Number	Description	Unit Price	Contract Quantity	UM	Scheduled Value	Work Completed Previous Application		Work Completed This Period		Completed and Stored To Date			Retention	Memo
						Quantity	Amount	Quantity	Amount	Quantity	Amount	%		
38	CO 4 RELOCATE SIGNAL BASE	2,300.3500	1.00	E	2,300.35	1.00	2,300.35	.00	0.00	1.00	2,300.35	100.0	230.04	
	Billing Total													
4	STORM DRAIN INLET PROTECTION	330.0000	6.00	E	1,980.00	6.00	1,980.00	.00	0.00	6.00	1,980.00	100.0	198.00	
5	OBLITERATE PAVEMENT MARKINGS	38.0000	528.00	E	20,064.00	.00	0.00	528.00	20,064.00	528.00	20,064.00	100.0	2,006.40	
6	REMOVE SIDEWALK	33.0000	236.00	E	7,788.00	225.30	7,434.90	.00	0.00	225.30	7,434.90	95.5	743.49	
7	REMOVE CURB & GUTTER	33.0000	245.00	E	8,085.00	255.00	8,415.00	.00	0.00	255.00	8,415.00	104.1	841.50	
8	REMOVE CONCRETE PAVEMENT	33.0000	73.00	E	2,409.00	37.50	1,237.50	.00	0.00	37.50	1,237.50	51.4	123.75	
9	SALVAGE & REINSTALL SIGN	190.0000	2.00	E	380.00	2.00	380.00	.00	0.00	2.00	380.00	100.0	37.99	
Total					770,883.29		704,081.09		54,520.00		758,601.09		75,860.11	
Application Total					770,883.29		704,081.09		54,520.00		758,601.09		75,860.11	

4809 - App for Payment 4 and Change Order 5

Final Audit Report

2024-12-10

Created:	2024-12-09
By:	Stephen Joersz (stephen.joersz@minotnd.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAY-E5C9fkjlwn6rMqmVcx4RWv9Zr6Nsy6

"4809 - App for Payment 4 and Change Order 5" History

-  Document created by Stephen Joersz (stephen.joersz@minotnd.gov)
2024-12-09 - 5:24:18 PM GMT
-  Document emailed to Darren Bischof (darrenb@main-holmes.com) for signature
2024-12-09 - 5:24:24 PM GMT
-  Document emailed to Lance Meyer (lance.meyer@minotnd.gov) for signature
2024-12-09 - 5:24:25 PM GMT
-  Document emailed to Stephen Joersz (stephen.joersz@minotnd.gov) for signature
2024-12-09 - 5:24:25 PM GMT
-  Email viewed by Darren Bischof (darrenb@main-holmes.com)
2024-12-09 - 5:33:46 PM GMT
-  Email viewed by Lance Meyer (lance.meyer@minotnd.gov)
2024-12-10 - 2:08:52 PM GMT
-  Document e-signed by Lance Meyer (lance.meyer@minotnd.gov)
Signature Date: 2024-12-10 - 2:12:31 PM GMT - Time Source: server
-  Email viewed by Stephen Joersz (stephen.joersz@minotnd.gov)
2024-12-10 - 2:37:47 PM GMT
-  Document e-signed by Stephen Joersz (stephen.joersz@minotnd.gov)
Signature Date: 2024-12-10 - 2:38:46 PM GMT - Time Source: server
-  Document e-signed by Darren Bischof (darrenb@main-holmes.com)
Signature Date: 2024-12-10 - 10:13:09 PM GMT - Time Source: server
-  Agreement completed.
2024-12-10 - 10:13:09 PM GMT



TO: Mayor Ross
Members of the City Council

FROM: Stephen Joersz, Traffic Engineer

DATE: December 16, 2024

SUBJECT: 2024 SIGNAL CABINET IMPROVEMENT - AWARD OF BID (4885)

I. RECOMMENDED ACTION

1. It is recommended City Council award the bid for the construction portion of the 2024 Signal Cabinet Improvement Project to the low bidder, Main Electric Construction, Inc. in the amount of **\$208,740.00**;
2. Approve the budget amendment to transfer **\$70,527** from the Traffic Division's Signal Maintenance fund to the Traffic Division's Capital Improvement Equipment fund; and
3. Authorize the Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The City's traffic signal cabinets, which are the equipment that runs the signals, is outdated and replacement parts are sparse or non-existent. The majority of the system cannot function in an interconnected way. By upgrading the cabinets with new technology, staff can link the signals along a corridor (such as Broadway) and time them. Traffic can move through the corridor with limited stops.

As part of the cabinet upgrades; the battery backup system, video detection system and emergency vehicle preemptions system will also be updated with newer technology

B. Proposed Project

The 2024 Signal Cabinet Improvement Project features traffic signal cabinet improvements and/or revisions at the following locations:

Site 1 – N Broadway and 20th Avenue NW

Site 2 – N Broadway and 36th Avenue NW

Site 3 – N Broadway and 46th Avenue NW

C. Recommendation Detail

Public safety and efficient traffic operations is a priority for the City. As corridor equipment is upgraded, staff will be working towards Intelligent Transportation Systems (ITS) for Minot's critical corridors. ITS will allow the signals to be linked, programmed, and managed. This will increase corridor capacity, safety, and mobility.

On December 12, 2024 at 11:00 AM, bids were opened for the 2024 Signal Cabinet Improvement project. Below is the Engineer's Estimate followed by the two bids:

Engineer's Estimate - \$180,509.00

Main Electric Construction, Inc. - \$208,740.00

Strata Corporation - \$319,750.00

IV. IMPACT

A. Aspirations

This improvement project achieves the aspirations of safe and welcoming and excellent and connected.

B. Service/Delivery Impact:

The 2024 Signal Cabinet Improvement project was budgeted using the account code 42037000-57500-Equipment. This account code includes all the Traffic Department's Capital Improvement project funds. Within it, certain improvements such as Traffic Signal Cabinet Replacements and Battery Backup Upgrades have allocated funds, the expenditures of such funds are listed below.

C. Fiscal Impact

The 2024 Signal Cabinet Improvement project utilizes the Traffic Divisions Capital Improvement funds dedicated for traffic signal improvements.

Project Costs

Low Bid Price - \$208,740.00

Project Funding

Sales Tax - Improvements

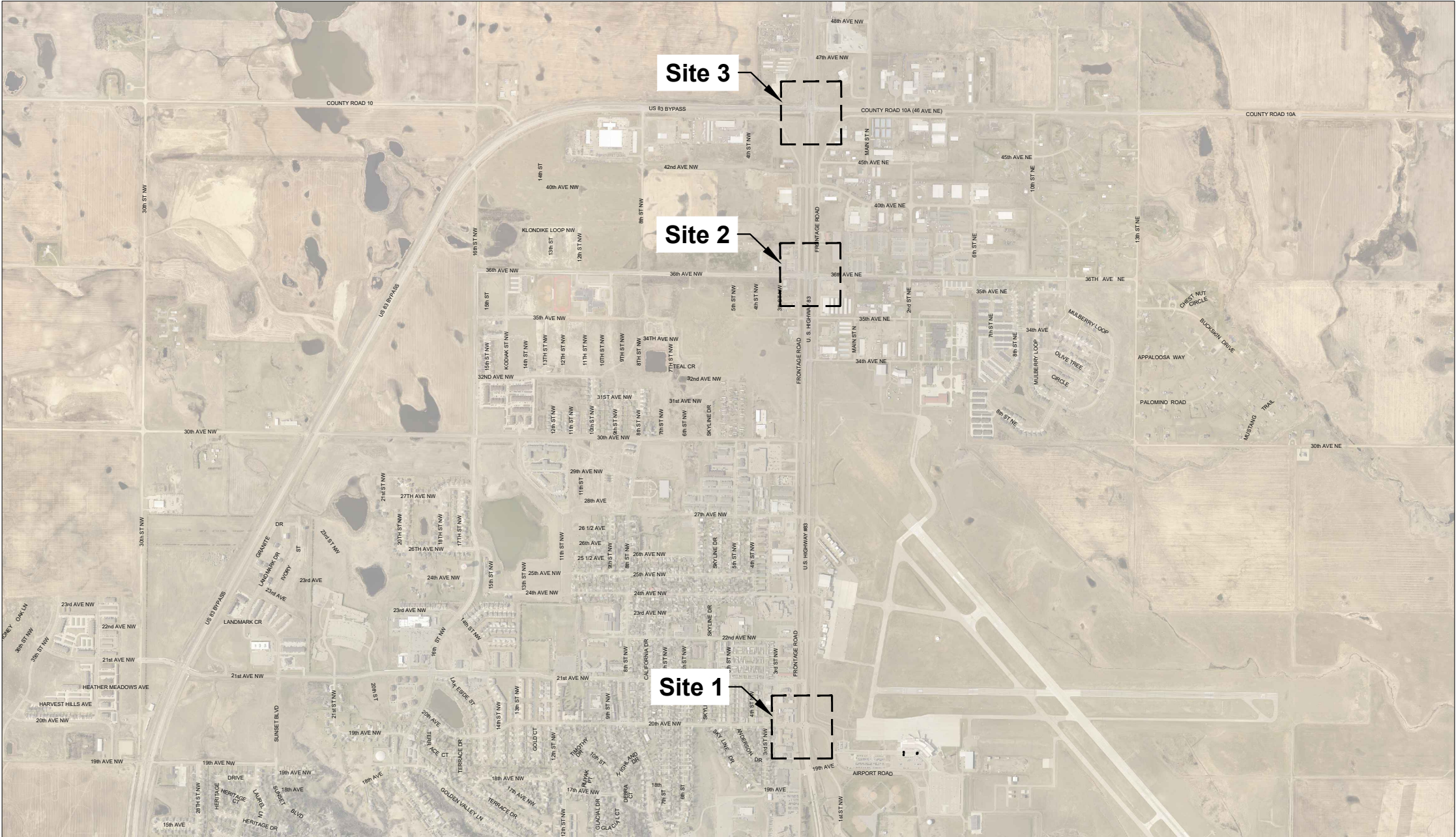
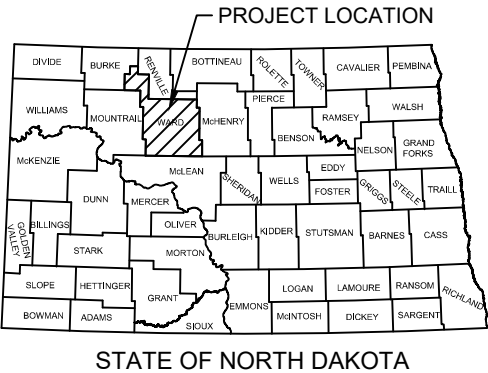
VI. ALTERNATIVES

1. The City Council could choose not to award the 2024 Signal Cabinet Improvement bid. This will result in a delay in construction and implementation of the improvements proposed in the 2024 Signal Cabinet Improvement project.
2. The City Council could choose to modify the award of the 2024 Signal Cabinet Improvement bid and only approve Site 1 and/or Site 2 and Site 3. For the purposes for the signal improvement project, Site 2 and Site 3 have

improvements tied to each other and are recommended to be grouped together in any project modification decision.

CITY OF MINOT
WARD COUNTY, ND
2024 SIGNAL CABINET IMPROVEMENT
PROJECT NO. 4885

Signal Cabinet Removal & Replacement, Video Camera Removal & Replacement,
Emergency Vehicle Preemption Removal & Replacement, Battery Backup Removal & Replacement



GOVERNING SPECIFICATIONS

City of Minot Specifications - Revised 2022

DESCRIPTION:

- Site 1 N Broadway and 20th Ave NW
Traffic Signal Cabinet
Battery Backup System
Video Detection System (Vision)
EVP Lights and Detectors
- Site 2 N Broadway and 36th Ave NW
Traffic Signal Cabinet
Battery Backup System
Video Detection System (Vision)
- Site 3 N Broadway and 46th Ave NW
Video Detection System (Vision)



I hereby certify that the attached plans were prepared by me or under my direct supervision and that I am a duly registered professional engineer under the laws of the State of ND.

Lance Meyer
LANCE MEYER, P.E. CITY ENGINEER

PE-7121 11/15/2024
LIC. NO. DATE



2024 SIGNAL CABINET IMPROVEMENT
TITLE SHEET

Surveyed by	-
Drawn by	AR
Designed by	SJ
Date	11/15/2024
Project No.	4885
SHEET	
1 OF 17	

-	-	-	-	By
-	-	-	-	Date
-	-	-	-	No.
-	-	-	-	Revision

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE TRAFFIC CAPITAL EQUIPMENT EXPENDITURES AND DECREASE THE SIGNALS AND LIGHTING ACCOUNT FOR THE 2024 SIGNAL CABINET REPLACEMENT BID AWARD AND APPROVE THE TRANSFER OF FUNDS.

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

- §1: An ordinance amending the 2024 annual budget to increase the traffic capital equipment expenditures and decrease the signals and lighting account for the 2024 signal cabinet replacement bid award:

42037000-57500	2024370001	\$70,527
10037000-46120		(70,527)
10037000-49125		70,527

- §2: Approve the transfer of funds:

10037000-49125		70,527
42000000-39101	2024370001	(70,527)

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

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk



TO: Mayor Ross
Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: December 16, 2024

SUBJECT: CASE # 2024-11-01 - CARVER ADDITON - FINAL PLAT

I. RECOMMENDED ACTION

It is recommended City Council approve the proposed final 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

Consider Approval of a major subdivision final plat to subdivide the property into two (2) lots.

B. Proposed Project

The legal description of the property is the NW1/4 SE 1/4 Section 36- Township 156- Range 83. The subject address is 5005 10th St NE.

C. Recommendation Detail

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

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

B. Service/Delivery Impact:

This plat will lead to the creation of a new residence.

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.

Carver Addition TO THE CITY OF MINOT, NORTH DAKOTA

NW $\frac{1}{4}$ SE $\frac{1}{4}$
SECTION 36, TOWNSHIP 156 N, RANGE 83 W,
of the 5th Principal Meridian, Ward County, North Dakota
TO THE CITY OF MINOT

DESCRIPTION:

Know all men by these presents that Thomas & Jeanne G. Carver, being Owners and Proprietors, of the NW $\frac{1}{4}$ SE $\frac{1}{4}$, Section 36, Township 156 N, Range 83 W, of the 5th Principal Meridian, to the City of Minot, North Dakota, being more particularly described as follows:

Beginning at the Northwest Corner of the Southeast Quarter of, Section 36, Township 156 N, Range 83 W of the 5th Principal Meridian, Ward County, North Dakota; Thence S 89°22'42" E, on the North Line of the Northwest Quarter of the Southeast Quarter, of said Section 36, a distance of 1286.94 FT; Thence S 0°37'05" W, on the West Line of the Public Right of Way, Document Number 2798547, a distance of 1321.29 FT to the a Point on the South Line of the Northwest Quarter of the Southeast Quarter, of said Section 36; Thence N 89°20'10" W, on the South Line of the Northwest Quarter of the Southeast Quarter, of said Section 36, a distance of 1285.26 FT to the Southwest Corner of the Northwest Quarter of the Southeast Quarter, of said Section 36; Thence N 0°32'42" E, on the West Line of the Northwest Quarter of the Southeast Quarter, of said Section 36, a distance of 1320.35 FT to the Point of Beginning.

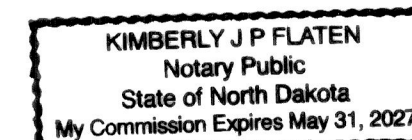
Said described tract, of land contains 39.00 Acres more or less. Have caused the same to be surveyed and platted as shown hereon, to be known as Carver Addition, to the City of Minot, North Dakota, and hereby Grant to the owners of Lot 1 of Carver Addition the easement as hereon shown for their private use, in witness whereof, the owners hereunto affixed their signatures.

Thomas Carver
Thomas Carver

Jeanne G. Carver
Jeanne G. Carver

On this 21st Day of September, 2024, before me, a Notary Public in and for said State, Appeared Thomas Carver and Jeanne G. Carver, well known to be the person described in the foregoing description and acknowledged to me that she executed the same on her own free act and deed.

My commission expires



Kimberly J P Flaten
Notary Public, State of North Dakota

SURVEYOR'S CERTIFICATE

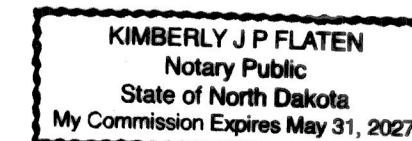
I, Thomas R. Leshovsky, a duly Registered Professional Land Surveyor, do hereby certify that I have Surveyed and Platted, the Foregoing described land. That Lots, Distances, Areas and Locations as shown on the foregoing Plat and in the Description Thereof, are true and correct to the best of my Knowledge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

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

STATE OF NORTH DAKOTA, COUNTY OF Ward

On this 18th Day of September, 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

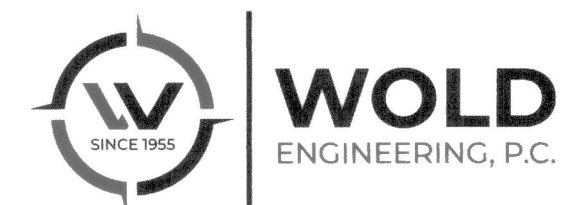


Kimberly J P Flaten
Notary Public, State of North Dakota

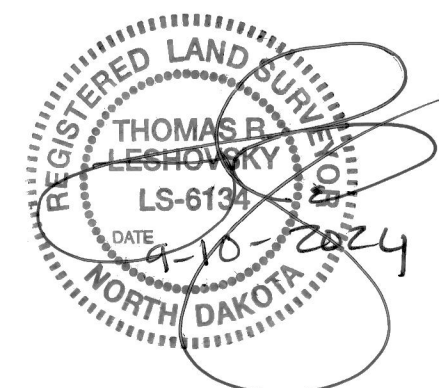
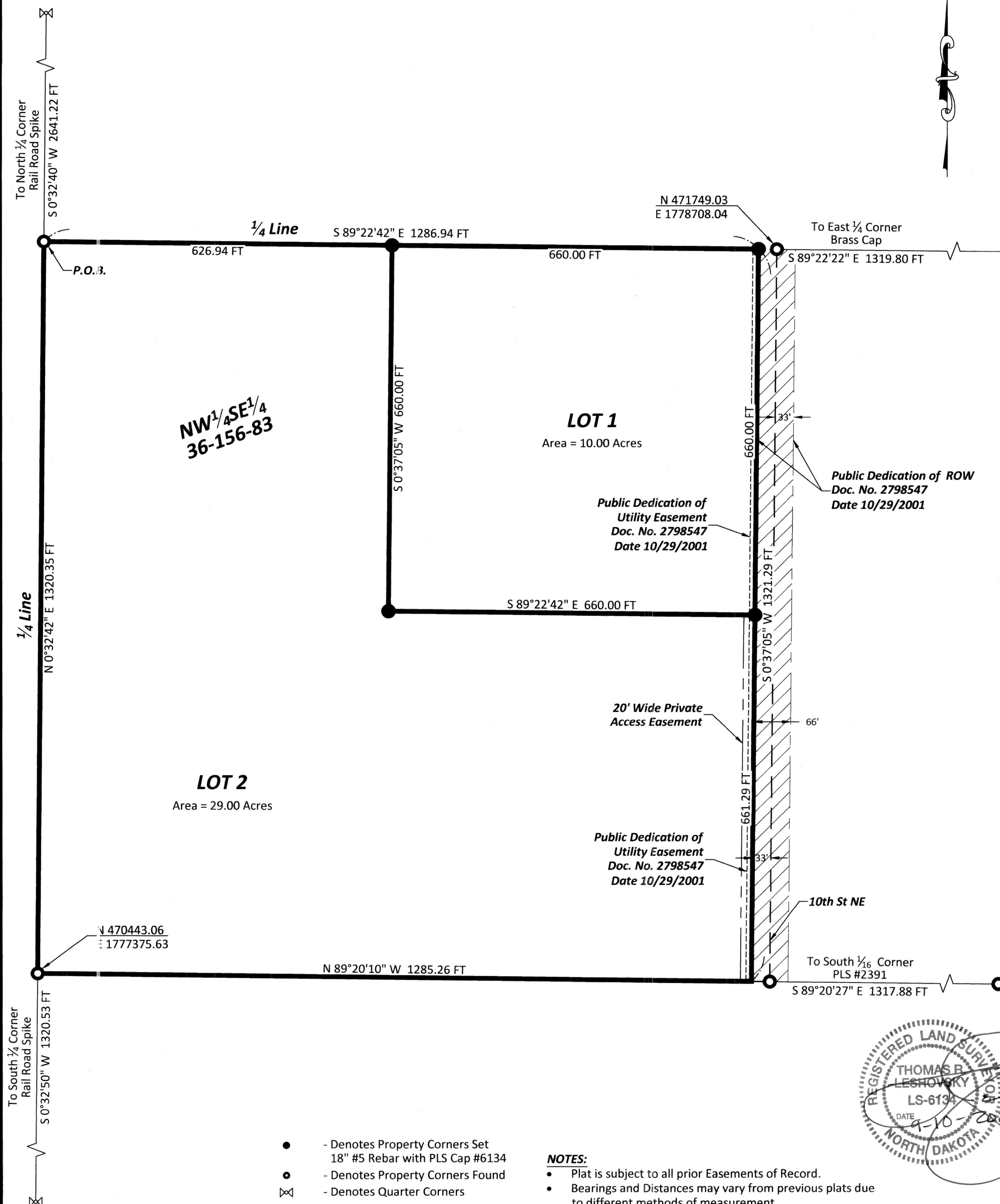
APPROVAL

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



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: Lance Meyer, City Engineer

DATE: December 16, 2024

**SUBJECT: 3RD STREET AND CENTRAL AVENUE RECONSTRUCTION
ENGINEERING CONSULTANT SELECTION (4826)**

I. RECOMMENDED ACTION

It is recommended City Council select Apex Engineering Group to perform engineering services for the 3rd Street and Central Avenue Reconstruction project; and authorize the City Engineer to negotiate a scope and fee for Task Order 1 and authorize the Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

In December 2023, council approved staff to apply for an Urban Grant from the NDDOT to reconstruct a portion of 3rd Street and Central Avenue downtown. The application was successful and in May of this year, council accepted the \$4.6 million grant from the NDDOT. As part of the 2025 budget, council approved \$1.75 million for engineering, easement acquisition, and permitting for phase 1 of this project.

B. Proposed Project

The Project will consist of a full reconstruction, similar to the downtown reconstruction. All utilities, streets, sidewalks, signals, and lighting will be replaced. Aesthetic elements such as stamped and colored concrete, festoon street lighting, and other amenities will be included. The project will be phased over multiple years with phase 1 construction starting in 2027. The entire project corridor will be environmentally cleared as part of phase 1.

Phase 1: The project will start at the south end of the 3rd St bridge and continue south to Front St SE and will also include Central Avenue from 3rd Street to 4th Street.

Phase 2: The project will continue south on 3rd Street from Front Street SE to 5th Avenue SE. The project is projected to occur in 2029, but is dependent on receiving another grant and funding from the city council.

C. Recommendation Detail

A selection committee consisting of Ald Pitner, the city engineer, traffic engineer, utility director, and NDDOT assistant district engineer reviewed statements of qualifications from five consulting firms and short-listed the consultants to four firms for interviews. Apex Engineering Group was selected as the most qualified firm to provide engineering services for this project.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing; Resilient and Prepared; Excellent and Connected

B. Service/Delivery Impact:

During construction several streets and avenues will be closed to allow the work to proceed. A phasing plan and pedestrian access plan will be implemented.

C. Fiscal Impact

Staff programmed \$1,750,000 in the 2025 budget for engineering, easement acquisition, and permitting.

Project Costs

\$1,750,000 engineering, easement acquisition, and permitting

Project Funding

41038000-57200: \$1,750,000 (Funded by HUB City Oil & Gas)

VI. ALTERNATIVES

Alternative 1: Council could choose another firm. Council will need to state a finding as to why the other firm is more qualified.



TO: Mayor Ross
Members of the City Council

FROM: Dale Plessas, Police Captain

DATE: December 16, 2024

**SUBJECT: NORTH DAKOTA DRUG RECOGNITION EXPERT (DRE) POLICY AND
PROCEDURE AGREEMENT FOR TABLET COMPUTERS**

I. RECOMMENDED ACTION

It is recommended City Council approve the North Dakota DRE Policy and Procedure Document for tablet computers is an agreement and authorize the DRE officers and Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

Dale Plessas, Police Captain, 701-857-9800

III. DESCRIPTION

A. Background

The Minot Police Department currently has two officers trained as drug recognition experts (DRE) and would like to expand this program in the future. A Drug Recognition Expert is a police officer trained to recognize impairment in drivers under the influence of drugs, other than, or in addition to, alcohol. The Drug Recognition Expert program is administered by the NDDOT. As active members of this program, our officers are provided with DRE tablets from the NDDOT which help them to complete their duties.

B. Proposed Project

The North Dakota DRE Policy and Procedure Document for Tablet Computers is an agreement by which the NDDOT requires officers and agency representatives to sign an acknowledgment indicating that they read and understand the obligations under the policy and associated procedures.

C. Recommendation Detail

N/A

IV. IMPACT

A. Aspirations

Safe and Welcoming - by collaborating with the state, we are improving our safety on the roadways
Resilient and Prepared - we are preparing our officers with the best equipment to do their duties.

B. Service/Delivery Impact:

This agreement permits officers to work with electronic tablets, which will improve their effectiveness as DRE Officers. DRE officers improve the effectiveness of impairment checks and provide the police department with advanced capabilities in detecting drug impairment.

C. Fiscal Impact

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

Project Costs

There is no cost to this project. Funds would only be expended if there was damage or loss of equipment.

Project Funding

Place the name of the account or line item

VI. ALTERNATIVES

The Council could decline to sign the agreement and the DRE officers would have to operate without use of the NDDOT provided tablets.

**NORTH DAKOTA DRE
POLICY AND PROCEDURE DOCUMENT
FOR TABLET COMPUTERS
DRE Data Entry and Management System**

- The mobile device used by the Drug Recognition Expert (DRE), and any associated equipment, has been purchased by National Highway Traffic Safety Administration (NHTSA) for the North Dakota Department of Transportation, Highway Safety Division. The device remains the property of NDDOT, and the DRE will adhere to policies and procedures as instructed by the DRE/SFST State Coordinator and NDDOT.
- All DREs **will** utilize the DRE Data Entry & Management System tablet application for all Drug Influence Evaluations, effective 01/01/2024.
- All Drug Influence Evaluations and Narrative reports will be finalized and submitted to the Institute for Traffic Safety Management & Research (ITSMR) server within seven (7) days following the evaluation date.
- All Toxicology reports will be entered into the System and submitted to the ITSMR server within fourteen (14) days after receipt of the official toxicology report from the laboratory.
- DREs are required to connect the mobile device to a WiFi signal a minimum of every thirty (30) days and check for DRE Data Entry & Management System software updates. The DRE/SFST State Coordinator will audit this activity.
- DREs are required to check for updates to the Mobile Data Management software a minimum of once every 60 days.
- DREs are required to implement a lock screen on their device and the time-out feature shall be set to no more than ten (10) minutes of inactivity. Password length and complexity will adhere to industry standards and DREs will not share their passwords with anyone.
- DREs will be required to encrypt their device to prevent unauthorized extraction of sensitive data from the device. Failure to adhere to this policy may result in disciplinary action.
- The mobile device permits access to internet websites. DREs shall utilize the tablet only for work-related internet activities and shall not visit inappropriate websites. DREs found in violation of this policy may face disciplinary action and shall return their tablet to the DRE/SFST State Coordinator.
- DREs shall not download any third-party software on the device unless they seek approval from the DRE/SFST State Coordinator.
- DREs shall not download any applications other than what is approved by the DRE/SFST State Coordinator. Third-party applications may cause interference with the DRE Data Entry & Management System.
- The DRE/SFST State Coordinator shall contact ITSMR prior to downloading any third-party software and will notify DREs when an application is allowed to be downloaded. DREs are responsible for any expenses incurred for repairs to software/hardware needed due to negligence or malicious third-party application downloads.
- DREs are permitted to configure their email application within the mobile device

to utilize personal or work-related email addresses. DREs are expected to adhere to accepted and professional standards while using the email functionality within the tablet. Inappropriate activity may result in removal from the DRE program.

- DREs are expected to familiarize themselves with the functionality of the mobile device and the DRE Data Entry & Management System. If a DRE requires assistance with the programmatic functionality of the System, he/she will:
 - Contact fellow DREs or DRE Instructors and try to resolve the issue.
 - If the issue cannot be resolved at that level, the DRE will contact the DRE/SFST State Coordinator.
 - If the State Coordinator cannot resolve the issue, the State DRE Coordinator will contact ITSMR.
- If the DRE encounters a technical error rather than a question regarding programmatic functions, the DRE should contact ITSMR at 518-453-0291 x113 during ITSMR business hours (Monday – Friday, 8:30 a.m. – 5:00 p.m. Eastern time). ITSMR can also be contacted via email at techsupport@itsmr.org. The email is monitored by ITSMR staff after business hours. The DRE should also notify the DRE/SFST State Coordinator.
- If the mobile device is lost, stolen, or damaged, the DRE shall notify the DRE/SFST State Coordinator **immediately**. The DRE shall also notify ITSMR so that the data on the device can be wiped from it.
- If the mobile device is lost, stolen, or damaged, the officer and/or the officer's agency will be responsible for the costs of repairs or replacement.
 - The DRE/SFST State Coordinator and NDDOT Highway Safety Division representative will review all claims of lost, stolen, or damaged mobile devices to determine if the event in question was due to officer negligence (or any variation of the term negligence, carelessness, etc.) or if the incident was unavoidable.
 - If it is determined that a lost, stolen, or damaged mobile device was unavoidable, the officer will work with the DRE/SFST State Coordinator and NDDOT Highway Safety Division to determine appropriate repairs or replacement, paid with alternate funding.
 - Failure to comply will require the mobile device be returned to the DRE/SFST State Coordinator.
 - The DRE will then be required to submit all Drug Influence Evaluations via the ITSMR web application.
- DREs will be required to perform a minimum of two (2) Drug Influence Evaluations per calendar year to be issued a mobile device. DREs who do not meet this minimum standard and are no longer an active DRE, shall return their device to the DRE/SFST State Coordinator.
- DREs and their command staff may have a need for data from the DRE Data Entry & Management System. All requests for data must be made to the DRE/SFST State Coordinator. If the State Coordinator does not have the ability to provide the requested information, the State Coordinator will contact ITSMR for assistance.

I have read the policy and procedures and I understand my obligations under the policy and associated procedures.

Signature (DRE Officer)

Signature (Agency Representative)

Printed Name (DRE Officer)

Printed Name (Agency Representative)

Date

Date



TO: Mayor Ross
Members of the City Council

FROM: Stephen Joersz, Traffic Engineer

DATE: December 16, 2024

SUBJECT: 2023 SIGNAL CABINET IMPROVEMENT - FINAL PAYMENT (4774)

I. RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$36,814.00 to be paid to Main Electric Construction, Inc.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

Stephen Joersz, Traffic Engineer, 701-857-4111

III. DESCRIPTION

A. Background

The City's traffic signal cabinets, which are the equipment that runs the signals, is outdated and replacement parts are sparse or non-existent. The majority of the system cannot function in an interconnected way. By upgrading the cabinets with new technology, staff can link the signals along a corridor (such as Broadway) and time them. Traffic can move through the corridor with limited stops.

As part of the cabinet upgrades; the battery backup system, video detection system and emergency vehicle preemptions system will also be updated with newer technology

B. Proposed Project

The 2023 Signal Cabinet Improvement Project features traffic signal cabinet improvements at the following locations:

Site 1 – N Broadway and 4th Avenue NW

Site 2 – N Broadway and University Avenue

Site 3 – N Broadway and 11th Avenue NW

C. Recommendation Detail

On May 30, 2023, at 11:00 AM, bids were opened for this project. Main Electric

Construction, Inc. was the low bidder. Now that the project is finished, the City is obligated to submit final payment to Main Electric and close out the project.

IV. IMPACT

A. Aspirations

This improvement project achieves the aspirations of safe and welcoming and excellent and connected.

B. Service/Delivery Impact:

The 2023 Signal Cabinet Improvement project was budgeted using the account code 42037000-57500-Equipment. This account code includes all the Traffic Department's Capital Improvement project funds. Within it, certain improvements such as Traffic Signal Cabinet Replacements and Battery Backup Upgrades have allocated funds, the expenditures of such funds are listed below.

C. Fiscal Impact

The 2023 Signal Cabinet Improvement project utilized the Traffic Divisions Capital Improvement funds dedicated for traffic signal improvements.

Project Costs

Low Bid - \$368,140.00

No Change Orders / Contract Final Cost - \$368,140.00

Project Funding

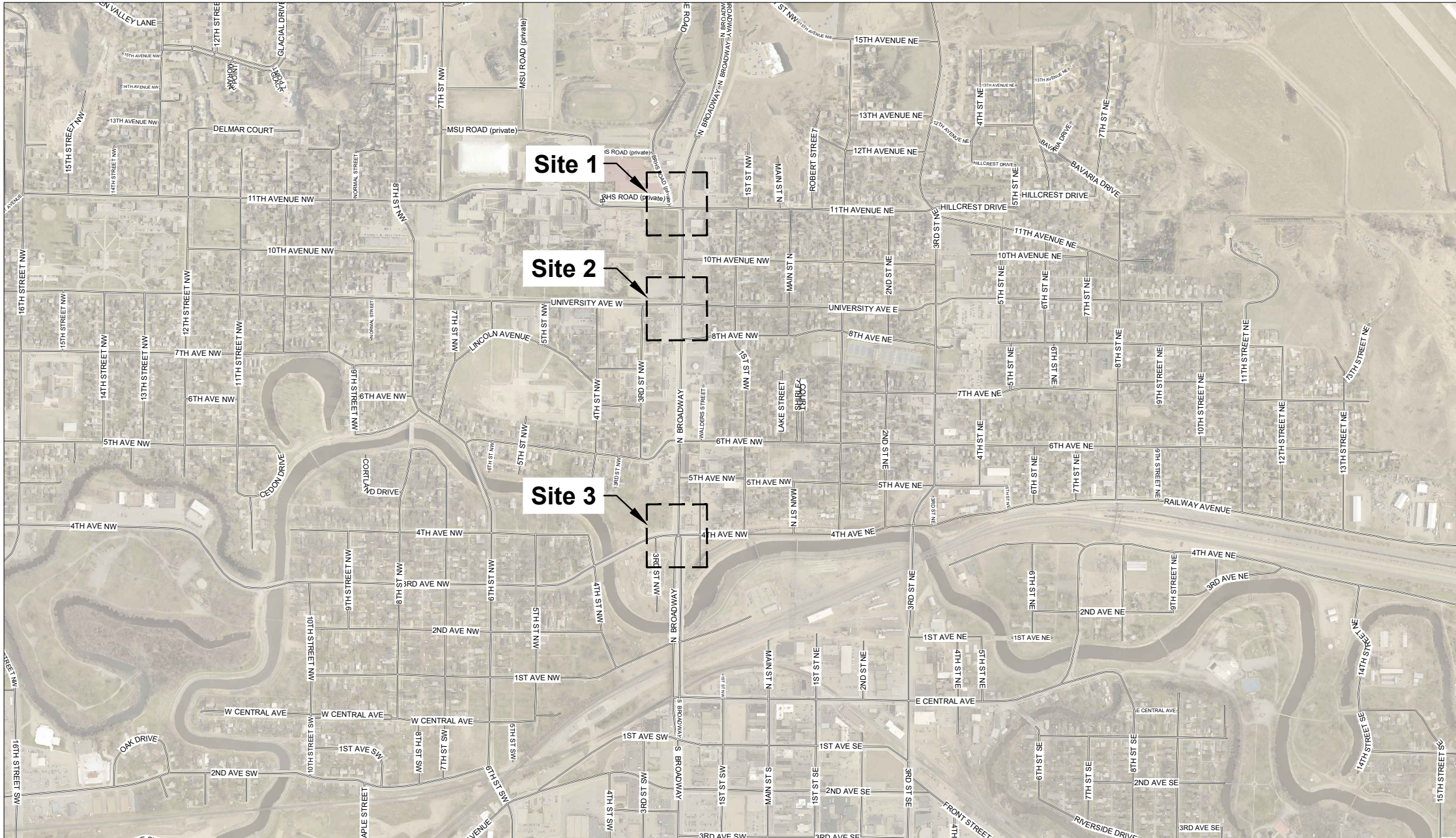
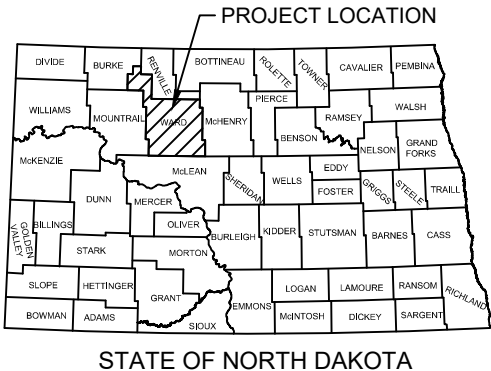
Sales Tax - Improvements

VI. ALTERNATIVES

N/A

CITY OF MINOT
WARD COUNTY, ND
AL CABINET IMP
PROJECT NO. 4774

**Signal Cabinet Removal & Replacement, Video Camera Removal & Replacement,
Emergency Vehicle Preemption Removal & Replacement, Battery Backup Removal & Replacement**



GOVERNING SPECIFICATIONS

City of Minot Specifications - Revised 2022

DESCRIPTION:

Site 1 N Broadway and 11th Ave NW

Traffic Signal Cabinet
Battery Backup System
Video Detection System (Vision)
EVP Lights and Detectors

Site 2 N Broadway and University Ave W

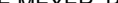
Traffic Signal Cabinet
Battery Backup System
Video Detection System (Vision)
EVP Lights and Detectors

Site 3 N Broadway and 4th Ave NW

Traffic Signal Cabinet
Battery Backup System
Video Detection System (Vision)
EVP Lights and Detectors



I hereby certify that the attached plans were prepared by me or under my direct supervision and that I am a duly registered professional engineer under the laws of the State of ND.


 LANCE MEYER, P.E. CITY ENGINEER

PE-7121 5/4/2023
 LIC. NO. DATE

2023 SIGNAL CABINET IMPROVEMENT COVER SHEET

SHEET
1 OF 17

Contractor's Application for Payment

Owner:	City of Minot	Owner's Project No.:	4774
Engineer:	Traffic Engineer	Engineer's Project No.:	4774
Contractor:	Main Electric Construction, Inc.	Contractor's Project No.:	44660
Project:	2023 Signal Cabinet Improvement		
Contract:	2023 Signal Cabinet Improvement		
Application No.:	3	Application Date:	10/24/2024
Application Period:	From 6/24/2024	to	10/30/2024

1. Original Contract Price	\$	368,140.00
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	368,140.00
4. Total Work completed and materials stored to date (Sum of Column H Lump Sum Total and Column J Unit Price Total)	\$	368,140.00
5. Retainage		
a. 0% X \$ 368,140.00 Work Completed	\$	-
b. 0% X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	368,140.00
7. Less previous payments (Line 6 from prior application)	\$	331,326.00
8. Amount due this application	\$	36,814.00
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:	Main Electric
Signature:	<u>Darren Bischof</u> Darren Bischof (Dec 10, 2024 16:40 CST)
Date:	12/10/24

Recommended by Engineer	Approved by Owner
By:	By:
Title:	Title:
Date:	Date:

Application and Certificate For Payment

To Owner: CITY OF MINOT 515 2ND AVE S.W MINOT, ND 58701	Project: 2023 SIGNAL CABINET IMPRO FEEDPOINT CABINETS MINOT, ND 58701	Application No: 3 Period To: 10/22/24 Architect's Project No: Contract Date:	Date: 10/22/2024
From (Contractor): MAIN ELECTRIC CONSTRUCTION INC 2626 VALLEY ST. MINOT, ND 58701	Contractor Job Number: 44600		
Phone: 701 852-3315	Contract For:		

Contractor's Application For Payment

Change Order Summary	Additions	Deductions
Change orders approved in previous months by owner		
Change orders approved this month	Number	Date Approved
Totals		
Net change by change orders		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor:
By: [Signature] Date: 10/22/24
State of: ND County of: Grand Forks
Subscribed and sworn to before me this 22 day of Oct, 2024 (year).
Notary public: Julie L Schaeffer
My commission expires Oct 24, 2024

JULIE L SCHAEFFER
Notary Public
State of North Dakota
My Commission Expires Oct. 24, 2024

Original contract sum	368,140.00
Net change by change orders	0.00
Contract sum to date	368,140.00
Total completed and stored to date	368,140.00
Retainage	
0.0% of completed work	0.00
0.0% of stored material	0.00
Total retainage	0.00
Total earned less retainage	368,140.00
Less previous certificates of payment	331,326.00
0.000% of taxable amount	0.00
Current sales tax	0.00
Current payment due	36,814.00
Balance to finish, including retainage	0.00

Architect's Certificate for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Amount Certified: \$ _____

Architect:
By: _____ Date: _____
This Certification is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Application and Certificate For Payment -- page 2

To: CITY OF MINOT
From (Subcontractor): MAIN ELECTRIC CONSTRUCTION INC
Project: 2023 SIGNAL CABINET IMPRO

Application No: 3
Period To:
Contractor's Job Number: 44600

Date:

Item Number	Description	Scheduled Value	Work Completed			Materials Presently Stored	Completed and Stored to Date	%	Balance to Finish	Retention	Memo
			Previous Application	This Period							
001	CONTRACT BOND	3,670.00	3,670.00	0.00	0.00	0.00	3,670.00	100.00	0.00	367.00	
002	MOBILIZATION	4,383.00	4,383.00	0.00	0.00	0.00	4,383.00	100.00	0.00	438.30	
003	TRAFFIC CONTROL	10,686.00	10,686.00	0.00	0.00	0.00	10,686.00	100.00	0.00	1,068.60	
004	TRAFFIC SIGNAL SYSTEM SITE 1	115,585.00	22,585.00	0.00	0.00	93,000.00	115,585.00	100.00	0.00	11,558.50	
005	TRAFFIC SIGNAL SYSTEM SITE 2	116,323.00	22,823.00	0.00	0.00	93,500.00	116,323.00	100.00	0.00	11,632.30	
006	TRAFFIC SIGNAL SYSTEM SITE 3	117,493.00	23,993.00	0.00	0.00	93,500.00	117,493.00	100.00	0.00	-25,064.70	
Application Total		368,140.00	88,140.00	0.00	0.00	280,000.00	368,140.00	100.00	0.00	0.00	

4774 - App for Payment 3

Final Audit Report

2024-12-11

Created:	2024-12-10
By:	Stephen Joersz (stephen.joersz@minotnd.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPvWLXpIYE2VpoMhyiLeR0URaVFOEgj7

"4774 - App for Payment 3" History

-  Document created by Stephen Joersz (stephen.joersz@minotnd.gov)
2024-12-10 - 10:36:24 PM GMT
-  Document emailed to Darren Bischof (darrenb@main-holmes.com) for signature
2024-12-10 - 10:36:32 PM GMT
-  Document emailed to Lance Meyer (lance.meyer@minotnd.gov) for signature
2024-12-10 - 10:36:32 PM GMT
-  Document emailed to Stephen Joersz (stephen.joersz@minotnd.gov) for signature
2024-12-10 - 10:36:32 PM GMT
-  Document e-signed by Stephen Joersz (stephen.joersz@minotnd.gov)
Signature Date: 2024-12-10 - 10:38:29 PM GMT - Time Source: server
-  Email viewed by Darren Bischof (darrenb@main-holmes.com)
2024-12-10 - 10:39:02 PM GMT
-  Document e-signed by Darren Bischof (darrenb@main-holmes.com)
Signature Date: 2024-12-10 - 10:40:01 PM GMT - Time Source: server
-  Email viewed by Lance Meyer (lance.meyer@minotnd.gov)
2024-12-11 - 5:09:27 PM GMT
-  Document e-signed by Lance Meyer (lance.meyer@minotnd.gov)
Signature Date: 2024-12-11 - 5:10:23 PM GMT - Time Source: server
-  Agreement completed.
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TO: Mayor Ross
Members of the City Council

FROM: Justin Sundheim, Police Captain

DATE: December 16, 2024

SUBJECT: BJA FY24 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)

I. RECOMMENDED ACTION

It is recommended City Council accept the FY2024 Local Edward Byrne Memorial Justice Assistance Grant (JAG); authorize the Mayor and Acting Chief of Police to sign the Memorandum of Understanding; and approve the budget amendment on first reading to increase the police grants department operation supplies.

II. DEPARTMENT CONTACT PERSONS

Dale Plessas, Police Captain, 701-857-9800

Justin Sundheim, Police Captain, 701-857-9800

III. DESCRIPTION

A. Background

The Minot Police Department and Ward County Sheriff's Department will purchase items for their departments using approximately half of the funds for each agency. Each agency will maintain custody and control of the item purchased with their portion of the grant funds. Ward County will purchase a RAD receiver hitch mounted camera; drug and drug paraphernalia training aids. Minot PD will purchase two (2) radar speed traffic signs.

B. Proposed Project

The Ward County Sheriff's Department will purchase a RAD receiver hitch mounted camera; drug and drug paraphernalia training aids for \$6,797.80. The Minot Police Department will use the remainder of the funds, approximately \$ 9,416.20 for the purchase of two (2) radar speed traffic signs. Each agency is entitled to fifty percent of the total grant amount; however, any unused portion will be made available to the other agency. Each project will enhance public safety within the Minot community.

C. Recommendation Detail

The purchasing of approved equipment will follow federal grant and City

procurement policies. Staff recommends acceptance of the FY2024 Edward Byrne Memorial JAG grant and approve the Memorandum of Understanding between the City of Minot and Ward County. Staff also recommends approving a budget amendment on first reading to increase the appropriation in the Police grants department for expenditure of these grant dollars.

IV. IMPACT

A. Aspirations

Provide a Safe and Welcoming Community

B. Service/Delivery Impact:

The Ward County Sheriffs Department purchase of the RAD camera can be used to remotely monitor events such as concerts and street festivals. The ability to view such events will contribute to public safety by serving as a visual deterrent to criminal activity and enhance investigations post-incident. The drug and drug paraphernalia training kits will provide simulated aids to assist deputies in learning to identify drugs and drug paraphernalia. The ability to positively identify drug paraphernalia will assist the law enforcement function of seizing illegal contraband in efforts to enhance public safety for all.

The Minot Police Department's purchase of the radar traffic signs enhance traffic safety through means of static display of motorist's speed. They provide a deterrent, thus enhancing community safety. Studies have shown that increased speed increases the chance of bodily injury or death in traffic crashes. Signs will be placed in areas of community concern. These will augment existing signs in the community.

C. Fiscal Impact

Project Costs

10020000-46101 (2024200015) \$16,214

Project Funding

10000000-33100 (2024200015) \$16,214

VI. ALTERNATIVES

The council can deny acceptance of the FY24 JAG grant and direct city staff to find alternative ways to fund project. This would impact FY2025 Police Department budget as well as force the Ward County Sheriffs Department to find alternate solutions for their half of the grant award.



Department of Justice (DOJ)

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

Name and Address of Recipient:	CITY OF MINOT PO BOX 5006
City, State and Zip:	MINOT, ND 58702
Recipient UEI:	D33RGAW88JU9
Project Title: Public safety equipment	Award Number: 15PBJA-24-GG-04559-JAGX
Solicitation Title: BJA FY 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation	
Federal Award Amount: \$16,214.00	Federal Award Date: 12/4/24
Awarding Agency:	Office of Justice Programs Bureau of Justice Assistance
Funding Instrument Type:	Grant
Opportunity Category: O	
Assistance Listing: 16.738 - Edward Byrne Memorial Justice Assistance Grant Program	
Project Period Start Date: 10/1/23	Project Period End Date: 9/30/25
Budget Period Start Date: 10/1/23	Budget Period End Date: 9/30/25
Project Description: The agencies applying for this grant are the Minot Police Department, located in the City of Minot, ND, and the Ward County Sheriff's Department, located in Ward County, ND. The proposal for the Ward County Sheriff's Department includes a receiver hitch-mounted camera; drug and drug paraphernalia training kit. The purpose is the camera can be used to remotely monitor large public events such as concerts and street festivals. The ability to remotely view such events will contribute to public safety by serving as a visual deterrent to criminal activity and enhance investigations post-incident. The proposal for the Minot Police Department is radar speed display signs The purpose is to enhance public traffic safety through means of static display of motorist's speed. These signs provide a deterrent, thus enhancing public safety. Studies have shown that increased speed increases the risk of bodily injury or death in traffic crashes. Signs will be placed in areas of community concern and will add to the existing strategic placement of other signs.	

Award Letter

December 4, 2024

Dear John Klug,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Justice Programs (OJP) has approved the application submitted by CITY OF MINOT for an award under the funding opportunity entitled 2024 BJA FY 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation. The approved award amount is \$16,214.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OJP, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Brent J. Cohen
Acting Assistant Attorney General

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) enforces federal civil rights laws and other provisions that prohibit discrimination by recipients of federal financial assistance from OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW).

Several civil rights laws, including Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance (recipients) to give assurances that they will comply with those laws. Taken together, these and other civil rights laws prohibit recipients from discriminating in the provision of services and employment because of race, color, national origin, religion, disability, and sex or from discriminating in the provision of services on the bases of age.

Some recipients of DOJ financial assistance have additional obligations to comply with other applicable nondiscrimination provisions like the Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of religion in addition to race, color, national origin, and sex. Recipients may also have related requirements regarding the development and implementation of equal employment opportunity programs.

OCR provides technical assistance, training, and other resources to help recipients comply with civil rights obligations. Further, OCR administratively enforces civil rights laws and nondiscrimination provisions by investigating DOJ recipients that are the subject of discrimination complaints. In addition, OCR conducts compliance reviews of DOJ recipients based on regulatory criteria. These investigations and compliance reviews permit OCR to evaluate whether DOJ recipients are providing services to the public and engaging in employment practices in a nondiscriminatory manner.

For more information about OCR, your civil rights and nondiscrimination responsibilities, how to notify your employees or beneficiaries of their civil rights protections and responsibilities and how to file a complaint, as well as technical assistance, training, and other resources, please visit www.ojp.gov/program/civil-rights-office/outreach. If you would like OCR to assist you in fulfilling your civil rights or nondiscrimination responsibilities, please contact us at askOCR@ojp.usdoj.gov or www.ojp.gov/program/civil-rights-office/about#ocr-contacts.

Memorandum Regarding NEPA

NEPA Letter Type

OJP - Ongoing NEPA Compliance Incorporated into Further Developmental Stages

NEPA Letter

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <https://www.bja.gov/Funding/nepa.html>.

NEPA Coordinator

First Name

Orbin

Middle Name

no value

Last Name

Terry

Award Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Recipient Information

Recipient Name

CITY OF MINOT

UEI

D33RGAW88JU9

Street 1

PO BOX 5006

Street 2

City

MINOT

State/U.S. Territory

North Dakota

Zip/Postal Code

58702

Country

United States

County/Parish

no value

Province

no value

Award Details

Federal Award Date

12/4/24

Award Type

Initial

Award Number

15PBJA-24-GG-04559-JAGX

Supplement Number

00

Federal Award Amount

\$16,214.00

Funding Instrument Type

Grant

Assistance Listing Number	Assistance Listings Program Title
16.738	Edward Byrne Memorial Justice Assistance Grant Program

Statutory Authority

Pub. L. No. 90-351, Title I, Part E, subpart 1 (codified at 34 U.S.C. 10151-10158); see also 28 U.S.C. 530C(a).

[] I have read and understand the information presented in this section of the Federal Award Instrument.

Project Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Solicitation Title

2024 BJA FY 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

Awarding Agency

OJP

Program Office

BJA

Application Number

GRANT14282060

Grant Manager

Patrick Fines

Phone Number

202-598-7516

E-mail Address

Patrick.Fines@usdoj.gov

Project Title

Public safety equipment

Performance Period Start Date

10/01/2023

Performance Period End Date

09/30/2025

Budget Period Start Date

10/01/2023

Budget Period End Date

09/30/2025

Project Description

The agencies applying for this grant are the Minot Police Department, located in the City of Minot, ND, and the Ward County Sheriff's Department, located in Ward County, ND. The proposal for the Ward County Sheriff's Department includes a receiver hitch-mounted camera; drug and drug paraphernalia training kit. The purpose is the camera can be used to remotely monitor large public events such as concerts and street festivals. The ability to remotely view such events will contribute to public safety by serving as a visual deterrent to criminal activity and enhance investigations post-incident. The proposal for the Minot Police Department is radar speed display signs. The purpose is to enhance public traffic safety through means of static display of motorist's speed. These signs provide a deterrent, thus enhancing public safety. Studies have shown that increased speed increases the risk of bodily injury or death in traffic crashes. Signs will be placed in areas of community concern and will add to the existing strategic placement of other signs.

[] I have read and understand the information presented in this section of the Federal Award Instrument.

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

[] I have read and understand the information presented in this section of the Federal Award Instrument.

Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Condition 1

Meaningful access requirement for individuals with limited English proficiency

The recipient, and any subrecipient at any tier, must take reasonable steps to ensure that individuals with limited English proficiency (LEP) have meaningful access to their programs and activities to comply with Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of national origin, including discrimination against individuals with LEP. Such steps may require providing language assistance services, such as interpretation or translation services. The Department of Justice guidance on compliance with this requirement may be found at "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (67 Fed. Reg. 41455-41472) (<https://www.federalregister.gov/d/02-15207>) and is incorporated by reference here.

Condition 2

Compliance with general appropriations-law restrictions on the use of federal funds (FY 2024)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY24AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

Condition 3

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38.

Among other things, 28 C.F.R. Part 38 states that recipients may not use direct Federal financial assistance from the Department to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by the Department of Justice, or in their outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations. In addition, Part 38 states that a faith-based organization that participates a Department of Justice funded program retains its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law.

Recipients and subrecipients that provide social services under this award must give written notice to beneficiaries and prospective beneficiaries prior to the provision of services (if practicable) which shall include language substantially similar to the language in 28 CFR Part 38, Appendix C, sections (1) through (4). A sample written notice may be found at <https://www.ojp.gov/program/civil-rights-office/partnerships-faith-based-and-other-neighborhood-organizations>.

In certain instances, a faith-based or religious organization may be able to take religion into account when making hiring decisions, provided it satisfies certain requirements. For more information, please see <https://www.ojp.gov/funding/explore/legaloverview2024/civilrightsrequirements>.

Condition 4

Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during

the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

Condition 5

Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

Condition 6

Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award from OJP.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

Condition 7

Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector

General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

Condition 8

Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

Condition 9

Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

Condition 10

Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

Condition 11

Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

Condition 12

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

Among other items, 28 C.F.R. § 42.106(d), 28 C.F.R. § 42.405(c), and 28 C.F.R. § 42.505(f) contain notice requirements that covered recipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

Condition 13

Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

Condition 14

Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

Condition 15

Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

Condition 16

Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Condition 17

Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in

material incorporated by reference through award conditions, and references set out in other award requirements.

Condition 18

Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

Condition 19

OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

Condition 20

Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

Condition 21

Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

Condition 22

Required training for Grant Award Administrator and Financial Manager

The Grant Award Administrator and all Financial Managers for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2021, will satisfy this condition.

In the event that either the Grant Award Administrator or a Financial Manager for this award changes during the period of performance, the new Grant Award Administrator or Financial Manager must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after the date the Entity Administrator enters updated Grant Award Administrator or Financial Manager information in JustGrants. Successful completion of such a training on or after January 1, 2021, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://onlinegfmt.training.ojp.gov/>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

Condition 23

Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

Condition 24

Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

Condition 25

Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

Condition 26

Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

Condition 27

Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

Condition 28

Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards

Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the recipient, and any

subrecipient ("subgrantee") at any tier, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at <https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment> (Award condition: Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards), and are incorporated by reference here.

Condition 29

Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

Condition 30

All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

Condition 31

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

Among other items, 28 C.F.R. § 54.140 contains notice requirements that covered recipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

Condition 32

The recipient understands that, in accepting this award, the Authorized Representative declares and certifies, among other things, that he or she possesses the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accepts (or adopts) all material requirements that relate to conduct throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

Condition 33

Verification and updating of recipient contact information

The recipient must verify its Grant Award Administrator, Financial Manager, and Authorized Representative contact information in JustGrants, including telephone number and e-mail address. If any information is incorrect or has changed, the award recipient's Entity Administrator must make changes to contact information through DIAMD. Instructions on how to update contact information in JustGrants can be found at <https://justicegrants.usdoj.gov/training/training-entity-management>.

Condition 34

FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$30,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

Condition 35

Body-worn cameras, policies and procedures

In accepting this award, the recipient agrees not to use award funds for purchases of body-worn cameras or related expenses for any agency unless that agency has policies and procedures in place that reinforce appropriate agency Use of Force policies and training and address technology usage, evidence acquisition, data storage and retention, as well as privacy issues, accountability and discipline.

Condition 36

Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards, and is listed on the NIJ Compliant Body Armor Model List. In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information and the NIJ Compliant Body Armor List may be found by following the links located on the NIJ Body Armor page: <https://nij.ojp.gov/topics/equipment-and-technology/body-armor>. In addition, if recipient uses funds under this award to purchase body armor, the recipient is strongly encouraged to have a "mandatory wear" policy in effect. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.

Condition 37

The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

Condition 38

Any written, visual, or audio publications funded in whole or in part under this award, with the exception of press releases, shall contain the following statements: "This project was supported by Grant No. <AWARD_NUMBER> awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of

Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.

Condition 39

Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service: "This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

Condition 40

Confidentiality of data

The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

Condition 41

The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

Condition 42

Protection of human research subjects

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

Condition 43

Justification of consultant rate

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

Condition 44

The recipient agrees that no funds under this grant award (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

Condition 45

Compliance with 28 C.F.R. Part 23

With respect to any information technology system funded or supported by funds under this award, the recipient (and any subrecipient at any tier) must comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may,

at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 34 U.S.C. 10231(c)-(d). The recipient may not satisfy such a fine with federal funds.

Condition 46

Justice Information Sharing

Information sharing projects funded under this award must comply with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) must conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://it.ojp.gov/gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

Condition 47

Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

Condition 48

In accepting this award, the recipient agrees that grant funds cannot be used for Facial Recognition Technology (FRT) unless the recipient has policies and procedures in place to ensure that the FRT will be utilized in an appropriate and responsible manner that promotes public safety, and protects privacy, civil rights, and civil liberties and complies with all applicable provisions of the U.S. Constitution, including the Fourth Amendment's protection against unreasonable searches and seizures and the First Amendment's freedom of association and speech, as well as other laws and regulations. Recipients utilizing funds for FRT must make such policies and procedures available to DOJ upon request.

Condition 49

Avoidance of duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

Condition 50

Law enforcement task forces - required training

Within 120 days of award acceptance, each current member of a law enforcement task force funded with award funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, must complete required online (internet-based) task force training. Additionally, all future task force members must complete this training once during the period of performance for this award, or once every four years if multiple OJP awards include this requirement.

The required training is available free of charge online through the BJA-funded Center for Task Force Integrity and Leadership (www.ctfli.org). The training addresses task force effectiveness, as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. If award funds are used to support a task force, the recipient must compile and maintain a task force personnel roster, along with course completion certificates.

Additional information regarding the training is available through BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

Condition 51

Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA.

The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

Condition 52

Establishment of trust fund

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish a trust fund account. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The trust fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate the award funds in the trust fund (including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

Condition 53

All State and Local JAG recipients must submit quarterly Federal Financial Reports (SF-425). Additionally, State JAG and Local JAG Category Two (\$25K or more) must submit semi-annual performance reports through JustGrants and Local JAG Category One (Less than \$25K) must submit annual performance reports through JustGrants. Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA) and the GPRA

Modernization Act of 2010, the recipient must provide data that measure the results of its work. The recipient must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website: <https://bjapmt.ojp.gov/>. For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage (<https://bjapmt.ojp.gov/help/jagdocs.html>). Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.

Condition 54

Required data on law enforcement agency training

Any law enforcement agency receiving direct or sub-awarded funding from this JAG award must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.

Condition 55

Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after October 1, 2022

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (October 1, 2022), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum - (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via an Award Condition Modification (ACM)). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Except to the extent (if any) that an award condition expressly precludes reimbursement of project costs incurred "at-risk," if and when the recipient makes a valid acceptance of this award and OJP removes each applicable withholding condition through an Award Condition Modification (ACM), the recipient is authorized to obligate (federal) award funds to reimburse itself for project costs incurred "at-risk" earlier during the period of performance (such as project costs incurred prior to award acceptance or prior to removal of an applicable withholding condition), provided that those project costs otherwise are allowable costs under the award.

Condition 56

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. With the exception of Forensic Genetic Genealogy, no profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).

Condition 57

Recipients utilizing award funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching (<https://www.justice.gov/olp/page/file/1204386/download>), and must collect and report the metrics identified in Section IX of that document to BJA.

Condition 58

Submission of eligible records relevant to the National Instant Background Check System

Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. 922 and 34 U.S.C. ch. 409 -- if the recipient (or any subrecipient at any tier) uses this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS

are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.

Condition 59

Prohibition on use of award funds for match under BVP program

JAG funds may not be used as the 50% match for purposes of the DOJ Bulletproof Vest Partnership (BVP) program.

Condition 60

Extreme risk protection programs funded by JAG must include, at a minimum: pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive or procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses; the right to be represented by counsel at no expense to the government; pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the State's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive and procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation; and penalties for abuse of the program.

Condition 61

Expenditures prohibited without waiver

No funds under this award may be expended on the purchase of items prohibited by the JAG program statute, unless, as set forth at 34 U.S.C. 10152, the BJA Director certifies that extraordinary and exigent circumstances exist, making such expenditures essential to the maintenance of public safety and good order.

Condition 62

Exceptions regarding Prohibited and Controlled Equipment under OJP awards

Notwithstanding any provision to the contrary in the other terms and conditions of this award, including in the condition regarding "Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards," the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to Other LEAs" and the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to NON-LEAs" do not apply to this award.

Condition 63

Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

Condition 64

Initial period of performance; requests for extension.

The recipient understands that for award amounts of less than \$25,000 under JAG (Category 1), the initial period of performance of the award is two years. The recipient further understands that any requests for an extension of the period of performance for an award of less than \$25,000 will be approved automatically for up to a total of two additional years, pursuant to 34 U.S.C. 10152(f) and in accordance with the program solicitation associated with this award.

Any request for an extension of the period of performance beyond a four-year award period will require approval, and the approval (if any) will be at the discretion of the Director of BJA.

Condition 65

Withholding of funds for Memorandum of Understanding

The recipient may not expend or draw down any award funds until OJP has reviewed and approved the Memorandum of Understanding (MOU), and an Award Condition Modification has been issued to remove this condition.

Condition 66

Withholding of funds for Required certification from the chief executive of the applicant government

The recipient may not expend or draw down any award funds until the recipient submits the required "Certifications and Assurances by the Chief Executive of the Applicant Government," properly-executed (as determined by OJP), and an Award Condition Modification has been issued to remove this condition.

[] *I have read and understand the information presented in this section of the Federal Award Instrument.*

Award Acceptance

Declaration and Certification to the U.S. Department of Justice as to Acceptance

By checking the declaration and certification box below, I--

- A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.
- B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.
- C. Accept this award on behalf of the applicant.
- D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official	Name of Approving Official	Signed Date And Time
-----------------------------	----------------------------	----------------------

Authorized Representative

[] no value

Entity Acceptance

Title of Authorized Entity Official

no value

Signed Date And Time

no value

Edward Byrne Memorial Justice Assistance Grant Program

City of Minot Police Department and Ward County Sheriff's Department

Program Narrative

The agencies applying for this grant are Minot Police Department, located in the City of Minot, ND and the Ward County Sheriff's Department, located in Ward County, ND. This will be done within the confines of Ward County, of which the City of Minot is a part.

- The proposal for the Ward County Sheriff's Department is the purchase of a receiver hitch-mounted camera; drug and drug paraphernalia training kit.

The camera can be used to remotely monitor events such as concerts and street festivals. The ability to view such events will contribute to public safety by serving as a visual deterrent to criminal activity and enhance investigations post-incident. The drug and drug paraphernalia training kits will provide simulated aids to assist deputies in learning to identify drugs and drug paraphernalia. The ability to positively identify drug paraphernalia will assist the law enforcement function of seizing illegal contraband in efforts to enhance public safety for all.

This equipment will be purchased through the City of Minot and stored and controlled by the Ward County Sheriff's Department.

- The proposal for the Minot Police Department is the purchase of radar speed display signs.

The signs enhance traffic safety through means of static display of motorist's speed. They provide a deterrent, thus enhancing community safety. Studies have shown that increased speed increases the chance of bodily injury or death in traffic crashes. Signs will be placed in areas of community concern.

The City of Minot Finance Department and the Minot Police Department will administer the grant.

THE STATE OF NORTH DAKOTA
COUNTY OF WARD

KNOW ALL BY THESE PRESENT

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF MINOT, ND AND COUNTY OF WARD ND**

**2024 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD
AWARD NUMBER: 15PBJA-24-GG-04559-JAGX**

This Agreement is made and entered into this ____ day of December 2024, by and between the COUNTY of WARD, acting by and through its governing body, the County Commission, hereinafter referred to as COUNTY, and the CITY of MINOT, acting by and through its governing body, the City Council, hereinafter referred to as CITY, both of Ward County, State of North Dakota, witnesseth:

WHEREAS, this Agreement is made under the authority of this Memorandum of Understanding: and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party: and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement: and

WHEREAS, the CITY agrees to provide the COUNTY with a share of the equipment and / or expenditures from the JAG award for the 2024 Program: and

WHEREAS, the CITY and COUNTY believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the COUNTY and CITY agree as follows:

Section 1.

CITY and COUNTY agree to expend the \$16,214 - 2024 JAG grant to purchase the following equipment for each agency. The Minot Police Department will purchase radar speed traffic signs and the County Sheriff's Department will purchase a receiver hitch mounted camera; drug and drug paraphernalia training aids. The COUNTY allocation for their project is \$8,107. The CITY allocation for their project is \$8,107. Any unused portion of grant funds can be used by the other agency if needed to fund their project.

Section 2.

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 3.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 4.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

CITY OF MINOT, ND

COUNTY OF WARD, ND

_____ City Mayor	_____ Date
_____ Chief of Police	_____ Date

_____ Commission Chairman	_____ Date
_____ Ward County Sheriff	_____ Date

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
POLICE GRANT DEPARTMENT REVENUES AND EXPENDITURES FOR THE FY24
EDWARD BYRNE MEMORIAL JAG GRANT AWARD.**

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

§1: Amend the 2024 annual budget to increase the Police grant department revenues and expenditures for the FY24 Edward Byrne Memorial JAG Grant award:

10000000-33100	2024200015	\$16,214
10020000-46101	2024200015	16,214

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

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk



TO: Mayor Ross
Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: December 16, 2024

**SUBJECT: CORRECTION TO RESOLUTION NO. 3845 ESTABLISHING 2025
RATES, FEES, AND CHARGES AT THE MINOT INTERNATIONAL
AIRPORT (MOT)**

I. RECOMMENDED ACTION

It is recommended City Council approve the corrected rates and charges resolution and authorize the Mayor to sign any applicable documents.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The original Airport Rates and Charges resolution was approved by council on October 7, 2024 with an effective date of January 1, 2025. This resolution included an increase in the non-signatory per turn rate from \$444.42 to \$600.00 per turn. During the update of the landing reports for 2025 and an additional review of the resolution, it was discovered that the written amount in Section 6. Non-Signatory Rate Premium was misstated and written as four hundred forty-four dollars and forty-two cents instead of six hundred dollars. The dollar amount was correct at \$600.00 along with the change notification.

B. Proposed Project

Adjust the written amount for the non-signatory per turn rate from four hundred forty-four dollars and forty-two cents to six hundred dollars.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

B. Service/Delivery Impact:

Corrected non-signatory landing rate ensures the Airport is properly conducting business and all documentation is correct.

C. Fiscal Impact

Per turn rates are revenue and have no budgeted expense.

VI. ALTERNATIVES

City council could reject the correction.



RESOLUTION NO.

A RESOLUTION BY THE CITY OF MINOT, NORTH DAKOTA,
ESTABLISHING

2025 RATES, FEES, AND CHARGES

AT THE MINOT INTERNATIONAL AIRPORT (MOT)

WHEREAS, the City of Minot (the "City") owns and operates the Minot International Airport (MOT); and

WHEREAS, pursuant to Minot City Ordinance Sec. 4-25, the City Council may establish uniform rates, fees, and charges at MOT by way of resolution; and

WHEREAS, the City Council desires to establish the 2025 rates, fees, and charges at MOT;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINOT, NORTH DAKOTA THAT the following rates, fees and charges are established at the Minot International Airport **EFFECTIVE JANUARY 1, 2025:**

SECTION 1. TERMINAL AIRLINE RENT AND PER USE FEES

- (a) Signatory Airline Rental Fees:
Cost per square foot (Exclusive & Joint Space): \$25.00 / sq. ft.

CHANGED FROM \$18.70 TO \$25.00/PER SQ. FT.

SECTION 2. RENTAL CAR TERMINAL RENT AND PER USE FEES

Rental Car Terminal Facilities Rent: \$25.00 / sq. ft.

CHANGED FROM \$18.70 TO \$25.00/PER SQ. FT.

SECTION 3: AIRPORT GROUND RENT FEES

Airport Ground Rent Fees shall apply to all NEW, EXTENDED OPTION, or RENEWED leases, and are based on lot location and use. Land rent values at similarly situated airports are also taken into consideration. All Airport Ground Rent leases must comply with MOT's Minimum Standards and Requirements.

- (a) For all new, renewed, or term extension leases, the following

annual GROUND RENTAL fees shall apply:

- | | |
|--|-----------------|
| 1) Southeast General Aviation Lots
Improved Area (Electricity and Access) | \$0.22/ sq. ft. |
| 2) Southeast General Aviation Lots
Unimproved Area (Bare Land) | \$0.11/ sq. ft. |
| 3) Northwest General Aviation Lots
Improved Area (General utilities and Access) | \$0.26/ sq. ft. |
| 4) Northwest General Aviation Lots
Unimproved Area (Bare Land) | \$0.13/ sq. ft. |
| 5) West-Side General Aviation Lots
Improved Area (All Utilities and Accesses) | \$0.30/ sq. ft. |

(b) Aeronautical Service Providers

- | | |
|---|-----------------|
| 1) Single Service Operators
Including Cargo Operators, Multiple Service
Operators, and Full-Service Operators | \$0.30/ sq. ft. |
|---|-----------------|

NO CHANGE FROM 2024

SECTION 4: AIRPORT OWNED T-HANGAR RENTAL FEES

- | | |
|-----------------------------|----------------|
| (a) Airport Owned T-Hangars | \$125.00/month |
|-----------------------------|----------------|

T-Hangars are rented on a month-to-month basis.

Unless specified elsewhere in writing, rent must be paid one month in advance and is due the 10th of each month. Ex: Rent for the month of February must be received by MOT by January 10th.

CHANGED FROM \$75.00 TO \$125.00 PER MONTH

SECTION 5. LANDING FEES AND ARFF CHARGES

- (a) Signatory Airline Landing Fees

\$2.41 / 1,000 lbs. maximum gross landing weight / landing

CHANGED FROM \$2.35 / 1,000 LBS TO \$2.41/ PER 1,000 LBS

- (b) Non-signatory Airline Landing Fees

\$ 3.00 / 1,000 lbs. maximum gross landing weight/ landing

CHANGED FROM \$2.94 /1,000 LBS/ TO \$3.00 PER 1,000 LBS

- (c) ARFF Fees for Signatory

\$0.57 / 1,000 lbs. maximum gross landing weight / landing

NO CHANGE FROM 2024

- (d) ARFF Fees for Non-Signatory

\$0.71 / 1,000 lbs. maximum gross landing weight / landing

NO CHANGE FROM 2024

SECTION 6. NON-SIGNATORY RATE PREMIUM

- (a) All airlines not executing a Signatory Airline Use and Lease Agreement will be charged six hundred dollars (\$600.00) per turn for use of the terminal building in addition to 125% of the signatory landing fees and ARFF fees.

CHANGED FROM \$444.42 TO \$600.00 PER TURN

- (b) Non-Signatory Commercial Air Freight Operator and all Commercial Commuter aircraft weighing less than 12,500 lbs.

\$29.64 per landing

CHANGED FROM \$29.58/ PER LANDING TO \$29.64 PER LANDING

SECTION 7. LANDING FEES FOR COMMERCIAL GENERAL AVIATION

- (a) All Aircraft weighing 12,500 lbs. maximum gross landing weight or more 125% increase of the signatory landing Fees and ARFF fees.
- (b) All Signatory Commercial Air Freight Operator Aircraft and all Commercial Commuter Aircraft weighing LESS than 12,500 lbs. maximum gross landing weight

\$23.72/ 1,000 lbs. maximum gross landing weight / landing

CHANGED FROM \$23.66 TO \$23.72 PER LANDING

SECTION 8. REMAIN OVERNIGHT (RON) FEE

Aircraft that is parked overnight at the commercial terminal ramp for irregular operations and/or for scheduled services including but not limited to: scheduled early departures, maintenance and/or cleaning will be charged a RON fee of \$150.00 per day.

CHANGED FROM \$0.00 TO \$150.00 PER DAY

SECTION 9. COMMERCIAL AERONAUTICAL SERVICE PROVIDER LICENSE FEE

Commercial Aeronautical Services Providers, including Single Service Operators, Multiple Service Operators, and Full-Service Operators, conducting business at MOT shall pay a yearly license fee as follows:

- (a) All Single Service Operators, Multiple Service Operators, and Full-Service Operators that have leased MOT property and considered "based" at MOT shall pay a license fee of \$325 per year.
- (b) All companies not "based" at MOT shall pay the airport a license fee of \$1,000 per year per company.

NO CHANGE FROM 2024

SECTION 10. AIRPORT RAMP PARKING FEES

- (a) Airport Ramp Parking Fees shall be as follows:
 - 1) Aircraft weighing 12,500 pounds maximum gross landed weight or more: \$15.00/aircraft/day
 - a. Aircraft weighing less than 12,500 pounds maximum gross landed weight: \$5.00/aircraft/day, up to a maximum of \$60.00/month

NO CHANGE FROM 2024

SECTION 11. AIRPORT PAY PARKING FEES

- (a) Airport Parking Fees shall be as follows:
 - 1) Short-Term Parking
 - Zero (0) - under One (1) Hour \$ 1.00

One (1) – under (4) hours	\$ 5.00
Four (4) – under Six (6) Hours	\$ 8.00
Six (6) – Twenty-Four (24) Hours	\$ 14.00
Daily Rate after first Twenty-Four (24) Hours	\$ 14.00/day

2) Long-Term Parking

Daily Rate	\$ 12.00/day
Airline Crew Pass (per month)	\$ 30.00/month

NO CHANGE FROM 2024

SECTION 12. GROUND TRANSPORTATION FEES

All ground transportation services to bring customers to and from MOT shall be as follows:

(a) Taxis, Shuttles, Ridehails and Vans	\$50/month – \$600/year
(b) Hotel Shuttles and Vans	\$100/year
(c) Peer to Peer (P2P)/Rideshare	\$ 600/year

NO CHANGE FROM 2024

SECTION 13. SELF FUELING PERMIT

Self-Fueling Permit	\$50.00/year
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NO CHANGE FROM 2024

SECTION 14. GENERAL AVIATION RENTAL RATES

General Aviation Office space rentals for non-terminal rentals.

\$18.00/ per square foot

CHANGED FROM \$0.00 PER SQ FT TO \$18.00 PER SQ FT

General Aviation Non-Aeronautical Storage Space

\$3.00 per sq ft

CHANGED FROM \$0.00 PER SQ FT TO \$3.00 PER SQ FT

SECTION 15. AIRPORT TENANT EMPLOYEE PARKING

MOT tenant employees \$250/year

*MOT terminal tenant employees must park in MOT employee lot during onsite hours.

CHANGED FROM \$200/YEAR TO \$250/YEAR

SECTION 16. CONFERENCE ROOM RENTAL FEES

MOT Conference Rooms may be available for rent on an hourly basis. Room rental rates are as follows:

- | | | |
|-----|---|-----------|
| (a) | 1 st Floor MOT Conference Room | \$20/hour |
| (b) | 2 nd Floor MOT Conference Room | \$40/hour |

MOT tenants will receive a 50% discount on Conference Room Rental Fees.

NO CHANGE FROM 2024

SECTION 17. BADGE, KEYS AND SECURITY

- (a) MOT Badge Fees are as follows:

1) New Badges

AOA Badge	\$40.00/badge
SIDA Badge	\$80.00/badge
Renewal	\$20.00/year

2) Lost/Stolen/Replacement Badge Fees

1 st Replacement	\$50.00/badge
2 nd Replacement	\$100.00/badge
3 RD Replacement	\$150.00/badge

3) Damaged Badge Fee	\$30.00/badge
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- (b) MOT Key Fees are as follows:

1) Post Office Key	\$20.00/key
--------------------	-------------

- | | |
|-------------------------------------|---------------------|
| 2) Lost/Stolen/Replacement Key Fees | |
| 1 st Replacement | \$50.00/key |
| 2 nd Replacement | \$100.00/key |
| 3 or more Replacements | \$150.00/key |
| 3) "Re-key" of door locks | \$200.00/occurrence |
| 4) Rental Key | \$20.00/year |
- (c) MOT charges a fine for security violations. Security Fines are as follows:
- | | |
|--|------------|
| 1) <u>First Fine</u> | \$500.00 |
| The first three security violations/offenses in 60 days will be punishable as a "first fine." | |
| 2) <u>Second Fine</u> | \$1,500.00 |
| Subsequent security violations/offenses within 60 days of a first fine, are punishable as a "second fine." | |
| 3) <u>Third Fine</u> | \$2,500.00 |
| Subsequent Security violations/offenses within 60 days of a second fine, are punishable as a "third fine." | |

NO CHANGE FROM 2024

SECTION 18. MISCELLANEOUS CHARGES

- | | |
|--|--|
| (a) Special Operator Permit Fee | \$500.00-
\$1,000.00/occurrence |
| (b) Security Video Requests | \$50.00/video
Labor Rate after 1 hour |
| (c) Mobile Runway Closure X Rental Fee | \$50.00/day
\$1,500.00/month |
| (d) Airline Unclaimed Baggage | \$50.00/occurrence |
| (e) GSE Repair Area (Maintenance Bay) | \$400.00/Per
Bay/month |
| (f) Glycol Storage | \$25.00/sq. ft. |

(g) MOT Labor Rate	\$85.00/hour
(h) MOT Labor with Equipment Usage	\$120.00/hour
(i) Advertising Upload Fee	\$25.00/occurrence
(j) Airport Administrative Fee	Actual Cost plus 15%
(k) Advertising Display Fee	\$150-\$500/month
(l) Repair Fees	Actual cost of materials
(m) Sales Tax	Charged when applicable
(n) Finance Charges on Overdue Payments	Based on City of Minot Finance Fee Schedule

CHANGED GLYCOL STROAGE FROM \$18.70/PER SQ FT TO \$25.00/PER SQ FT

CHANGED ADVERTISING DISPLAY FEE FROM \$0.00 TO \$150-\$500/month

This resolution shall become effective JANUARY 1, 2025

Passed and adopted this_____day of_____, 2025.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Tom Ross, Mayor



TO: Mayor Ross
Members of the City Council

FROM: Chris Plank, NDR Program Administrator

DATE: December 16, 2024

**SUBJECT: AUTHORIZE MAYOR TO SIGN CDBG FINANCIAL AWARD FOR
ENGLE COURT APARTMENTS**

I. RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the CDBG financial award.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The City of Minot is a pass-through entity for Beyond Shelter and the Minot Housing Authority to purchase land and have an environmental review done before construction begins. At the August 19, 2024, meeting, council approved the submission of the CDBG application to the state. The state approved the application and has sent a CDBG financial award document requiring the mayor's signature accepting the funds. An environmental review is required before any construction can begin. This financial award will allow the land to be purchased and covers any administrative costs for completing the environmental review. After the state approves the funding, a developer or subrecipient agreement will be executed formalizing the entity that will be responsible for the development of the property. This agreement will ensure the project will be completed in a timely manner according to guidelines outlined by the State.

B. Proposed Project

Beyond Shelter and the Minot Housing Authority will be constructing two (2) 36-unit apartment complexes in the NW part of town. Phase 1 is scheduled to begin in the fall of 2025 and Phase 2 is slated to begin the following year. There is a time restriction on the submission of the CDBG financial award acceptance to the state.

C. Recommendation Detail

Authorize the mayor to sign the CDBG financial award for the Engle Court

Apartment project. There will be a subsequent agenda item relating to a subrecipient or development agreement after staff has evaluated which is appropriate for this grant.

IV. IMPACT

A. Aspirations

The goal of this project is to provide more affordable housing units to meet the increased demand for more affordable housing in the city. By authorizing the mayor to sign the award, it meets the aspiration of being prepared and resilient.

B. Service/Delivery Impact:

This project will allow the Minot Housing Authority to offer additional units for those who are in need of housing assistance.

C. Fiscal Impact

This project is being funded by state CDBG dollars.

Project Costs

\$422,415.50 to purchase the land and have an environmental review completed.

Project Funding

State CDBG dollars will be used for the project.

VI. ALTERNATIVES

1. Not authorizing the mayor to sign the award would prevent the project from starting.

November 5th, 2024

Thomas Ross, Mayor
City of Minot
10 3rd Ave SW
Minot, ND 58701

RE: Minot Land Acquisition – Engle Court Apartments
Instrument #5316-CD23-H-PI

Enclosed is your CDBG financial award. The award consists of the following parts:

- Part I - Basic Information and Signatory Sheet
- Part II - General Terms and Conditions
- Part III - Programmatic Special Conditions
- Part IV - Scope of Work
- Part V - Statement of Assurances
- Addendum to Grand and Contracts Where a Subcontractor is Involved

At this time, we ask that you **sign and date Part I**. Upon receipt, we will sign the award and email an executed copy to you and your grant/project administrator (if applicable).

Before signing your financial award, it is extremely important that you carefully review each part of the award. Please pay close attention to the requirements for local funds to be expended, the effective dates of the Budget/Project Period, Part III Special Conditions, Part IV Scope of Work approved and Part V. Both the recipient and project administrator are responsible for assuring compliance of all parts of the financial award. Should you have any questions about any part, please do not hesitate to respond to this email.

Please review your Section 504 Self-Evaluation Plan and submit any updates to the DCS prior to the final drawdown of funds.

1600 E Century Avenue, Suite 2 | P.O. Box 2057 | Bismarck, ND 58502

PHONE: 701-328-5300 | TOLL FREE: 1-866-4DAKOTA | ND RELAY TTY: 1-800-366-6888 | VOICE: 1-800-366-6889 |
NDCommerce.com

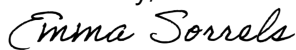
An addendum concerning indemnification and insurance requirements has been attached to the award. Evidence of insurance must be available upon request.

If you received CDBG funds for administration and intend to hire an administrator, you must enter into a written contract with that person or agency. However, if the administrator is a local government employee a contract is not necessary. Guidance for developing a contract will be given to your selected administrator. If a city/county employee is to be designated as the grant administrator, you do not have to advertise for bids. Upon signing a contract, you may instruct your administrator to begin undertaking purely administrative activities, such as conducting an environmental review, setting up files, and advertising for other professional services. **Under no circumstances may you commit CDBG funds for actual activity implementation (construction or purchases) until you have completed the environmental review and received a Notice of Release of Funds from us.**

Please sign your award as soon as possible. A policy in the Program Distribution Statement permits the DCS to terminate a grant if it is not signed and returned within 60 days. We do not want such an action to occur. Remember, the sooner you return your award, the sooner the grant may be implemented.

We look forward to working with you during the implementation of your project. We are willing to assist you in any way we can. Good luck, and don't hesitate to contact Andrea Alvarez at andalvarez@nd.gov if you have any questions.

Sincerely,



Emma Sorrels

Grants and Contracts Officer

North Dakota Department of Commerce

701.328.5382 • esorrels@nd.gov • <https://www.communityservices.nd.gov/>



1600 E Century Avenue, Suite 2 | P.O. Box 2057 | Bismarck, ND 58502

PHONE: 701-328-5300 | TOLL FREE: 1-866-4DAKOTA | ND RELAY TTY: 1-800-366-6888 | VOICE: 1-800-366-6889 |
NDCommerce.com

FINANCIAL AWARD

NORTH DAKOTA DEPARTMENT OF COMMERCE/DCS

SFN 4623 (7/21)

PART I			
BASIC INFORMATION & SIGNATORY SHEET			
PROJECT TITLE Engle Court Apartments - Minot Land Aquisition		INSTRUMENT TYPE ☒ Grant ☐ Contract ☐ Cooperative Agreement	
		INSTRUMENT NUMBER 5316-CD23-H-PI	
RECIPIENT NAME AND ADDRESS City of Minot 10 3rd Ave SW Minot, ND 58701		GRANTOR ND Department of Commerce Division of Community Services 1600 East Century Ave, Suite 6, PO Box 2057 Bismarck, ND 58502-2057 Phone: (701) 328-5300	
RECIPIENT UEI NUMBER (Unique Entity ID) D33RGAW88JU9		BUDGET/PROJECT PERIOD 11/5/2024-5/1/2025	DATE 11/05/24
RECIPIENT TYPE ☐ State Government ☐ Indian Tribal Government ☐ Local Government ☐ Individual ☐ Education ☐ For Profit Organization ☐ Hospital ☐ Other Nonprofit Organizations ☐ Other (Specify) _____		FUNDING SOURCE ☒ Federal _____ ☐ State _____ ☐ Other _____	
FEDERAL AUTHORIZING LEGISLATION P.L.93-383		TYPE OF AWARD ☒ New ☐ Renewal ☐ Amendment No. _____	
FEDERAL GRANT NUMBER B-23-DC-38-0001		CFDA NUMBER 14.228	
ADMINISTERING AGENCY Terracon		PROJECT ADMINISTRATOR	TELEPHONE (701) 282-9633
PROCUREMENT METHOD (CONTRACTS)			
☐ Formal Bid ☐ Noncompetitive Negotiation ☐ Small Purchase ☐ Competitive Negotiation			
FUNDING AUTHORIZATION			
1. DCS Funds Awarded This Action		\$	422,415.50
2. DCS Carryover Funds Authorized		\$	_____
3. DCS Previous Awards This Project Period		\$	_____
4. DCS Previous Deauthorizations This Project Period		\$	_____
5. Current DCS Funds Authorized		\$	422,415.50
6. Recipient Share of Budget		\$	_____
7. Total Approved Budget		\$	422,415.50
REMARKS			
This award agreement is entered into by the <i>RECIPIENT</i> and <i>GRANTOR</i> specified above. The <i>RECIPIENT</i> agrees to implement the tasks delineated in this award and will comply with all incorporated and referenced terms and conditions. The award consists of this Signatory Sheet, the attached Terms and Conditions, the attached Budget, and incorporated or referenced Work Program or Application.			
EVIDENCE OF RECIPIENT ACCEPTANCE		EVIDENCE OF GRANTOR ACCEPTANCE	
NAME Thomas Ross		NAME Maria Effertz	
TITLE Mayor		TITLE Director	
SIGNATURE X	DATE	SIGNATURE X	DATE

PART II
General Assistance Terms & Conditions
Updated 6/17/19

- A. AVAILABILITY OF FEDERAL FUNDS - If disclosed on Part I, funds to be disbursed under this Award have been appropriated pursuant to the enabling federal legislation cited in Part I of this Award. Should federal funds become limited by the awarding federal agency, this grant may be amended accordingly.
- B. STATE APPROPRIATION AUTHORITY - Funds authorized under this Award are subject to State Appropriation Authority.
- C. SCOPE OF WORK - All work and activities authorized by this Award will be performed in accordance with the terms and conditions and work program attached, described, or referenced in this agreement. In addition, if a work or grant proposal was submitted, all work will comply with that which was described and requested in the work proposal unless otherwise noted as changed.
- D. LIMITATIONS ON EXPENDITURES - The total cost of performing the tasks under this Award must not exceed the total funds authorized in Part I, Basic Information and Signatory Sheet, and will be limited to and in accordance with those delineated in the budget plan attached to this Award.
- E. AMENDMENTS AND MODIFICATIONS - When necessary, the Recipient may request changes in the scope of services to be provided in this Award to include changes in the attached budget. These requests must be made in writing and supported with appropriate documentation. Such changes must not be undertaken until incorporated by written amendments to this Award.
- F. RECORD RETENTION AND ACCESS - The DCS and duly authorized officials of the state and federal government shall have full access and the right to examine any pertinent documents, papers, records and books of the Recipient and of persons or organizations the Recipient may contract with which involve transactions related to this Award. The Recipient shall retain all documents, papers, records and books that are pertinent to this Award for a period of five (5) years following the submission of the final Financial Status Report or until all audit findings have been resolved, whichever is later unless otherwise stated in this agreement.
- G. SUBCONTRACTING - The Recipient shall not assign, transfer, or subcontract professional service responsibilities (excluding approved construction and rehabilitation services) covered under this Award without prior written approval of the DCS.
- H. PROHIBITION AGAINST PAYMENTS OF BONUS OR COMMISSION - The assistance provided under this Award shall not be used in the payment of any bonus or commission for the purpose of the preparation of and/or activities associated with obtaining approval of the work proposal.
- I. TERMINATION - The Recipient and the DCS may terminate this Award agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof and the cause for the termination. Unless otherwise noted in Part III of this award, the other party must receive such notice at least thirty (30) days before the effective date of termination. Cause for termination may include nonperformance of specified work activities and noncompliance with the terms and conditions of this Award. The DCS shall be liable only for work performed or services provided under this Award prior to the effective date of termination.

- J. DEFAULT - If the Recipient fails to comply with the terms of this Award or fails to use the Award for only those purposes set forth herein, the DCS may, unless otherwise noted in Part III of this award:
1. After notice to the Recipient, suspend the award and withhold further payment or prohibit the Recipient from incurring additional obligations of grant funds, pending corrective action by the Recipient.
 2. Terminate the Award in whole, or in part, at any time before the final award payment is made. The DCS shall promptly notify the Recipient in writing of the determination to terminate, the reason for such termination, and the effective date of the termination.
- K. NONDISCRIMINATION - The Recipient agrees that it will be subject to and will comply with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended by the Executive Orders 11375 and 12086, the Age Discrimination Act of 1975, and Title VIII of the Civil Rights Act of 1968. Under these acts, no person shall on the grounds of race, color, religion, sex, national origin or age be excluded from participation in, be denied the benefits or be otherwise subject to discrimination under this program.
- L. SECTION 504 - The Recipient agrees that it will be subject to and will comply with Section 504 of the Rehabilitation Act of 1973. Under this act no person shall solely by reason of disability be excluded from participation in, be denied the benefits of or be subjected to discrimination under this program.
- M. CODE OF CONDUCT - Recipients shall maintain a written code or standards of conduct which shall govern the performance of their officers, employees or agents engaged in the Award and administration of contracts supported by federal funds. No employee, officer or agent of the Recipient shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
1. The employee, officer or agent;
 2. Any member of his immediate family;
 3. His or her partner; or
 4. An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

The Recipient's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

To the extent permitted by state or local law or regulations, such standards of conduct shall provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the Recipient's officers, employees, or agents, or by contractors or their agents.

PART III - PROGRAMMATIC SPECIAL CONDITIONS
(Housing and Related Projects)
Updated – 8/8/23

Funds provided under this award are federal funds received from the Department of Housing and Urban Development (HUD) under Community Development Block Grant Number B-21-DC-38-0001 (dated August 6, 2021). HUD provides this funding to the Department of Commerce, Division of Community Services for development of communities, principally benefitting low-and-moderate income individuals and families.

The Department of Commerce, Division of Community Services (DCS), as grant recipient for grant number B-21-DC-38-0001, subgrants the amount shown in Part I of this agreement to the subrecipient (referred to as Recipient in Part I and through out this award).

1. The grantee and its grant administrator must comply with all requirements of the North Dakota Community Development Block Grant Program Distribution Statement, Administrative Manual, and all subsequent additions and changes that may be made to the manual.
2. The Recipient may not spend or incur any Title I funds (sign construction contracts) for activity implementation, with the exception of hiring an administrator and undertaking administrative activities and incurring engineering and architectural fees, until the environmental review has been completed and the Notice of Release of Funds or the Notice of Acceptance has been received.

Project Funds Only – The Recipient may not spend or incur any Title I funds for project costs (sign construction contracts, accept proposals, etc) for activity implementation until the environmental review for the project has been completed and the DCS Notice of Acceptance or Release of Funds has been received.

Admin Funds Only – If CDBG funds are paying for project administration costs, the Exemption Determination for Activities Listed at 24 CFR 58.34 form must be completed prior to entering into a contract. The Recipient may not spend or incur any Title I funds for administration until the environmental review has been completed and the DCS Notice of Acceptance received.

3. When CDBG funds are requested from the Division of Community Services (DCS), a Housing Project Summary (see Section 5 of the North Dakota CDBG Administrative Manual) must be submitted with each request for funds.
4. The grantee must document the receipt and expenditure of other public or private funds which are included in the project budget and must report these funds on the semi-annual Financial Status Report.
5. If a grantee has not incurred eligible project costs for other than administrative activities within twelve months of the effective date of the Financial Award, the award can be terminated at the option of the DCS. If project dollars are deobligated, administrative funds will be deobligated proportionately.

Administration dollars will be paid to the Recipient on a reimbursement basis. Should the Recipient have more than one source of administrative funds, CDBG funds will reimburse the Recipient proportionally to the other funds. The Recipient must provide documentation of administrative expenses with its Request for Funds (SFN 4630). The DCS will hold 10 Percent of the authorized administrative funds until the project final report is received and approved by the DCS.

Administration dollars will be allowed on projects that do not come to fruition, based on documented expenses.

Administration funds may not exceed the dollar amount agreed to on Part IV of this agreement unless an amendment has been submitted by the Recipient and approved by the DCS.

6. The grantee will maintain its Unique Entity Identifier (UEI) number and SAM registration throughout the term of this agreement.
7. The State's Procurement Standards must be followed. This includes procuring for project administration (if the Recipient chooses not to administer the project themselves). Please reference the CDBG Admin Manual Section 6 Procurement Methods and Contracts <https://www.communityservices.nd.gov/uploads/3/2021CDBGAdminManual.pdf>.
8. When CDBG funds are used to rehabilitate a rental property, a written agreement from the property owner must be signed prior to payment of any funds. In the event that financial assistance is provided to a non-low and moderate income property owner for the benefit of a low and moderate income renter, the grantee must secure a written agreement from the owner to:
 - a. Limit rent increases for five years to the rate of inflation; and
 - b. Continue to rent to low and moderate income persons for a period of five years.
9. The grantee will complete or review its existing Section 504 Self-Evaluation in accordance with 24 CFR Part 8 "Nondiscrimination based on handicap in federally assisted programs and activities of the Department of Housing and Urban Development" of the Federal Register. The Self-Evaluation or review will be completed prior to the final drawdown of administration funds. This process must be documented and results submitted to the DCS.

The grantee is required to name a Section 504 coordinator if they employ fifteen or more people.

If a grantee receives multiple awards in the same program year, only one review needs to be completed by the grantee.

10. The second public hearing must be held prior to the final drawdown of CDBG funds. The second public hearing should cover a review of the program performance. A copy of the affidavit of publication and a copy of the minutes of the public meeting must be submitted to the DCS.

11. The Recipient agrees to comply with the closeout procedures detailed in 2 CFR 200.343, including the following:

- (1) Recipient must submit, no later than thirty (30) calendar days after the expiration of the award, the CDBG final report (forms available on www.communityservicesnd.gov)
- (2) Unless an extension has been authorized, the Recipient must liquidate all obligations incurred under the award not later than thirty (30) calendar days after the end of the Budget/Project Period of the award
- (3) Recipient must promptly refund any balances of unobligated cash that the DCS paid to the Recipient that is not authorized to be retained for use in other projects (See 2 CFR 200.345)
- (4) Recipient must account for any real and personal property acquired with funds under this award in accordance with 2 CFR 200.310-200.316 and 200.329 and
- (5) DCS will complete all closeout actions for the federal award no later than one year after receipt and acceptance of all required final reports, with the Recipient providing all follow-up information as required.

PART IV**SCOPE OF WORK AND PROJECT BUDGET**

7/29/13

Name of Grantee City of Minot					Instrument Number 5316-CD23-H-PI					
Activity	CDBG	HOME	ESG	NDHG	HOPWA	Other Federal	State/ Local	Private	Other*	Total
Acquisition of Land	400,000.00									400,000.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
Administration	22,415.00									22,415.00
TOTAL	422,415.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	422,415.00
*Source of Other Funds _____										

PART V
STATEMENT OF ASSURANCES
Updated 9/20/21

The Recipient hereby assures and certifies that:

1. Resolution of Authority

Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the submission of the application, including all understandings and assurances contained herein, and directing and authorizing the signatory to additional information as may be required.

2. Access to Records

It will give the State of North Dakota, Division of Community Services, State Auditor's Office, and the Comptroller General of the United States, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant.

3. Legal Authority

It possesses legal authority to apply for the grant and to execute the proposed project under North Dakota law and, if selected to receive a Community Development Block Grant, will make all efforts necessary to assure timely and effective implementation of the project activities described in the attached application.

4. Financial Management

It will comply with the applicable requirements of 2 CFR Part 200 or any equivalent procedures and requirements that the Division of Community Services may prescribe. The circular is the basis for a number of specific requirements on the financial management and recordkeeping of CDBG funds. The directive applies to cash depositories, bonding insurance, recordkeeping, program income, property management, procurement, closeout, audit, and other requirements.

The Recipient must follow 2 CFR Part 200 Subpart (F) for audit requirements.

5. HUD Disclosure

It will comply with HUD Disclosure Requirements (Subpart C of 24 CFR Part 12) prior to receiving a financial award from the Division of Community Services.

6. Assessments for Public Improvements

It will not attempt to recover any capital costs of public improvements assisted in whole or part with CDBG funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a

condition of obtaining access to such public improvements, unless:

- a) CDBG funds are used to pay the portion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or
- b) For purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (a), above.

7. Citizen Participation

The Recipient will:

- a. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG/CDLF funds are proposed to be used;
- b. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG/CDLF funds;
- c. Furnish citizens information, including but not limited to:
 - (1) The amount of CDBG/CDLF funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
 - (2) The range of activities that may be undertaken with the CDBG funds;
 - (3) The estimated amount of the CDBG/CDLF funds proposed to be used for activities that will meet the national objective of benefit to LMI persons; and
 - (4) The proposed CDBG/CDLF activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under §570.488.
- d. Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
- e. Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-

English speaking residents can reasonably be expected to participate;

- f. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state; and
- g. Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

8. Building Standards

The Recipient must assure that activities involving new building construction or alterations comply with the State Building Code (NDCC Chapter 54-21.3). Section 54-21.3-03 requires compliance with the Uniform Building Code and Uniform Building Code and Uniform Mechanical Code; and Section 54-21.3-04.1 requires compliance with the Americans with Disabilities Act Guidelines (ADAAG). For construction and alterations of multi-family dwellings containing four or more units, the Recipient must assure compliance with the Fair Housing Accessibility Guidelines for implementation of the accessibility requirements of the Fair Housing Act.

9. Conflict of Interest

It will ensure that no member, officer, or employee of the applicant, or its designees or agents, no member of the governing body of the community in which the project is situated, and no other public official of the local government who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or sub-contract, or the proceeds thereof, for work to be performed in connection with the program assisted under the agreement. The Recipient shall incorporate, or cause to be incorporated, in all such contracts or sub-contracts a provision prohibiting such interest.

10. Anti-Displacement

In the event it is awarded CDBG funds by the State, it will:

- a. Follow a residential anti-displacement and relocation assistance plan which shall:
 - (1) In the event of such displacement, provide that:
 - (a) Governmental agencies or private developers shall provide within the same community comparable replacement dwellings for the same number of occupants as could have been housed in the occupied and vacant occupiable low and moderate income dwelling units demolished or converted to a use other than for housing for low and moderate income persons, and provide that such replacement housing may include existing housing assisted with project based

assistance provided under section 8 of the United States Housing Act of 1937;

- (b) Such comparable replacement dwellings shall be designed to remain affordable to persons of low and moderate income for 10 years from the time of initial occupancy;
 - (c) Relocation benefits shall be provided for all low or moderate income persons who occupied housing demolished or converted to a use other than for low or moderate income housing, including reimbursement for actual and reasonable moving expenses, security deposits, credit checks, and other moving-related expenses, including any interim living costs; and, in the case of displaced persons of low and moderate income, provide either:
 - (i) Compensation sufficient to ensure that, for a 5-year period, the displaced families shall not bear, after relocation, a ratio of shelter costs to income that exceeds 30 percent; or
 - (ii) If elected by a family, a lump-sum payment equal to the capitalized value of the benefits available under sub-clause (i) to permit the household to secure participation in a housing cooperative or mutual housing association.
 - (d) Persons displaced shall be relocated into comparable replacement housing that is:
 - (i) Decent, safe, and sanitary;
 - (ii) Adequate in size to accommodate the occupants;
 - (iii) Functionally equivalent; and
 - (iv) In an area not subject to unreasonably adverse environmental conditions.
- (2) Persons displaced shall have the right to elect, as an alternative to the benefits under this subsection to receive benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so; and
- (3) Where a claim for assistance under subparagraph (1)(d) is denied by the Recipient, the claimant may appeal to the State, and that the decision of the State shall be final unless a court determines the decision was arbitrary and capricious.

11. Displacement and Relocation

It will minimize displacement as a result of activities assisted with CDBG funds.

It will comply with:

- a. 49 CFR Part 24
- b. 49 CFR Part 24, Subpart B

- c. will comply with section 104(d) of the Housing and Community Development Act of 1974, as amended, which requires the replacement of low and moderate income housing units that are demolished or converted to another use in connection with an assisted activity and the provision of specified relocation assistance to certain low and moderate income persons. Further guidance can be found in the URA Policy Manual.

12. Civil Rights

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d et seq.), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied in the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits.

13. Excessive Force Policy

The Recipient adopts and will enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil right demonstrations and the Recipient will enforce applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

14. Equal Opportunity

It will comply with:

- a. Section 109 of the Housing and Community Development Act of 1974 (ACT), as amended, and the regulations issued pursuant thereto (24 CFR 570.601), which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds provided under the act;
- b. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.) The act provides that no person shall be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance;
- c. Section 504 of the Rehabilitation Act of 1973, amended (29 U.S. C. 794). The act provides that no otherwise qualified individual shall, solely, by reason of his or her handicap be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance;
- d. Section 3 of the Housing and Community Development Act of 1968 (12 U.S.C. 170/u) (24 CFR Part 135). Section 3 of the Housing and Urban Development Act of 1968 requires, in connection with the planning and carrying out of any project assisted under

the Act, to the greatest extent feasible, that opportunities for training and employment be given to lower-income persons residing within the unit of local government or the non-metropolitan county in which the project is located, and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part, by persons residing in the project area. The Recipient must assure good faith efforts toward compliance with the statutory directive of Section 3; and

- e. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60) prohibit a CDBG recipient and subcontractors, if any, from discriminating against any employee or applicant for employment because of race, color, religion, sex or national origin. The Recipient and subcontractors, if any, must take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action must include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. The Recipient and subcontractors must post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. For contracts over \$10,000, the Recipient or subcontractors will send to each applicable labor union a notice of the above requirements, the Recipient and subcontractors will comply with relevant rules, regulations and orders of the U.S. Secretary of Labor. The Recipient or subcontractors must make their books and records available to State and federal officials for purposes of investigation to ascertain compliance.
- f. Executive Order 13166 eliminates, to the extent possible, limited English proficiency as a barrier to full and meaningful participation by beneficiaries in all federally-assisted and federally conducted programs and activities.

15. Fair Housing

It will affirmatively further fair housing and will comply with:

- a. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended. The law states that it is the policy of the United States to provide for fair housing throughout the United States and prohibits any person from discriminating in the sale or rental of housing, the financing of housing or the provision of brokerage services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, national origin, familial status or disability. CDBG recipients must also administer programs and activities relating to housing and community development in a manner that affirmatively promotes fair housing and furthers the purposes of Title VIII; and
- b. Executive Order 11063, as amended by Executive Order 12259, requires CDBG recipients to take all actions necessary and appropriate to prevent discrimination because of race, color, religion, creed, sex or national origin; in the sale, leasing, rental and other disposition of residential property and related facilities (including land to be developed for residential use); or in the use of occupancy thereof if such property and related facilities are, among other things, provided in whole or in part with the aid of loans, advances, grants or contributions from the federal government.

16. Labor Standards

It will comply with:

- a. Section 110 of the Housing and Community Development Act of 1975, as amended, 24 CFR 570.605, and State regulations regarding the administration and enforcement of labor standards. Section 110 requires that all laborers and mechanics employed by contractors or subcontractors on construction work assisted under the Act shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276-a-276a-5). By reason of the foregoing requirement the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) also applies. However, these requirements apply to rehabilitation of residential property only if such property is designed for residential use for eight or more families;
- b. Davis-Bacon Act, as amended (40 U.S.C. a- et seq.), Section 2; June 13, 1934, as amended (48 Stat. 948.40 U.S.C. 276(c)), popularly known as The Copeland Anti-Kickback Act. The Act mandates that all laborers and mechanics be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account except "permissible" salary deductions, the full amounts due at the time of payments, computed at wage rates not less than those contained in the wage determination issued by the U.S. Department of Labor. Weekly compliance statements and payrolls are required to be submitted to the federally-funded recipient by the contractor;
- c. Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) According to the Act, no contract work may involve or require laborers or mechanics to work in excess of 40 hours in a work week, unless compensation of not less than one and one-half times the basic rate is paid for the overtime hours. If this Act is violated, the contract or subcontractor is liable to any affected employee for unpaid damages as well as to the United State for liquidated damages; and
- d. Federal Fair Labor Standards Act, (29 U.S.C.S. 201 et seq.). The act requires that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week.

17. EPA Listing of Violating Facilities

It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the U.S. Environmental Protection Agency's (EPA) List of Violating Facilities and that it will notify the Department of Commerce of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by EPA.

18. Environmental Impact

It will comply with:

- a. Section 104(f) of the Housing and Community Development Act of 1974, as amended through 1981. This section expresses the intent that "the policies of the National Environmental Policy Act of 1969 and other provisions of law which further the purposes of such Act be most effectively implemented in connection with the expenditure of funds under" the Act. Such other provisions of law which further the purpose of the National Environmental Policy Act of 1969 are specified in regulations issued pursuant to Section 104(f) of the Act and contained in 24 CFR Part 58; and
- b. The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321, et seq. and 24 CFR Part 58). The purpose of this Act is to attain the widest use of the environment without degradation, risk to health or safety or other undesirable and unintended consequences. Environmental review procedures are a necessary part of this process. The Recipient must certify that the proposed project will not significantly impact the environment and that the Recipient has complied with environmental regulations and fulfilled its obligations to give public notice of the funding request, environmental findings and compliance performance.

Its chief executive officer or other officer of applicant approved by the State:

- (1) Consents to assume the status of responsible federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of federal law, as specified in 24 CFR Part 58, which further the purposes of NEPA, insofar as the provisions of such federal law apply to the North Dakota Community Development Block Grant Program; and
- (2) Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the federal courts for the purpose of enforcement of his responsibilities as such an official.

19. Floodplain Management and Wetlands Protection

It will comply with:

- a. The Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) required, on and after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance;

- b. Executive Order 11988, May 24, 1978: Floodplain Management (42 F.R. 26951, et seq.)
The intent of this Executive Order is to (1) avoid, to the extent possible, adverse impacts associated with the occupancy and modification of floodplains and (2) avoid direct or indirect support of floodplain development wherever there is a practical alternative. If the Recipient proposes to conduct, support or allow an action to be located in the floodplain, the Recipient must consider alternatives to avoid adverse effects and incompatible involvement in the floodplains. If siting in a floodplain is the only practical alternative, the Recipient must, prior to taking an action: (1) design or modify its actions in order to minimize a potential harm to the floodplain; and (2) prepare and circulate a notice containing an explanation of why the action is proposed to be located in a floodplain; and
- c. Executive Order 11990, May 24, 1977: Protection of Wetlands (42 F.R. 26961, et seq.).
The intent of this Executive Order is to avoid adverse impacts associated with the destruction or modification of wetlands and direct or indirect support of new construction in wetlands, wherever there is a practical alternative. The Recipient must avoid undertaking or providing assistance for new construction located in wetlands unless there is no practical alternative to such construction and the proposed action includes all practical measures to minimize harm to wetlands which may result from such use.

20. Historic Preservation

It will comply with:

- a. Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470, as amended) through completion of the procedures outlined in 36CFR800 and 36CFR63. Compliance with these procedures should include:
 - (1) Consulting with the State Historic Preservation Office (SHPO) to identify properties listed in or eligible for inclusion in the National Register of Historic Places that exist with a proposed CDBG project's area of potential environmental impact; and
 - (2) Consulting, as needed with the SHPO, Keeper of the National Register of Historic Places, and the Advisory Council on Historic Preservation to evaluate the significance of historic or prehistoric properties which could be affected by CDBG work and to determine how to avoid or mitigate adverse effects to significant properties from project work.

21. Farmlands Protection

It will comply with the Farmland Protection Policy Act (1981) (PL 97-98, Dec. 22, 1981) (Subtitle I Sec. 1539-1554) which requires recipients of federal assistance to minimize the extent to which their projects contribute to the unnecessary and irreversible commitment of farmland to nonagricultural uses.

22. Lead-Based Paint

It will comply with Sections 1012 and 1013 of Title X of the Housing and Community Development Act of 1992. The regulation appears within Title 24 of the Code of Federal Regulations as part 35. (24 CFR 35). The purpose of this regulation is to protect young children from lead-based paint hazards in housing that is financially assisted by the Federal government or sold by the government. This regulation applies only to structures built prior to 1978.

23. Solid Waste

It will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901, et seq.). The purpose of this Act is to promote the protection of health and the environment and to conserve valuable material and energy resources.

24. Air Quality

It will comply with the Clean Air Act (42 U.S.C. 7401, et seq.) which prohibits engaging in, supporting in any way or providing financial assistance for licensing or permitting, or approving any activity which does not conform to the North Dakota Air Pollution Control Rules (NDCC Article 33-15), which includes standards for asbestos and other hazardous air pollutants, and the State implementation plan for the control of air pollution.

25. Water Quality

It will comply with:

- a. The Safe Drinking Water Act of 1974 (42 U.S.C. Section 201, 300(f) et seq. and U.S.C. Section 349), as amended, particularly Section 1424(e)(42 U.S.C. Section 300H-303(e)) which is intended to protect underground sources of water. No commitment for federal financial assistance can be entered into for any project which the U.S. Environmental Protection Agency determines may contaminate an aquifer which is the sole or principal draining water source for an area; and
- b. The Federal Water Pollution Control Act of 1972, as amended, including The Clear Water Act of 1977, Public Law 92-212 (33 U.S.C. Section 1251, et seq.) which provides for the restoration and maintenance of the chemical, physical and biological integrity of the nation's water.

26. Noise, Facility Siting

It will comply with HUD Environmental Standards (24CFR, Part 51, Environmental Criteria and Standards and 44 F.R. 40860-40866, July 12, 1979) which prohibit HUD support for most new construction of noise-sensitive uses on sites having unacceptable noise exposure. HUD assistance for the construction of new noise-sensitive uses is prohibited in general for projects with unacceptable noise exposures and is discouraged for projects with normally unacceptable noise exposure. Additionally projects may not be located near facilities handling materials of an explosive or hazardous nature, or in airport clear zones.

27. Wildlife

It will comply with:

- a. The Endangered Species Act of 1973, as amended (16 U.S.C. 1531 et seq.). The intent of this Act is to ensure that all federally assisted projects seek to preserve endangered or threatened species. Federally authorized and funded projects must not jeopardize the continued existence of endangered and threatened species or result in the destruction of or modification of habitat of such species which is determined by the U.S. Department of the Interior, after consultation with the state, to be critical; and
- b. The Fish and Wildlife Coordination Act of 1958, as amended, (U.S.C. 661 et seq.) which requires that wildlife conservation receives equal consideration and is coordinated with other features of water resource development programs.

28. Records Retention

Per 570.490(d), the Recipient is required to retain records associated with this project until the closeout of the State grant under which this project was funded. The Recipient should expect to retain records for 10 years or more. The Recipient should contact the grantor to request the anticipated disposition date.

ADDENDUM TO GRANTS & CONTRACTS WHERE A CONTRACTOR IS INVOLVED

Indemnification and Insurance Requirements of the Recipient

Indemnification – State and Political Subdivision each agrees to assume its own liability for any and all claims of any nature including all costs, expenses and attorneys' fees which may in any manner result from or arise out of this agreement. In addition, Political Subdivision shall require all contractors, prior to commencement of an agreement between Political Subdivision and the contractor, through contractual provisions, to indemnify the state and the political subdivision and assume its own liability for any and all claims of any nature including all costs, expenses and attorneys' fees which may in any manner result from or arise out of this agreement.

Insurance – The State and Political Subdivision each shall secure and keep in force during the term of this agreement, from an insurance company, government self-insurance pool or government self-retention fund authorized to do business in North Dakota, commercial general liability with minimum limits of liability of \$250,000 per person and \$1,000,000 per occurrence.

In addition, Political Subdivision shall require all contractors, prior to commencement of an agreement between Political Subdivision and the contractor, to secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in North Dakota, the following insurance coverages:

- 1) Commercial general liability, including premises or operations, contractual, and products or completed operations coverages (if applicable), with minimum liability limits of \$250,000 per person and \$500,000 per occurrence.
- 2) Automobile liability, including Owned (if any), Hired, and Non-Owned automobiles, with minimum liability limits of \$250,000 per person and \$500,000 per occurrence.
- 3) Workers compensation coverage meeting all statutory requirements.

The insurance coverages listed above must meet the following additional requirements:

- 1) Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. The amount of any deductible or self retention is subject to approval by the Political Subdivision.
- 2) This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Less than an "A-" rating must be approved by the Political Subdivision. The policies shall be in form and terms approved by the Political Subdivision.

- 3) The insurance required in this agreement, through a policy or endorsement, shall include a provision that the policy and endorsements may not be canceled or modified without thirty (30) days' prior written notice to the undersigned Political Subdivision representative.
- 4) The Contractor shall furnish a certificate of insurance to the undersigned State representative upon request. Failure to provide insurance as required in this agreement is a material breach of contract entitling the Political Subdivision to terminate this agreement immediately.



TO: Mayor Ross
Members of the City Council

FROM: Bryan Banfill, Public Works Director

DATE: December 16, 2024

SUBJECT: ND ENERGY CONSERVATION GRANT APPLICATION FOR LED LIGHTING

I. RECOMMENDED ACTION

It is recommended City Council approve the submission of the ND Energy Conservation Grant application for LED Lighting, which will remove and replace outdated, less efficient lighting; and authorize staff and Mayor to sign applicable documentation.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

Earlier this summer, Ideal Energy, an upper mid-west company, approached the Public Works Property Maintenance team after completing similar grant / LED lighting upgrade work in the area. The team identified available grant funding for the replacement of outdated fluorescent lighting with LED lighting to aid with energy efficiency and add cost-saving capabilities. The company offered turnkey project management from grant writing to submission through the entire project installation and cleanup. Various other government organizations, such as Ransom County, City of Devils Lake, Lisbon, and Langdon, have benefited from the same effort. To capture/highlight the savings potential, Ideal Energy provided a no-cost assessment of the Public Works, Firestation #2, and Rosehill Cemetery facilities. The assessment identified ~\$14,500 savings annually based on comparative wattage usage between fluorescent and LED lighting within each facility.

B. Proposed Project

This project involves a collaborative effort between the City of Minot, Ideal Energy, and the North Dakota Energy Conservation Grant Program Coordinators to enhance energy efficiency by upgrading the lighting in several key facilities. The targeted locations for this upgrade include Public Works, Fire Station #2, the Airport, the Library, and Rosehill Cemetery.

The primary objective of this project is to replace outdated fluorescent lighting with modern, energy-efficient LED lighting. Through a grant from the North Dakota Conservation Program, the City will benefit from a 50/50 cost-sharing agreement, significantly lowering the overall project costs. This approach allows the City to realize energy and cost savings within less than four years, enhancing sustainability and operational efficiency across these facilities.

Ideal Energy will manage all aspects of the project, ensuring a smooth implementation process. Their responsibilities will include:

- Completing all necessary grant paperwork and applications
- Coordinating with the North Dakota Conservation Department's funding process
- Overseeing the shipping and installation of LED lights
- Managing the recycling of old fluorescent lights and excess materials

Through this project, the City of Minot aims to not only improve its facilities' lighting but also contribute to a greener and more sustainable community.

C. Recommendation Detail

Obtaining the ND Conservation Program's grant will aid in reducing the energy footprint of each of the identified facilities while also reducing the overall cost incurred by the City for utility (electricity) usage.

IV. IMPACT

A. Aspirations

Excellent & Connected: Minot is fiscally responsible, provides quality services, and engages with community members and strategic partners who address broader needs.

B. Service/Delivery Impact:

ND Energy Conservation grant will provide 50/50 cost share for managing the entire project, completing and filing all the necessary applications, working with the ND Conservation Department's funding process, shipping, installation and the recycling of old fluorescent lights and excess materials. The combined annual energy cost savings for the Public Works, Firestation #2, and Rosehill Cemetery facilities was estimated at ~\$14,500. The cost savings were calculated based on the current florescent lighting's estimated wattage consumption and new LED lighting's wattage consumption comparisons.

C. Fiscal Impact

Project Costs

PUBLIC WORKS: \$71,504.90 (Complete Cost) / \$35,752.45 (Grant Funding) / \$35,752.45 (City Funding)

FIRESTATION #2: \$3,001.00 (Complete Cost) / \$1,500.00 (Grant Funding) / \$1,500.00 (City Funding)

ROSEHILL CEMETERY: \$5,851.50 (Complete Cost) / \$2,925.75 (Grant Funding) / \$2,925.75 (City Funding)
AIRPORT: COSTS TO BE DETERMINED ONCE PROPOSAL ESTIMATES ARE COMPLETE (NLT Jan 2025)
LIBRARY: COSTS TO BE DETERMINED ONCE PROPOSAL ESTIMATES ARE COMPLETE (NLT Jan 2025)

TOTAL COST: \$80,357.40 (Complete Cost) / \$40,178.20 (Grant Funding) / \$40,178.20 (City Funding)

*Additional Costs to be determined post-proposal estimate development of both the Airport and the Library. Grant would still cover the 50/50 cost share for each facility.

Project Funding

N/A

VI. ALTERNATIVES

Council could elect not to move forward with participating in the ND Energy Conservation Grant application.



LED Lighting Proposal provided for



Project Name: Minot Public Works - City Shop

Project Address: 1025 31st St SE
Minot, ND 58701

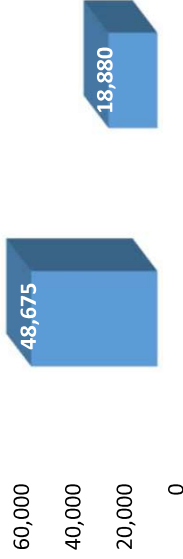
Proposal Date: 8/28/2024

Prepared by:

Chad Carver, *Energy Savings Specialist*
Mobile: (605) 321-0570
E-mail: chad@myidealenergy.com

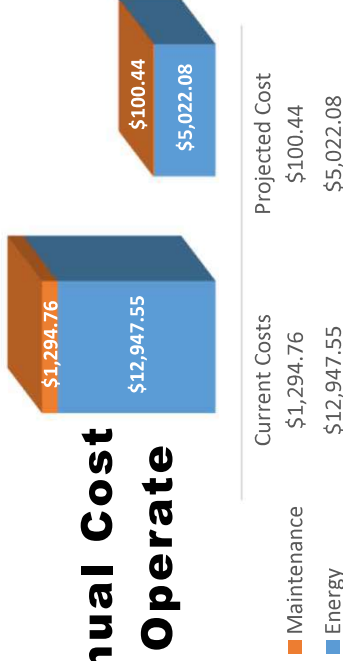
Estimated Current Energy Rate	0.10
Estimated Current Watts	48,675
Projected Watts - Proposed System - LEDs	18,880
Total Projected Watts Saved	29,795
Percentage of Reduction Savings	61%

Watt Usage



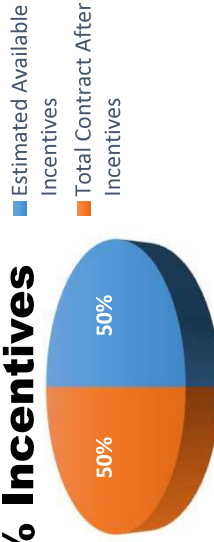
Estimated Hours of Use	2,800
Estimated Current Annual Energy Cost	\$ 12,947.55
Amortized Cost of Maintenance	\$ 1,294.76
Projected Annual Energy Cost of LED	\$ 5,022.08
Projected Cost of Maintenance	\$ 100.44
Total Annual Cost Savings	\$ 9,119.78
Total Monthly Cost Savings	\$ 759.98

Annual Cost to Operate



Total Number of New Lamps	589
Total Cost of New System (material, labor, installation & recycling)	\$ 71,504.90
Sales Tax if Applicable	\$ -
Total of Contract Before Incentives	\$ 71,504.90
Estimated Available Incentives	\$ 35,752.45
Total Contract After Incentives	\$ 35,752.45

% Incentives



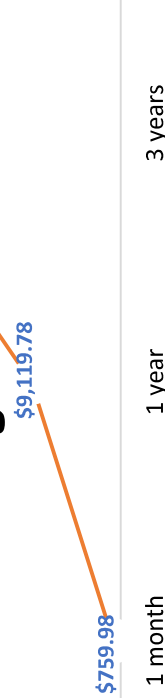
Simple Payback (Years)	3.92
Simple Payback (Months)	47.04
Internal Rate of Return (IRR)	25.51%

Finance Options

Proposed Payment (No \$ Down/XXX% for XX Mo.)*	\$ -
Monthly Savings during Payment Period	\$ -
Monthly Savings after 36 Months	\$ -

*Quote good through 9/27/2024

Cost of Waiting





Contract Summary for

Project Name: Minot Public Works - City Shop

Contact: Kevin Sickler

Phone: 701-509-9608

Mobile:

E-mail: kevin.sickler@minotnd.org

Project Address: 1025 31st St SE
Minot, ND 58701

Contract Date: 8/28/2024

Ideal Energy Contact: Chad Carver

Phone: (605) 321-0570

E-mail: chad@myidealenergy.com

Materials: (64) Ledsion 100W, 5K, LED UFO Fxt
(208) ESPEN 10W, 4K, Type B LED
(268) Gielight 2x4, Selectable Watt/Color Panel
(33) Gielight 2x2, Selectable Watt/Color Panel
(14) Ledsion 96", 60W, 5K, Vaportight LED
(2) Ledsion 48", 40W, 5K, Vaportight LED

Project Price: \$71,504.90 (includes material, labor, recycling)

Estimated Rebate: \$35,752.45

Total Contract After Incentives **\$ 35,752.45**

Payment Schedule: 50% due upon receipt of invoice

Remainder balance due upon completion of installation

Financing May be Available

Terms: Pricing has been calculated based on quantities stated.
Any changes in the quantities can result in a change in the project price.

Accepted By:

Print Name: _____ Title: _____

Authorized Signature: _____ Date: _____



LED Lighting Proposal provided for



Project Name: Minot Fire Station #2

Project Address: 205 3rd St NE
Minot, ND 58701

Proposal Date: 8/28/2024

Prepared by:

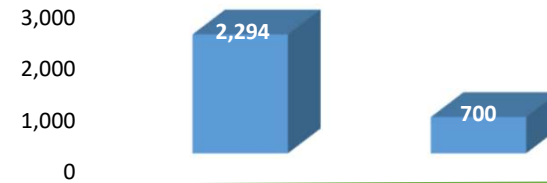
Chad Carver, *Energy Savings Specialist*

Mobile: (605) 321-0570

E-mail: chad@myidealenergy.com

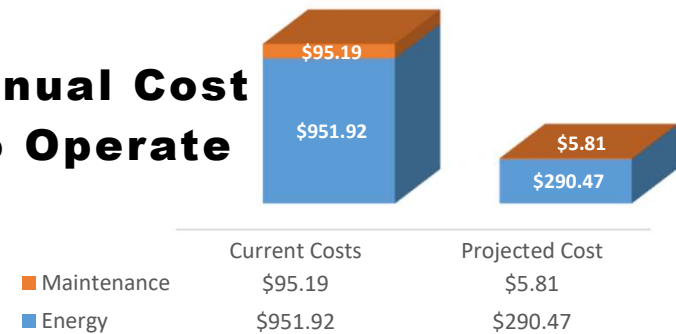
Estimated Current Energy Rate	\$ 0.10
Estimated Current Watts	2,294
Projected Watts - Proposed System - LEDs	700
Total Projected Watts Saved	1,594
Percentage of Reduction Savings	69%

Watt Usage



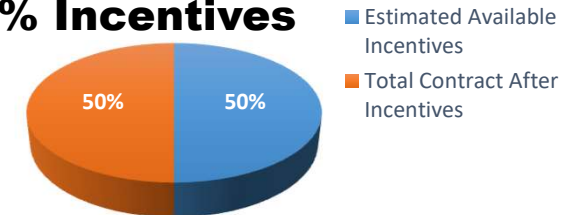
Estimated Hours of Use	4,368
Estimated Current Annual Energy Cost	\$ 951.92
Amortized Cost of Maintenance	\$ 95.19
Projected Annual Energy Cost of LED	\$ 290.47
Projected Cost of Maintenance	\$ 5.81
Total Annual Cost Savings	\$ 750.83
Total Monthly Cost Savings	\$ 62.57

Annual Cost to Operate



Total Number of New Lamps	72
Total Cost of New System (material, labor, installation & recycling)	\$ 3,001.00
Sales Tax if Applicable	\$ -
Total of Contract Before Incentives	\$ 3,001.00
Estimated Available Incentives	\$ 1,500.50
Total Contract After Incentives	\$ 1,500.50

% Incentives



Simple Payback (Years)	2.00
Simple Payback (Months)	23.98
Internal Rate of Return (IRR)	50.04%

Finance Options

Proposed Payment (No \$ Down/XXX% for XX Mo.)*	\$ -
Monthly Savings during Payment Period	\$ -
Monthly Savings after 36 Months	\$ -

*Quote good through 9/27/2024

Cost of Waiting





Contract Summary for



Project Name: Minot Fire Station #2

Contact: Kevin Sickler

Phone: 701-509-9608

Mobile:

E-mail: kevin.sickler@minotnd.org

Project Address: 205 3rd St NE
Minot, ND 58701

Contract Date: 8/28/2024

Ideal Energy Contact: Chad Carver

Phone: (605) 321-0570

E-mail: chad@myidealenergy.com

Materials: (72) ESPEN 10W, 4K, Type B Tubes
(1) 4L to 2L Retrofit Kit

Project Price: \$3,001.00 (includes material, labor, recycling)

Estimated Rebate: \$1,500.50

Total Contract After Incentives \$ **1,500.50**

Payment Schedule: 50% due upon receipt of invoice

Remainder balance due upon completion of installation

Financing May be Available

Terms: Pricing has been calculated based on quantities stated.
Any changes in the quantities can result in a change in the project price.

Accepted By:

Print Name: _____ Title: _____

Authorized Signature: _____ Date: _____



LED Lighting Proposal provided for



Project Name: Rosehill Cemetary
Project Address: 700 11th Ave SE
Minot, ND 58701

Proposal Date: 8/28/2024

Prepared by:

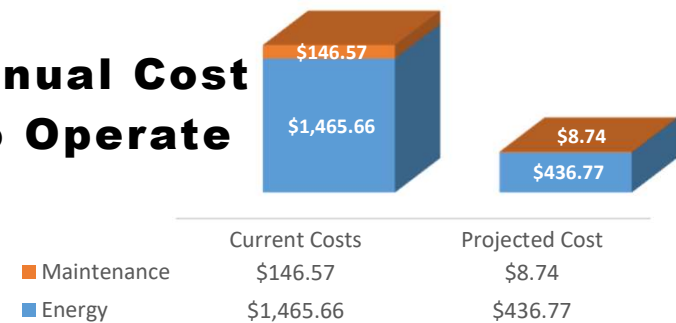
Chad Carver, *Energy Savings Specialist*
Mobile: (605) 321-0570
E-mail: chad@myidealenergy.com

Estimated Current Energy Rate	\$ 0.10
Estimated Current Watts	5,510
Projected Watts - Proposed System - LEDs	1,642
Total Projected Watts Saved	3,868
Percentage of Reduction Savings	70%



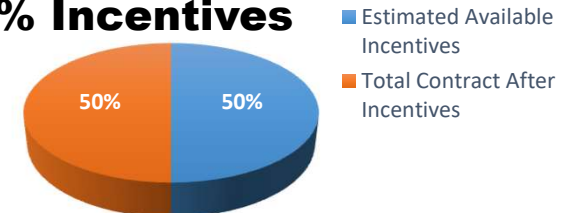
Estimated Hours of Use	2,800
Estimated Current Annual Energy Cost	\$ 1,465.66
Amortized Cost of Maintenance	\$ 146.57
Projected Annual Energy Cost of LED	\$ 436.77
Projected Cost of Maintenance	\$ 8.74
Total Annual Cost Savings	\$ 1,166.72
Total Monthly Cost Savings	\$ 97.23

Annual Cost to Operate



Total Number of New Lamps	131
Total Cost of New System (material, labor, installation & recycling)	\$ 5,851.50
Sales Tax if Applicable	\$ -
Total of Contract Before Incentives	\$ 5,851.50
Estimated Available Incentives	\$ 2,925.75
Total Contract After Incentives	\$ 2,925.75

% Incentives



Simple Payback (Years)	2.51
Simple Payback (Months)	30.09
Internal Rate of Return (IRR)	39.88%

Finance Options

Proposed Payment (No \$ Down/XXX% for XX Mo.)*	\$ -
Monthly Savings during Payment Period	\$ -
Monthly Savings after 36 Months	\$ -

*Quote good through 9/27/2024

Cost of Waiting





Contract Summary for



Project Name: Rosehill Cemetary
Contact: Kevin Sickler
Phone: 701-509-9608
Mobile:
E-mail: kevin.sickler@minotnd.org
Project Address: 700 11th Ave SE
Minot, ND 58701

Contract Date: 8/28/2024

Ideal Energy Contact: Chad Carver
Phone: (605) 321-0570
E-mail: chad@myidealenergy.com

Materials: (122) Mason Tech 8/10/12 Selectable Type B Tubes
(9) Ledsion 26W, 5K, LED Wall Packs W/Photoeye

Project Price: \$5,851.50 (includes material, labor, recycling)
Estimated Rebate: \$2,925.75
Total Contract After Incentives **\$ 2,925.75**

Payment Schedule: 50% due upon receipt of invoice
Remainder balance due upon completion of installation
Financing May be Available

Terms: Pricing has been calculated based on quantities stated.
Any changes in the quantities can result in a change in the project price.

Accepted By: _____
Print Name: _____ Title: _____

Authorized Signature: _____ Date: _____



TO: Mayor Ross
Members of the City Council

FROM: Bryan Banfill, Public Works Director

DATE: December 16, 2024

SUBJECT: BUDGET AMENDMENT FOR SNOW BLOWER WITH TRADE-IN

I. RECOMMENDED ACTION

It is recommended City Council authorize the trade-in of the 36" snow blower attachment and approve the proposed budget amendment on first reading.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The Street Department in previous years utilized the S70 Skid-Steer with a 36" snow blower attachment. Due to increased requirements for snow and ice control equipment capabilities on larger walking paths and sidewalks, the S70 Skid-Steer was replaced by the L23 Mini-Loader. The previous wheelbase of the S70 Skid-Steer was ~28", which worked well for the 36" snow blower attachment. Unfortunately, the wheelbase for the L23 Mini-Loader is ~42", which creates issues when clearing snow due to the wheels overlapping the snow blower attachment. All S70 Skid-Steers (Street Department) were traded-in and replaced by the L23 Mini-Loaders, which is driving the need to trade in the 36" snow blower attachment and replace it with one that better accommodates the larger wheelbase of the L23.

B. Proposed Project

With the trade in of the 36" snow blower attachment, a better suited 48" snow blower attachment could be procured at a reduced cost. Additionally, with 29.42 miles of city-owned sidewalks, larger, more capable snow removal equipment would allow for faster clearing times with fewer repeated and/or corrective actions being required due to equipment limitations.

C. Recommendation Detail

The recommendation for this procurement would allow for better utilization of

current equipment and afford the crews the ability to remove snow at a faster rate across the 29.42 sidewalk miles throughout the City.

IV. IMPACT

A. Aspirations

Resilient and Prepared.

B. Service/Delivery Impact:

There will likely be a price increase on or after January 1, 2025. The current quote expires December 19, 2024.

C. Fiscal Impact

Project Costs

48" Snow Blower Attachment: \$5,700.00

36" Snow Blower Trade-in: \$2,700.00

Balance: \$3,000

Project Funding

42040000-57500: \$5,700 (Budget Amendment Increase - Covers New 48" Snow Blower Attachment and Revenue from Trade in of 36" Attachment)

42000000-39210: \$2,700 (Revenue - Trade in 36" Snow Blower Attachment)

10040000-46101: \$3,000 (Decrease from Operation Supplies for Budget Amendment)

VI. ALTERNATIVES

Council could elect not to authorize the budget amendment or authorize the trade-in for the 36" snow blower, causing staff to continue current operational practices for removing sidewalk and walking path snow.

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE STREET DEPARTMENT CAPITAL EQUIPMENT REVENUES AND EXPENDITURES AND DECREASE THE STREET DEPARTMENT OPERATION SUPPLIES FOR THE SNOWBLOWER ATTACHMENT TRADE IN.

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

- §1: Amend the 2024 annual budget to increase the street department capital equipment revenues and expenditures and decrease the street department operation supplies for the snowblower attachment trade in:

42040000-57500		\$5,700
42000000-39210		2,700
10040000-46101		(3,000)

- §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: Stefanie Stalheim, City Attorney
David Lakefield, Finance Director
Harold Stewart, City Manager

DATE: December 16, 2024

SUBJECT: EXTENDED STAY LEISURE FEE ORDINANCE

I. RECOMMENDED ACTION

It is recommended the City Council should consider the attached ordinance, and if supportive, approve the ordinance on first reading.

II. DEPARTMENT CONTACT PERSONS

Stefanie Stalheim, City Attorney, 701-857-4190
David Lakefield, Finance Director, 701-857-4774
Harold Stewart, City Manager, 701-857-4721

III. DESCRIPTION

A. Background

At the September 3 City Council meeting, Visit Minot proposed implementing an Extended Stay Leisure Fee to the City Council. The City Council unanimously passed a motion to implement an Extended Stay Leisure Fee and directed staff to prepare an ordinance implementing the fee.

B. Proposed Project

Visit Minot is proposing the City adopt an ordinance imposing a \$1 per day "leisure fee" on extended days (stays 30+ days) at hotels or motels within the City of Minot.

The proposed fee would be separate from the existing lodging tax. The City currently imposes a lodging tax of 3 percent on all stays of 30 days or less. No lodging tax is currently collected from customers staying 30+ days. The administration of the tax is becoming increasingly burdensome due to some hotels stringing together multiple short-term reservations to exceed the 30-day limit and then exempting the entire stay from the local lodging tax. The proposed fee would be collected for each day the extended stay customer stays at the hotel or motel beginning on day one of their stay, and the 3 percent

lodging tax is not collected from these customers.

Visit Minot requests that the fee be remitted to Visit Minot, so that Visit Minot can use the money collected to promote tourism in the City of Minot.

C. Recommendation Detail

There has been significant discussion with Visit Minot staff regarding this issue and Visit Minot's Board of Directors supports implementing the fee. If the City Council adopts the ordinance implementing the extended stay leisure fee, Visit Minot requests that its existing contract with the City of Minot relating to local lodging taxes be amended to include distribution of the collected extended stay leisure fee. City staff will proceed in this manner if the Council passes the attached ordinance on first reading, and will present an updated contract with Visit Minot alongside the attached ordinance on second reading.

IV. IMPACT

A. Aspirations

Dynamic & Flourishing - the extended stay fee would provide additional revenue to be used by Visit Minot to further promote tourism in the area.

B. Service/Delivery Impact:

An extended stay leisure fee would level the playing field for hotel properties in Minot. All stays would then contribute funds to promote tourism, which benefits the hotel and motel business and the local economy in general.

C. Fiscal Impact

As proposed, the fees raised via the extended stay leisure fee would be used to promote tourism in the area. The fee is estimated to provide \$75,000 in additional revenue annually. As proposed, the additional revenue would pass through to Visit Minot, and would not affect City finances.

Project Costs

\$75,000

Project Funding

\$75,000

VI. ALTERNATIVES

The City Council could decline to pursue an extended stay leisure fee. If the City Council does not pursue an extended stay leisure fee, the 3 percent lodging tax will continue to be assessed in the same manner that it is currently.



ORDINANCE NO. _____

AN ORDINANCE AMENDING DIVISION 4, UNDER CHAPTER 18 (LICENSES AND BUSINESS REGULATIONS), ARTICLE III (SPECIFIC BUSINESSES AND OCCUPATIONS) OF THE CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA TO TITLE DIVISION 4 AS "HOTEL LEISURE FEE" AND TO ADOPT PROVISIONS RELATING TO THE HOTEL LEISURE FEE

WHEREAS, the City of Minot is a political subdivision lawfully recognized in the state of North Dakota as a home rule city and possessing municipal powers and authority pursuant to its home rule charter and provisions of North Dakota Century Code (NDCC) § 40-05.1, as well as statutory provisions codified in NDCC 40-05-01; and

WHEREAS, the City of Minot has the authority, through its home rule charter, to adopt, amend, and repeal ordinances, resolutions, and regulations to carry out its governmental and proprietary powers and to provide for public health, safety, morals, and welfare, and penalties for a violation thereof, including the authority to control its finances and fiscal affairs; and

WHEREAS, the City of Minot has the authority pursuant to state law and its home rule charter to, among other things, impose and collect fees; and

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

§ 1. That Division 4, under Chapter 18 (Licenses and Business Regulations), Article III (Specific Businesses and Occupations), is hereby amended as follows:

DIVISION 4. – HOTEL LEISURE FEE

Sec. 18-82. – Leisure Fee Imposed; Amount.

There is hereby imposed a fee upon the extended stay occupancy of any room or space furnished by a hotel. The fee imposed shall be \$1.00 per day, beginning on the first day of occupancy. The fee shall be paid by the occupant of such room or space. This fee is in addition to any other fee or tax imposed or levied by the city, whether enacted prior thereto or hereafter.

Sec. 18-83. – Definitions.

The following words, terms and phrases are, for the purposes of this division, except where the context clearly indicates a different meaning, defined as follows:

Administrator shall mean the city auditor.

Consideration shall mean the cost of the room in said hotel and shall not include the costs of any food served or personal services rendered to the occupant of such room, not related to the cleaning and readying of such room for occupancy, and shall not include any tax assessed for occupancy thereof by this division or otherwise by the city or by any other governmental entity.

Extended Stay Occupancy shall mean the use or possession or the right to the use or possession of any room or rooms in a hotel for sleeping accommodation for any period of time for thirty (30) or more consecutive days.

Hotel shall mean any hotels and motels licensed as a lodging establishment by the State of North Dakota under Chapter 23-09 of the North Dakota Century Code.

Occupant shall mean anyone who, for a consideration, uses, possesses or has a right to use or possess any room or rooms used for sleep under any lease, concession, permit, right of access, license, contract or agreement.

Person shall mean any individual, company, corporation or association owning, operating, managing or controlling any hotel.

Sec. 18-84. – Purpose and Proceeds.

- (a) The purpose of this division is to raise funds dedicated to the promotion of conventions in and visitors to the City of Minot through the operation of a convention and visitors bureau.
- (b) The net proceeds of the fee imposed by this division (that is, the gross proceeds less the reasonable costs of administration) shall be used for the operation of a convention and visitor's bureau.

Sec. 18-85. – Duty to Collect Leisure Fee.

The owner (which term shall include the plural "owners") of a hotel located within the City of Minot, or such person (which shall include the plural "persons") as may be delegated by the owner, shall collect the fee imposed in section 18-82 hereof with respect to the operation of such hotel from the patrons thereof. Provided that, however, the delegation of the duties imposed in this section or elsewhere in this division by the hotel owner to another person shall not constitute a defense to any proceedings brought against the owner pursuant to this section or section 18-89 to collect the fee imposed by this division, including any delinquent portion thereof, plus penalty and interest, if any. The fee imposed in this division and any penalty or interest shall constitute a debt of the owner of the hotel to the City of Minot, whether collected from the hotel patrons or not, and it may be collected by the City of Minot through an appropriate civil action.

Sec. 18-86. – Reports; When Leisure Fee Due.

Monthly, on or before the last day of the next succeeding month, the person required or authorized in section 18-85 hereof to collect the fee imposed herein shall pay the entire fee due with respect to the operation of the hotel during the prior month to the administrator. In addition, the person shall file with the fee payment a report showing the extended stay occupancies in the preceding month, the amount of the fee collected on such occupancies, and any other information as the administrator may reasonable require. The administrator will then remit (after deducting appropriate administrative expenses if the same are authorized pursuant to section 18-88 hereof) the fee proceeds to the city treasurer to be deposited in a special fund of the city to be known as the "hotel leisure fee fund."

Sec. 18-87. – Rules and Regulations.

The administrator shall have the power to make such rules and regulations as are necessary to effectively collect the fee imposed herein, and shall upon reasonable notice have access to books and records necessary to enable him to determine the correctness of any report filed as required by this division and the amount of fees due under the provisions of this division.

Sec. 18-88. – Administration of Leisure Fee.

The city auditor shall have the responsibility of administering the leisure fee imposed in this division.

Sec. 18-89. – Penalties, Criminal and Civil.

- (a) *Criminal penalties.* Any person, whether as principal, accomplice or coconspirator (1) who willfully fails (a) to file a report as required herein or (b) to pay to the administrator the fee imposed herein, when said report or payment is due, or (2) who files a false report with the intent to evade in whole or in part the fee imposed herein, shall be punished by a fine not to exceed one thousand five hundred dollars (\$1,500.00) or imprisonment for thirty (30) days, or both.
- (b) *Civil penalties.* Delinquent payment of fees, that is, any portion of the fee which is not timely paid on the due date, whether by nonfiling, or by underreporting of liability, or otherwise, shall draw interest at the rate of nine (9) per cent per annum from the due date, and in addition, the administrator shall assess a penalty equal to the greater of (1) fifty dollars (\$50.00) or (2) five (5) per cent of the amount of the fee found to be delinquent, which penalty shall immediately become due and payable as additional fee, (provided that, however, no interest shall be payable with respect to such penalty).

Sec. 18-90. – Severability Provisions.

If any section, clause, paragraph, or provision of this division shall be held unconstitutional or void, then the invalidity of such section, clause, paragraph, or provision shall not affect the other provisions of this division, and the same shall remain in full force and effect.

§2. This Ordinance shall become effective upon 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: Lance Meyer, City Engineer

DATE: December 16, 2024

**SUBJECT: 3RD STREET BRIDGE REPAIR ENGINEERING CONSULTANT
SELECTION (4873)**

I. RECOMMENDED ACTION

1. It is recommended City Council select KLJ to perform engineering services for the 3rd Street Bridge Repair project;
2. Authorize the City Engineer to negotiate a scope and fee for Task Order 1; and
3. Authorize the Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

Emily Huettl, Asst. City Engineer, 701-857-4100

III. DESCRIPTION

A. Background

In 2024, 3rd Street Bridge was closed for a few months while the bridge was load rated by the NDDOT following concerns expressed by residents about spalling concrete at one of the bridge piers. The NDDOT concluded the bridge can be reopened to traffic and the bridge did not have to be load restricted. However, repairs to the pier should be made as soon as possible. In addition, other repairs should be reviewed and a potential bridge replacement should be explored in the coming years.

B. Proposed Project

Staff sent out a request for qualifications for consulting engineers for the 3rd Street Bridge Repair project. The scope is to provide services to repair the affected pier and to review other potential repairs to the bridge. The contract will be set up as a master service agreement with individual task orders for each scope and fee developed.

Task Order 1 will be developed to address the damaged pier. A future task order 2 will be brought back to council for consideration to discuss other repair

prioritization needs for the bridge.

C. Recommendation Detail

A selection committee comprised of Ald. Blessum, the city engineer, assistant city engineer, NDDOT assistant district engineer, and CDMPO executive director reviewed the written statements of qualifications from two firms and listened to both interviews. The committee recommends KLJ as the most qualified firm to provide the services requested.

IV. IMPACT

A. Aspirations

Resilient and Prepared

B. Service/Delivery Impact:

Repairing this structure will ensure that 8,500 vehicles a day can safely cross the bridge.

C. Fiscal Impact

As part of the capital improvement plan process, \$350,000 was placed in the 2025 budget to start the engineering process to understand what improvements are needed for a major project in 2027. However, this funding had to be converted into an emergency repair project for pier 3. The engineering and repair cost for pier 3 will likely exceed the \$350,000 budget, especially if a more robust repair is desired to exceed a lifespan of greater than 5–7 years. Staff will develop options for repairs and present those options and costs to council for consideration.

Project Costs

\$350,000 - 600,000

Project Funding

410 - Capital Infrastructure: \$350,000

VI. ALTERNATIVES

Alternative 1: Council could choose another firm. Council will need to state a finding as to why the other firm is more qualified.



TO: Mayor Ross
Members of the City Council

FROM: David Lakefield, Finance Director

DATE: December 16, 2024

**SUBJECT: RATIFY ACCEPTANCE OF INSURANCE SETTLEMENT AND
RELEASE OF PROPERTY DAMAGE**

I. RECOMMENDED ACTION

It is recommended City Council ratify the acceptance of the insurance settlement and authorize the Mayor to sign the release of property damage.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774
Jenna Zelinski, Comptroller, 701-857-4703

III. DESCRIPTION

A. Background

On November 18, 2023, Gray Horse Energy Services was hauling a large tank on Highway 2/52. The height of the tank was too tall for the posted measurement allowed under the 16th St SW bridge and the tank got wedged causing damages to the support beam in the amount of \$146,9000.00. After over a year of attempting to resolve the claim with the insurance company, it was determined to be applicable to charge interest on the amount the City of Minot paid for the repairs. Interest accrued between February 15, 2024 through November 15, 2024 at a rate of 11.5%, established by the ND State Court Administrator totalled \$12,857.83.

B. Proposed Project
N/A

C. Recommendation Detail

Staff recommends City Council ratify the acceptance of the insurance settlement for \$159,757.83 and authorize the Mayor to sign the release of property damage.

IV. IMPACT

A. Aspirations

Excellent & Connected - staff worked diligently to get this insurance claim resolved and was able to secure interest earnings on the damages.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

Project Costs

Damage Repairs - \$147,650.00

Project Funding

Insurance proceeds - \$159,757.83

VI. ALTERNATIVES

N/A

1505 1 69

RELEASE OF PROPERTY DAMAGE

003325-002012-AD-01

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned as, being of lawful age, for sole consideration of One Hundred Fifty Nine Thousand Seven Hundred Fifty Seven Dollars and Eighty Three Cents (\$159,757.83) to be paid to the City of Minot who do/does hereby and for my/our/its heirs, executors, administrators, successors and assigns release, acquit and forever discharge **Energy Casualty , North Country Oil Inc , Arch Insurance and Gallagher Bassett Services, Inc.** and his, her, their or its agents, servants, successors, heirs, executors, administrators and all other persons, firms, corporations, associations or partnerships of and from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, which the undersigned now has/have or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen property damage and the consequences thereof resulting or to result from the occurrence on or about 4/18/2023.

11/18/23 DL

Acceptance of the property damage portion of this matter is not a stipulation or admittance of liability towards any bodily injury claim that could be presented either in the past, now or in the future.

It is understood and agreed that this settlement is the compromise of a doubtful and disputed claim, and that the payment made is not to be construed as an admission of liability on the part of the party or parties hereby released, and that said releases deny liability therefor and intend merely to avoid litigation and buy their peace.

The undersigned further declare(s) and represent(s) that no promise, inducement or agreement not herein expressed has been made to the undersigned, and that this Release contains the entire agreement between the parties hereto, and that terms of this Release are contractual and not a mere recital.

"Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties."

(CAUTION - READ BEFORE SIGNING)

Signed and sealed this 10th day of December

2024

Mikayla McWilliams

Witness:

[Signature]

Claimant:

STATE OF
COUNTY OF

)SS
)

On this 10th day of December, 2024, before me personally appeared Tom Ross, to me known to be the person who executed the foregoing instrument, and acknowledged that he/she executed the same as his/her free act and deed.

Nancy Horst
NOTARY PUBLIC

P.O. Box 2934

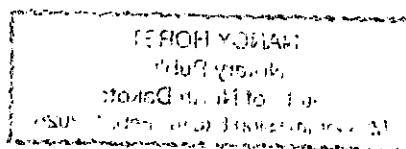
Clinton, IA 52733-2934

NANCY HORST
Notary Public
State of North Dakota
My Commission Expires Feb. 1, 2026

Claim# 003325-002012-AD-01

My commission expires: Feb 1, 2026

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2208 mGT
New York





KEY REQUIREMENTS FOR EMERGENCY SERVICES IN NFPA 1710

The minimum requirements for provision of emergency services by career fire departments can be found in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

NFPA 1710 addresses the structure and operation of organizations providing such services, which include fire suppression and other assigned emergency response responsibilities such as EMS and special operations.

The requirements intend to provide effective, efficient, and safe protective services to help prevent fires, reduce risk to lives and property, deal with incidents that occur, and help prepare for anticipated incidents.

The requirements are listed in NFPA 1710 for fire department service deployment based on the type of occupancy, along with the appropriate response staffing levels for each. The minimum staffing level for each occupancy is listed below. For the full breakdown of staffing requirements by position, refer to the subsections specific to each occupancy in 5.2.4.

KEY REQUIREMENTS



Occupancy Type: Single-Family Dwelling
Deployment: Minimum of 16 members or 17 if aerial device is used

The initial full alarm assignment to a structure fire in a typical 2000 ft² (186 m²), two-story, single-family dwelling without a basement and with no exposures must provide for a minimum of 16 members (17 if an aerial device is used).



Occupancy Type: Garden-Style Apartment
Deployment: Minimum of 27 members or 28 if aerial device is used

The initial full alarm assignment to a structure fire in a typical 1200 ft² (111 m²) apartment within a three-story, garden-style apartment building must provide for a minimum of 27 members (28 if an aerial device is used).



Occupancy Type: Open-Air Strip Mall
Deployment: Minimum of 27 members or 28 if aerial device is used

The initial full alarm assignment to a structure fire in a typical open-air strip shopping center ranging from 13,000 ft² to 196,000 ft² (1203 m² to 18,209 m²) in size must provide for a minimum of 27 members (28 if an aerial device is used).



Occupancy Type: High-Rise
Deployment: Minimum of 42 members or 43 if building is equipped with fire pump

The initial full alarm assignment to a fire in a building with the highest floor greater than 75 ft (23 m) above the lowest level of fire department vehicle access must provide for a minimum of 42 members (43 if the building is equipped with a fire pump).



KEY REQUIREMENTS FOR EMERGENCY SERVICES IN NFPA 1710 *CONTINUED*

ADDITIONAL REQUIREMENTS

Fire departments that respond to fires in occupancies that present hazards greater than those found in 5.2.4 must deploy additional resources on the initial alarm as described in 5.2.4.6.

Even though fireground staffing levels have changed, NFPA 1710 continues to require that engine companies be staffed with a minimum of four on-duty members, as stated in 5.2.3. In addition, 5.2.2.2.1 requires that the fire department identify minimum company staffing levels as necessary to meet the deployment criteria required in 5.2.4 to ensure that a sufficient number of members are assigned, on duty, and available to safely and effectively respond with each company.

Additional changes to the 2020 edition of the standard include an update to the definition for *career fire department* and a clarification of how to determine if the department would fall under either NFPA 1710 or NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*.

Several new definitions relating to geographic areas based on population density have been added and the number of responders needed based on the type of incident and tasks to accomplish has been included. New requirements have been added for mobile water supply tankers/tenders and deployment and training of incident safety officers. Also, material on wildland fire suppression has been expanded.

RESPONSE OBJECTIVES

Documenting the benchmarks and response objectives that make up NFPA 1710 is crucial to capturing and tracking data that would be helpful in ensuring the necessary allocation of resources.

Benchmarks	Response Objectives
Alarm answer	15 sec 95% of the time or 40 sec 99% of the time
Alarm processing	64 sec 95% of the time or 106 sec 99% of the time
Turnout - Fire	80 sec
Turnout - EMS	60 sec
First-due engine	240 sec (4 min) 90% of the time
Second-due engine	360 sec (6 min) 90% of the time
Initial full alarm - Low/ medium hazard	480 sec (8 min) 90% of the time
Initial full alarm - High hazard	610 sec (10 min 10 sec) 90% of the time

Learn More

- ▶ Visit nfpa.org/1710 for free digital access to the standard.
- ▶ Sign up on nfpa.org/NFPA-Membership to:
 - Get one-on-one help with your technical questions at nfpa.org/tqs
 - Access exclusive content
 - Search content and connect with your peers to share information and answer questions on NFPA's online community at nfpa.org/xchange



IT'S A BIG WORLD.
LET'S PROTECT IT TOGETHER.®

This material contains some basic information about NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*. It identifies some of the requirements in these documents as of the date of publication. This material is not the official position of any NFPA Technical Committee on any referenced topic which is represented solely by the NFPA documents on such topic in their entirety. For free access to the complete and most current version of all NFPA documents, please go to nfpa.org/docinfo. While every effort has been made to achieve a work of high quality, neither the NFPA nor the contributors to this material guarantee the accuracy or completeness of or assume any liability in connection with this information. Neither the NFPA nor the contributors shall be liable for any personal injury, property, or other damages of any nature whatsoever, whether special, indirect, consequential, or compensatory, directly or indirectly resulting from the publication, use of, or reliance upon this material. Neither the NFPA nor the contributors are attempting to render engineering or other professional services. If such services are required, the assistance of a professional should be sought.

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Fire Department Operational and Administrative Analysis

Minot, North Dakota

Draft



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Exclusive Provider of Public Safety Technical Services for
International City/County Management Association

THE ASSOCIATION & THE COMPANY

INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA)

The International City/County Management Association (ICMA) is a 109-year-old, non-profit professional association of local government administrators and managers, with approximately 13,000 members located in 32 countries.

Since its inception in 1914, ICMA has been dedicated to assisting local governments and their managers in providing services to their citizens in an efficient and effective manner. ICMA advances the knowledge of local government best practices with its website, www.icma.org, publications, research, professional development, and membership.

CENTER FOR PUBLIC SAFETY MANAGEMENT (CPSM)

The ICMA Center for Public Safety Management (ICMA/CPSM) was launched by ICMA to provide support to local governments in the areas of police, fire, and Emergency Medical Services.

The Center also represents local governments at the federal level and has been involved in numerous projects with the Department of Justice and the Department of Homeland Security. In 2014, as part of a restructuring at ICMA, the Center for Public Safety Management (CPSM) spun out as a separate company and is now the exclusive provider of public safety technical assistance for ICMA. CPSM provides training and research for the Association's members and represents ICMA in its dealings with the federal government and other public safety professional associations such as CALEA, PERF, IACP, IFCA, IPMA-HR, DOJ, BJA, COPS, NFPA, etc.

The Center for Public Safety Management, LLC, maintains the same team of individuals performing the same level of service that it had for ICMA. CPSM's local government technical assistance experience includes workload and deployment analysis using our unique methodology and subject matter experts to examine department organizational structure and culture, identify workload and staffing needs, and identify industry best practices.

We have conducted more than 400 such studies in 46 states and provinces and more than 275 communities ranging in population size 3,300 (Lewes, DE) to 800,000 (Indianapolis, IN).

Thomas Wieczorek is the Director of the Center for Public Safety Management.

Leonard Matarese serves as the Managing Partner for Research and Project Development.

Dr. Dov Chelst is the Director of Quantitative Analysis.

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SECTION 1. EXECUTIVE SUMMARY

The Center for Public Safety Management LLC (CPSM) was contracted by the City of Minot, North Dakota, to complete an independent analysis of the city's fire department, evaluate its current operational efficiency, and identify future fire service needs for strategic planning purposes. The principal focal points of the CPSM analysis as outlined in the city's Scope of Work include:

- Evaluate the Minot Fire Department (MFD) as related to its ability to provide service currently and meet the future needs of the City of Minot and its citizens per NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Departments*.
- Review the 2017 Public Protection Classification Report conducted by ISO; compare the report to current service levels of the MFD to determine if improvements can be developed to enhance the city's ISO rating.
- Evaluate operational and administrative staffing, fleet, facilities, service area characteristics, response to specialized incidents, fire prevention/community risk reduction components, training and education, emergency deployment capabilities, response time components, and community risk analysis.
- Utilize GIS mapping tools to analyze response performance of the department to primary response areas from its stations using existing street and roadway networks.

The MFD is responsible for providing services that include fire suppression, first response emergency medical services, technical rescue, community risk reduction, and response to disasters both natural and human-caused. These services are provided from five stations located in the city. Response is currently made through four engine companies, one ladder company, and one Battalion Chief.

The MFD is fortunate that it is signatory to a robust Technical Rescue and Hazardous Materials Response System. The Northwest Regional Response Team is an intergovernmental system of fire departments and agencies in North Dakota led by the North Dakota Department of Emergency Services, in which four geographic regions in the state provide technical rescue, hazardous materials, medical, ambus, search and rescue teams, and other specialty equipment and staffing assets in response to an emergency. As well, the system strives for standardization among participating departments of operational policies and procedures, training and education, facilities, dispatching services, and staffing. This system significantly benefits many departments such as the MFD, which do have technical rescue and hazardous materials assets but would require assistance on large-scale and complex incidents in accordance with the NFPA 1710 standard.

A significant component of this report is an All-Hazards Risk Assessment of the Community. The All-Hazards Risk Assessment contemplates many factors that cause, create, facilitate, extend, and enhance risk in and to a community. The service demands of the community are many for the MFD and include EMS first response, fire, and low acuity fire calls. The response district is made up primarily of single-family dwellings, which represent a low hazard; however, there are business, commercial, multifamily residences, and other target hazards that fall into higher classes.

The All-Hazards Risk Assessment of the Community also contemplates projected growth in the community (population and building), which will impact the MFD's ability in the future to respond to and mitigate emergencies in a growing commercial and residential community. In this report CPSM makes planning recommendations that include alternatives for new services based on the planned growth of large footprint and other industrial/commercial buildings in the city.

CPSM also evaluated the resiliency of the MFD, using the Center for Public Safety Excellence's Standard of Cover literature. Because of the current call volume, MFD's resiliency is not significantly stressed. However, response percentages are just below acceptance rates when both engine companies are committed to an incident and should be carefully evaluated.

The response time and staffing components discussion of this report are designed to examine the current level of service provided by the MFD compared to national best practices, specifically NFPA 1710. NFPA standards are national consensus standards and not mandates or the law. These standards are based on evolving technology and identified industry needs and provide strict guidance that has a focus on firefighter and community safety. Many cities and countries strive to achieve these standards to the extent possible without adversely impacting the financial health of the community. ***It is important to note here that Minot is an island city, meaning the city is not contiguous with jurisdictions providing municipal services. Fire services automatic and mutual aid are not readily available, leaving the MFD to manage multiple calls and large incidents on their own. This should be considered when contemplating staffing and deployment of resources.***

A composite profile of MFD response times is featured in the following table. Data covers the period of October 1, 2022, to September 30, 2023. Key response time parameters established for dispatch time and the first arriving engine in NFPA 1710 at the 90th percentile are as follows:

- Event processed and units dispatched less than or equal to 64 seconds 90 percent of the time.
- Travel time shall be less than or equal to 240 seconds for the first arriving engine company to fire suppression and EMS incidents 90 percent of the time.

TABLE 1-1: Average and 90th Percentile Response Time of First Arriving Unit

Call Type	Average Response Time, Min.				90th Percentile Response Time, Min			
	Dispatch	Turnout	Travel	Total	Dispatch	Turnout	Travel	Total
Medical and other	3.0	1.0	3.9	7.8	4.4	1.8	6.2	10.8
MVA	2.9	0.8	3.1	6.9	5.6	1.6	5.3	10.5
EMS Subtotal	3.0	0.9	3.9	7.8	4.4	1.8	6.2	10.8
False alarm	1.9	1.0	3.7	6.7	3.2	1.9	6.5	10.0
Good intent	1.6	0.8	4.1	6.5	3.0	1.6	7.1	9.6
Hazard	2.4	0.9	4.2	7.5	3.6	1.9	8.1	11.9
Outside fire	2.2	0.8	3.4	6.4	3.0	1.4	5.6	8.3
Public service	3.5	0.8	3.6	7.9	7.5	1.9	5.9	12.1
Structure fire	1.8	1.1	3.4	6.2	2.6	1.7	5.6	8.8
Technical rescue	4.4	0.6	3.6	8.6	12.2	1.4	6.1	16.3
Fire Subtotal	2.1	1.0	3.8	6.9	3.5	1.8	6.7	10.6
Total	2.8	0.9	3.8	7.6	4.3	1.8	6.2	10.8

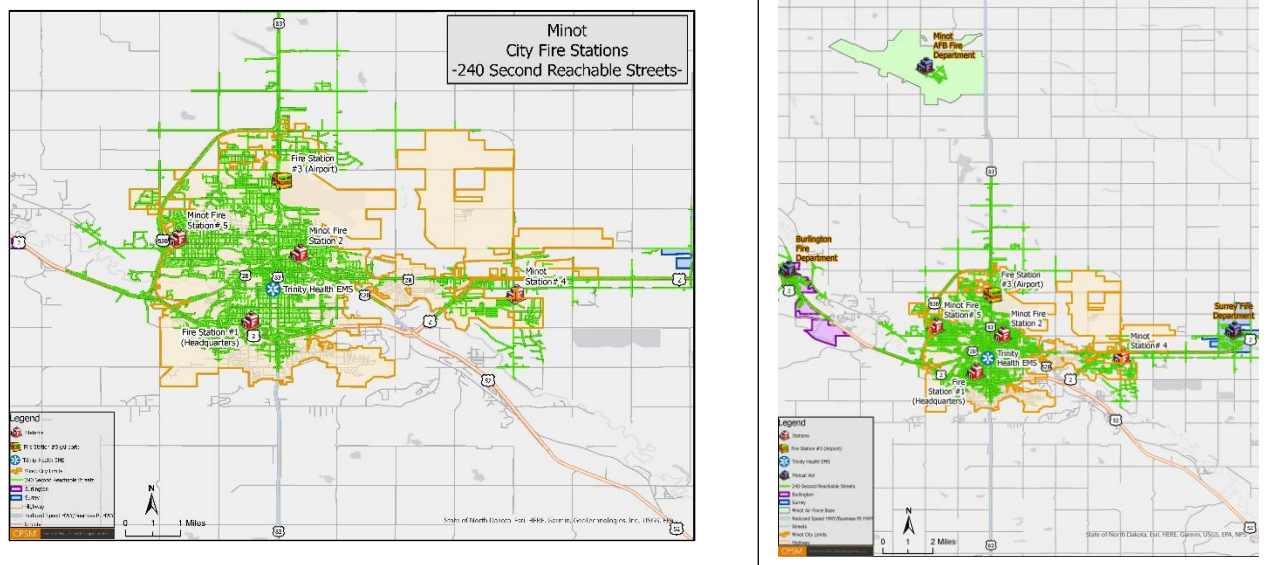
Key takeaways from the information presented in this table and our analysis are:

- Dispatch times for EMS incidents do not meet the NFPA standard. *This aspect of response is out of the control of the MFD.*
- Dispatch times for fire incidents do not meet the NFPA standard. This is due partly to the time it takes to prepare the CAD system with multiple units from multiple stations, using automatic aid and closest station response prior to dispatching the call. *This aspect of response is out of the control of the MFD.*
- Turnout times for EMS incidents do not meet the NFPA standard. *This aspect of response is within the control of the MFD.*
- Turnout times for fire incidents do not meet the NFPA standard. *This aspect of response is within the control of the MFD.*
- Travel times to EMS incidents do not meet the NFPA standard. Travel times are dictated by the road network and accessibility to local streets, time of day when traffic congestion is heaviest, weather, and station location with respect to the incident. *Other than station location(s), this aspect of response is out of the control of the MFD.*

CPSM used GIS mapping to develop an analysis that benchmarks response from the MFD fire stations against NFPA response time standards. Included in this analysis is response coverage data of MFD first-arriving engines in Minot, measured against an arrival of 240 seconds; the arrival of the second fire suppression unit (engine or ladder) at 360 seconds; and the arrival of the initial alarm assignment (Effective Response Force) at 480 seconds. The results of this analysis are illustrated in the following figures.

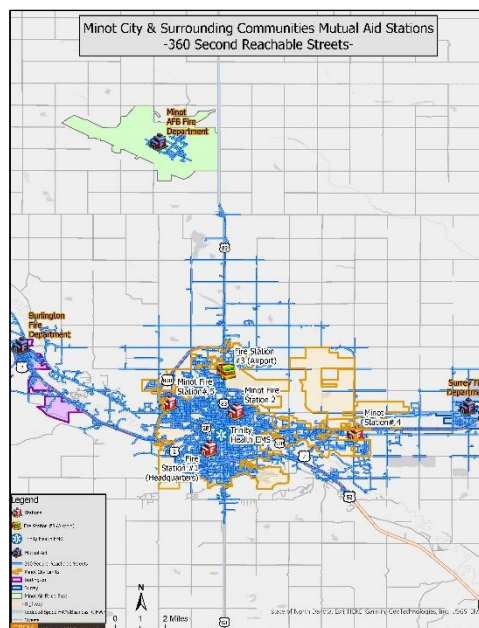
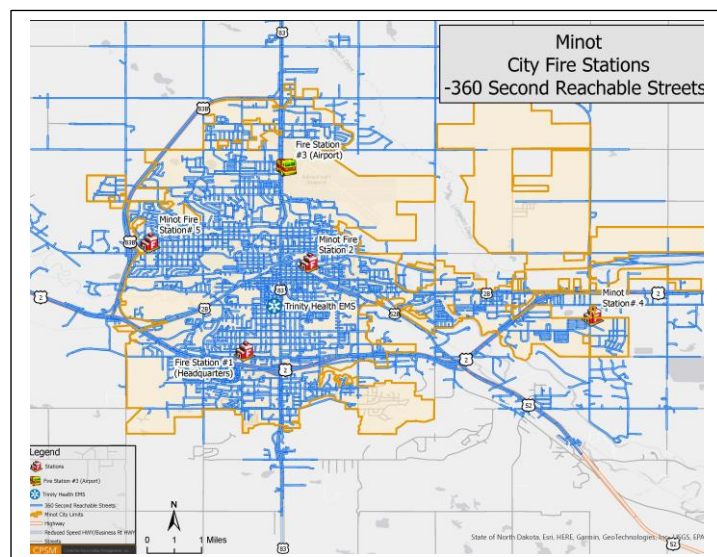
- Response coverage at 240 seconds (first arriving engine) as benchmarked against the NFPA 1710 standard shows considerable coverage with the exceptions of areas in the southeast and southwest portions of the city. Mutual aid companies of Surrey and Burlington are too far away to impact this benchmark.

FIGURE 1-1: Response Coverage at 240 Seconds



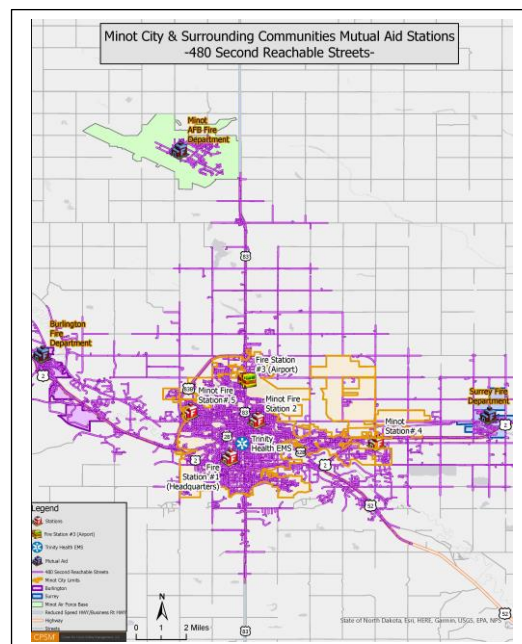
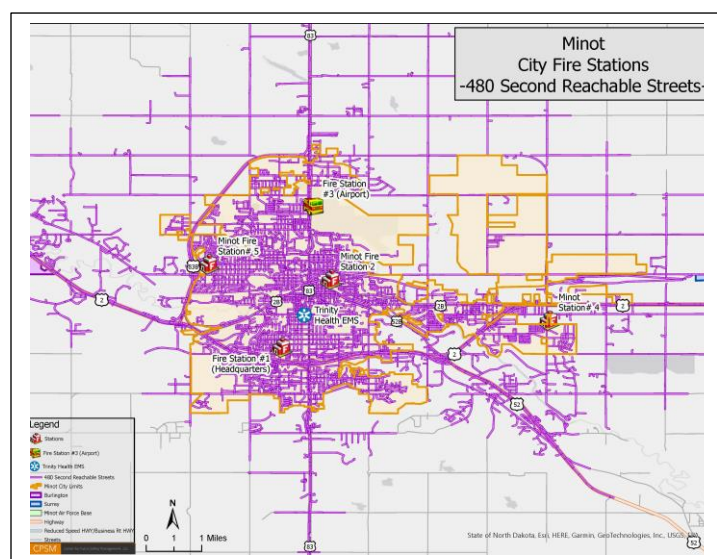
- The NFPA 1710 standard for the arrival of the second due fire unit (engine or ladder) to arrive on scene is 360 seconds. Analysis of this figure shows the majority of the built-up area of the city is covered at the 360 second benchmark.

FIGURE 1-2: Response Coverage at 360 Seconds



- The NFPA 1710 standard for assembling the initial first alarm assignment on scene for low/medium hazards is 480 seconds. This standard links to the incident critical tasking and the assembly of an Effective Response Force for the incident. The city is covered at the 480-seconds benchmark by the Minot fire stations. Mutual aid stations are too far away to meet the 480-second standard.

FIGURE 1-3: Response Coverage at 480 Seconds



A comprehensive risk assessment, analysis of deployable assets, and response times are critical aspects of a fire department's operation. These analyses will assist the MFD in quantifying the risks that it faces, and the MFD will be better equipped to determine if the current response resources are sufficiently outfitted and positioned. The factors that drive the service needs are examined in this report and are linked to discussions regarding the assembling of an Effective Response Force and contemplating the response capabilities needed to address existing and future risks, which encompasses the component of critical tasks needed to be performed on the fireground.

CPSM took a detailed look at positions needed in Fire Administration as well as staffing and apparatus needed in Operations. An Assistant Chief, Fire Marshal, and Administrative Assistant are recommended for Administration; an Engine Company at Company 5, three firefighters, and three field incident technicians are recommended for Operations.

It is clear that a good number of senior officer positions will retire in the next four to five years. This presents an issue for the city because fire leadership positions and experience will be leaving the department. Succession planning will be needed to offset the loss of experience and leadership.

Minot is a Basic Life Support (BLS) department that works in conjunction with Trinity Health as its BLS/ALS transport provider for all EMS calls. A steering committee was established to facilitate good communications between the parties to provide the best outcome for patients and provide for continuous improvement of both agencies. *This is noted as a best practice by CPSM and should continue.*

An evaluation was also conducted of the department's ISO Report with recommendations on how to improve its PPC score. Minot Fire is one of only three departments in North Dakota with an ISO PPC of 2. The addition of operational apparatus and staffing could result in an increase in the PPC score.

Finally, interviews were conducted by CPSM staff of the City Manager, Fire Chief and staff, EDC Director, City Engineer, Police Chief, Finance Director, and Comptroller. CPSM appreciates their time and contributions to this report.

This report contains a series of observations and recommendations provided by CPSM that are intended to help the MFD continue to deliver services more efficiently and effectively. Most importantly is the discussion in the conclusion section of the report in which CPSM contemplates service delivery in terms of additional assets (ladder company, an additional engine company, as well as improvements in the community risk reduction function).

Recommendations and considerations for continuous improvement of services are presented next. CPSM recognizes there may be recommendations and considerations offered that first must be budgeted and processes developed prior to implementation.

RECOMMENDATIONS

Administrative

(See pp. 15-24.)

1. CPSM recommends that as the MFD continues with its strategic planning process that it be inclusive of the entire department and the community; that it reexamines current mission, vision, and values statements; that it incorporates measurable and obtainable goals and objectives; and that it provide for an annual review and report to the organization and community that outlines the plan's progress.

2. CPSM recommends the MFD continue to develop and then implement the comprehensive strategic plan that it is currently working on. The plan should incorporate recommendations contained within this report and include measurable and achievable administrative, operational, fiscal, and programmatic goals and objectives. CPSM further recommends this strategic planning document cover the near-, mid-, and long-term, and be updated as appropriate at the end of the mid-term period.
3. CPSM recommends as a planning objective that once the MFD accomplishes some of the strategic plan and staffing recommendations contained in this report, it should, with support from the City of Minot, consider undertaking the accreditation process.

Organizational Guidelines and Policies

(See pp. 24-29.)

4. The MFD should continue its program of reviewing and updating the department's procedures and guidelines. In addition to the documents already completed and/or in development, attention should be given important procedures such as basic engine company and truck company operations, vehicle extrication operations, thermal imaging camera, and automatic external defibrillator use. The addition of other procedures covering additional operational, routine administrative, and training procedures should then follow.
5. The general set-up and organization of the SOG manual is an especially important consideration and the MFD must ensure that the manual/system is easy to utilize and that the necessary procedures are cross-referenced. If personnel are going to be required to learn and adhere to the department's procedures, then the format, organization, and filing of them must be user friendly, otherwise they will sit on a shelf, or on a computer drive, unused.
 - The first operational procedure should identify and explain the components of the Written Communications System, including the use and organization of the SOG Manual and other components of the system, such as standardized forms.
6. The MFD is encouraged to establish a committee to review and assist with revisions to the SOP/SOG manual in the future. The committee should be comprised of members of each rank and include specific representation by a senior officer.
7. The MFD should institute a process for issuing Training Bulletins, Safety Bulletins, and Informational Bulletins.

Community Risk Reduction

(See pp. 29-35.)

8. The MFD should fill the position of Fire Marshal, either internally or externally ASAP to provide direct, day-to-day oversight and supervision to the fire prevention staff. Recommend the Fire Marshal report directly to the Battalion Chief for Administration and Support.
9. Recommend that the MFD revise the Fire Prevention career path to make the following training and certification requirements:
 - Fire Inspector I certification through the International Code Council prior to appointment. IAAI Fire Investigation Technician within one year.
 - Fire Inspector II certification through the International Code Council within one year of appointment as a Fire Inspector I. Certification as an International Association of Arson Investigator (IAAI) Certified Fire Investigator (CFI) within two years of appointment as a Fire Inspector I.
 - Fire Marshal, in addition to the above, requires certification as ICC Fire Marshal prior to appointment.

10. The MFD should implement an in-service company inspection program at residential, medical, manufacturing, and retail business establishments throughout the city.
 - The MFD should provide appropriate training in conducting routine fire prevention inspections to all field personnel, particularly the Captains who will be responsible for supervising their companies.
11. MFD should continue to evaluate the new fee inspection program and its offset of current prevention costs. These fees may include inspections conducted by in-service fire companies.
12. Should the City of Minot implement the recommendations above, the MFD should complete a comprehensive review of the city's actual costs for providing fire prevention services. The review should include a full costing of providing all fire prevention services and reviewing the city's and national fire code(s) for updates. The review should be designed to capture the full range of services provided and capture the scope of the new fees for operational permits and certain inspections.

Fire Education, Training, and Professional Development

(See pages 35-40.)

13. The MFD should continue to develop and budget for officer training and development programs. To further enhance these programs the department should consider components that are competency-based on National Fire Protection Association (NFPA), International Association of Fire Chiefs (IAFC) and International Fire Service Training Association (IFSTA) standards, and that focus on contemporary fire service issues including community fire protection and emergency services delivery approaches, fire prevention practices, firefighter safety and risk management and labor/staff relations; reviewing, approving, or preparing technical documents and specifications, departmental policies, standard operating procedures and other formal internal communications; improving organizational performance through process improvement and best practices initiatives; and having a working knowledge of information management and technology systems.
14. The MFD should consider increasing the requirements for further professional advancement at various levels, such as the following:
 - Senior Firefighter
 - Minimum of 30 college credits.
 - Advanced engine and truck company operations.
 - Tactics and Strategy.
 - Fire Instructor I.
 - Fire Officer I.
 - NFA Command and Control for Company Level Officers.
 - IMS Level 300.
 - Captain
 - Possession of an associate degree.
 - Fire Instructor II.
 - Fire Officer II.
 - Fire Inspector I.

- NFA Command and Control of Incident Operations.
 - Command and Control/ Blue Card Cert.
 - Incident Safety officer.
 - 1st. Leadership/Emergency Systems Management course.
- Battalion Chief
- Bachelor's Degree.
 - Fire Officer III.
 - IMS Level 400.
 - Health and Safety Officer.
 - NFA Command and Control of Fire Department Operations at Target Hazards.
 - 2nd Leadership / Emergency Services Management course.
 - Fire Investigator.
15. The MFD should develop should institute written and practical skills testing and proficiency evaluations (non-punitive) as part of the department's comprehensive fire training program.
 16. The City of Minot in consultation with the MFD should consider providing funding for the MFD to procure additional training props necessary to effectively and safely perform both basic and advanced/complex training evolutions for all personnel.
 17. The MFD should make a concerted effort to send as many officers as possible to the National Fire Academy (NFA). This should include the Training personnel for various training-related classes, and the Fire Marshal and/or Fire Inspectors for fire prevention and community risk reduction classes. Any officers who meet the admissions criteria should be encouraged to enroll in the Academy's Executive Fire Officer Program.
 18. The MFD should look for opportunities to provide periodic joint training between the department and various agencies that provide automatic/mutual aid to the city including in the evening and on weekends. Consideration should also be given to hosting large-scale exercises to test and evaluate regional interoperability.

ISO Rating

(See pp. 40-45.)

19. CPSM recommends that the MFD address the deficiencies in the most recent ISO report as reviewed in this analysis. Special emphasis should be placed on section 561, Credit for Deployment Analysis (score 5.12/10) and section 571, Credit for Company Personnel (score 7.67/15). CPSM believes that the potential enhancements to staffing and deployment by the MFD, including the addition of Station 5, and the addition of a staffed, dedicated ladder truck, should make earning a coveted ISO Class 1 rating possible for Minot.

Fleet

(See pp. 45-49.)

20. CPSM recommends that the City of Minot and MFD work collaboratively to have a complete and objective evaluation of the current condition of the MFD's apparatus fleet. If this evaluation indicates serious deficiencies in the fleet, then adjustments may need to be made to the apparatus replacement schedule.
21. CPSM recommends that the City of Minot and MFD explore options to obtain a quality pumper that can be utilized as a reliable spare. The only spare pumper the city has is in fair to poor condition. If it, or just one other unit, is out of service, the department has no spare

available. The MFD would be better served by having two spare pumpers available for when units are out of service and that can be used by off-duty personnel being recalled to work for major incidents.

Administrative and Operational Staffing

(See pp. 94-124.)

22. CPSM recommends the position of Assistant Fire Chief be implemented to assist the Fire Chief with strategic planning and provide supervision to the three Operational and two Administrative Battalion Chiefs. Upon filling this position, the Fire Chief should evaluate the duties and responsibilities of the Administrative and Training Battalion Chiefs in order to reorganize the department as needed.
23. CPSM recommends the position of Fire Marshall be implemented and assigned to Fire Prevention/Community Risk Reduction. This position should be charged with the responsibility of managing and leading the fire inspection, plans review, fire investigation, and public education programs. This position should also take the lead on program design for Community Risk Reduction programs and performance measures focused on reducing the risk of fire and improving citizen and firefighter safety.
24. CPSM recommends the addition 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.
25. CPSM recommends the establishment of an additional Engine Company to be assigned with the current Ladder Company 5 to form a two-apparatus company. This will allow personnel on Ladder 5 to conduct ladder company operations and not have to function as a primary engine. This will also provide an additional company that will increase resiliency and prevent all stations being vacant on every structure fire response.
26. 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 members to take on future leadership roles in the department.
27. CPSM recommends the addition of an Administrative Assistant position to support the new Assistant Chief and Fire Marshal's Office. This position will assist with the demands of paperwork on the inspectors, thereby giving them more time in the field.

Operational Planning Considerations

(See pp. 125-141.)

28. CPSM recommends that the Fire Chief begin working with city leadership to begin a succession plan, given that several command level retirements will occur in the next four to five years.
29. Establish a process to improve turnout times for fire and EMS calls. The turnout time should align with current NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Departments*, 2020 Edition.
30. CPSM recommends the Fire Chief work on call processing times with the 911 Center.
31. Continue the Steering Committee with Trinity Health with fire department stakeholders; this is viewed by CPSM as a *Best Practice*.

32. CPSM recommends engaging Minot Rural Fire Department (MRFD) and Minot Air Force Base to strengthen some of their Automatic Aid and Mutual Aid Responses. MAFB and MRFD (a combination company) are the closest assistance for MFD in the event of a large incident.

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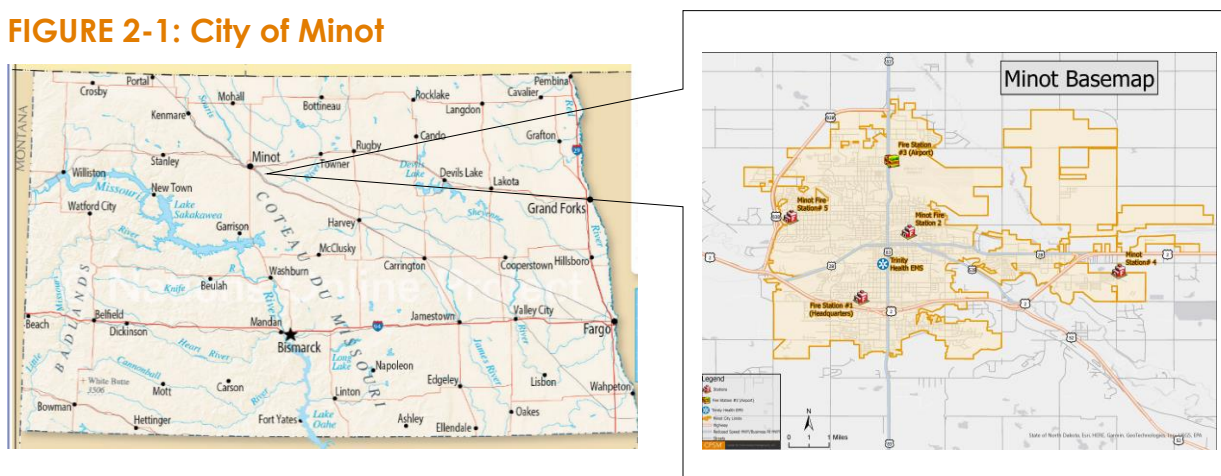


SECTION 2. AGENCY REVIEW & SERVICE DELIVERY

CITY OF MINOT OVERVIEW AND GOVERNANCE

The City of Minot is located in and the county seat of Ward County, North Dakota, which is in the state's north-central region. It is most widely known for the U.S. Air Force base approximately 13 miles north of the city. Founded in 1886 during the construction of James J. Hill's Great Northern Railway, Minot is also known as "Magic City," commemorating its remarkable growth in size over a short time.

FIGURE 2-1: City of Minot



Minot is the state's fourth-most populous city and a trading center for a large part of northwestern North Dakota, eastern Montana, southwestern Manitoba, and southeastern Saskatchewan. The official 2020 census population was 48,377 which represents a 18.3 percent increase over the 2010 population of 40,888.¹ According to the U.S Census Bureau the estimated 2022 population was 47,759 which represents a decline of 1.3 percent.² The city's population has increased by 32.3 percent since 2000.

The city encompasses an area of 27.26 square miles³ and has a mix of commercial, industrial, residential, recreation, and rural areas. The 2020 area of the city was 9.83 square miles (+56.4 percent) larger than the 17.43 square miles at the 2010 Census.⁴ The city's population density in 2020 was 1,775 persons per square mile.⁵ This represents a significant decrease from the 2,346 persons per square mile in 2010.⁶ This decrease in density is mainly attributable to the city's area increasing by 56.4 percent since the previous Census.

1. <https://www.census.gov/quickfacts/fact/table/minotcitynorthdakota/PST045223>

2. ibid

3. ibid

4. ibid

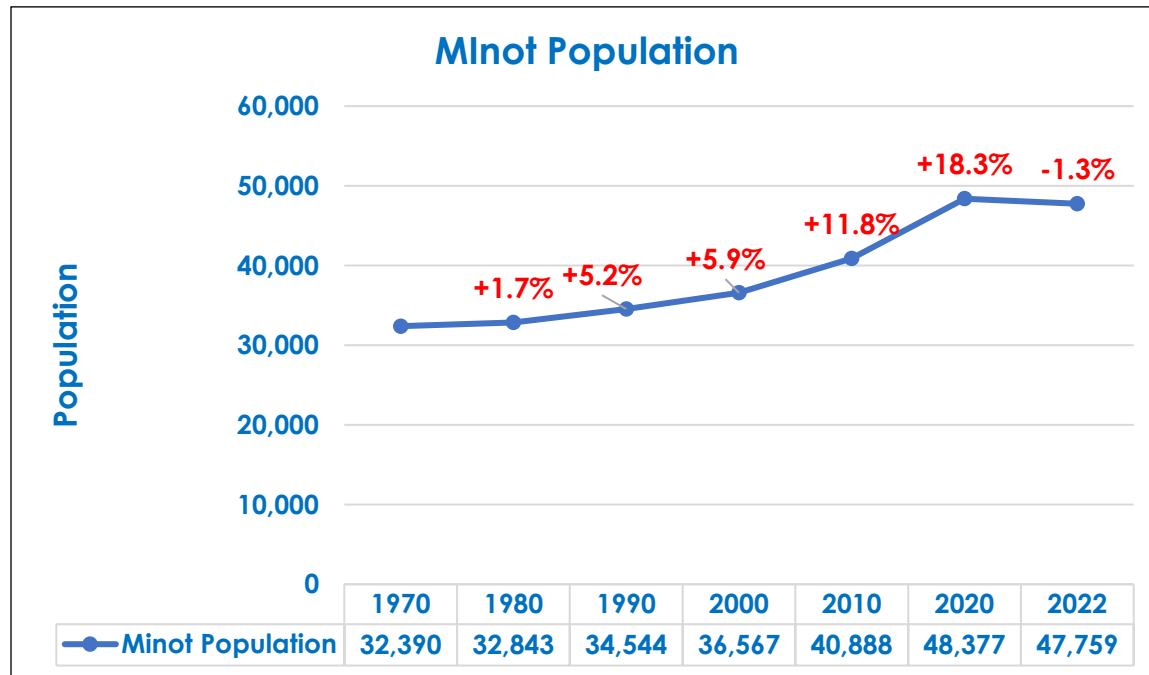
5. ibid

6. ibid

Minot is the principal city of the Minot micropolitan area, a micropolitan area that covers McHenry, Renville, and Ward counties and which had a combined population of 77,546 at the 2020 census.

The following figure shows the city's population and percentage increase for each Census from 1970 through 2020 plus the estimate for 2022. Projections show that the city will continue to experience significant growth, both residential and commercial, over the next several years. New development is projected to be about 60 percent commercial and 40 percent residential.

FIGURE 2-2: Minot Population Growth, 1970–2022



Minot's economy predominantly centers around the Minot Air Force Base approximately 13 miles north of town, making the city's economy more robust than other cities of its size due to its large service area.

The city's largest employer group of more than 12,000 is employed by the Air Force at the base. Trinity Health Medical Center and its supporting operations, which together employ more than 2,800 people, is the largest in-city employer.

The Minot Public Schools employ more than 1,000 people while Minot State University employs more than 500 additional.

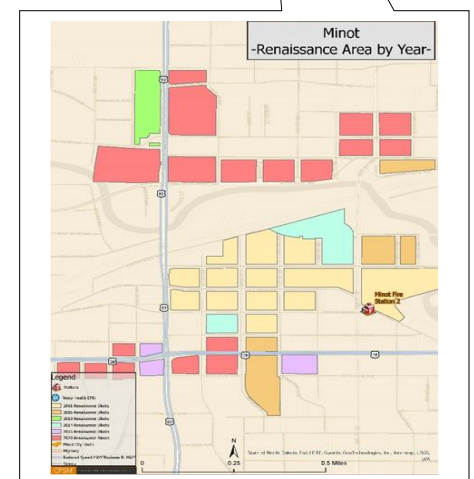
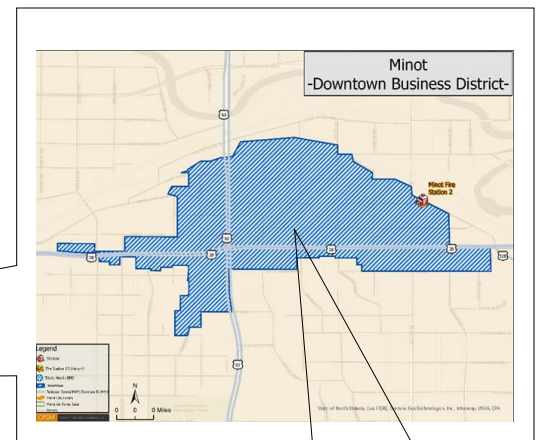
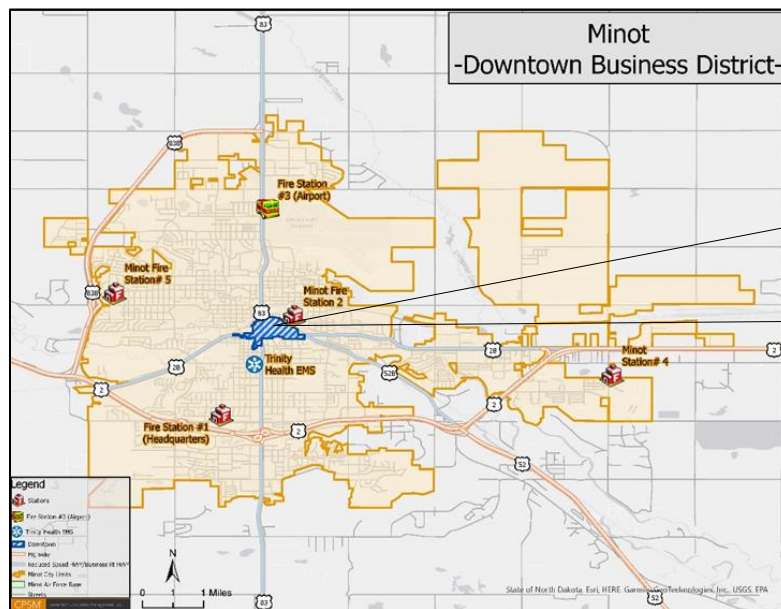


In the walkable downtown and surrounding areas, one can find multiple new restaurants and shops. Minot's arts community includes an art museum, a symphony orchestra, an opera company, a city band, several dance and theater troupes. More than 40 organizations claim membership in the Minot Area Council on the Arts. Minot has been the host to the Norsk Høstfest, North America's largest Scandinavian-American festival. Scandinavian

Heritage Park, which features remembrances and replicas from each of the Scandinavian countries is located in Minot. The North Dakota State Fair is held annually in July in Minot.

Beginning in 2001, the City of Minot began designating parts of downtown Minot as a Renaissance Zone to support redevelopment of the once-bustling economic and social activity center of the city, which had generally been deteriorating since commercial relocation began several decades ago. Based on its population, the city has an official count of 40.5 blocks designated in the Renaissance Zone as of 2020. A total of 1.5 blocks are not designated. This number can increase as the population grows or whenever the city declares a block complete and removes it from the official map. A total of 17 blocks have been declared complete and have been removed from the official Renaissance Zone map.

FIGURE 2-3: Minot Downtown/Renaissance Zone

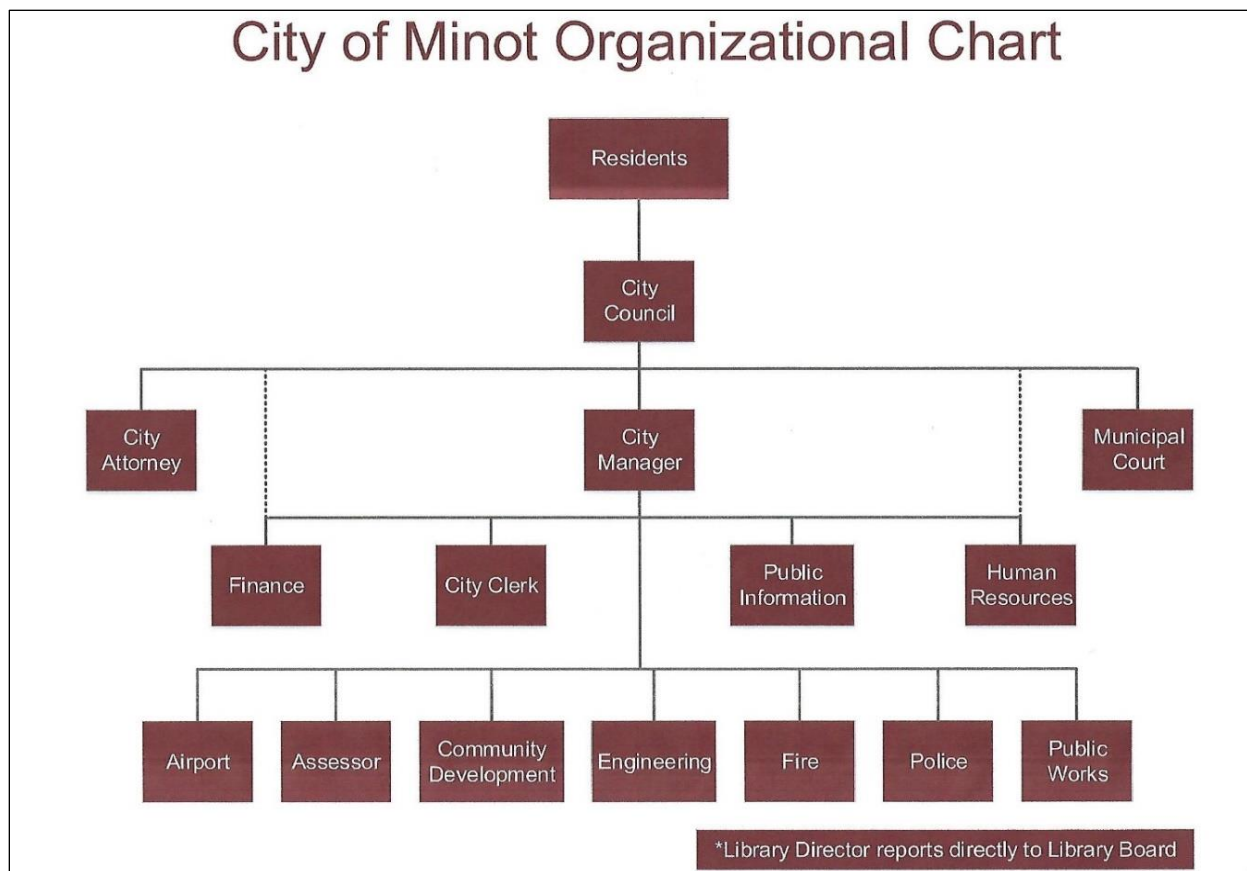


The Minot Park District operates 17 parks and natural open spaces, with various facilities that range from large urban and community parks to mini-parks including Roosevelt Park Zoo, which is one of the top zoos in the region.

Minot utilizes the council-manager system of government. The council is made up of seven members, six alderman and one mayor. As Mayor, he or she chairs the City Council, but only casts a vote to break a tie. The City Council appoints the City Manager to carry out the governing policies and ordinances established by the council, and to oversee the day-to-day operations of the city.

The City Manager reports directly to the City Council, with major functional offices and departments reporting to the City Manager. The major departments and offices reporting to the City Manager are illustrated in the organization chart for the city as shown in the following figure.

FIGURE 2-4: City of Minot Organizational Chart



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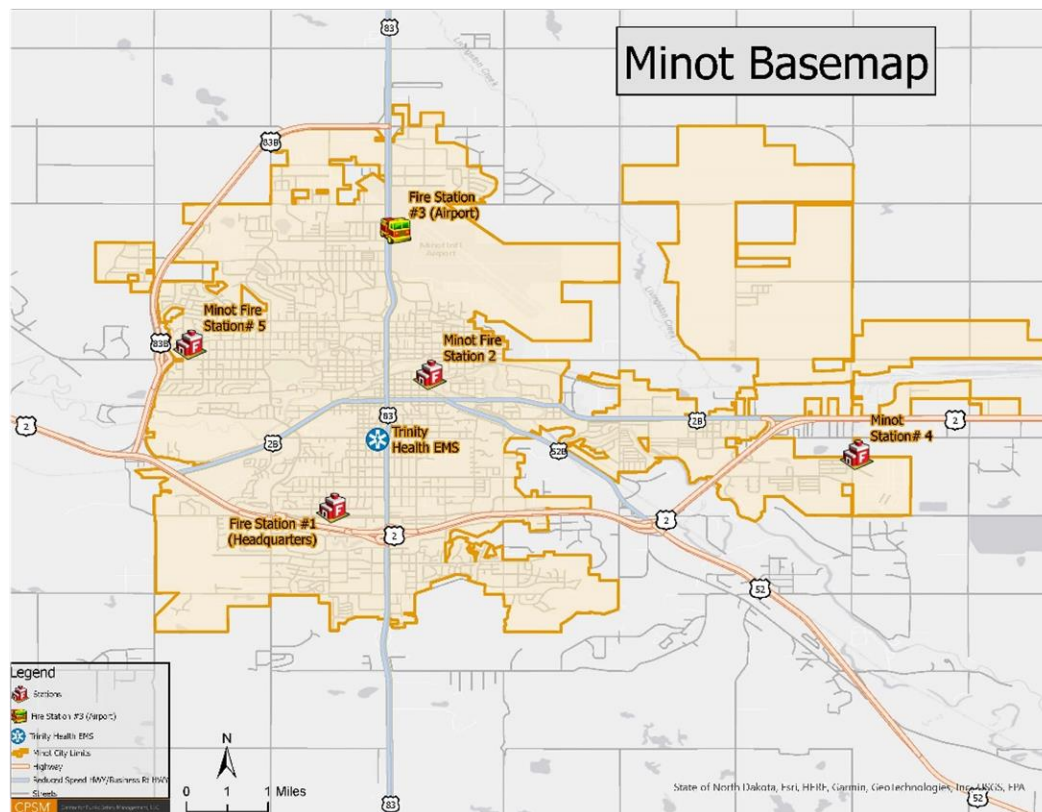
MINOT FIRE DEPARTMENT BACKGROUND, GOVERNANCE, AND ADMINISTRATION

The City of Minot's first fire company was organized Sept. 13, 1895. It is unknown where the fire wagon was housed at the beginning. It was a volunteer company with firefighters paid by the call. The team of horses that pulled the wagon was also paid.⁷ By 1908, the Fire Department had its own fire horses and two paid personnel, the Fire Chief and a driver.⁸ In 1931, the Minot Fire Department became a fully paid department.⁹

In January 1965, the department opened its first substation, named Station 2. This station is located at 3rd St. and 2nd Ave. Southeast. In November 1980, the department opened its second substation, Station 3, at the Minot International Airport. In March 2016, the department opened its third substation, Station 4, at 1505 55th St. Southeast. Finally, in August 2023, the MFD opened its fourth substation, Station 5, at 2611 4th Ave. Northwest.

Today, the department operates 24/7 from five stations located strategically throughout the city. Minimum on-duty staffing is 17 personnel.

FIGURE 2-5: Minot Municipal Boundaries and MFD Stations and Trinity EMS



7. <https://www.minotnd.gov/174/History#:~:text=The%20City%20of%20Minot's%20first,firefighters%20paid%20by%20the%20call.>

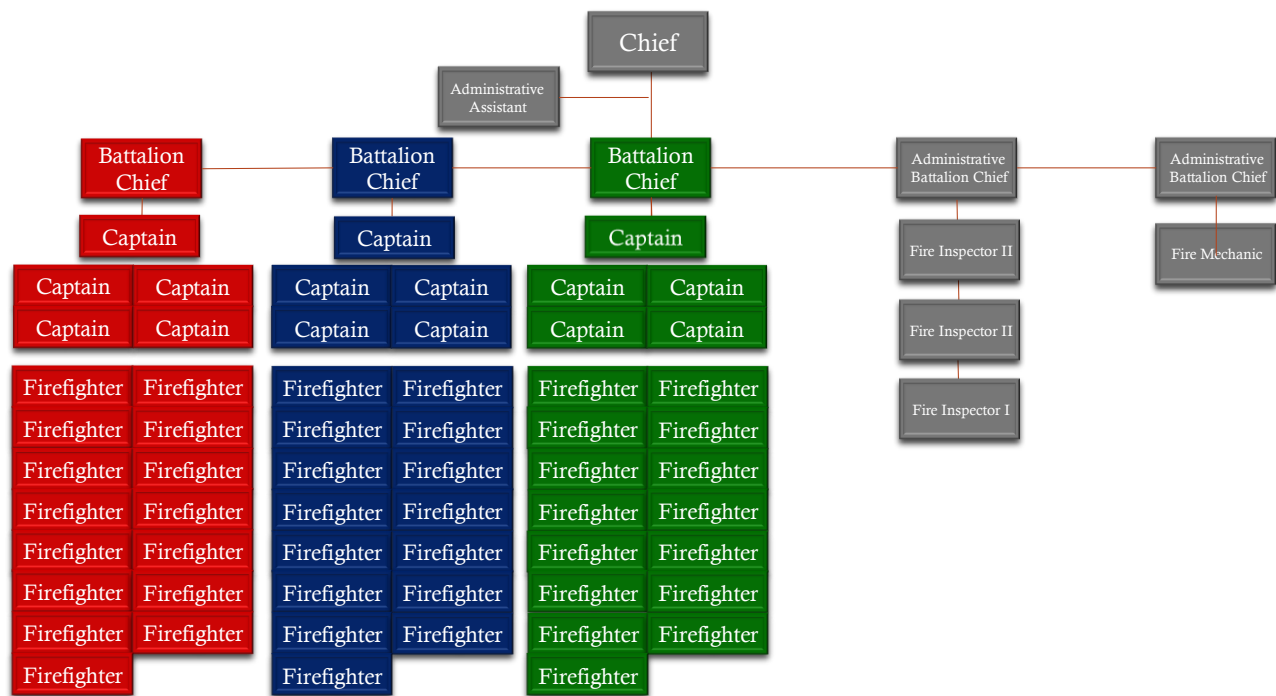
8. *ibid*

9. *ibid*

Chapter 13 Fire Prevention and Protection, Article II, Division I of the Minot Municipal Code establishes the Fire Department of the city. Additional subsections of Chapter 13 provide for qualifications of firefighters, the powers and duties of the Fire Chief, as well as the adoption of the International Fire Code and amendments made to it.

The Minot Fire Department (MFD) is a full-service, career public safety organization. The department's total authorized strength is 71 personnel. Of these, 6 to the department's three operational shifts. The remainder of the personnel are assigned a daywork schedule in administration or support services. The following figure illustrates the organizational chart of the MFD.

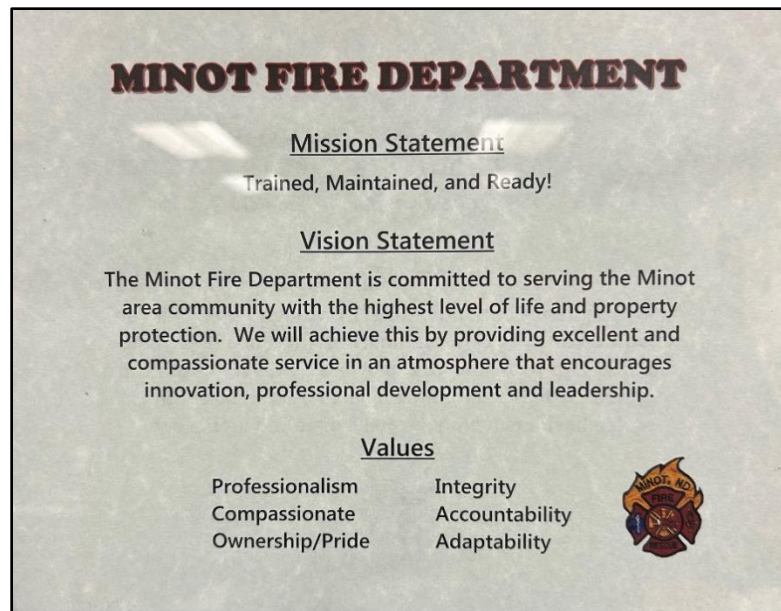
FIGURE 2-6: MFD Table of Organization



In 2002, the MFD began receiving funding for equipment in relation to regional response for northwest North Dakota for hazardous materials and domestic preparedness-type incidents. This grew to include collapse rescue in 2004. The department continues to provide regional special operations response capabilities, including technical rescue, to northwest North Dakota today.

The MFD has established a mission statement on its web page and also displayed on its apparatus. The stations also have a vision statement and values listed. The MFD is to be commended for having these posted in the stations.

MFD Mission Statement Displayed in Stations and on Apparatus



The mission statement should provide the very foundation for the organization, its operations, and why it exists. The mission statement provides broad direction that everything else that the organization does is going to be built upon.

Services of the MFD include:

- Fire protection and suppression.
- Emergency medical services (EMS), first responder at the Basic Life Support (BLS) level.
- Pre-fire/incident planning.
- All-hazards public education.
- Fire cause and origin investigation.
- Multidisciplinary technical rescue for northwest North Dakota.
- Ice rescue.
- Hazardous materials response and mitigation (leak and spill/operations response) as host of the Regional Hazardous Materials Response Team for northwest North Dakota.
- Tactical EMS support to the Minot Police Special Operations Response Team.
- Dive rescue
- Automatic/mutual aid to neighboring jurisdictions.

The organizational structure of any organization or entity, whether public or private, establishes and illustrates the important hierarchical relationships between various people, supervisors/ subordinates, levels, divisions, and bureaus within the organization that allow it to function properly, operate effectively and efficiently in its daily operations or the pursuit of its mission. It also helps to clearly define the organizational chain of command from top to bottom, this is an

especially important consideration in a quasi-military public safety organization such as the fire department where all personnel receive and carry out orders. Effective communications in any organization, but especially public safety agencies, are essential and a cohesive chain of command allows everyone to know exactly who they report to, and/or who reports to them.

When discussing the organizational structure of fire departments, the normal perspective is to focus on the operational aspects of the department. However, in order for a fire department to be able to perform its key mission(s)—response to and mitigation of a wide range of emergency incidents—there needs to be a sufficient support system in place. The size and complexity of this support system should be dictated by the size and complexity of the community and its fire department.

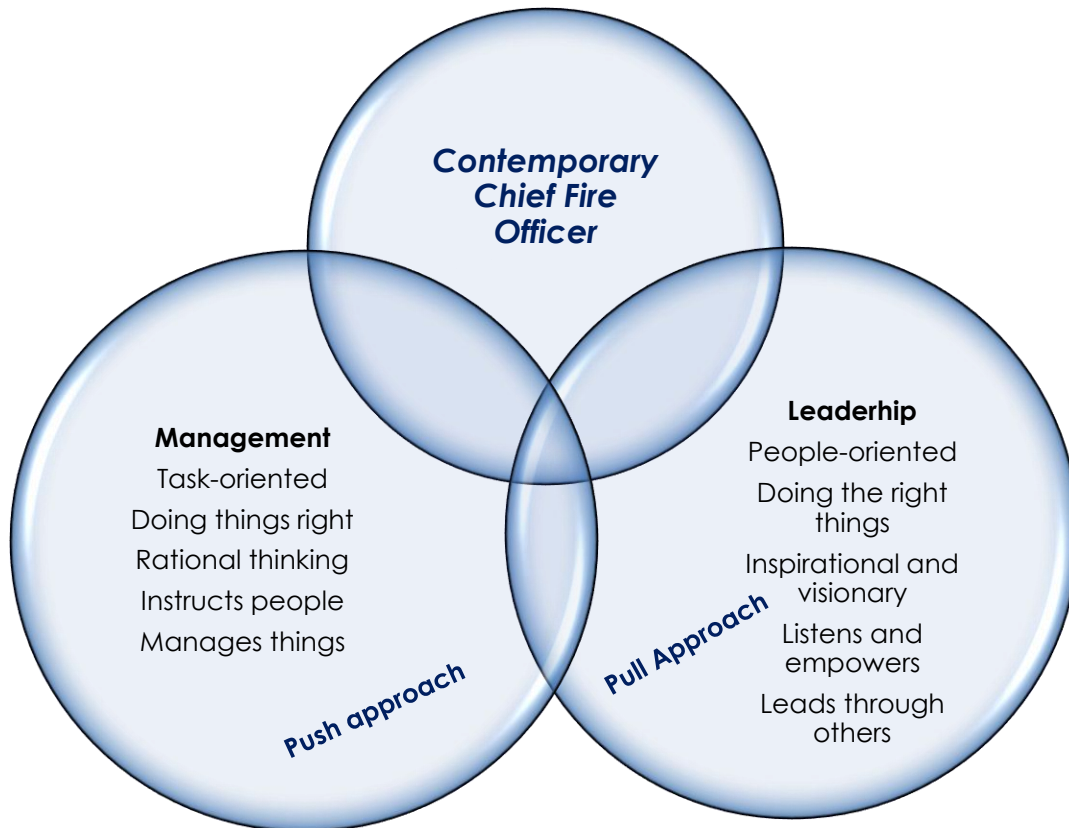
Fire Administration is the administrative and management branch of the department where the day-to-day operations of the department are coordinated and managed. This includes finance, human resources, planning (short-term and strategic), records management, fire prevention, training, and intergovernmental liaison functions.

The organizational structure of the Minot Fire Department is somewhat limited, which is not unusual in smaller departments. As currently configured, the MFD is headed by a Fire Chief who is the department's highest-ranking officer and who serves as the administrative and operational head of the department. The Chief is appointed by the City Manager. The Chief, who has held the position for about eight years, is a professional officer and effective advocate for the organization while carrying out the mission of city leadership. The Fire Chief has been successful, with the help of department members in bringing a higher level of service and effectiveness through the creation of a high-performance organization. She follows a daytime work schedule; however, as the Fire Chief she is available 24/7 when needed.

The Chief is assisted by five Battalion Chiefs, three of whom serve as operational shift commanders, and two who are assigned to administration. The two administrative Battalion Chiefs also work a daytime schedule. The department previously had an Assistant Fire Chief who served as the second in command of the department. That position was reconfigured during a previous reorganization of the department. Overall, the chief officers form a capable, well-respected, and effective command and management team. The chiefs were passionate about their agency and the community. The department members, under the leadership of the command staff, work diligently to meet the needs of the community. The City of Minot is to be commended for supporting this strong management team, with its member firefighters, who together are guiding the department forward.

The modern fire chief is not only a leader, providing vision for the department's direction, they also oversee all administrative, management, and emergency incident operations and roles with the department. They are also expected to work effectively with other city leadership and department heads, members of the public, and others to create a safer community. The MFD's chief officers perform a wide variety of leadership, technical, administrative, management, and supervisory work in planning, organizing, directing, and implementing fire prevention, fire suppression, and emergency medical services operations to prevent or minimize the loss of life and property by fire and emergency medical conditions. Highly successful contemporary chief officers manage things and lead people.

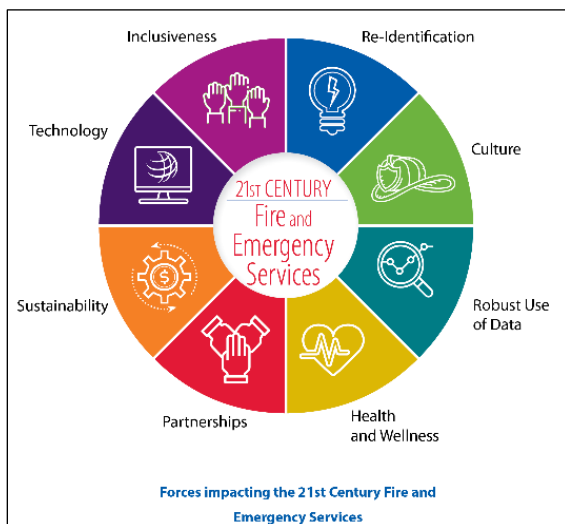
FIGURE 2-7: Contemporary Chief Officer Roles



The chief officer's job is dynamic. The chiefs are responsible for carrying out the day-to-day tasks of running a firefighting organization. Their main responsibilities largely depend upon the size of the fire department. Such tasks include supervising other officers and firefighters at an emergency scene and recruiting, training, and equipping them for their respective duties. In smaller departments such as Minot, the chiefs are often more hands-on and must take on multiple tasks and responsibilities themselves or do without certain programs. Regardless of size of the department, the chief officer typically has two core duties:

- Lead and manage day-to-day operations and ensure their department is fully operationally prepared for its core mission(s).
- Ensure the most successful outcome possible to emergency incidents they are called upon to mitigate.

FIGURE 2-8: Forces Impacting 21st Century Fire and Emergency Services



Depending upon local needs and the organization, the chief may also be involved in fire prevention, fire inspection, disaster preparedness, emergency medical services, and related disciplines, as well as administrative duties such as budgets and personnel issues, research into safety and regulations, and liaison with other agencies. While many of the fire chief's duties and responsibilities are similar to those of their predecessors, the issues today are much different, more complex, and ever-evolving. These new challenges often take the chiefs into unfamiliar territory as they try to navigate the changing dynamics of the world and their department.

MFD has 71 authorized positions in the department. The Fire Chief is the only non-fire association member. Some departments of similar size to MFD have either an Assistant or Deputy Chief who serves as a clearly defined second in command for the department. Based on the job description, Assistant Chiefs report to the Fire Chief and may be responsible for personnel matters, supervision, overseeing budgetary expenditures, assisting with the development of policies and procedures, and the myriad administrative and management tasks that are associated with running a significant sized, modern, full-service emergency services provider. In the absence of the Fire Chief, the Assistant Chief will assume the duties of Fire Chief.

The MFD has a single Administrative Assistant who provides a wide range of support to the Fire Chief, Battalion Chiefs, and the department as whole.

Officers and various members of the department have assumed responsibility for ancillary duties to assist with the management, oversight, and/or coordination of activities or program areas. These are in addition to their normal emergency response duties. Many of these duties, particularly those that involve training or program coordination, may at times require additional training and/or certifications.

During interviews with various stakeholders within the MFD there was a general sense that the department's current organizational structure is no longer robust enough to keep up with the challenges the department is facing with the current and forecasted levels of development that the city is experiencing. Most communities, even those where growth is flat, are experiencing increased requests for services. These requests are amplified in communities with continued significant growth. As the number of 911 calls increases, personnel who have been performing important administrative or support duties that are ancillary to their primary emergency response duties may find they have less time to accomplish these tasks and additional administrative staff members may be needed.

Throughout this report, CPSM will make several strategic recommendations regarding the department's organizational structure and staffing. It is important to stress that these recommendations primarily focus on the level of resources and staffing provided, which CPSM believes will be necessary for the department to continue to keep up the high service level expectations of a growing community. To that end, as the City of Minot continues to grow and develop, MFD will also need to grow and evolve to keep pace with the increased numbers and

diversity of the calls for service. This includes the long-term need to expand the department's administrative and operational support staffing and functions. Like many cities, an ongoing evaluation of staff is needed to keep pace with the growing demands of administrative and operational needs.

Areas where CPSM believes that the department will need to enhance its administrative staffing to meet the needs of the department with full-time positions dedicated to these programs are Assistant Fire Chief, Fire Marshal, and Administrative Assistant. The need for the Assistant Chief has already been discussed.

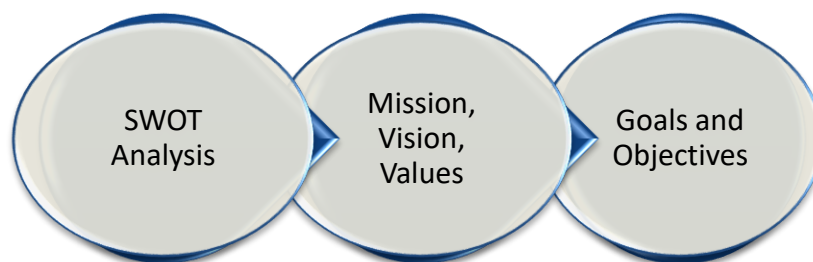
A detailed recommendation for staff needs is detailed in Section 4 of this document.

STRATEGIC PLANNING

A fire and EMS department strategic plan encompasses both a baseline gap analysis of the organization and a "road map" to develop and achieve a planned response to specific factors which will or potentially will affect the organization's mission, or in the case of a public safety agency, service deliverables. A Fire and EMS Strategic or Master Plan identifies the purpose of an organization, what the organization will do, and how it will perform through goals and measurable objectives. It specifies baseline capabilities, real or potential constraints that may exist or be placed on the organization and delivers a set of goals and requirements to achieve identified objectives and desired outcomes. This process can be challenging because strategic planning requires an honest assessment of the department's current state of performance and a realistic understanding of ways to improve.

The development of vision and values must have input from the entire organization. Defining clear goals and objectives for any organization through a formal strategic planning document establishes a resource that any member of the organization, or those external to the organization, can view and determine in what direction the organization is heading, and as well how the organization is planning to get there.

The strategic planning process addresses the following:



As part of the strategic planning process, a review of the department's current mission, vision, and values statements should be undertaken, followed by an update of those statements utilizing department-wide input to align more clearly with current and anticipated future perspectives. With department-wide input, the department can then develop goals and

objectives that align with the SWOT analysis, and the updated mission, vision, and values, guided by a gap analysis that should be conducted.

Suggested steps for a successful approach to the strategic planning process include:¹⁰

Purpose-mission: This is the statement that describes why an organization exists. This statement should describe what customer needs are intended to be met and with what services. The organization should agree on what the mission statement/purpose is, understanding that this will evolve over the years as the organization evolves.

Stakeholder involvement: Developing a strategic plan often involves engaging with various stakeholders, including community members, firefighters, and other relevant parties. This engagement fosters a sense of inclusivity and ensures that the plan reflects the diverse perspectives and needs of those it serves.

Communication and transparency: Developing a strategic plan provides an opportunity for transparent communication about the goals, priorities, and future direction of the fire department. This transparency helps build trust among team members and the community.

Selection of goals and objectives the organization must meet to accomplish its mission: Goals and objectives are general statements about what an organization needs to accomplish to meet its purpose, or mission, and address major issues it faces. This requires organizational input.



Defining clear goals and objectives for any organization through a formal strategic planning document establishes a resource that any member of the organization, or those external to the organization, can view and determine in what direction the organization is heading, and as well how the organization is planning to get there.

In a strategic plan, it is essential that clear and achievable goals and objectives for each program area and service deliverable are developed. Each program area must then (1) define its goals; (2) translate the goals into measurable indicators of goal achievement; (3) collect data on the

indicators from those who have utilized the program; and (4) compare the data from program participants and controls in terms of goal criteria.¹¹ Objectives should be **SMART** (Specific, Measurable, Ambitious/Attainable, Realistic, and Time-bound). Additionally, these goals should link back to the city's fiscal planning goals and the council's strategic goals and initiatives.

Identify specific approaches or strategies that must be implemented to reach each goal: The strategies are often what change the most as the organization eventually conducts more robust strategic planning, particularly by more closely examining the external and internal organizational environments. This requires organizational input.

Identify specific actions to implement each strategy: Specific activities each division or major function must undertake to ensure it is effectively implementing each goal must be identified. Goals and objectives should be clearly worded to the extent that staff and the community can

10. McNamara, C. (1996-2007), *Basic Overview of Various Strategic Planning Models*. Adapted from the *Field Guide to Nonprofit Strategic Planning and Facilitation*. (Minneapolis, MN: Authenticity Consulting LLC.)

11. Starling, *Managing the Public Sector*, 287.

assess if the goals have been met or not. Ideally, top management develops specific committees that each have a work plan or set of objectives. This requires organizational input.

Resource Allocation: A strategic plan helps in identifying and prioritizing resource needs. The fire chief can analyze existing resources, identify gaps, and allocate resources efficiently to meet the department's strategic goals.

Monitor and update the plan: Regularly reflect on the extent to which the goals and objectives are being met and whether action plans are being implemented. Perhaps the most important feedback is positive feedback from customers, both internal and external. This requires an annual review and report to the organization and community on each goal and objective and how the strategies to accomplish the goal are progressing.

Leadership Development: The strategic planning process can be an opportunity to identify and nurture leadership within the fire department. It allows for the identification of key personnel who can play crucial roles in implementing the strategic initiatives.

The Chief has been working on the development of a long-range strategic plan for the MFD covering the years 2024–2029. While it is still in draft form, CPSM was provided the opportunity to review the plan. We found it to be well done; it is being developed utilizing a collaborative community-based approach. **The Chief is to be commended for initiating and leading this process.** If the recommendations contained within this report are incorporated into the plan it will provide the city and MFD with an excellent road map for the department moving forward.

ACCREDITATION



Accreditation is a comprehensive self-assessment and evaluation model that enables organizations to examine past, current, and future service levels and internal performance and compare them to industry best practices. This process leads to improved service delivery.¹²

The Center for Public Safety Excellence's (CPSE) accreditation program, administered by the Commission on Fire Accreditation International (CFAI) enables fire and emergency service agencies to compare their performance to industry best practices in order to:

- Determine community risk and safety needs and develop community-specific Standards of Cover.
- Evaluate the performance of the department.
- Establish a method for achieving continuous organizational improvement.¹³

Particularly for emergency services, local officials need criteria to assess professional performance and efficiency. The CFAI accreditation process provides a well-defined, internationally recognized benchmark system to measure the quality of fire and emergency services.¹⁴

As noted in several sections of this report, the MFD appears operationally and administratively to be a very good fire department. Based upon that premise, once the department accomplishes

12. <http://www.publicsafetyexcellence.org/agency-accreditation/about-accreditation-cfai.aspx>

13. *ibid*

14. *ibid*

some of the strategic plan recommendations contained in this report, the MFD with support from the City of Minot should consider undertaking the accreditation process. While the accreditation process is time-consuming and labor intensive, accreditation would allow the MFD to be recognized for its excellence.

Administrative Recommendations:

- CPSM recommends that as the MFD continues with its strategic planning process that it be inclusive of the entire department and the community; that it reexamines current mission, vision, and values statements; that it incorporate measurable and obtainable goals and objectives; and that it provide for an annual review and report to the organization and community that outlines the plan's progress. (Recommendation No. 1.)
- CPSM recommends the MFD continue to develop and then implement the comprehensive strategic plan that it is currently working on. The plan should incorporate recommendations contained within this report and include measurable and achievable administrative, operational, fiscal, and programmatic goals and objectives. CPSM further recommends this strategic planning document cover the near-, mid-, and long-term, and be updated as appropriate at the end of the mid-term period. (Recommendation No. 2.)
- CPSM recommends as a planning objective that once the MFD accomplishes some of the strategic plan and staffing recommendations contained in this report, it should, with support from the City of Minot, consider undertaking the accreditation process. (Recommendation No. 3.)

MFD ORGANIZATIONAL GUIDELINES AND POLICIES

Effective communications systems are key to the successful operation of any emergency services organization. Standard operating guidelines (SOGs) and standard operating procedures (SOPs) are mission critical components of fire department daily operations and contribute to consistent, effective, and safe operations. Without them there is a tendency to “freelance” and personnel may not all be on the “same page” regarding a wide range of emergency and administrative operations.

A professionally written and up-to-date communications system including a manual of operations—the playbook if you will—can describe what to do and what not to do. Standard operating guidelines and procedures in their simplest form are very much a “how-to” guideline for firefighters to follow to achieve a desired goal. Standard operating guidelines and procedures are formal documents that specify a firefighter's course of action, thereby ensuring efficiency, predictability, consistency, and safety.

The fire service faces a dizzying array of challenges and must adapt to many things, including expanding missions, increasing legal and regulatory requirements, increasing complexity in emergency response techniques and equipment, and much more. The increasing acceptance of electric vehicles (EVs) is an example of the fire service needing to learn an all-new technology, retool, and develop comprehensive policies, procedures, and guidelines on an array of issues from new ways to provide patient extrication to extinguishing complex battery fires.

Policies are set and/or issued by the governmental authority having jurisdiction, in this case the City of Minot. Fire department rules, regulations, and policies should work in tandem with and be consistent with the overarching ordinances, rules, regulations, and policies that have been

adopted by the city. For example, policies concerning such topics as non-discrimination, sexual harassment, purchasing, freedom of information, internet, and computer usage (including social media), and smoking (on city premises or in municipal vehicles) are typically applied across-the-board to all departments and employees. While the city should provide training and familiarization concerning these policies on a regular basis (an annual review is usually adequate, with appropriate documentation), employees are obligated to be familiar with and comply with each policy. Individual departments have either Standard Operating Procedures (SOPs) or Standard Operating Guidelines (SOGs), which, among other things, can be used to implement policy at the department level and establish operational procedures that guide day-to-day activities.

The use of rules and regulations, operational procedures, and various other forms of written communications, are vital parts of a fire department's overall operations. Rules and regulations establish expected levels of conduct and general obligations of department members, identify prohibited activities, and provide for the good order and discipline necessary for the credible operation of a quasi-military emergency services organization.

Chapter 13, section 13-28, Paragraph "D" of the code of ordinances for the City of Minot states:

"Prescribe rules and regulations. The Fire Chief shall prescribe such rules and regulations for the operation of the department as are in his judgment necessary to secure the best and most efficient service."

The MFD has several rules and regulations documents that are incorporated into its written communications system as SOPs/SOGs. These include documents titled: "General Rules," "Disciplinary Rules and Regulations," and "Code of Conduct." CPSM found these documents thorough and well written; they establish a base for both expected and prohibited behaviors by members of the MFD. There is also a document that describes the makeup and duties of the Board of Review which investigates complaints against, and infractions by, members of the MFD.

Operational procedures ensure the consistent, effective, efficient, and safe operation of various aspects of the department's operations, both emergency and routine. One of many common denominators among the best fire departments across the United States is that they have a comprehensive and up-to-date operational procedural manual, and their personnel are well versed and well-trained in those procedures. The inclusion of written documents, such as training and safety bulletins, serves to make the system more effective.

Standard Operating Procedures/Guidelines (SOPs/SOGs) document how operational tasks should be accomplished. They provide personal guidance relative to how to accomplish operational activities safely and consistently. To be effective, SOPs should be developed by each department through a participative process. Once developed, personnel need to be trained on the SOPs and periodically refreshed as to their content.

Standard Operating Procedures/Guidelines are developed for specific instances and based on the operations, training, resources, services delivered, and the administrative needs of a fire department. These written policies and internal regulations are typically based on recognized standards, regulations, and local government rules. These are the procedures that personnel rely on to perform their duties effectively and safely, and which the department utilizes to establish administrative processes and oversight.

Over the past 20 years or more, many agencies have shifted from Standard Operating Procedures (SOGs) to Standard Operating Guidelines (SOGs) or a combination of both. Some experts feel that the term "procedures" implies inflexible task steps or instructions, while "guidelines" implies more discretion in performing the job. Since emergency incidents are

unpredictable and flexibility is essential, these experts advise fire departments to develop SOGs, thereby reducing the need to identify exceptions, and even limiting liability due to actions by personnel. Other experts believe the opposite is true: the term “guidelines” implies too much flexibility and discretion, thus reducing control and increasing the likelihood of mistakes.¹⁵ Whether agencies use SOGs, SOPs, or a blend of both, well-written SOGs/SOPs are essential in fire service operations. The differences between SOGs and SOPs include:

Standard Operating Guidelines (SOGs)

- SOGs tend to have more leeway or room for interpretations.
- SOGs are often an action preceded by the word “may” or “should,” which can imply greater flexibility.

Standard Operating Procedures (SOPs)

- SOPs tend to be more rigid, more of a rule, and not flexible.
- SOPs are often an action preceded by the word “shall” or “will,” which is more definitive.

According to the National Fire Protection Association (NFPA), a standard operating procedure (SOP) is “**an organizational directive that establishes a standard course of action.**” In other words, SOPs are written guidelines that explain what is expected and required of fire service personnel in performing their jobs. Standard operating procedures clearly spell out what is expected and required of personnel during emergency response and non-emergency activities. They provide a mechanism to communicate legal and administrative requirements, organizational policies, and strategic plans to the members. Both fire department SOPs/SOGs and policies are official documents that provide instruction, methods, procedures, and requirements for how to operationalize things such as bylaws, ordinances, plans, strategies, mutual aid agreements, and more. Both SOPs and SOGs provide a common set of standards by which every team member must follow. From the perspective of this discussion, the terms procedure and guideline can be used interchangeably, but should be applied consistently throughout the system.

Fire departments face an array of constant challenges and must adapt to many things including expanding missions, increasing legal and regulatory requirements, increasing complexity in emergency response techniques and equipment, and much more. For those reasons, procedures specific to fire department operations are more commonly found in a fire department SOP/SOG manual. The increasing acceptance of electric vehicles (EVs) is an example of the fire service needing to learn an all-new technology, retool, and develop comprehensive procedures and guidelines on an array of issues from new ways to provide patient extrication to extinguishing complex battery fires. The coronavirus pandemic (COVID-19) is another example where response procedures and use of personal protective clothing had to change. These examples are what CPSM finds important to cover in specific fire department SOPs/SOGs.

The CPSM team had an opportunity to review the MFD's current written communications system. It is our opinion that the current system is thorough, well written, and appears to follow current industry best practices for emergency operations. We believe that the communications meet the operational and administrative needs of the department. It appears that the entire SOP/SOG manual was reviewed and updated as necessary in October 2023. The department utilizes a standard format and template for SOP/SOG documents as shown in the following figure, which includes all pertinent information on the document. The MFD is now using a standardized template similar to the ones used by many other fire departments. The template includes the title of the procedure, the issue or revision date, the number, the category, the number of pages, and approval by a chief officer. It also includes a section for policy references. This is an

15. Developing Effective Standard Operating Procedures for Fire and EMS (FEMA publication)

excellent practice in that by following this template, members gain a better understanding of the SOG and can research references for additional learning opportunities.

FIGURE 2-9: MFD SOP/SOG Template

22 – MAYDAY	
	Minot Fire Department Standard Operating Procedure/Guidelines
Title: MAYDAY	Section/Topic: Mayday Operations
Number: 22	Issue Date: 01/20/2023
	Revised Date: 10/25/2023
Prepared By: MFD BCs	Approved By: Kelli Kronschnabel, Fire Chief

1.0 POLICY REFERENCE	
CFR	
NFPA	1407, 1500
NIMS	
2.0 PURPOSE	
3.0 SCOPE	
4.0 DEFINITIONS	
5.0 GENERAL GUIDELINES	

CPSM did note that there are no operational procedures/guidelines in place to deal with operations such as Basic Engine Company and/or Truck Company Operations, Vehicle Extrication Operations, or Thermal Imaging Camera and Automatic External Defibrillator Use, to name just a few. These are the types of operational procedures/guidelines that are most important and provide standardization and consistency of operations. On the administrative side, CPSM was not provided with policies or procedures that might cover topics such as completion of incident reports.

We also noted that the department's materials refer to the documents as Procedures/Guidelines. We believe this could cause confusion. It is our belief that the MFD should choose one term or standardize the use of the term. We would recommend this be changed to either "Procedure" or "Guideline" for all documents and they be combined into a

single manual with appropriate sections. Finally, we noted that although the procedures/guidelines are placed into categories, that fact and the numbering system could be clarified to make it easier for users to understand. They refer to "Policy" in one set of documents and "SOGs" in another so as to not be confused with city policies,

The challenge for Minot as with many fire departments is to increase organizational buy-in relative to these procedures. Once a draft of a new or significantly revised procedure is completed, it should be distributed throughout the department for review. Personnel should be given a predetermined period of time to submit comments on the draft. Where appropriate, revisions can be made based upon the comments received. The SOP can then be finalized and issued.

Fire rescue personnel provide a valuable technical resource in the development of SOPs/SOGs. The development and drafting of these procedures should not be a top-down management driven process. The personnel who are going to be required to adhere to and follow the procedures should have input into their development. Input from personnel at all levels will continue to strengthen the quality and effectiveness of SOPs/SOGs.

Moving forward the Chief may want to consider the establishment of a committee comprised of a cross-section of department members of all ranks to regularly review the current SOPs/SOGs to ensure that they reflect the organization's current operations. In addition, one SOP/SOG and one policy should be reviewed by a randomly selected member at each shift change briefing and training session. Once personnel get used to this expectation, the knowledge and respect for SOPs/SOGs will grow within the organization and become an accepted part of the department's culture.

CPSM encourages fire departments to draw upon the policies, practices, and procedures of other organizations, both local and distant. The experiences and lessons learned from other fire and rescue agencies can be extremely helpful in the development of SOPs/SOGs. There are numerous excellent SOP/SOG manuals that can be found online and which can assist with the development of necessary procedures. No emergency services provider should be expected to write a policy document from scratch or without a template.

As part of its written communications system, the MFD should include Training Bulletins, which are issued to serve as reference regarding tested and approved methods of performing tasks, and Safety Bulletins, which are issued to serve as references with regard to general and specific safety and health issues.

MFD Organizational Guidelines and Policies Recommendations:

- The MFD should continue its program of reviewing and updating the department's procedures and guidelines. In addition to the documents already completed and/or in development, attention should be given important procedures such as basic engine company and truck company operations, vehicle extrication operations, thermal imaging camera, and automatic external defibrillator use. The addition of other procedures covering additional operational, routine administrative, and training procedures should then follow. (Recommendation No. 4.)
- The general set-up and organization of the SOG manual is an especially important consideration and the MFD must ensure that the manual/system is easy to utilize and that the necessary procedures are cross-referenced. If personnel are going to be required to learn and adhere to the department's procedures, then the format, organization, and filing of them must be user friendly, otherwise they will sit on a shelf, or on a computer drive, unused. (Recommendation No. 5.)

- The first operational procedure should identify and explain the components of the Written Communications System, including the use and organization of the SOG Manual and other components of the system, such as standardized forms.
- The MFD is encouraged to establish a committee to review and assist with revisions to the SOP/SOG manual in the future. The committee should be comprised of members of each rank and include specific representation by a senior officer. (Recommendation No. 6.)
- The MFD should institute a process for issuing Training Bulletins, Safety Bulletins, and Informational Bulletins. (Recommendation No. 7.)

COMMUNITY RISK REDUCTION

Community risk reduction activities are important undertakings of a modern-day fire department. A comprehensive fire protection system in every jurisdiction should include, at a minimum, the key functions of fire prevention, code enforcement, inspections, and public education. Preventing fires before they occur, and limiting the impact of those that do, should be priority objectives of every fire department. Fire investigation is a mission-important function of fire departments, as this function serves to determine how a fire started and why the fire behaved the way it did, providing information that plays a significant role in fire prevention efforts. Educating the public about fire safety and teaching them appropriate behaviors on how to react should they be confronted with a fire is also an important life-safety responsibility of the fire department.

Fire suppression and response, although necessary to protect property, have minor impact on preventing fires. Rather, it is public fire education, fire prevention, and built-in fire protection systems that are essential elements in protecting citizens from death and injury due to fire, smoke inhalation, and carbon monoxide poisoning. The fire prevention mission is of utmost importance, as it is the only area of service delivery that dedicates 100 percent of its effort to the reduction of the incidence of fire.

Fire prevention is a key responsibility of every member of the fire department, and fire prevention activities should include all personnel. On-duty personnel can be assigned with the responsibility for “in-service” inspections to identify and mitigate fire hazards in buildings, to familiarize firefighters with the layout of buildings, identify risks that may be encountered during firefighting operations, and to develop pre-fire plans, such as the MFD does currently. On-duty personnel in many departments are also assigned responsibility for permit inspections and public fire safety education activities.

Fire prevention should be approached in a truly systematic manner, and many community stakeholders have a personal stake and/or responsibility in these endeavors. A significant percentage of all the requirements found in building/construction and associated codes are related in some way to fire protection and safety. Various activities such as plan reviews, permits, and inspections are often spread among different departments in the municipal government and are often not coordinated as effectively as they should be. Every effort should be made to ensure these activities are managed effectively between departments.

The community risk reduction (CRR) function in the MFD is commanded by one of the Administrative Battalion Chiefs who nominally oversees that function. However, CPM was informed that there is limited interaction between the chief and the three civilian Fire Inspectors. Part of this is geographical in that the inspectors do not operate out of MFD headquarters. Instead, they are based with other city inspectors.

The MFD Fire Prevention Unit has a wide-ranging portfolio of duties and responsibilities. It's responsible for administering the various codes; performing inspections, development, and new construction plan reviews; witnessing fire prevention system tests; and ensuring code compliance through inspections regarding new buildings while under construction. Like many organizations, the Fire Prevention Unit is trying to get back on track after the COVID pandemic.

At the time of this assessment the City of Minot was utilizing the following codes:

- International Fire Code 2021.
- International Building Code 2021.
- 2021 International Residential Code.
- 2021 International Mechanical Code.
- 2021 International Fuel Gas Code.
- 2021 International Existing Building Code.
- 2021 International Energy Conservation Code.
- 2018 ND Plumbing Code (2018 Universal Plumbing code; as amended by ND).
- 2020 National Electric Code (NFPA 70) and ND Wiring Standards.
- A117.1- 2017 Accessibility Code.

Automatic fire sprinklers have proven to be very effective in reducing fire loss and minimizing fire deaths in residential structures. However, many states, North Dakota among them, have been reluctant to impose code provisions that require these installations in one- and two-family dwellings. The state's current fire code does not mandate the installation of these life safety systems, nor does it permit municipalities to adopt local ordinances that require them.

Fire Prevention is responsible for approving fire protection systems and performing these types of plan reviews. This includes sprinkler systems wet/dry, fire alarms, Ansul systems, clean agent suppression, and underground pressure tests for risers and fire pumps. They do not perform plans reviews for fire alarm systems. The following are the plans reviewed for 2020 through 2022:

- 2020: 5.
- 2021: 16.
- 2022: 9.

The Fire Prevention staff, along with UCC (new construction) personnel do participate in final system inspections along with acceptance testing for all new fire protection systems and for any remodels that require systems.

The inspectors informed CPSM that they perform annual inspections on healthcare facilities, daycares, schools, restaurants, and any occupancy that requires an annual liquor license renewal. Churches are inspected every three years, and common areas in apartment complexes every five years. Fire inspections performed for 2020 through 2022 include:

- 2020: 318.
- 2021: 740.
- 2022: 967.

One of the concerns expressed to CPSM by senior fire MFD staff was that they currently do not feel that enough inspections are getting done and the fire prevention function needs more guidance and direct interaction with their supervisor to assist. Based upon the number of inspections performed and the fact that there is somewhere between 2,700 and 3,200 businesses and commercial occupancies in the city this would appear to be needed.

It is our impression that for the most part the fire prevention personnel establish their own work day priorities. The lack of direct supervision of the fire prevention staff creates gaps in community risk reduction work, such as fire prevention code enforcement (noted gap between inspectable properties and actual inspections completed in 2020, 2021, and 2022). The Chief has established a career path for the fire prevention personnel; however, the current personnel have been slow to embrace this opportunity especially with regard to earning Fire Marshal certification. The minimum requirements for each step are as follows:

- **Fire Inspector I** - Fire Inspector I Certification through the International Code Council within one year of hiring date and to retain such certification while in this position. IAAI Fire Investigation Technician within three years.
- **Fire Inspector II** - Fire Inspector II Certification through the International Code Council within one year of hiring date and to retain such certification while in this position.
- **Fire Marshal** - Requires certification as International Fire Code Inspector II within 1 year of appointment and ICC Fire Marshal certification within three years of appointment. Certification as an International Association of Arson Investigator (IAAI) Certified Fire Investigator (CFI) within three years of appointment.

If none of the current inspectors are interested in pursuing the Fire Marshal position, the MFD should consider bringing in someone from the outside to fill this important role and provide direct supervision and oversight to the unit.

Another reason may be that the current fire code lacks proverbial "bite" that would require the abatement of violations. The sole exception to this is establishments that require a liquor license. The initial inspection of premises and the first reinspection are done at no charge. The second reinspection and any subsequent ones result in a fee being assessed. However, the ability to enforce compliance is limited.

There are many reasons why existing buildings should be inspected for fire code compliance. The obvious purpose is to ensure that occupants of the building are living, working, or occupying a building that is safe for them to do so. Some buildings are required to have specific inspections conducted based on the type of occupancy and the use of the buildings such as but not limited to healthcare facilities (hospitals, nursing homes, etc.), schools, restaurants, and places of assembly. These inspections are mandated by various statutes, ordinances, and codes. The inspections themselves are often limited to specific areas within the building and to specific periods. The fire inspectors will also witness tests of required fire protection systems and equipment. Conversely, many businesses are not required to have any type of periodic fire safety inspections.

Fire inspections can also identify violations and lead to follow-up inspections to ensure that violations are addressed and that the fire code is enforced. In fire prevention, the term "enforcement" is most often associated with inspectors performing walk-throughs of entire facilities, looking for any hazards or violations of applicable codes. Educating the owner as to the requirements, as well as the spirit and intent, of the code can also attain positive benefits for fire and life safety.

With about 3,000 business located in Minot, several of them large, along with numerous schools, multifamily residential complexes, and other hazards, there is no consistent or comprehensive program that ensures that all businesses and commercial occupancies receive a routine "maintenance" fire prevention inspection on a regular, periodic basis.

In many departments, on-duty firefighters can be assigned with the responsibility for "in-service" inspections to identify and mitigate fire hazards in buildings, to identify risks that may be encountered during firefighting operations, and to develop pre-fire plans. On-duty personnel in many departments are also assigned responsibility for permit inspections and public fire safety education activities. Fire department personnel are often able to recognize hazards or violations, whereas inspectors are often able to identify features of a specific property that could prove important during an emergency. Effective information sharing enhances the ability of the fire department to protect the community.

Performing complex, technical inspections can be a very time-consuming, but necessary, endeavor. Nationwide, communities that have proactive fire inspection and code enforcement programs in place often have a lower incidence of fire loss because many potential fire- and life-safety hazards are identified and corrected before they cause or contribute to a fire.

Of course, having sufficient personnel to perform fire prevention inspections can be a costly proposition. To help offset these costs, the MFD will begin charging inspection fees for certain services. Fees for various permits range from \$25.00 to \$120.00. The new fee schedule adopted by MFD in February 2024 is as follows:

- Operating Permits: \$60.00 per year
- Commercial Daycare \$60.00 per year
- Home Daycare: \$25.00 per year
- Pyrotechnic, Special Effects: \$120.00 plus \$85.00 an hour
- Tent Permit: \$50.00
- Construction Permit: \$85.00
- Failure to Correct Violations: \$60.00, No Fee for First Visit in a Re-inspection.

The new fee inspection program is estimated to offset the current costs of Fire Prevention services by \$56,000 annually.¹⁶

One of the newest trends in fire prevention inspections is the use of Remote Video Inspection (RVI) programs. According to the NFPA, "RVI provides an effective alternative means for building inspection, enabling one or more parties to remotely perform an inspection of a building or building component." The NFPA has released a new infographic that emphasizes the five key considerations for an RVI inspection program: procedures, communication, technology, verification, and completion.

According to the NFPA:

"RVI provides an effective alternative means for building inspection, enabling one or more parties to remotely perform an inspection of a building, or building component. Just like traditional on-site or in person inspections, an RVI typically occurs as part of a jurisdiction's permitting or inspection process. Virtual inspections are not intended to be less complete than

16. <https://www.minotdailynews.com/news/local-news/2024/02/mfd-to-implement-new-inspection-fees/>

an on-site inspection; they are meant to achieve the same (or enhanced) results as an on-site inspection."¹⁷



Image credit: National Fire Protection Association

Until recently, use of RVI was limited and sporadic. The COVID-19 pandemic and remote work conditions combined with a normal extensive workload have made more jurisdictions consider alternatives to traditional inspection procedures and processes. Long term, the use of a program such as this can help any fire prevention entity better manage often unrealistic inspection workloads. The MFD does have a procedure that permits the use of this technology for re-inspections but not initial inspections. This is a reasonable compromise on the use of a new system. Moving forward, the department should periodically review this procedure to determine if it can be expanded to better meet the needs of the department.

The investigation of the cause and origin of fires is also an important part of a comprehensive CRR system. Determining the cause of fires can help with future prevention efforts. At the time of this evaluation, the Fire Inspectors were charged with initiating the fire origin and cause determination process. Each was assigned as the primary investigator for one of the Department's battalions (shift). The weakness in the system as currently structured is that these personnel are only required to be Fire Investigation Technicians rather than Certified Fire Investigators. When needed, particularly when the fire involves a significant loss, injury, or fatality, the MFD can request assistance from the North Dakota State Fire Marshal to perform an in-depth investigation. The state has a local field office at MFD Station 4. The number of fire investigations completed by the FMO in 2020, 2021, and 2022 were:

- 2020: 12.
- 2021: 28.
- 2022: 20.

The MFD has an active public fire education program, which is an important component of an overall fire prevention program. **This effort is very commendable and results in time and resources well spent.** Seventy-five percent of all fires, fire deaths, and injuries occur in the home, an area where code enforcement and inspection programs have little to no jurisdiction. Public education is the area where the fire service will make the greatest impact on preventing fires and subsequently reducing the accompanying loss of life, injuries, and property damage through adjusting people's attitudes and behaviors regarding fires and fire safety. Fire prevention presentations include fire safety, extinguisher training, CPR, cooking safety, car seat checks, demonstrations, tours, ride-a-longs, community events, citizen leadership, school visits,

17. <https://www.nfpa.org/News-and-Research/Publications-and-media/Press-Room/News-releases/2020/New-infographic-from-NFPA-highlights-remote-inspection>

etc. Public education is presented by both the Fire Prevention office and the suppression crews. The number of public education presentations completed in 2020, 2021, and 2022 were:

- 2020:47.
- 2021:60.
- 2022: 67.

There are numerous ways the MFD can spread its fire safety (and all-hazards) messages. These include, but are certainly not limited to:

- Maximize MFD public appearances at community events.
- Add signs or marquees to fire stations with regular fire and life safety messages.
- Keep school and other presentations on track.
- Include fire safety messages in the city's community videos.
- Increase social media presence for the community to learn about their fire department and its services, along with frequent social media postings (Facebook, Instagram, etc.) on department events, disaster preparedness, all-hazards injury prevention, etc.
- Social media addresses advertised on apparatus, department letterhead, etc.
- Development of an MFD YouTube page.
- Increased social media activity during holidays (when there is an uptick in cooking fires), prior to and during major weather events, during public education events (Facebook Live, for example), and live dispatch or live updates from PIO on incidents.

Community Risk Reduction Recommendations:

- The MFD should fill the position of Fire Marshal, either internally or externally, as soon as possible in order to provide direct, day-to-day oversight and supervision to the fire prevention staff. The Fire Marshal should report directly to the Battalion Chief for Administration and Support. (Recommendation No. 8.)
- The MFD should revise the Fire Prevention career path to make the following training and certification requirements mandatory prior to appointment to a position and for the duration of their employment. (Recommendation No. 9.)
 - Fire Inspector I certification through the International Code Council prior to appointment. IAAI Fire Investigation Technician within one year.
 - Fire Inspector II certification through the International Code Council within one year of appointment as a Fire Inspector I. Certification as an International Association of Arson Investigator (IAAI) Certified Fire Investigator (CFI) within two years of appointment as a Fire Inspector I.
 - Fire Marshal, in addition to the above, requires certification as ICC Fire Marshal prior to appointment.
- The MFD should implement an in-service company inspection program at residential, medical, manufacturing, and retail business establishments throughout the city. (Recommendation No. 10.)

- The MFD should provide appropriate training in conducting routine fire prevention inspections to all field personnel, particularly the Captains who will be responsible for supervising their companies.
- MFD should continue to evaluate the new fee inspection program and its offset of current prevention costs. These fees may include inspections conducted by in-service fire companies. (Recommendation No. 11.)
- Should the City of Minot implement the recommendations above, the MFD should complete a comprehensive review of the city's actual costs for providing fire prevention services. The review should include a full costing of providing all fire prevention services and reviewing the city's and national fire code(s) for updates. The review should be designed to capture the full range of services provided and capture the scope of the new fees for operational permits and certain inspections. (Recommendation No. 12.)

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FIRE EDUCATION, TRAINING, AND PROFESSIONAL DEVELOPMENT

Training is, without question, one of the most essential functions that a fire department can perform on a regular basis. One could even make a credible argument that training is, in some ways, more important than emergency responses because a department that is not well-trained, prepared, and operationally ready will be unable to fulfill its emergency response obligations and mission. Education and training are vital at all levels of fire service operations to ensure that necessary functions at an incident are completed correctly, safely, and effectively. A comprehensive, diverse, and ongoing training program is critical to the fire department's level of success.

An effective fire department training program must cover all the essential elements of that department's core missions and responsibilities. The level of training or education required for a set of tasks varies with the jobs to be performed. The program must include an appropriate combination of technical/didactic training, manipulative or hands-on/practical evolutions, and training assessment to gauge the effectiveness of these efforts. Most of the training, but particularly the practical, standardized, hands-on training evolutions should be developed based upon the department's own operating procedures and operations while remaining cognizant of widely accepted practices and standards that could be used as a benchmark to judge the department's operations for any number of reasons.

Certain Occupational Safety and Health Administration (OSHA) regulations dictate that minimum training must be completed on an annual basis, covering assorted topics that include:

- A review of the respiratory protection standard, self-contained breathing apparatus (SCBA) refresher and user competency training, SCBA fit testing (29 CFR 1910.134).
- Blood Borne Pathogens Training (29 CFR 1910.1030).
- Hazardous Materials Training (29 CFR 1910.120).
- Confined Space Training (29 CFR 1910.146).
- Structural Firefighting Training (29 CFR 1910.156).

In addition, National Fire Protection Association (NFPA) standards contain recommendations for training on diverse topics such as a requirement for a minimum of 24 hours of structural firefighting training annually for each fire department member. Also, the ISO-Fire Suppression

Rating Scale (ISO-FSRS) has certain training requirements for which fire departments receive credit during the ISO-FSRS review.

Because so much depends upon the ability of the emergency responder to effectively deal with an emergency, education and training must have a prominent position within an emergency responder's schedule of activities when on duty. Education and training programs also help to create the character of a fire service organization. Agencies that place a real emphasis on their training tend to be more proficient in performing day-to-day duties. The prioritization of training also fosters an image of professionalism and instills pride in the organization. Overall, the MFD has an excellent, robust, and comprehensive training program and there exists a dedicated effort focused on a wide array of training activities.

The training function in the MFD is currently headed by a Battalion Chief who manages this function as part of a broader portfolio of duties. At the time of this assessment the Battalion Chief was the only person formally assigned to training. It was reported that at one time the MFD had a dedicated training officer before those duties were combined with other duties and responsibilities. The Battalion Chief puts out an annual training calendar and assigns personnel to various classes throughout the year.

It does appear that the training program is headed in the right direction. There seems to be a dedicated effort—and desire by the members of the department—to focus training on a wide array of training activities. The department also earned the maximum points allowable for training in its last ISO evaluation. However, as the department increases in size and its missions grow more complex, attempting to manage the wide-ranging training function along with other duties will eventually overwhelm the Battalion Chief.

As a result, CPSM believes that within the next several years the department's training and safety functions should be refined and expanded. It is recommended that an Administrative Battalion Chief lead the training and Operational Battalion Chiefs lead the safety function. Battalion FITs, if implemented, could serve as the Safety Officers and work in coordination with Operational Battalion Chiefs.

The MFD utilizes a wide range of personnel from both inside and outside of the department (and even the city) to provide training based upon the subject and the expertise needed to teach that particular subject or skill. Many MFD personnel are state-certified as Fire Instructor 1. Shift Battalion Chiefs assign personnel different under their command to present classes for battalion or company level training, in addition, the department has various city employees—such as Finance, Human Resources, Water Dept., Police Dept., etc. —provide training on multiple aspects of the city's operations. Finally, the department will bring in outside instructors from the state, private businesses, and national organizations to provide specialized training.

The MFD does not require newly hired personnel to be certified firefighters prior to hire. New firefighters are hired and put through a six-to-eight-week, in-house training academy. They then go on shift and work towards their Pro-Board Fire Fighter I certification over their first year of employment. They must also obtain their Nationally Registered Emergency Medical Technician certification within 18 months of employment.

The MFD has multiple locations and opportunities for training. All five MFD stations have large open bay areas for training on topics to include search and rescue, hose deployment, ropes, EMS, ladder deployment, hoisting and operating fire tools, and salvage/overhaul. All stations are also equipped with exercise facilities to support firefighters' cardiovascular and muscular endurance.

The department has its own training facility that includes classrooms, a burn building, a high-rise building, ventilation prop, trench rescue prop, forcible entry prop, two fire hydrants, and vehicles for auto extrication. Personnel also have access to city-owned properties that can be used for training. This includes flood damaged homes for fireground evolutions, Roosevelt Park swimming pool for diving and other water operations, Minot city water treatment facility for confined space training, and the airport for ARFF operations. The Minot State University swimming pool is also available for diving and water operations training. North Dakota State fairgrounds are used annually for the state fire school.

The MFD utilizes Trinity Health Riverside facility for EMT courses, continued education, and EMT certification. The Trinity Health First Response building is used for medical training and patient care mutual aid training.

Additional daily opportunities for training can be found during related activities such as daily/weekly apparatus and equipment inspections and fire pre-planning activities. Annual inspection and testing requirements such as for hose, pumps, hydrant flow testing, etc. can also provide additional training credits for personnel who participate. Training can and should also be conducted during evening hours and on weekends.

On the EMS side of operations, training programs and requirements are primarily driven by the mandatory nature of continuing education and recertification requirements for various levels of practitioners. All levels of EMS training require continuing education credits on a multiyear cycle for recertification. If individual personnel, or the agency, were to not keep up with required training and/or certification requirements they could lose their ability to practice or provide the prescribed levels of service.

An MFD Captain assists with coordinating and providing this training. Whenever possible, fire training should be tied into EMS continuing education credits, providing dual discipline benefit for personnel. Since EMS incidents make up a significant percentage of the department's responses, ensuring that these certifications continue to be maintained should remain a meaningful component of the department's training focus.

Professional development for fire department personnel, especially officers, is also an important part of overall training. There are numerous excellent opportunities for firefighters and officers to attend training on a wide range of topics outside of Minot including those offered at various state firefighting academies, at the National Fire Academy (NFA) in Emmitsburg, Maryland, and at national conferences such as the Fire Department Instructor's Conference (FDIC), Fire Rescue International, and the annual Firehouse Expo. The department also sends its personnel to various training opportunities across the country such as the Anniston, Ala., Regional Training Center, Pueblo Colorado training facility, TEEX annual fire training school, IAFF training, and the ND State Fire School.

CPSM was informed that although a few officers have attended the NFA, most have so far declined to take advantage of this excellent opportunity. Beyond the practical benefits to be gained from personnel participating in outside training, encouraging personnel to earn and/or maintain various specialized certifications such as Fire Instructor or Fire Officer increases the positive professional perception of the organization and can help to demonstrate a commitment to continued excellence.

As of the time of this assessment the MFD's personnel development program was a work in progress. The department is to be commended for this effort and given the support to continue to develop this program.

MFD officers typically provide feedback to personnel regarding their performance but there is no formal testing or skills assessments for fire training in the department. Training is a required activity in the fire service and thus it is essential to incorporate a formal testing process as part of the learning effort. EMS skills assessments, both practical and written, are regularly incorporated into EMS training. Traditionally, fire departments are reluctant to incorporate skills testing into their fire training components. However, an increasingly common way to evaluate the department's training program is through annual skills proficiency evaluations where all members of the department are required to successfully perform certain skills or complete standardized evolutions, either individually or as part of a team.

The ability to monitor and record training test scores is beneficial from an overall proficiency standpoint. In addition, training scores should be incorporated into the annual performance appraisal process for both the employee, his/her supervisor, and the training staff. In addition, the concept of adding a testing process to each training evolution adds to the importance and seriousness in which these activities are carried out.

The MFD utilizes a formal task book process to provide training guidance and new rank orientation. A growing number of fire departments are employing task books for personnel who aspire to (or in some cases have already been promoted to) higher rank and is considered a *CPSM Best Practice*. The successful completion of a task book may be considered as a prerequisite for promotion to higher rank or step-up assignment. These efforts can help provide newly promoted personnel with the tools needed to operate both administratively and in field settings. The completion of the task book also qualifies individuals to assume acting Senior Firefighter and Captain assignments in which they receive practical experience and on-the-job training.

Beyond the establishment of requirements to achieve certain levels of certification for promotion, the department should consider the implementation of a formal professional development program for all department personnel. The program should attempt to strike an appropriate balance between technical/practical task books, simulator training, formal certifications, mentor relationship, and outside influences. Where practical, best practices identified by the NFA, NFPA, ISO, IFSTA, IFSAC, North Dakota State Fire School, and the Center for Public Safety Excellence (CPSE) should be incorporated.

Fire Education, Training, and Professional Development Recommendations:

- The MFD should continue to develop and budget for officer training and development programs. To further enhance these programs the department should consider components that are competency-based on National Fire Protection Association (NFPA), International Association of Fire Chiefs (IAFC) and International Fire Service Training Association (IFSTA) standards, and that focus on contemporary fire service issues including community fire protection and emergency services delivery approaches, fire prevention practices, firefighter safety and risk management and labor/staff relations; reviewing, approving, or preparing technical documents and specifications, departmental policies, standard operating procedures and other formal internal communications; improving organizational performance through process improvement and best practices initiatives; and having a working knowledge of information management and technology systems. (Recommendation No. 13.)
- The MFD should consider increasing the requirements for further professional advancement at various levels, such as the following: (Recommendation No. 14.)
 - Senior Firefighter

- Minimum of 30 college credits.
- Advanced engine and truck company operations.
- Tactics and Strategy.
- Fire Instructor I.
- Fire Officer I.
- NFA Command and Control for Company Level Officers.
- IMS Level 300.
- Captain
 - Possession of an associate degree.
 - Fire Instructor II.
 - Fire Officer II.
 - Fire Inspector I.
 - NFA Command and Control of Incident Operations.
 - Command and Control/ Blue Card Cert.
 - Incident Safety officer.
 - 1st. Leadership/Emergency Systems Management course.
- Battalion Chief
 - Bachelor's Degree.
 - Fire Officer III.
 - IMS Level 400.
 - Health and Safety Officer.
 - NFA Command and Control of Fire Department Operations at Target Hazards.
 - 2nd Leadership / Emergency Services Management course.
 - Fire Investigator.
- The MFD should develop should institute written and practical skills testing and proficiency evaluations (non-punitive) as part of the department's comprehensive fire training program. (Recommendation No. 16.)
- The City of Minot in consultation with the MFD should consider providing funding for the MFD to procure additional training props necessary to effectively and safely perform both basic and advanced/complex training evolutions for all personnel. (Recommendation No. 17.)
- The MFD should make a concerted effort to send as many officers as possible to the National Fire Academy (NFA). This should include the Training personnel for various training-related classes, and the Fire Marshal and/or Fire Inspectors for fire prevention and community risk reduction classes. Any officers who meet the admissions criteria should be encouraged to enroll in the Academy's Executive Fire Officer Program. (Recommendation No. 18.)
- The MFD should look for opportunities to provide periodic joint training between the department and various agencies that provide automatic/mutual aid to the city including in the evening and on weekends. Consideration should also be given to hosting large-scale exercises to test and evaluate regional interoperability. (Recommendation No. 19.)

ISO-PPC ANALYSIS

The ISO is a national, not-for-profit organization that collects and evaluates information from communities across the United States regarding their capabilities to combat building fires. ISO conducts field evaluations to rate communities and their relative ability to provide fire protection and mitigate fire risk. This evaluation allows ISO to determine and publish a Public Protection Classification (PPC) rating of Class 1/1X to Class 9 (Class 10 are areas with no fire protection) for the community.

Class 1 (highest classification) represents an exemplary community fire suppression program as outlined below. In contrast, a Class 9 score indicates that the community's fire suppression program does not meet ISO's minimum criteria. It is important to understand the PPC is not just a fire department classification, but a compilation of community services that include the fire department, the emergency communications center, and the community's water supply system operator. A lower numerical rating makes the community more attractive from an insurance risk perspective, so insurance costs are reduced for businesses and homeowners. A community's PPC grade depends on:

Emergency Communications: A maximum of 10 points of a community's overall score is based on how well the fire department receives and dispatches fire alarms. ISO field representatives evaluate:

- The emergency reporting system.
- The communications center, including the number of telecommunicators.
- Computer-aided dispatch (CAD) facilities.
- The dispatch circuits and how the center notifies firefighters about the location of the emergency.

Fire Department: A maximum of 50 points of the overall score is based on the fire department. ISO representatives review the fire companies and check that the fire department tests its pumps regularly and inventories each engine and ladder company's equipment according to NFPA 1901. ISO also reviews the fire company records to determine factors such as:

- Type and extent of training provided to fire company personnel.
- Number of people who participate in training.
- Firefighter response to emergencies
- Maintenance and testing of the fire department's equipment.

Water Supply: A maximum of 40 points of the overall score is based on the community's water supply. This part of the assessment focuses on whether the community has sufficient water supply for fire suppression beyond daily maximum consumption. ISO surveys all components of the water supply system and reviews fire hydrant inspections and frequency of flow testing.

Community Risk Reduction: The Community Risk Reduction section of the FSRS offers a maximum of 5.5 points, resulting in 105.5 total points available in the FSRS. The inclusion of this section for "extra points" allows recognition for those communities that employ effective fire prevention practices, without unduly affecting those who have not yet adopted such measures. The addition of Community Risk Reduction gives incentives to those communities that strive proactively to reduce fire severity through a structured program of fire prevention activities. The areas of community risk reduction evaluated in this section include:

- Fire prevention.
- Fire safety education.
- Fire investigation.

Many communities view achieving a Class 1 as an accolade. Therefore, when it is possible, maintaining a favorable rating or lowering an ISO score is often included in a community's strategic plan.

Overall, the community PPC rating for Minot (2017) yielded 82.75 out of 105.5 earned credits, leading to a Class 2 rating.¹⁸ **This is an excellent score (and class), for which the City of Minot and MFD are to be commended.**

FIGURE 2-10: ISO PPC Ratings in the U.S.

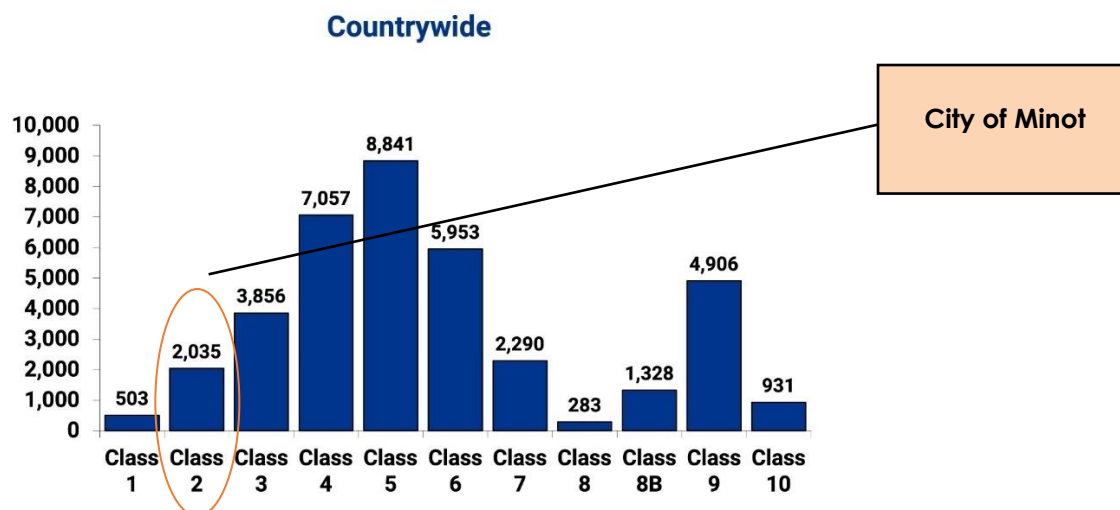
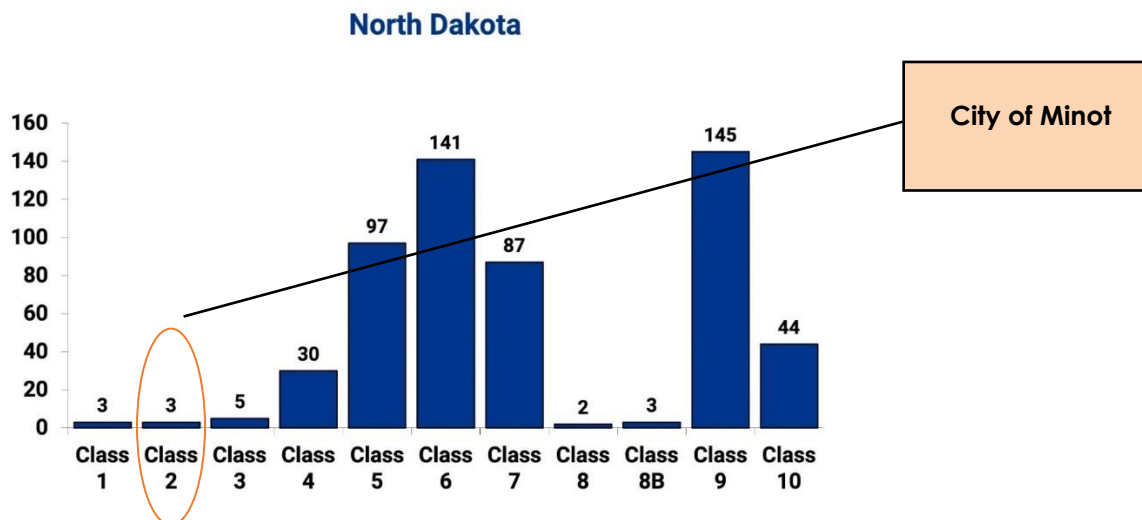


FIGURE 2-11: ISO PPC Ratings in North Dakota



18. ISO 2017 Minot Report (2017)

The following table is a summary of Minot's 2017 ISO rating.

TABLE 2-1: City of Minot ISO Earned Credit Overview

FSRS Component	Credit Available	Earned Credit 2017
414. Credit for Emergency Reporting	3	2.85
422. Credit for Telecommunicators	4	4.00
4.32. Credit for Dispatch Circuits	3	1.57
440. Credit for Emergency Communications	10	8.42
513. Credit for Engine Companies	6	5.75
523. Credit for Reserve Pumpers	.5	0.50
532. Credit for Pump Capacity	3	3.00
549. Credit for Ladder Service	4	2.03
553. Credit for Reserve Ladder and Service Trucks	.5	0.00
561. Credit for Deployment Analysis	10	5.12
571. Credit for Company Personnel	15	7.67
581. Credit for Training	9	9.00
730. Credit for Operational Considerations	2	2.00
590. Credit for Fire Department	50	35.07
616. Credit for Supply System	30	29.14
621. Credit for Fire Hydrants	3	3.00
631. Credit for Inspection and Flow Testing	7	8.00
640. Credit for Water Supply	40	40.00
Divergence	---	-5.97
1050. Community Risk Reduction	5.50	5.23
Total	105.50	82.75

This table shows that the Emergency Communications, Water Supply, and Community Risk Reduction credits are very good. In the Emergency Communications component the only significant point deduction was for the number of dispatch circuits. With dispatch's move into the new City Hall this issue may be resolved. **The city received maximum credit for Water Supply, which is very rare and commendable.**

Under the Fire Department category, **the department received full credit for Training, which again is rare and commendable.**

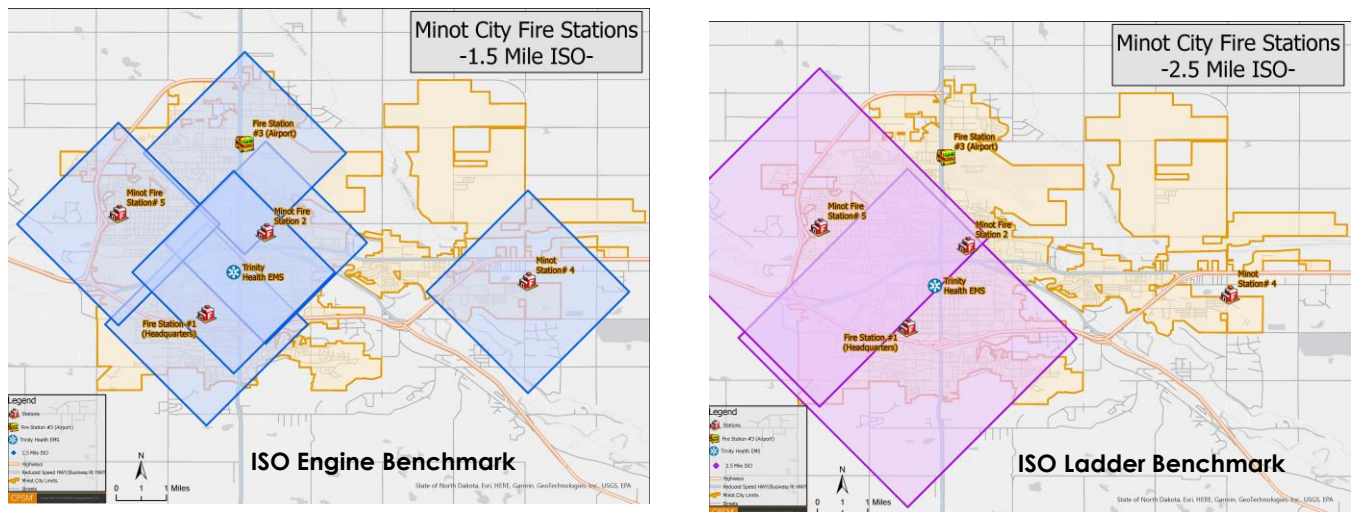
The Fire Department credits have room for improvement, specifically improving credits in Ladder Service, Deployment Analysis, Company Personnel, and Training sections.

- **Credit for Reserve Pumpers** – ISO provides credits for the number and adequacy of pumpers (engines) and their equipment within. The number of needed reserve engines and ladder trucks is one for each eight needed in a community, or fraction thereof. There is one reserve pumper in the city, which would be adequate for the City of Minot. However, the credit for engine companies is calculated by ISO based on an agency's capability to provide 3500

GPM from three engine companies. To achieve the 3,500 GPM standard, the reserve pumper was utilized, thus negating the reserve credit.

- ISO provides credit for the number of response areas within the city with five buildings that are three or more stories (or 35 feet or more in height), or with five or more buildings that have a fire flow requirement greater than 3,500 GPM. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies.
 - The MFD lost 1.97 points for Credit for Ladder Service due to several factors, but in its simplest form, the fact that the city utilizes its primary ladder, which is a quint, as both an engine and a ladder (and is primarily an engine/pumper) costs points as ISO will not give full credit for both. In addition, the fact that it is stationed at Station 5, rather than at the downtown location of Station 1 or 2 (not within 2.5 road miles of all buildings three stories or greater or that require 3,500 GPM or more fire flow) also results in a point loss. To receive full credit for the ladder, the MFD would need to:
 - Staff an additional pumper at a station along with the Ladder.
 - Have a ladder truck stationed downtown also, or within 2 ½ road miles of all buildings of three stories or more in height or that require 3,500 GPM or more for fire flow.
- The Credit for Deployment Analysis section measures the number of fire units staffed at ISO or NFPA standards that are available to respond to incidents within the city. ISO provides credits for the percentage of the community within specified response distances, which is 1.5 miles for pumpers and 2.5 miles for a ladder truck. As an alternative, a fire protection area may use the results of a systemic performance evaluation; an evaluation analyzing CAD history to demonstrate that, with its current deployment of companies, the department meets the time constraints for initial arriving engine and initial full-alarm assignment as specified by NFPA 1710.
 - The MFD would need to add staffed and equipped apparatus that can respond immediately to increase its points in this section. These units would also need to meet the response area and time frames specified.

FIGURE 2-12: ISO 1.5-Mile Engine Company and 2.5-Mile Ladder Service Polygons



- The section on Credit for Company Personnel simply looks at the department's staffing practices based upon averages. It also includes automatic aid companies and on-call personnel that fall within a five-road mile status or response times as recommended by NFPA standards.
 - To receive additional points in this area MFD would need to increase staffing. The addition of the engine at Station 5 and 4 minimum personnel on Ladder 5 could most likely help.
 - Fire department staff would also need more time available to conduct pre-fire planning inspections. This is addressed later in Section 4 on Fire Operations.
- MFD's credit for Divergence is -5.97. For the divergence analysis, when a fire department's apparatus and personnel capabilities do meet the capabilities of the water system, the department loses what are called divergence points.
 - To receive those points, the MFD would need to place additional fire suppression apparatus and personnel into service.

There are multiple recommendations made throughout this report that if implemented should improve the MFD's ISO rating.

ISO Rating Recommendation:

- CPSM recommends that the MFD address the deficiencies in the most recent ISO report as reviewed in this analysis. Special emphasis should be placed on section 561, Credit for Deployment Analysis (score 5.12/10) and section 571, Credit for Company Personnel (score 7.67/15). CPSM believes that the potential enhancements to staffing and deployment by the MFD, including the addition of Station 5, and the addition of a staffed, dedicated ladder truck, should make earning a coveted ISO Class 1 rating possible for Minot. (Recommendation No. 20.)

FLEET ANALYSIS

The resources that the fire department uses to perform its core mission and mitigate a wide range of emergency incidents are divided into two major categories: apparatus and tools/equipment.

Apparatus includes the department's motorized vehicle fleet and includes the major emergency response apparatus such as engines (pumpers), aerial apparatus including towers and ladders, rescue vehicles, and ambulances. Specialized apparatus includes emergency units such as lighting vehicles, brush trucks, and other off-road vehicles. It also often includes trailers for specialized applications such as technical rescue, hazardous materials response/equipment, hazardous material decontamination, structural collapse rescue equipment, breathing air/light support units, foam units/supplies, and mass casualty incident supplies. Support vehicles that are critical to fire department operations, both routine and emergency, include command post and emergency communications units, command/staff vehicles, and maintenance trucks.

The geography, infrastructure, hazards, and construction features within the community all play a key role in determining the composition of each department's unique and individualized apparatus fleet and equipment inventory. Minot's characteristics present the fire service with a wide variety of strategic and tactical challenges related to emergency response preparedness and mitigation. This includes fire suppression operations, emergency medical responses, and

complex incidents requiring special operations capabilities such as technical rescue and hazardous materials emergencies.

Large commercial buildings, mid/high-rise structures, and a diverse mixture of target hazards present much different operational hazards and challenges than those required for operations in single-family dwellings. These factors, as well as projected future needs, must be taken into consideration when specifying and purchasing apparatus and equipment. Every effort should be made to make new apparatus as versatile and multifunctional/capable as is possible and practical.

Fire department apparatus is designed and intended to transport firefighters and fire and life safety equipment to the scene of an emergency. The provision of an operationally ready and strategically located fleet of mission-essential fire and rescue vehicles is fundamental to the ability of a fire-rescue department to deliver reliable and efficient public safety within a community. Modern, reliable vehicles are needed to deliver responders and the equipment/materials they deploy to the scene of dispatched emergencies within the city.

The procurement, maintenance, and eventual replacement of response vehicles is one of the largest expenses incurred in sustaining a community's fire-rescue department. Reliable vehicles are needed to deliver responders and the equipment/materials they employ to the scene of dispatched emergencies within the city. A well-planned and documented emergency vehicle replacement plan (capital improvement plan) ensures ongoing preservation of a safe, dependable, and operationally capable response fleet. A plan must also include a schedule for future capital outlay in a manner that is affordable to the community.

NFPA 1901, *Standard for Automotive Fire Apparatus*, serves as a guide to the manufacturers that build fire apparatus and for the fire departments that purchase them. NFPA 1901 is updated every five years using input from the public/stakeholders through a formal review process. The committee membership is made up of representatives from the fire service, manufacturers, consultants, and special interest groups. The committee monitors various issues and problems that occur with fire apparatus and attempts to develop standards that address those issues. A primary interest of the committee over the years has been improving firefighter safety and reducing fire apparatus crashes. A key component of NFPA 1901 states:

"It is recommended that apparatus greater than 15 years old that have been properly maintained and that are still in serviceable condition be placed in reserve status and upgraded in accordance with NFPA 1912, *Standard for Fire Apparatus Refurbishing* (2016), to incorporate as many features as possible of the current fire apparatus standard. This will ensure that, while the apparatus might not totally comply with the current edition of the automotive fire apparatus standards, many improvements and upgrades required by the recent versions of the standards are available to the firefighters who use the apparatus."

Under the NFPA 1912 standard there are two types of refurbishments a fire department can choose. These are Level 1 and Level 2 refurbishments. According to NFPA 1912, a Level 1 refurbishment includes *the assembly of a new fire apparatus by the use of a new chassis frame, driving and crew compartment, front axle, steering and suspension components, and the use of either new components or components from existing apparatus for the remainder of the apparatus*. A Level 2 refurbishment includes *the upgrade of major components or systems of a fire apparatus with components or systems of a fire apparatus that comply with the applicable standards in effect at the time the original apparatus was manufactured*.

A few important points to note regarding the NFPA 1912 standard regarding the refurbishment of heavy fire apparatus. These are:¹⁹

- **Apparatus that was not manufactured to applicable NFPA fire apparatus standards or that is 25 years old should be replaced.** Some departments will utilize vehicles such as this (frontline but not regularly utilized) for longer than 25 years. CPSM does not recommend this practice; however, we understand the financial burden of replacing heavy fire apparatus. It is up to the department and municipality regarding the management of older fire apparatus and the risks these may pose to firefighters and the public who share the road with them.
- A vehicle that undergoes a Level 1 refurbishing receives a new make and model designation and a new Certificate of Origin for the year of refurbishment. Apparatus receiving a Level 1 refurbishing are intended to meet the current edition of the NFPA automotive fire apparatus standard. *This is the optimal level of refurbishing.*
- A vehicle that undergoes a Level 2 refurbishing retains its original make and model identification as well as its original title and year of manufacture designation. Apparatus receiving Level 2 refurbishing are intended to meet the NFPA automotive fire apparatus standard in effect when the apparatus was manufactured.

It is an accepted fact that fire department apparatus and vehicles, like all types of mechanical devices, have a finite life. A primary impetus for these recommended service life thresholds is continual advances in occupant safety. Despite good stewardship and maintenance of emergency vehicles in sound operating condition, there are many advances in occupant safety, such as fully enclosed cabs, enhanced rollover protection and air bags, three-point restraints, antilock brakes, higher visibility, cab noise abatement/hearing protection, and a host of other improvements as reflected in each revision of NFPA 1901. These improvements provide safer response vehicles for those providing emergency services within the community, as well those “sharing the road” with these responders.

Today's fire departments are obligated to establish and document formal programs and procedures to ensure that equipment is replaced regularly, maintained properly, and deployed in accordance with accepted standards and department procedures. Proper training on the use and maintenance of equipment is essential to effective and safe firefighter performance and minimizes the fire department and city's risk exposure.

The current MFD fire apparatus fleet consists of five pumpers, one Quint, one reserve aerial ladder, one rescue, one ARFF unit, one brush unit, one tech rescue truck, one dive truck, one hazardous material response unit and trailer, and various staff and command vehicles. The age of the major firefighting apparatus currently in service ranges from 24 years old for the brush truck to two years old for Engines 2 and 4.

When considering apparatus usage, hours on the motor and pump hours must be taken into consideration. Fire apparatus typically spend more time idling while at emergency scenes or throttled up when operating the fire pump. A rule of thumb that can be used is that each hour on the motor is the equivalent of 30 to 35 miles of actual road usage.

The MFD emergency vehicle inventory is outlined in the following table.

19. NFPA 1912, *Standard for Fire Apparatus Refurbishing*, 2016 Edition.

TABLE 2-2: MFD Full Fleet Listing and Age

Unit #	Description	Year	Type	Serial Number	Suggested Replacement Date	Estimated Replacement Cost	Replacement Interval
Engines							
204	E-One Typhoon (E4)	2022	Engine	4EN6AHA8XN2004806	2037		15
206	E-One Typhoon (E2)	2022	Engine	4EN6AHA83P2005380	2037		15
225	F-550 Ford- Brush Truck	2000	Brush/Grass	1FDAF57F9YEE09294	2015	150,000	15
229	Intn'l 4400 SBA 4x2- (Dive Rescue)	2005	Dive Rescue	1HTMKAAL15H157364	2035	100,000	30
234	Freightliner Pumper Toyne (Reserve Engine)	2010	Engine	1FVACYBSXBDAY7614	2025		15
233	CBRNE Truck (HazMat)	2010	HazMat	4S7CU2D98AC072469	2030	500,000	20
238	Spartan Force Fire Pumper Truck (E3)	2012	Engine	4S7YT2B96DC076326	2029		15
241	Ford F550 Rescue Truck (R2)	2013	Non-Transport Rescue	1FDUF5HT4DEB53061	2028		15
243	Ford F550 Tech Rescue/Tow Vehicle	2015	Tech Rescue	1FDEF5HT9FEA99811	2030		15
244	Fire Department Aerial Truck (P1)	2015	Aerial Truck	4ENLABA8XF1008989	2035		20
245	E-One 78' Typhoon Quint (L5)	2016	Engine	4EN6AAA84G1000413	2031		15
246	E-One Typhoon Pumper (E1)	2016	Engine	4EN6AHA82G2000414	2031		15
301	E-One Titan (ARFF) OUT OF SERVICE	1992	ARFF	4ENDAAA85N1009982	2012	672,000	20
302	Oshkosh Striker (ARFF)	2012	ARFF	10TALDLGF8CS749212	2032	672,000	20
Support Vehicles							
202	Ford F150 pickup	2009	Inspections	1FTPX14V59FA17327			
203	Ford Explorer AWD	2016	Inspections	1FM5K8AR6HGB15745			
205	Ford F150 pickup	1997	Utility	1FTDF18W0VKD29484	2007	30,000	20
226	Ford Excursion XLT	2002	Command	1FMNU41L32EC33530	2017	50,000	15
228	Chevy 2500 4WD	2000	Utility	1GCGK24U3YE178968	2020	37,000	20
232	Chevy Impala	2006	Utility	2G1WS551969322338	2014	22,000	10
235	Chevy Suburban (BC2)	2011	Command	1GNWK5EG7BR111383	2026	60,000	15
239	Ford Explorer AWD	2014	Inspections	1FM5K8AR3EGA09281	2034	20,000	20
242	Chevy Silverado K2500	2009	Utility	1GCHK59K79E122952	2019	30,000	10
247	Chevy 3500 Pickup (Mechanic's Truck)	2009	Utility	1GCHK59K89K09E126536			
248	Toyota Corolla	2016	Utility	2T1BURHEXHC926702			
249	Chevrolet Tahoe (BC1)	2019	Command	1GNSKDEC6KR378181			
Trailers							
251	United Trailer (Investigations)	2002	Trailer	48B500C1821058726	2032		30
252	Old Car Trailer	2002	Trailer	1P9CSI82721199490	2032		30
254	28" Tech Rescue Trailer	2004	Trailer	1WC200N3551110245	2034		30
	Falcon XC Round Top Cargo Trailer	2012	Trailer	AFX8516TA3	2042	10,000	30
256	2012 American Hauler (Wood Trailer)	2012	Trailer	5N6200G27D1039559	2042		30
257	2014 Diamond Car Hauler	2014	Trailer	46UFU2021E1158853	2034		30
259	2022 Haulmark	2022	Trailer	7K5N000167	2052		30
Miscellaneous							
237	Zodiac boat MS007 Engine OR483683	2012	Water Rescue	XDCC146FB212	2022	25,000	10
240	2015 Wacker Neuson WL30 Wheel Loader	2015	Utility	3023767	2035		20
258	Bobcat 790		Specialized	5128191177			

One of the biggest factors that can impact the serviceable life of an apparatus is the level of preventive maintenance that it receives. NFPA 1911 provides guidance on this important aspect of fire department support operations. Apparatus manufacturers also identify suggested programs and procedures to be performed at various intervals. As apparatus ages it is reasonable to expect that parts will wear out and need to be replaced. It follows then that maintenance costs and overall operating expenses will increase. As a result, cost history and projected costs for the future must be considered as a factor in determining when to replace, or refurbish, a fire apparatus. In addition, reliability of the apparatus must be considered. Experiencing low downtime and high parts availability are critical factors for emergency equipment maintenance and serviceability. A proactive preventive maintenance program can assist with holding costs to an acceptable level. The Annex Material in NFPA 1911 contains recommendations and worksheets to assist in decision making in vehicle replacement.

The MFD provides routine vehicle repairs and maintenance to the MFD fleet using its own fire mechanic who does an excellent job of maintaining the fleet. In addition, limited preventive

maintenance is completed by some personnel within each of their stations. More complex and/or warranty work on the vehicles is performed by either the MFD mechanic, dealer of the apparatus, or a regional vendor who is contracted to do the work. Regarding maintenance and repair to apparatus, a few key points to remember are:

- Ensuring that preventive maintenance programs are developed and implemented for fire apparatus according to manufacturer's guidelines and national consensus standards.
- Ensuring that preventive maintenance on fire apparatus is performed and/or overseen by qualified personnel who meet the certification requirements outlined in NFPA 1071, *Standard for Emergency Vehicle Technician Professional Qualifications*.
- Develop and utilize policies and procedures that monitor preventive maintenance and other automotive services performed by vendors.

From CPSM's perspective, the apparatus fleet as a whole, even the older units, all appear to be in at least fair condition. The equipment is stowed in an orderly fashion.

CPSM understands that the harsh winter weather conditions in North Dakota can have an impact on apparatus and in all probability shorten its life span. CPSM recommends that MFD evaluate the lifespan of its apparatus in terms of this criteria when considering repairs and replacement and evaluate their service life against the NFPA 1912 standard.

MFD utilizes an outside vendor for their ladder testing with pump testing conducted internally. Test results provide an indicator of apparatus condition and are a valuable tool in budget planning. Often, because of this testing, minor maintenance issues can be resolved which will delay or eliminate the need for major repairs in the future. It is also important to remember that from a safety and performance perspective, this annual testing needs to be completed to ensure the overall rating, capacity, and functionality of the pumps and ladders are reliable during emergency incidents.

The MFD does maintain an Apparatus Replacement Plan that is projected out to the year 2055. In 2022, the city received two new pumpers which were assigned to Engines 2 and 4. Another new pumper is slated to be ordered in 2025, followed by two more in 2031. Two challenges for municipalities and fire departments that are looking to replace apparatus today are cost and lead time. A standard pumper can cost between \$800,000 and \$1,000,000 while a new ladder can be upwards of \$2,000,000. Lead time from order to delivery can be two to three years for a pumper and three years or more for a ladder.

Fleet Recommendations:

- CPSM recommends that the City of Minot and MFD work collaboratively to have a complete and objective evaluation of the current condition of the MFD's apparatus fleet. If this evaluation indicates serious deficiencies in the fleet, then adjustments may need to be made to the apparatus replacement schedule. (Recommendation No. 21.)
- CPSM recommends that the City of Minot and MFD explore options to obtain a quality pumper that can be utilized as a reliable spare. The only spare pumper the city has is in fair to poor condition. If it, or just one other unit, is out of service, the department has no spare available. The MFD would be better served by having two spare pumpers available for when units are out of service and that can be used by off-duty personnel being recalled to work for major incidents. (Recommendation No. 22.)

CITY OF MINOT EMS GROUND TRANSPORT SERVICE DELIVERY



First Response Ground is the EMS ground transport division of the Trinity Health Network. It provides direct support to the Minot Fire and Police Departments, as well as the Ward County Sheriff's Office and additional first responder groups. It responds to approximately 10,000 calls annually, both emergency and non-emergency, inter-facility transfers, and provides ALS intercept services to many of the ambulance services in northwestern North Dakota.

FRG operates from a station in Minot located at 305 11th Ave SW. By state law, EMS is supposed to work to achieve a nine-minute response time in the city, and 12 minutes in the surrounding county area. While EMS was not evaluated as part of this assessment, CPSM was informed anecdotally by multiple stakeholders that MFD units are facing increasing on-scene wait times for ambulances. This is a common challenge that we hear today in communities where the EMS ground transport is handled by a private third-party entity.

BUDGET OVERVIEW

The proposed 2024 City of Minot budget continues the City Council's long-standing effort at providing municipal services as cost effectively as possible. The city levy approved by the City Council in 2023 was 120.08 mills. The final adjusted rate by the County was 119.15. The proposed mill rate for 2024 is 120.71, a slight increase of 0.63 mills.

The 2024 proposed budget is \$199,635,478 compared to \$182,627,269 in 2023, which is an increase of \$17,008,209 or 9.31%.

The MFD operating budget for the current and the FY 2023 fiscal year is outlined in the following table: the figures shown are general fund budget allocations, as the MFD is a General Fund (GF) department. Funding the city's General Fund comes from property taxes, licenses, and permits, intergovernmental, charges for services, fines and forfeitures, and transfers. Personnel services (payroll expenditures to include salary, benefits, and pension costs) made up 88.4 percent of the general fund budget for the MFD. This is not uncommon nationally, since general fund departments and activities are typically service-oriented departments and costs are heavily weighted by staffing and personnel costs (salary, benefits, pension costs).²⁰ The FY 2024 annual proposed budget for the city's General Fund is \$60,609,677 million, with public safety (police and fire operations) making up a significant portion of General Fund expenditures.²¹

TABLE 2-3: MFD Budget 2024

FY 2024 Budget	FY 2023 Budgeted	Dollar Change	Percent Change
\$9,657,417	\$8,882,834	\$774,583	8.72%

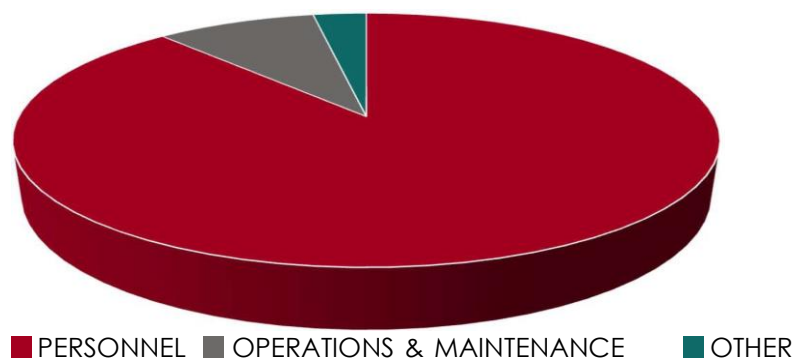
Traditionally, and like every other career fire department in the nation, the MFD's budget is primarily consumed in personnel costs. This includes salary, benefits, retirement, overtime, and worker's compensation. The MFD personnel services budget area consistently represents

20. City of Minot Budget Document 2024.

21. Ibid.

approximately 80-plus percent of the total budget. The next largest budget areas are supplies and services, which support the operation and maintenance of facilities and equipment, automotive operational/repair costs and replacement, maintenance and operations of equipment, professional development, and information technology. The next figure illustrates a breakdown of the MFD budget.

FIGURE 2-13: MFD Expense Breakdown²²



In February 2024, CPSM met with the Fire Chief and staff; the Fire Chief discussed the current overtime the department is experiencing. The FY 23 budgeted overtime for firefighters, engineers, and Captains collectively is \$207,859. The 2024 budgeted overtime is \$370,303, a 56 percent increase. Overtime is used to maintain minimum staffing of three on each engine and ladder and one on the ARFF apparatus (17 per shift) to meet departmental staffing. Shift staffing is a dynamic process, and vacancies occur daily due to scheduled and unscheduled leave.

Proving guidance of minimum staffing for scheduled and unscheduled leave are governed through Standard Operating Procedure/Guideline #3, Minimum Staffing. The MFD operates a staffing model of four assigned per apparatus with three being the minimum to operationally staff the apparatus. This means there are added personnel assigned to a shift to fill vacancies created by scheduled or unscheduled leave; however, the challenge remains. Vacancies in staffing can be affected by long-term injuries, illnesses, military leave, vacant positions, and Family Medical Leave or FMLA. This model then, consistently requires overtime to maintain minimum staffing levels and thus must be budgeted on an annual basis.

The Fire Chief is developing strategies to assist in covering scheduled and unscheduled leave and reducing overtime through the hiring and filling of vacancies as soon as possible.

It is not unusual for fire departments to staff shifts with additional personnel to cover scheduled and unscheduled leave. In some departments this is done on a large scale, such as one additional firefighter per engine per shift. These personnel are utilized to cover both short- and longer-term vacancies, thus reducing overtime expenses. Again, filling vacancies as soon as possible helps reduce overtime needs as does hiring additional firefighters to outweigh the use of overtime monies.

22. City of Minot Budget Document 2024.

SECTION 3. COMMUNITY RISK PROFILE

A significant part of determining the acceptable levels of service including deployment and staffing levels related to the delivery of fire and emergency services are directly tied to the level of risk found within a community. The level of risk includes a combination of factors including, but not limited to, the number and types of target hazards, life hazard, building construction and the presence of fire sprinklers and fire alarm systems, types and numbers of calls, and social-economic factors within a community. The purpose of this section is to provide an overview of the risk factors found in the City of Minot. Further discussion and related recommendations later in this report are based in significant part on the findings of this risk assessment. Since this section is focused primarily on the assessment itself, there are limited recommendations contained herein.

An all-hazards fire and EMS risk assessment is a compressive, participatory process for assessing hazards, vulnerabilities, and overall risks in a community. The primary purpose of a community risk assessment is to provide data to better inform local decisions on the planning and implementation of risk reduction measures.

A community risk reduction program (CRR) is a process used to identify and prioritize local risks, followed by the integrated and strategic investment of resources to reduce their occurrence and impact.²³ A CRR is a process to help communities find out what their risks are and develop a plan to reduce the risks viewed as high priority. The steps involved in the CRR are conducting a Community Risk Assessment (CRA), developing a CRR plan, implementing the plan, and evaluating the plan.

The CRA is a comprehensive evaluation that identifies, prioritizes, and defines the risks that pertain to the overall community. It is a critical first step in the CRR process and results in a full understanding of the community's unique risks, capabilities, and characteristics. An all-hazards approach is an integrated approach to emergency preparedness planning that focuses on capacities and capabilities that are critical to preparedness for a full spectrum of emergencies or disasters.

POPULATION AND COMMUNITY GROWTH

The City of Minot resides within Ward County in northwest North Dakota. Minot encompasses an area of 27.26 square miles and has a population of 48,377.²⁴ The population density in the City of Minot is 1,775 per square mile.²⁵ There has been an 18.3 percent increase in population since the 2010 census and a 32.3 percent increase since 2000. Through annexation, the city's area also increased 56.4 percent since the 2010 census. Minot is expected to continue to experience moderate growth in the near future.

The City of Minot has a mix of industrial, residential, commercial, mixed uses, and parks. The city is the home to several large agricultural product elevators, a college district, a hospital campus, an enclosed mall, several large name-brand big-box retail stores, and mercantile businesses. Minot is a central hub for healthcare, shopping, advanced education, and other activities for a

23. NFPA 1300, *Standards on Community Risk Assessment and Community Risk Reduction Plan Development*.

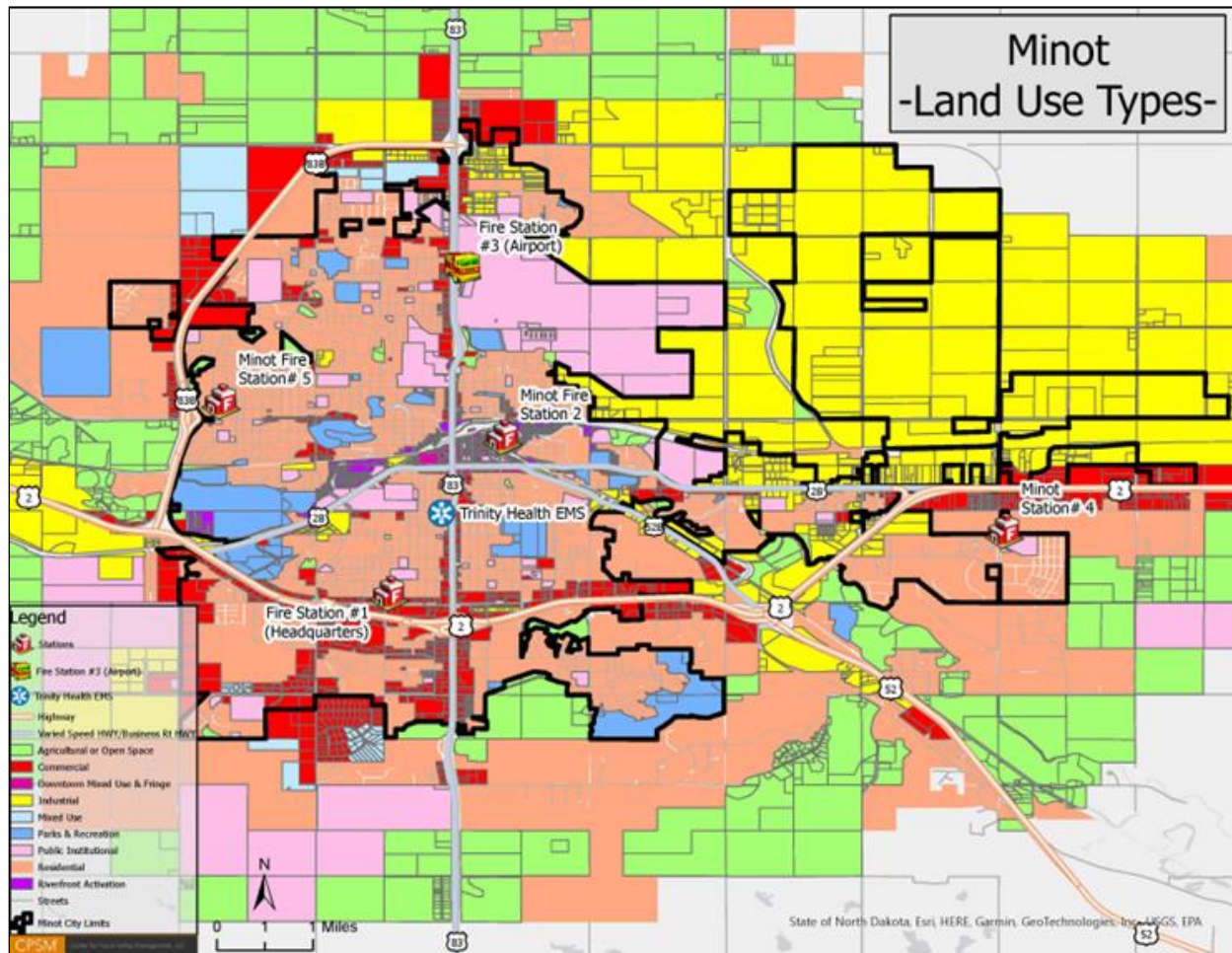
24. <https://www.census.gov/quickfacts/fact/table/minotcitynorthdakota/PST045223>

25. *ibid*

large part of northwestern North Dakota, eastern Montana, southwestern Manitoba, and southeastern Saskatchewan. The city has a historical downtown that has been designated a renaissance district with newer / refreshed mixed-use occupancies.

The following map illustrates Minot's land use districts within the city.

FIGURE 3-1: Minot Land Use Map



In terms of fire and EMS risk, the age and socio-economic profiles of a population can have an impact on the number of requests for fire and EMS services. Evaluation of the number of seniors and children by fire management zones can provide insight into trends in service delivery and quantitate the probability of future service requests. In a 2021 National Fire Protection Association (NFPA) report on residential fires, the following key findings were identified for the period 2015–2019:²⁶

- Males were more likely to be killed or injured in home fires than females and accounted for larger percentages of victims (57 percent of deaths and 55 percent of injuries).
- The largest number of deaths (19 percent) in a single age group was among people ages 55 to 65.

26. M. Ahrens, R. Maheshwari, "Home Fire Victims by Age and Gender" (Quincy, MA: NFPA 2021).

- 59 percent of the victims in fatal fires were between the ages of 39 and 74, and three of five (62 percent) of the non-fatal injured were between the ages of 25 and 64.
- Slightly over one-third (36 percent) of the fatalities were aged 65 and older; only 17 percent of the non-fatality injured were in that age group.
- Children under the age of 15 accounted for 11 percent of the home fire fatalities and 10 percent of the injuries.
- Children under the age of 5 accounted for 5 percent of the deaths and 4 percent of the injuries.
- Adults of all ages had a higher rate of non-fatal fire injuries than children.
- Smoking materials were the leading cause of home fire deaths overall (23 percent) with cooking ranking a close second (20 percent).
- The highest percent of fire fatalities occurred while the person was asleep or physically disabled and not in the area of the fire origin, key factors to vulnerable populations.

The following tables outline census and living data for the City of Minot.

TABLE 3-1: Census Data, City of Minot, ND²⁷

Census Factor	2020 Census Data
Population	42,547
People per square mile	1,775
Median resident age	32.7 years
< 5 years old	6.3%
<18 years old	21.7%
>65 years old	13.7%
Female / Male	47.8%/52.2%
White	82.2%
Asian	2.2%
Two or more races	7.4%
Black or African American	4.5%
Native American	1.7%
Hispanic	7.4%
Native Hawaiian or Pacific Islander	0.1%
Persons with disability - under age 65	9.5%
Medium household income	\$75,545
Per capita income (2018 – 2022)	\$41,662
Persons living in poverty	11.3%

Demographics City of Minot, ND	
Living Data Factor	
Housing units	23,746
Occupied units	20,925
Owner occupied	11,883/56.7%
Renter occupied	9,588/43.3%
Building permits issued – New Construction (2017-2021)	407
Persons per household	2.21
Persons without homes (Countywide)	159
https://www.city-data.com/city/Minot-North-Dakota.html	

Living in Minot offers residents a dense suburban/urban feel. The public schools in Minot are highly rated and there are lots of things to do from Roosevelt Zoo to the Dakota Aire Museum to the annual North Dakota State Fair and Scandinavian Festival.

27. ibid

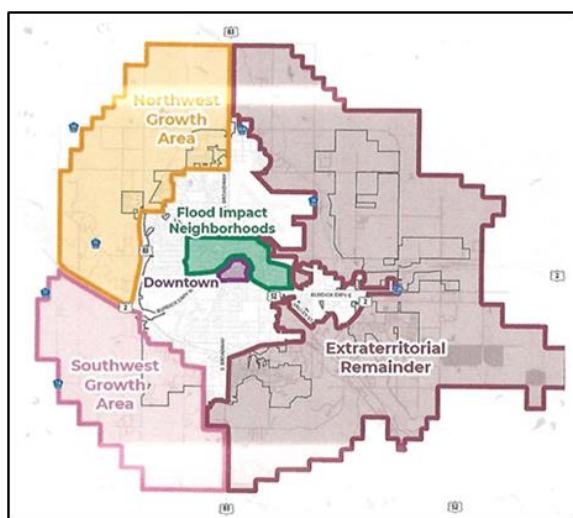
Demographically, Minot's older population—13.7 percent of the total population is over 65 years of age—is lower than the national average of around 17 percent. However, Minot's percentage of residents in this age group is expected to increase in accordance with nationally projected trends. Older individuals are at a higher likelihood of having pre-existing medical conditions or limited mobility, which can also diminish their capacity to effectively respond to natural disasters.

There is often a connection between socio-economic status/poverty and elevated fire risk (and use of the EMS systems). Factors associated with poverty and elevated fire risk include family stability, crowdedness, the percentage of owner-occupied homes, older housing, the proportion of vacant houses, and the ability to speak English.²⁸ Successful programs to reduce fire incident rates have been introduced in high-poverty areas in several areas of the country.

The greatest fire safety concern in Minot is the potential life loss in fires that occur in non-sprinklered, single, and multifamily residential dwellings during sleeping hours, which is consistent with national trends. These fires are fueled by new "lightweight" construction and more flammable home contents. The time to escape a house fire has dwindled from about 17 minutes, 20 years ago, to three to five minutes today (provided there is a working smoke detector). Fires can double in size and intensity every 30 seconds. This poses a severe risk not only to occupants but also to firefighters as they now have less time to do their job and save residents' lives and property.

Looking ahead, following a historic flood in 2011, an oil boom, and a pandemic, new opportunities have emerged in Minot. Development catalysts include the new Trinity Medical Campus in the city's south end, a surge of investment in community flood protection, a new high school, the Minot Air Force Base Sentinel project, and ongoing revitalization within the downtown area. Since 2013, for every house demolished because of flood damage, two new ones have been built.

The City of Minot has a comprehensive Plan that envisions what the city will look like between now and 2040. The plan projects a 2040 population of approximately 66,532, which would be an increase of 18,155 (+37.5%).²⁹ It also projects this will result in an additional 6,600 households calling the city home.³⁰



The Comprehensive Plan envisions five general focus areas for the city. These are identified in the adjacent figure. The downtown and flood impact neighborhoods are already experiencing redevelopment and infill development. The northwest and southeast are where the largest amount of growth and development are projected to occur. The extraterritorial area is projected to support a variety of industrial, commercial, and residential projects.

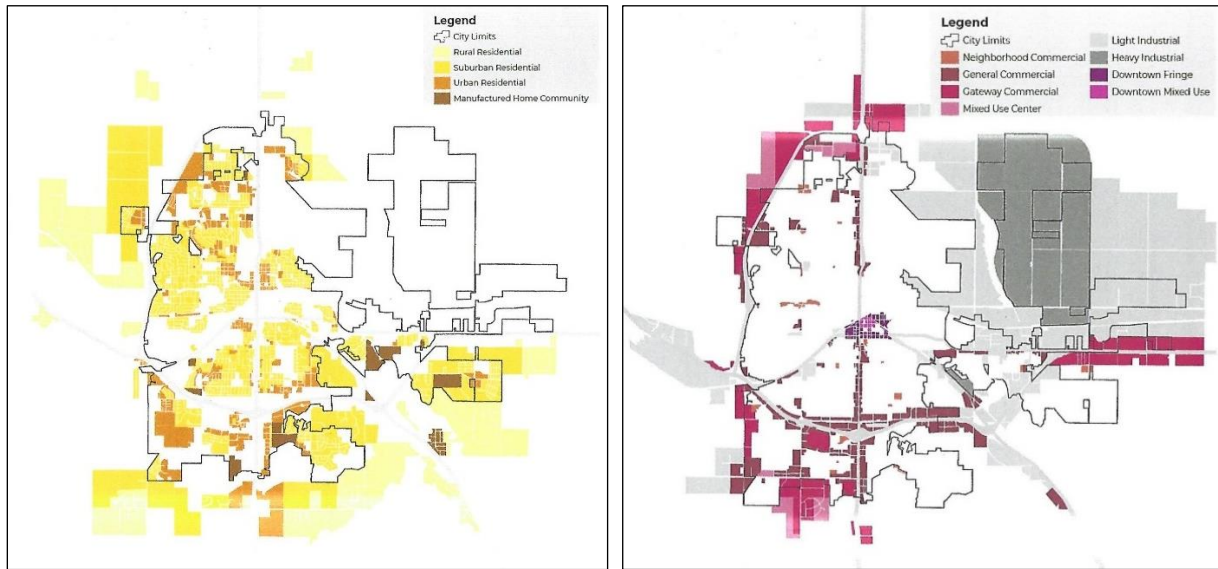
The next figures show the areas that are projected for residential and commercial development.

28. [https://www.nfpa.org/~media/Files/News and Research/Fire statistics and reports/US Fire Problem/poverty.pdf](https://www.nfpa.org/~media/Files/News%20and%20Research/Fire%20statistics%20and%20reports/US%20Fire%20Problem/poverty.pdf)

29. <https://www.minotnd.gov/233/Comprehensive-Plan>

30. *ibid*

FIGURE 3-2: Minot Comprehensive Plan 2040 Residential and Commercial Development Areas



More immediately the city has hired a retail recruiter to market the city to potential retailers interested in possibly setting up in the city. The city has also seen multiple new apartment projects with additional projects proposed. One of the catalysts for this development is money from FEMA after the 2010 floods.

Much of the recent interest is centered on southeast Minot near Trinity. One major project in that area would involve more than 1,200 residential lots. The project has been dormant for several years but there are recent indications that the developer may try again. There are also hundreds of large lots for sale in the city's north end. The Highway 83 bypass also presents the potential for a lot of commercial growth.



One of the major projects currently under development is the Tracks project in southeast Minot across from the new Trinity Hospital. This project will eventually include 400 units of mixed residential and commercial in five, seven-story buildings.



The Big M building behind City Hall is undergoing a complete renovation that when complete will feature four floors of retail and four floors of residential. There is also a five-story, 175-unit, mixed-use residential/commercial project proposed over the central parking ramp.

ENVIRONMENTAL FACTORS

The City of Minot is prone to and will continue to be exposed to certain environmental hazards that may impact the community. Identifying and assessing impacts of local hazards in a community is important; agencies can participate in county-wide and state-wide mitigation efforts and prepare local communities for disasters (all-risk).

The natural, human-caused, and technological hazards are currently being evaluated in the 2017 Ward County Hazard Mitigation Plan (WCHMP).³¹ In the northwestern region of the state (Ward County/Minot area), wildland fires, severe weather, flooding/ dam failures, earthquakes, drought, haz-mat incidents, disease, landslides, terrorism, violence, civil unrest, and cyberattacks are identified as potential hazards.

The following table places these environmental factors in order of probability.

TABLE 3-2: Potential Environmental Factors for Minot

Environmental Factor	Geographical Area	Potential / Severity	Probability
Wildland Fire	Extensive	Critical	Highly Likely
Severe Weather	Extensive	Limited	Highly Likely
Drought	Extensive	Critical	Likely
Haz-Mat	Limited	Limited	Likely
Flooding/Dam Failures	Significant	Critical	Occasional
Earthquake/Landslides	Significant	Limited	Occasional
Disease	Extensive	Critical	Occasional
Terrorism, Violence, Civil Unrest, Cyber Security	Significant	Critical	Occasional

According to the National Centers for Environmental Information (NCEI) database, at least 323 weather-related hazard events have occurred in Ward County since 1950, including the following number and types of hazard events:

31. Montana Hazard Mitigation Plan (2023).

TABLE 3-3: Occurrences of Weather-Related Hazards Since 1950³²

Type Event	Number	Type Event	Number
Blizzard	33	High Wind	33
Cold/Extreme Cold	33	Ice Storm	1
Excessive Heat	1	Thunderstorm	72
Flood	8	Tornado	33
Funnel Cloud	2	Wildfire	1
Hail	55	Winter Storm	31
Heavy Snow	16	Winter Weather	4*

*Four winter storms that resulted in a FEMA disaster declaration or significant dollar loss.

The potential environmental risks include:

- North Dakota winters are known for being extremely cold with multiple days with overcast skies. Severe winter storms that produce high winds, heavy snow, drifting snow and blizzard-like conditions, ice, extreme low temperatures, as well as power outages and carbon monoxide emergencies are to be expected. The season can last approximately four to six months, usually beginning around November and lasting through April, with the coldest months being December, January, and February.
- Because Minot, like all other upper Midwestern cities, is exposed to eastern-moving fronts, it is prone to strong thunderstorms that produce heavy winds, rain, and lightning. Accompanying these storms is the potential for tornadic activity. The normal North Dakota tornado season spans June and July, although a tornado can occur at any time if the conditions exist to produce these weather events.
- Drought and extreme high temperatures causing dry brush, grass, and other vegetation which leads to outside brush fires. Since the start of 2024, abnormally dry conditions have increased in North Dakota by 57 percent and drought has increased by nine percent.³³ While less of an overall environmental threat, there are hundreds of wildfires reported each year in North Dakota. While not all these fires are major in size, they pose threat to life, property, and the economy. Wildland fires are often difficult to put out and require a great deal of resources. The peak time of wildfire season in North Dakota is the spring season because it's windier and drier than other times of the year. Anytime between the snowpack being gone and the green up of grasses, fires can occur, particularly on warm, windy, dry days. A dry winter can extend this time, leading to more potential wildfires. Wildland fires are overwhelmingly caused by humans followed by dry-lightning strikes.

The most immediate dangers from wildfires are the destruction of homes and timber, wildlife, and injury or loss of life to persons who live in the affected area or who are using recreational facilities in the area. Long-term effects can be numerous and include scorched and barren land, soil erosion, landslides/mudflows, water sedimentation, and loss of recreational opportunities.

For western and central North Dakota, 2012 had the most red flag warning days of the past 15 years. In more recent memory, 2021, with little snowpack all winter and expansive drought, also had lots of wildfires. While not directly impacting Minot, the National Interagency Fire Center has

32. <https://www.co.ward.nd.us/DocumentCenter/View/6728/16---Ward-County->

33. <https://www.kfyrtv.com/2024/03/07/potential-more-wildfires-than-normal-this-spring-nd-large-fires-burn-other-parts-us/>

also placed the eastern half of North Dakota in the above normal risk category for wildfires in March and April.³⁴

FIGURE 3-3: High Wildfire Danger Days



Flooding can occur from heavy rain (urban flooding due to poor drainage), the melting of snow, presence of rivers and creeks, and the failure of dams or levees. Flooding can also cut off access to utilities, emergency services, transportation, and may impact the overall economic well-being of an area.

In Minot, the flooding concern is the Souris (or Mouse) River which originates in the Yellow Grasslands Marshes north of Weyburn, Saskatchewan, Canada, and flows southeast, crossing into North Dakota, passing southeast through Ward County and the City of Minot before then looping back north into Canada to eventually flow into the Assiniboine River near Brandon, Manitoba. The Des Lacs River flows south through Ward County to converge with the Souris River at a point six miles northwest of the City of Minot.³⁵

Ward County has a series of naturally occurring coulees that channel water towards the Souris and Des Lacs Rivers. Flows of water through these coulees have measured three feet or more during localized heavy rain (6 to 9 inches in three hours). This type of flooding has washed out roads, breached culverts, and damaged bridges. Adding to these phenomena, as the water flows down through the coulees it picks up a great deal of debris and deposits it into the river, compounding the flood hazard.³⁶

In June 2011, after Canada received more than 7" of rain in a short period of time, the City of Minot experienced severe flooding along the Souris (Mouse) River. This resulted in hundreds of millions of dollars in damage throughout the valley including in Minot. While the City of Minot did have some time to prepare for the anticipated floods, there was still extensive damage in the city.

34. <https://www.kfyr.tv.com/2024/03/07/potential-more-wildfires-than-normal-this-spring-nd-large-fires-burn-other-parts-us/>

35. <https://www.co.ward.nd.us/DocumentCenter/View/6728/16---Ward-County->

36. *ibid*

FIGURE 3-4: 2011 Downtown Minot Flood



FIGURE 3-5: 2011 Minot Flood Map

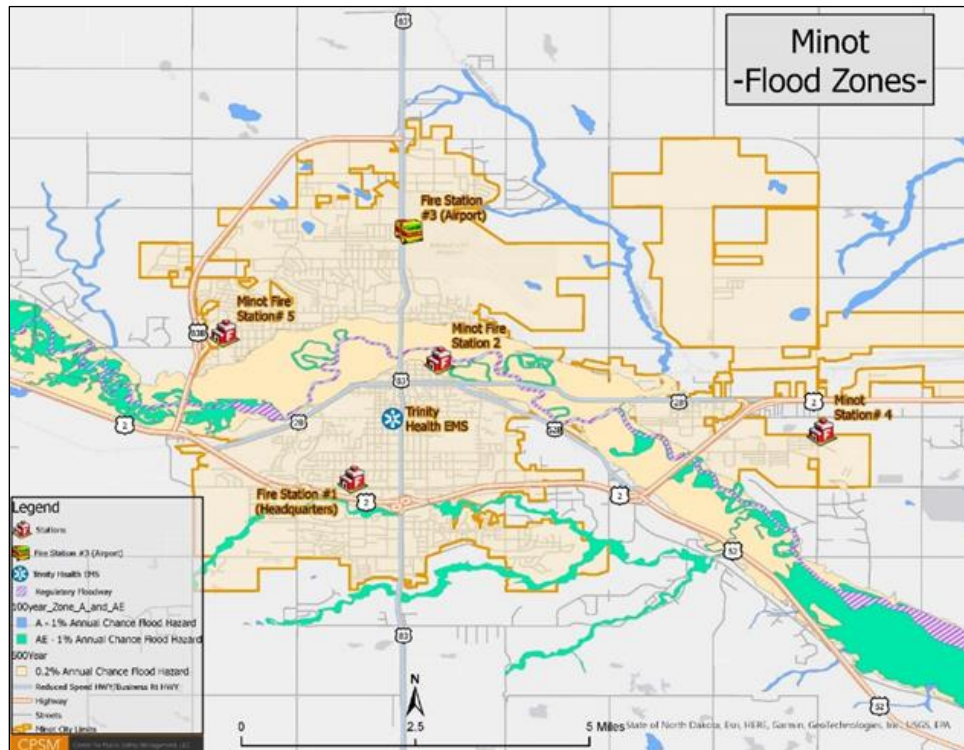


Damage to the city's housing stock included 4,100 homes flooded with 3,100 lost or extensively damaged displacing over 11,000 residents. Estimated damage to residential structures alone was more than \$480 million, with losses to commercial, public, and farm structures estimated at more than \$210 million. The majority of flooded housing units were not in the FEMA designated 100-year floodplain, therefore many homeowners elected not to carry FEMA flood insurance.³⁷

The following figure illustrates normal flood risk to the City of Minot.

37. <https://www.minotnd.gov/DocumentCenter/View/1848/Minot-NB-DT-Chapter-3-Flood-Chronology#:~:text=Damage%20to%20the%20city's%20housing,estimated%20at%20over%20%24210%20million.>

FIGURE 3-6: Minot Flood Zone Map



NCEI contains records of another eight flash-flood/flood events that have impacted Ward County since 1950. Of these eight records, seven were flood events and one was a flash flood event.

Although an exceptionally low risk, North Dakota does occasionally experience earthquakes. According to the United States Geological Service there have been five earthquakes in North Dakota since 1909. However, the most recent, which occurred on September 28, 2012, and registered 3.3 on the Richter Scale was centered about 13.7 miles east-southeast of Williston. The largest risk is interruption to natural gas lines and the electric grid from earthquakes distant to the city.

BUILDING AND TARGET HAZARD FACTORS

Building and target hazards are defined as significant hazards that can strain the fire department response capability—a *plausible scenario* in which a fire department could quickly become overwhelmed and for which additional resources would be needed to mitigate the incident. The definition of target hazards varies among jurisdictions but typically covers hospitals, nursing facilities, schools, churches, storage facilities, military sites, high-rise, multifamily dwellings, assemblies, and industrial parks / manufacturing plants.

Target hazards are often segregated by high, medium, or low hazard depending on factors such as the life and building content hazard, and the potential fire flow and staffing required to mitigate an emergency in the specific property. According to the NFPA *Fire Protection Handbook*, these hazards are defined as:

High-hazard occupancies: Schools, hospitals, nursing homes, assisted living, explosives plants, refineries, high-rise buildings, and other high life-hazard (vulnerable population) or large fire-potential occupancies.

Medium-hazard occupancies: Apartments, offices, and mercantile and industrial occupancies not normally requiring extensive rescue by firefighting forces.

Low-hazard occupancies: One-, two-, or three-family dwellings and scattered small business and industrial occupancies.

Identifying high-hazard occupancies or target hazards that would require a higher concentration of fire department resources is an essential part of fire risk assessment. The process of identifying target hazards and pre-incident planning are basic preparedness efforts that have been key functions in the fire service for many years. In this process, critical structures are identified based on the risk they pose. Then, tactical considerations are established for fires or other emergencies in these structures. Consideration is given to the activities that take place (manufacturing, processing, etc.), the number and types of occupants (elderly, youth, handicapped, imprisoned, etc.), and other specific aspects relating to the construction of the facility, or any hazardous materials that are regularly found in the building.

Target hazards are those occupancies or structures that are unusually dangerous when considering the potential for loss of life or the potential for property damage. Typically, these occupancies include hospitals, nursing homes, and high-rise and other large structures.

The construction type for most residential structures in Minot is a mix of wood frame with wood or composite siding, and wood frame with brick veneer built on slab and crawl space with some having basements.

Townhomes, condos, and apartments are also common in Minot. Typical construction includes wood frame with wood or composite siding, wood frame with brick veneer, and ordinary (block/brick) construction. Some are mid/high-rise structures that create vertical density. Some apartment complexes include multistory structures and/or those in a campus footprint.

Other construction types for residential structures are present in Minot as well and may include masonry non-combustible and fire resistive. The city does have an assortment of manufactured homes as well, which are typically made of light metal/wood construction with various exterior coverings. The commercial/industrial structure building inventory is ordinary (block/brick) construction, wood frame with composite siding, and masonry non-combustible.

Minot has the following building types:

- Single-family homes (**10,600**).
- Condos, lofts, townhomes (**2,691**).
- Duplex/Triplex/Quad (**186/64/226**).
- Apartment buildings – 5 or more units (**443 buildings/6,500 +/- units**).
- Commercial/industrial structures (**2,000 +/-/68**).
- Covered/Enclosed malls (**1 w/77 stores**).
- Strip malls (**32: 2 w/25+ stores**).
- Day care centers (**23**).

- Hospitals/medical centers **(2; 1 occupied)**.
- Assisted living/long-term care structures **(8)**.
- Housing/commercial/professional business structures over 75 feet in height (high rise) **(6: 1 – hotel; 3 - apartment buildings; 2 - hospitals (1 vacated))**.
- Public education structures **(21)**.
- Public government buildings **(10)**.
- Correctional institutions (Ward County Detention Center)**(1)**.

In terms of identifying target hazards, consideration must be given to the activities that take place (public assembly, life safety vulnerability, manufacturing, processing, etc.), the number and types of occupants (elderly, youth, handicapped, imprisoned, etc.), and other specific aspects related to the construction of the structure.

Minot has a variety of target hazards that include:

- Multifamily/apartment complexes/buildings with a total 6,500 +/- units (life safety/fire spread).
- Hospital/medical center target hazards (Trinity Health complex: 6 stories w/ 148 beds).
- Hotel target hazards (life safety). There are 30 hotels/motels, with 2,946 rooms.
- Correctional institution target hazard (life safety/access).
- Educational/school/public assembly/day care centers target hazard (life safety).
- Mercantile/Business/Industrial (life safety, hazardous storage and or processes).
- Long-term care target hazard (life safety, vulnerable population).
- Government infrastructure target hazard (hazardous storage/processes and continuity of operations).
- Government business target hazards (life safety, continuity of operations).
- Private business target hazards (life safety).
- High-rise target hazards (life safety) of which there are six of mixed occupancy types and include housing units.
- Grain elevators (life safety/dust explosion hazard).
- College dormitories (life safety)
- Covered shopping mall (life safety).
- Movie theaters (life safety).
- Big box stores (life safety, hazardous storage).
- Warehouses/storage facilities (hazardous storage).



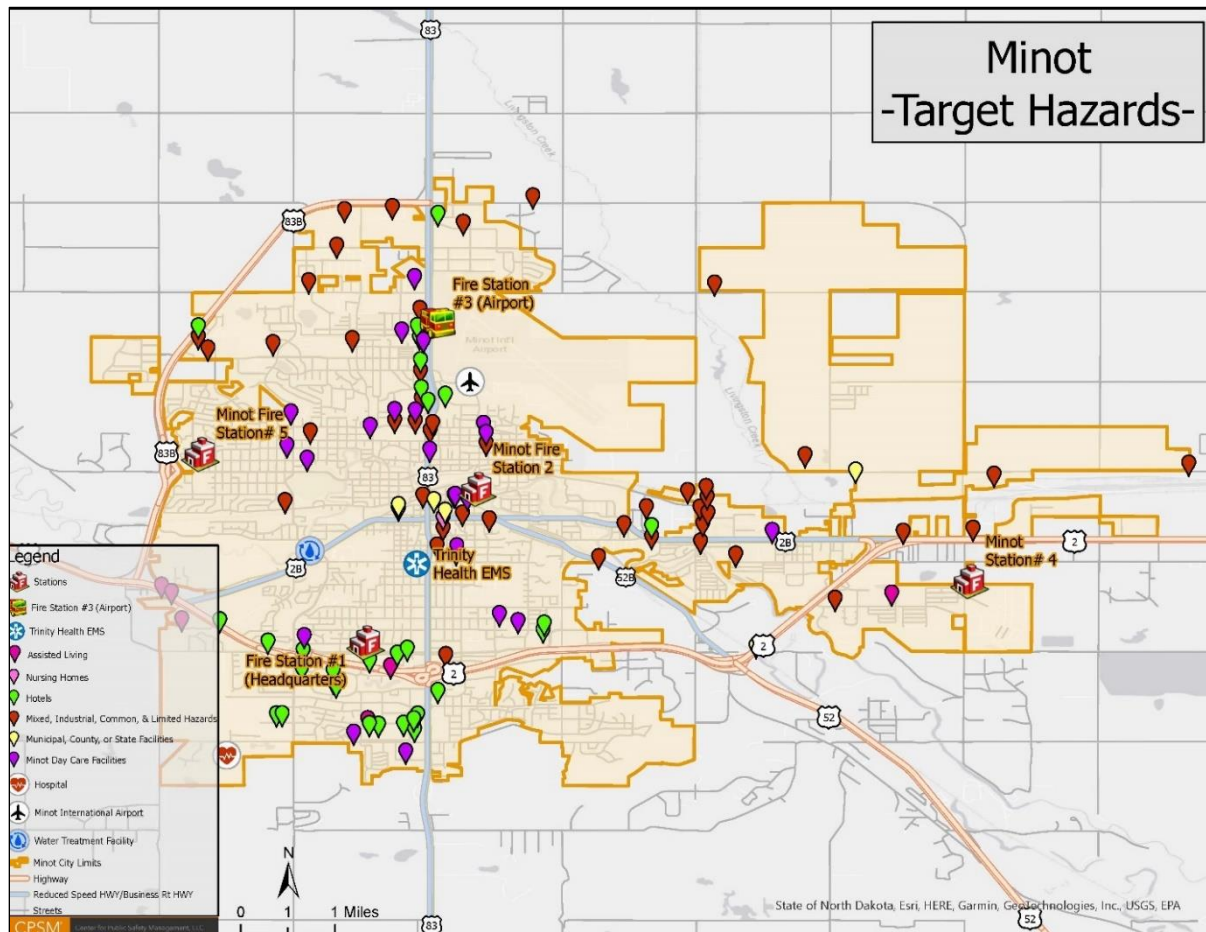
The city has a mix of low- and medium-risk structures that make up the majority of the target hazard risk. High-hazard building risks are noted in this section as well. These include schools, assisted living/long-term care facilities, residential structures housing a vulnerable population, hospital/medical centers, residential high-rise structures, public assembly structures when

occupied, and those that have hazardous materials used in processes or that are stored in large quantities.

An identified high hazard for Minot is the number of high- to mid-occupancy buildings that do not have sprinklers.

The following figure illustrates the location of target hazards in the city.

FIGURE 3-7: Minot Target Hazards (All)



Larger footprint buildings that are projected to be constructed in the city will pose additional building risks to the MFD in terms of a large footprint, mass storage of commodities, and waterflow requirements based on the size and commodities stored and mercantile processes being conducted in the buildings. These buildings are typically built of fire resistive structural members and are sprinklered, but contain internally combustible accessories, storage, processes, and internal structures. While the life-safety hazard normally will not require extensive rescue by firefighting forces (in terms of the number of people on premises at one time to be rescued), the scope and complications of the larger footprint to be covered by initial attack lines and in a search and rescue undertaking may raise these types of structures to a higher hazard.

The City of Minot provides a mix of challenges and hazards that must be protected by its fire department. Like many old cities, Minot has an older center core and downtown area with numerous closely spaced, abutting, and even some interconnected buildings (next figure).

FIGURE 3-8: Downtown Minot

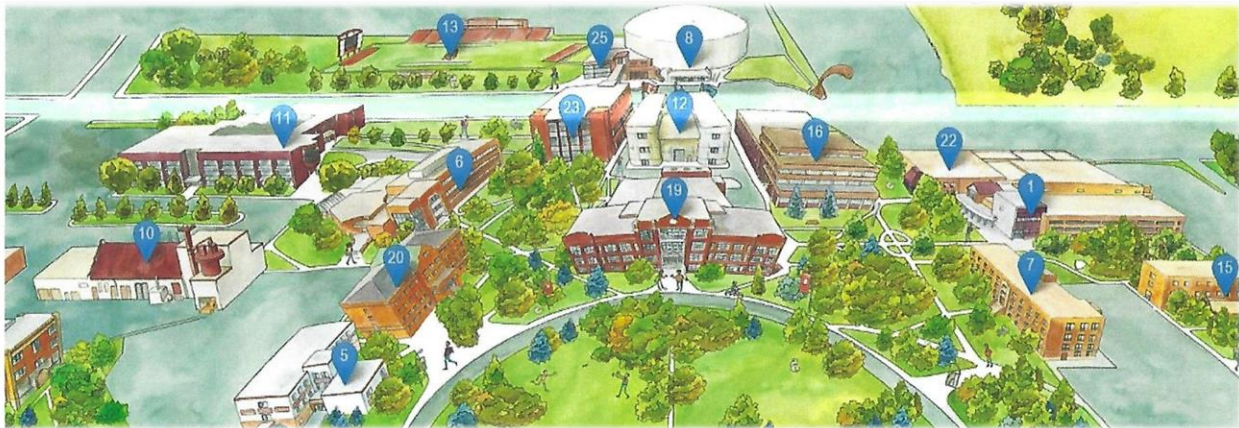


These buildings are mostly two to four stories, older unprotected construction, with zero lot lines, and limited area separations. They date to the latter part of the 19th and early years of the 20th centuries. These types of structures and areas can contribute to rapid fire spread from one building to another, requiring an aggressive attack to contain and control. Although some of these buildings have been renovated over the years and equipped with automatic fire suppression systems, a considerable number have not, which increases the potential life hazard and fire spread concerns. As the city continues its

downtown renaissance project for revitalizing downtown Minot it should ensure that all buildings that are renovated/rehabilitated are equipped throughout with automatic fire suppression systems.

Minot is also home to Minot State University (MSU), part of the North Dakota state university system. MSU had a total 2023 enrollment of 2,741 students. Of these, 379 reside in on-campus residence halls, while another 74 live in three off-campus apartment complexes. College living facilities present elevated life safety concerns for residents and visitors.

FIGURE 3-9: MSU Campus



To summarize the building and target hazard factors for Minot:

- The greatest building fire risks in the City of Minot are of a low-to-moderate hazard (single-family dwellings, lightweight, wood-frame construction, and mixed use/ historical buildings in the downtown). Of particular concern is Wheatland Village, which is a FEMA temporary housing community that was erected after the 2011 floods. At its peak, this community included over 1,000 temporary residences; today, 13 years later, there are still several hundred that are occupied.

- The city has high-risk/vulnerable population risks (nursing/assisted living facilities, schools, and multifamily residential structures apartments/condominiums).
- The city also has multiple residential projects under construction or approved and planned for near- to mid-term construction.
- The industrial and mercantile building risk, while a lower life-safety risk, is a moderate to higher hazard risk based on processes, storage, and overall occupancy type. All the high-hazard risk locations pose either a difficulty for MFD to conduct evacuations and/or fire attack. The MFD, as with most fire departments, utilizes a quick and aggressive fire attack to contain an incipient fire to the room of origin. However, a significant commercial or a large complex fire and/or a multiple occupancy evacuation will quickly exhaust the resources of both the MFD and its limited mutual aid partners.
- Robust public education and fire inspections / pre-fire planning, specifically in the downtown district and for high- and moderate-risk occupancies, should remain an important endeavor for the MFD.

HUMAN-CAUSED RISK

Human-caused or generated risks include civil unrest, large mass gatherings, cyberattacks, school violence, and threats of violence with the potential of weapons of mass destruction use. As it is somewhat remote and the county seat, there are several federal, state, and local government buildings that could be targeted. Minot is also about 13 miles from the strategically significant Minot Air Force Base and the city is surrounded by multiple ballistic missile silos.

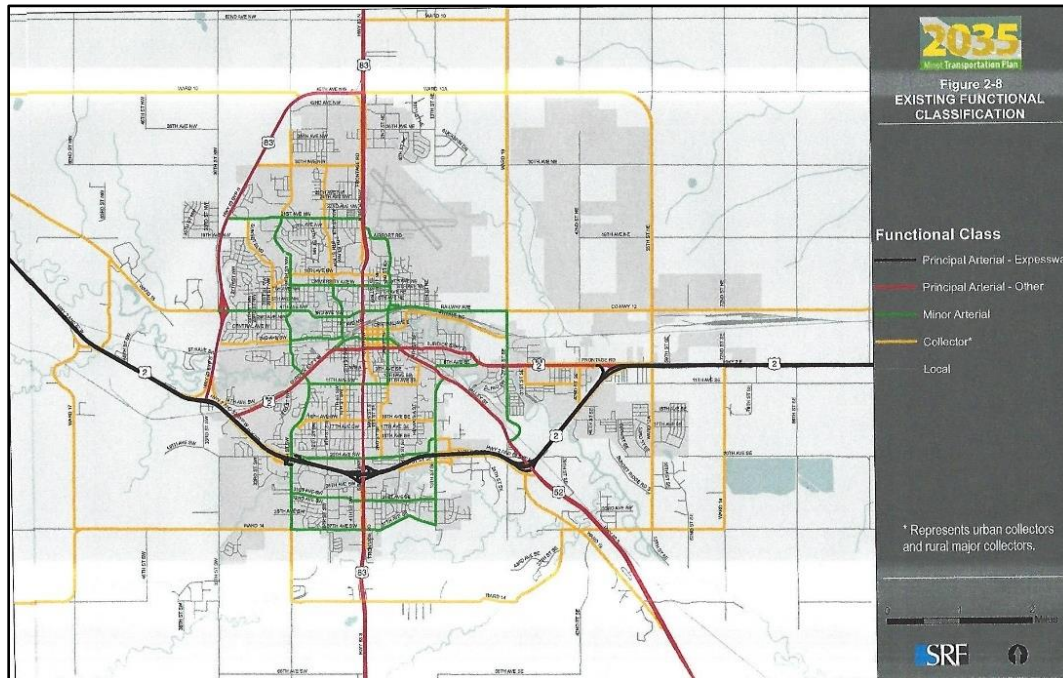
TRANSPORTATION FACTORS

The road network in Minot is typical of cities across the country and includes arterial streets, which carry high volumes of traffic; collector streets, which provide connection to arterial roads and local street networks as well as residential and commercial land uses; and local streets, which provide a direct road network to property and move traffic through neighborhoods and business communities. Minot also has limited access highways that penetrate the city boundaries. U.S. Routes 2 and 52 travel in an east-west direction in the southern part of the city. U.S. Highway 83 bisects the city in a north-south direction. The U. S. Highway 83 Bypass allows drivers to bypass the northwestern portion of the city by connecting Highway 2/52 on the west side of the city with Highway 83 on the extreme north end of the city limits. All these roads include a series of on- and off-ramps. In addition, there are state and county roads that carry high volumes of traffic in and out of the city.

The road network described herein poses risks for a vehicular accident, some at medium to high speeds, as well as vehicular-versus-pedestrian risks. There are additional transportation risks since a heavy volume of tractor-trailer and other commercial vehicles traverse the roadways of Minot to deliver mixed commodities to businesses and residential locations. Loads of industrial chemicals and hazardous materials traverse the city daily. Hazardous military cargo also transits the county because the 91st Missile Wing at Minot Air Force Base services the missile sites situated throughout the county. Fires involving these products can produce smoke and other products of combustion risks that may be hazardous to health.

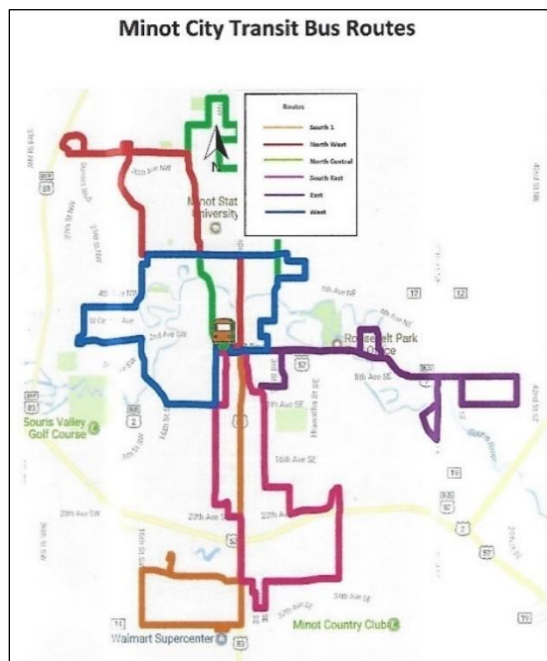
In Minot, response routes are impacted by a limited number of highway, railroad, and river crossings (bridges) available to emergency responders.

FIGURE 3-10: Minot Streets and Highways



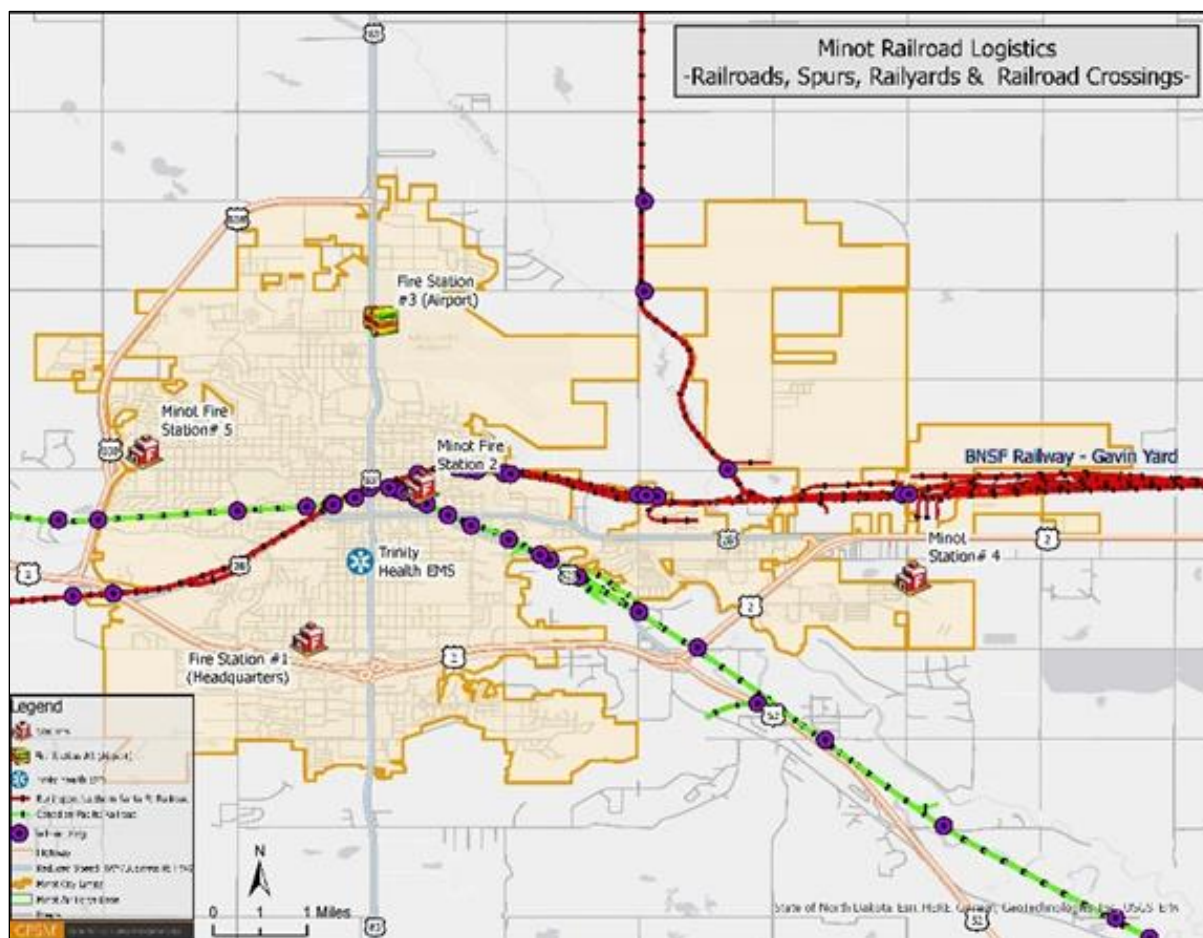
The Minot City Transit service operates fixed bus routes that provide service in the city Monday through Friday from 7:00 a.m. to 7:00 p.m. There is no Saturday or Sunday service. The fixed-route buses provide service to medical facilities, major employment centers, tourist attractions, major retail shopping centers, schools, MSU, professional buildings, the central business district, and all major points of interest. A bus accident when a bus is occupied poses a mass casualty response risk if multiple riders are injured.

FIGURE 3-11: Minot City Transit System Routes



There are several active railroad lines that pass through the city, as well as the presence of active rail freight yards. Rail traffic includes passenger and freight. Active rail lines include Burlington Northern Santa Fe (**33 trains per day**), Canadian Pacific (**15 trains per day**), and Amtrak (**2 trains per day**). Numerous freight trains traverse Minot daily. Hauled freight includes all manner of raw and finished goods as well as tank cars of industrial and agricultural chemicals. While not all of these commodities may be considered hazardous materials, fires involving these commodities can produce smoke and other products of combustion risks that may be hazardous to health. Hazardous materials themselves present risks to health. There are also multiple at-grade crossings on connector and local roads, and these create transportation risks. The Canadian Pacific line in particular traverses multiple grade crossings and bisects downtown Minot. Most arterial streets and highways do not intersect directly with rail traffic, which helps neutralize rail/vehicular traffic accidents.

FIGURE 3-12: Minot Rail Lines



Passenger train service by Amtrak consists of two daily runs: one train goes west in the morning, and another goes east in the evening.

The two rail lines cross just west of Minot's downtown area. Several railroad choke points also exist in Minot: the 6th Street SW overpass in Minot, which serves both freight and passenger rail traffic, and Trestle Valley, which is a particularly heavily used freight train artery on the extreme southwestern side of Minot.

FIGURE 3-13: Minot Rail Line Crossing



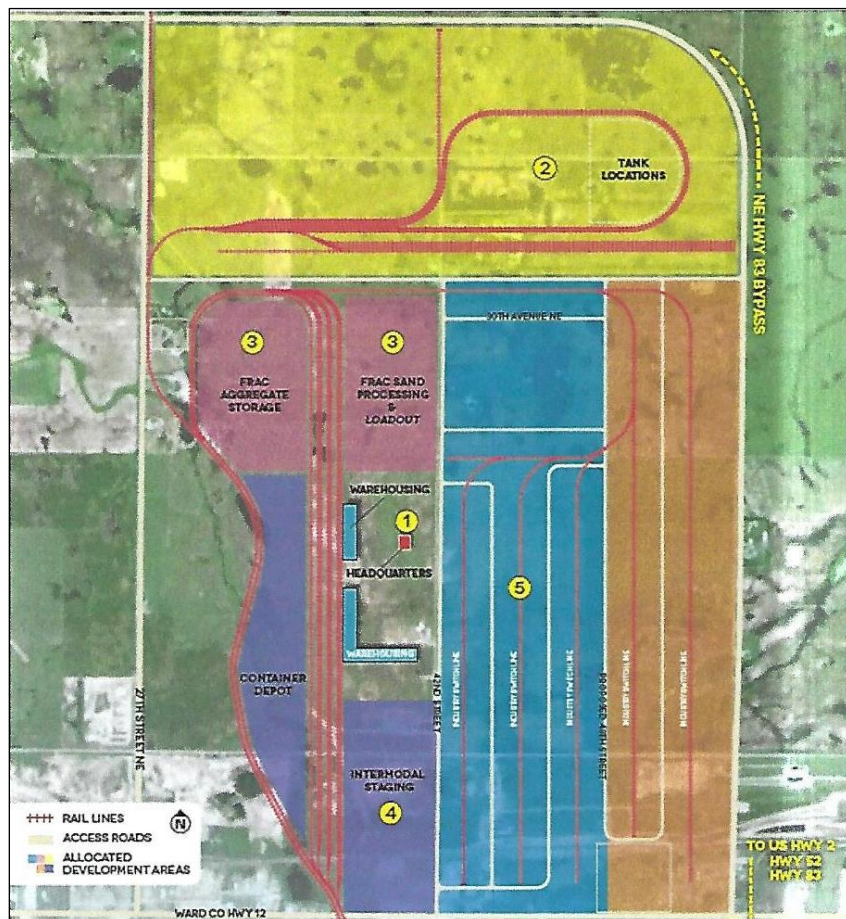
There are also three rail yards in Minot:

- Canadian Pacific Railway is located at 1345 Valley St.
- BNSF Railway is located at 6400 4th Ave. NE.
- Northwest Transloading Facility, also known as the North Dakota Expansion Plant, is located at 4900 Railway Ave. The port is a 3,200-acre industrial development in northeast Minot with more than 45 miles of rail spur track, an intermodal facility, and a new 55th Street overpass over the BNSF mainline.

FIGURE 3-14 Minot Rail Yard



FIGURE 3-15: Port of North Dakota Expansion Plan³⁸



Minot International Airport is located within the city limits, approximately 2 miles north of downtown.

Scheduled passenger service to the airport is currently provided by Delta Air Lines, United Airlines, and Allegiant Air.

There are six daily flights to and from Minneapolis-St. Paul International Airport (MSP) on Delta, and two daily flights to and from Denver International Airport (DEN) on United.

Allegiant Air provides multiple flights throughout the week to Las Vegas (LAS), Orlando (MCO) and Phoenix-Mesa (IWA).

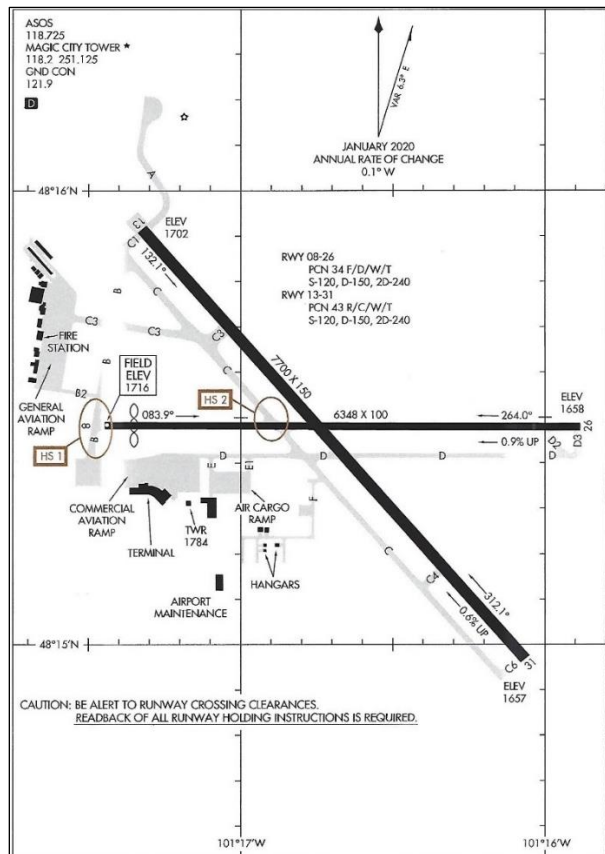
The airport covers 1,563 acres. It has two runways: 13/31 is the primary runway with Instrument Landing System (ILS) approach capabilities. It is 7,700 feet by 150 feet and constructed of concrete. Runway 8/26 is a crosswind runway that is 6,348 feet by 100 feet and made of asphalt.³⁹

38. Source: Minot Area Development Corporation

39. <https://www.gcr1.com/5010ReportRouter/MOT.pdf>

In the year ending March 30, 2023, the airport had 33,020 aircraft operations, averaging 90 per day. Of these 73 percent general aviation, 6 percent were commercial airline, 6 percent were military, and 15 percent were air taxi.⁴⁰ 128 aircraft are based at this airport: 119 single-engine, 6 multi-engine, 1 jet, and 2 helicopters.⁴¹ According to the FAA, total passengers travelling through the airport in 2023 totalled 301,441.⁴²

FIGURE 3-16: Minot International Airport Runway Size and Configuration



The potential for a mass casualty incident exists for any passenger aircraft arriving at or departing from the airport. There is also the possibility of an aircraft with an inflight emergency—including military aircraft—being diverted to Minot.

The FAA calculates the aircraft rescue and firefighting (ARFF) requirements—minimum emergency response capabilities specifically to aircraft incidents—based on five indexes. These indexes are calculated based on the length of aircraft and the average daily departures. The five indexes are labeled A through E, beginning with aircraft less than 90 feet long and ending at those more than 200 feet long.⁴³ Each index classifies ARFF minimum requirements in terms of type, water, and agent delivery.⁴⁴ MOT is currently an Index B airport.⁴⁵ The following table outlines ARFF requirements specific to the City of Minot.

40. <https://www.gcr1.com/5010ReportRouter/MOT.pdf>

41. *ibid*

42. <https://motairport.com/DocumentCenter/View/728/December-2023>

43. CFR § 139.315 Aircraft rescue and firefighting

44. CFR § 139.317 Aircraft Rescue and Firefighting Equipment and Agents

45. <https://adip.faa.gov/agis/public/#/airportData/BTL>

TABLE 3-4: Airport Rescue and Firefighting Requirements (MOT)⁴⁶

Index	Aircraft Max.	No. of ARFF Vehicles Required	ARFF Min. Standards	Response Time
B	>90 feet <126 feet	1 on site Or 2 vehicles	500 pounds of sodium-based dry chemical, halon 1211, or clean agent and 1,500 gallons of water and the commensurate quantity of AFFF for foam production.⁴⁷ One vehicle carrying the following extinguishing agents:⁴⁸ ✓ 500 pounds of sodium-based dry chemical, halon 1211, or clean agent; or ✓ 450 pounds of potassium-based dry chemical and water with a commensurate quantity of AFFF to total 100 gallons for simultaneous dry chemical and AFFF application. One vehicle carrying an amount of water and the commensurate quantity of AFFF so the total quantity of water for foam production carried by both vehicles is at least 1,500 gallons.⁴⁹	Within 3 minutes from time of alarm to mid-point of the furthest air carrier runway.



The MFD staffs the airport 24/7 with a crew of four out of Fire Station 3, which is located on airport property. However, only one person is dedicated strictly to the ARFF function. The other personnel cross staff Engine 3 and respond to incidents off property. The one dedicated position on each shift (3 total) are funded by the airport through a pass off fee to the airlines.

46. CFR § 139.319 Aircraft rescue and firefighting: Operational requirements

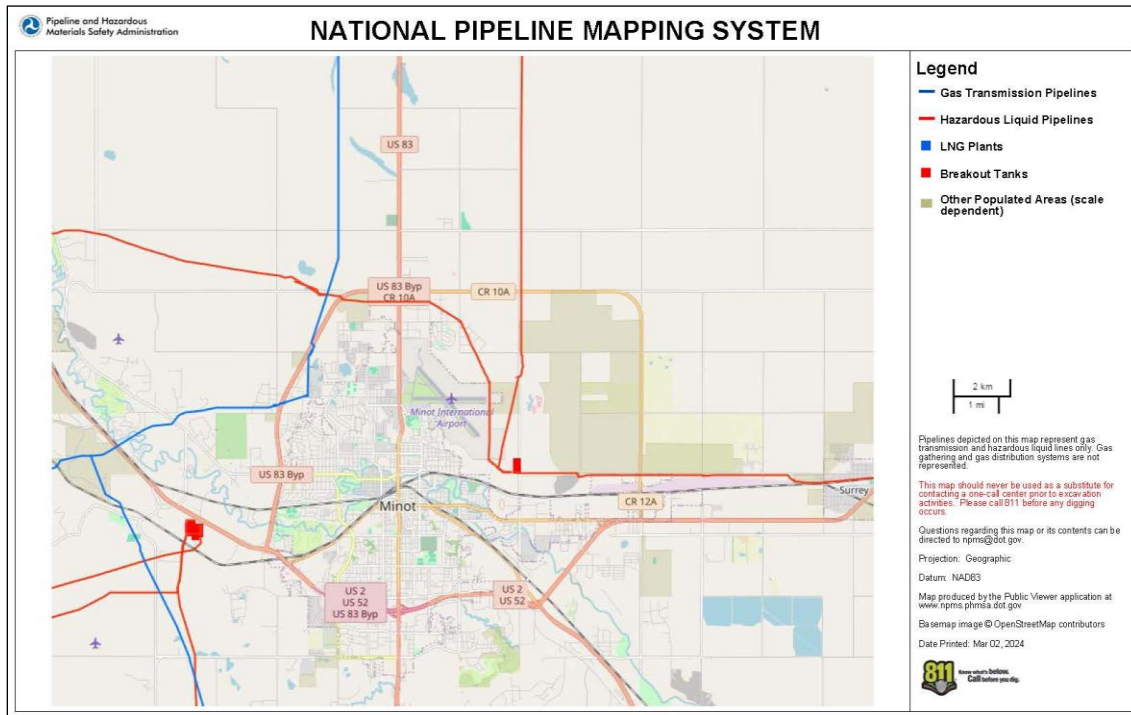
47. <https://www.ecfr.gov/current/title-14/chapter-I/subchapter-G/part-139/subpart-D/section-139.317>

48. *ibid*

49. *ibid*

Minot is traversed by multiple pipelines, several of which supply fixed storage facilities located just outside of the city limits. A significant pipeline leak can have significant fire, health, and environmental implications. Any incident in the area would likely result in extensive MFD involvement.

FIGURE 3-17: Minot Pipe Lines



TOURISM AND TRANSIENT POPULATION

Minot hosts a significant and growing tourism sector. The city is a gateway to not only the energy drilling sites in the area but also for the multitude of outdoor recreational activities found in northwestern North Dakota. The nearby U.S. Air Force Base also contributes to visitors to the area, as well as the city's status as a regional commerce center. As previously noted, there are 30 hotels/motels with a total of 2,946 rooms located in Minot. While good data was not available, it is estimated the hotels averaged a 60 percent occupancy rate, which equates to 645,174 room stays per year. The demographics of the visitor population are of relevance to emergency services, particularly when it comes to older (over age 65) visitors who are more likely to require EMS services.

Minot is home to the North Dakota State Fair, which is held each year in early July. In 2023, over its nine-day run, the fair set an all-time attendance record with 356,534 visitors. The fairgrounds also host numerous other events throughout the year. Although the fairgrounds themselves are not in an MFD first response area, the department does assist during the fair, and any significant event that occurs will require extensive assistance from the MFD.

FIGURE 3-18: North Dakota State Fairgrounds



FIRE AND FIRE-RELATED RISK

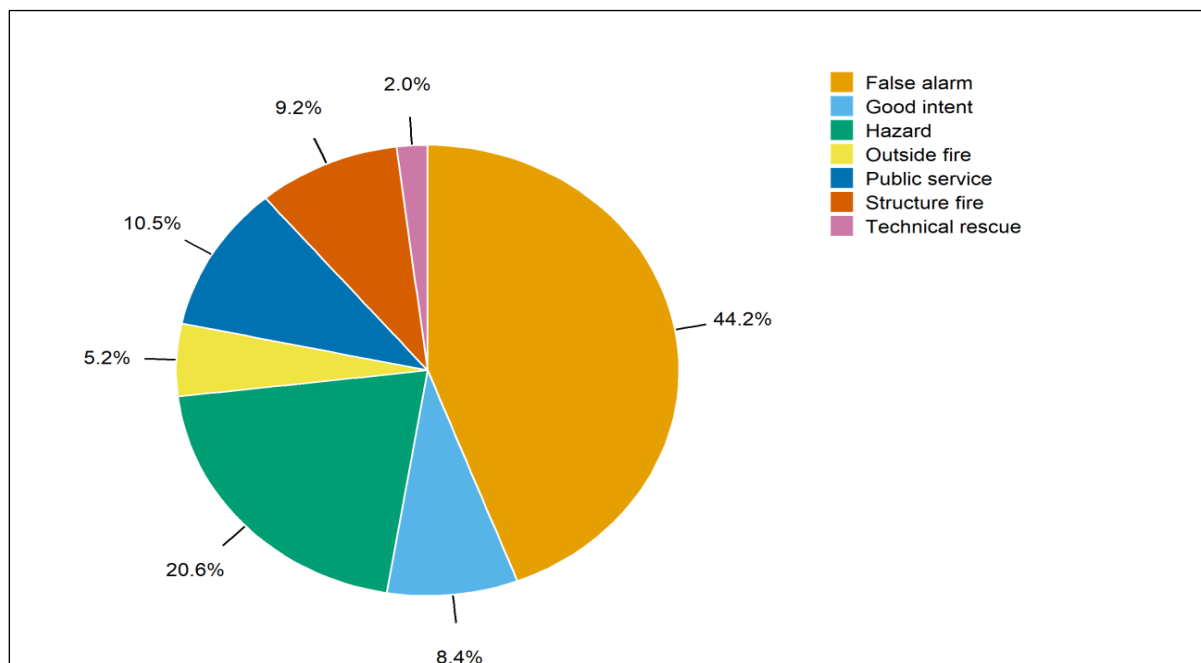
An indication of the community's fire risk is the type and number of fire-related incidents to which the fire department responds. CPSM conducted a data analysis for this project that analyzed MFD incident responses and workload. During the period studied, from October 1, 2022, to September 30, 2023, the MFD responded to 905 fire-related calls for service. The following table details the call types and call type totals for these types of fire-related risks.

TABLE 3-5: Fire Call Types

Call Type	Total Calls	Calls per Day	Call Percentage
False alarm	400	1.1	8.2
Good intent	76	0.2	1.6
Hazard	186	0.5	3.8
Outside fire	47	0.1	1.0
Public service	95	0.3	2.0
Structure fire	83	0.2	1.7
Technical rescue	18	0.0	0.4
Fire Subtotal	905	2.5	18.6

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FIGURE 3-19: Fire Calls by Type



Key takeaways from the data in this table and figure are:

- Fire calls for the year totaled 905 (18.6 percent of all calls), an average of 2.5 calls per day. This percentage is slightly lower than CPSM typically sees with fire calls normally accounting for 20 percent to 30 percent of all calls.
- False alarm calls were the largest category of fire calls at 44 percent of fire calls, an average of 1.1 calls per day.
- Structure and outside fire calls combined made up 14 percent of fire calls, an average of 0.4 calls per day, or about one call every three days.

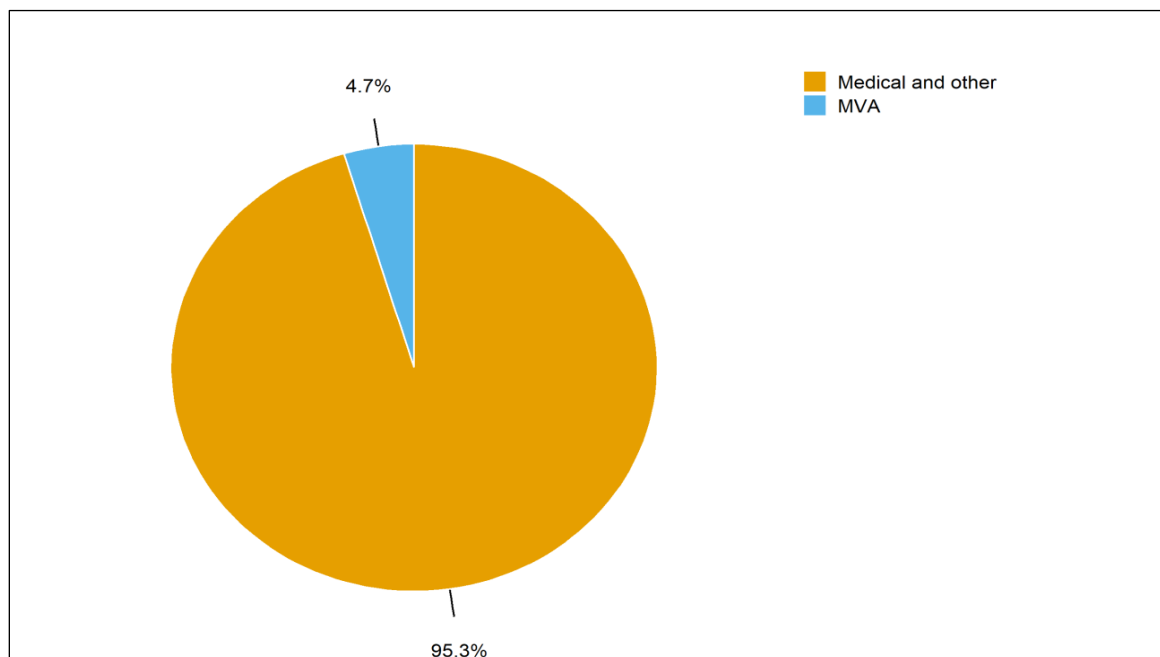
EMS-RELATED RISK

As with fire risks, an indication of the community's pre-hospital emergency medical risk is the type and number of EMS calls to which the fire department responds. During the CPSM data analysis study period the MFD responded to 3,714 EMS-related calls for service. The following table outlines the call types and call type totals for these types of EMS risks.

TABLE 3-6: EMS Call Types

Call Type	Total Calls	Calls per Day	Call Percentage
Medical and other	3,538	9.7	72.9
MVA	176	0.5	3.6
EMS Subtotal	3,714	10.2	76.5

FIGURE 3-20: EMS Calls by Type



Key takeaways from the data in this table and figure are:

- EMS calls for the year totaled 3,714 (76.5 percent of all calls), an average of 10.2 calls per day.
- Medical and other calls were the largest category of EMS calls at 95.3 percent of EMS calls, an average of 9.7 calls per day. It should be noted that this and MVA are the only classification of EMS calls that the MFD utilizes.
- Motor vehicle accidents made up 3.6 percent of EMS calls, an average of 0.5 calls per day.
- Aggregately (Fire, EMS, canceled calls, and mutual aid), the department received an average of 13.3 calls per day, including 0.1 canceled calls (0.5 percent of all calls) and 0.6 mutual aid calls (4.3 percent of all calls).

COMMUNITY LOSS AND SAVE INFORMATION

Fire loss is an estimation of the total loss from a fire to the structure and contents in terms of replacement. Fire loss includes contents damaged by fire, smoke, water, and overhaul. Fire loss does not include indirect loss, such as business interruption. In a 2023 report published by the National Fire Protection Association on trends and patterns of U.S. fire losses, it was determined that home fires still cause most civilian fire deaths, civilian injuries, and property loss due to fire. Key findings from this report include:⁵⁰

- In 2022, local fire departments responded to an estimated 1.5 million fires in the United States. These fires caused 3,790 civilian fire deaths and 13,250 reported civilian fire injuries. The property damage caused by these fires was estimated at \$18 billion. From 2021 to 2022, the total number of fires increased 11.1 percent, civilian deaths decreased 0.3 percent, and civilian injuries fell 9.9 percent. The increase in total fires was statistically significant.

⁵⁰. Fire loss in the United States 2022 (NFPA 2023).

- A home structure fire was reported every 88 seconds, a home fire death occurred every three hours and fourteen minutes, and a home fire injury occurred every 53 minutes.
- The 280,000 one- or two-family home structure fires (19 percent of the total fires that year) caused 2,240 civilian fire deaths (59 percent); 7,190 civilian fire injuries (54 percent); and \$8.6 billion in direct property damage (44 percent). From 2021 to 2022, fires in one- or two-family homes rose 9 percent, while deaths fell 8 percent, injuries fell 10 percent, and property damage rose 24 percent.
- The 80,000 apartment or other multifamily housing fires (5 percent of the total fires that year) caused 470 civilian fire deaths (12 percent); 2,750 civilian fire injuries (21 percent); and \$1.9 billion in direct property damage (11 percent). From 2021 to 2022, apartment fire deaths rose 14 percent, injuries rose 7 percent, and property damage rose 6 percent.
- In 1980, there were 7.1 deaths per 1,000 reported home fires overall. This was also true for one- or two-family homes and apartments. In 2022, the 7.5 deaths per 1,000 reported one- or two-family home fires was actually 14 percent higher than in 1980. In comparison, the death rate per 1,000 reported apartment fires dropped 17 percent to 5.9.
- Occupants who are alerted by smoke alarms may handle a small fire without fire department assistance, resulting in fewer small fires being reported.
- Many apartment buildings have monitored fire detection systems that can lead to a fire department response even when the system is triggered by a minor fire.

The following table shows overall fire loss in Minot in terms of dollar value for the data study year, and over a five-year period (2018-2022). This information should be reviewed regularly and discussed in accordance with response times to actual fire incidents, company level training, effectiveness on the fireground, and effectiveness of incident command.

TABLE 3-7: Community Loss in Minot, 2018–2022

Year	Number of Incidents	Loss in Dollars as Recorded by the MFD	Average Per Incident
2018	55	\$1,262,547	\$22,955
2019	25	\$947,300	\$37,892
2020	13	\$603,450	\$46,419
2021	47	\$917,500	\$19,521
2022	22	\$1,351,750	\$61,443

The next table presents the number of outside and structure fires that occurred during the study period, broken out by levels of fire loss. The subsequent table then shows the amount of property and content loss for outside and structure fires inside Minot from October 1, 2022, to September 30, 2023.

TABLE 3-8: Total Fire Loss Above and Below \$25,000

Call Type	No Loss	Under \$25,000	\$25,000 plus	Total
Outside fire	46	1	0	47
Structure fire	70	9	4	83
Total	116	10	4	130

TABLE 3-9: Content and Property Loss, Structure and Outside Fires

Call Type	Property Loss		Content Loss	
	Loss Value	Number of Calls	Loss Value	Number of Calls
Outside fire	\$500	1	\$0	0
Structure fire	\$560,500	12	\$117,000	6
Total	\$561,000	13	\$117,000	6

Note: The table includes only fire calls with a recorded loss greater than \$0.

Key takeaways from the data in the tables from the study period are:

- 46 outside fires and 70 structure fires had no recorded loss.
- Four structure fires had \$25,000 or more in loss.
- Structure fires:
 - The highest total loss for a structure fire was \$336,000.
 - The average total loss for all structure fires was \$8,163.
 - Six structure fires had content losses with a combined \$117,000 in losses.
 - Out of 83 structure fires, 12 had recorded property losses, with a combined \$560,500 in losses.
- Outside fires:
 - The highest total loss for an outside fire was \$500.
 - The average total loss for all outside fires was \$11.
 - Out of 47 outside fires, one had recorded property loss, with a combined \$500 in losses.

It is also important to remember that in the context of fire loss, one large fire can cause millions of dollars in loss, which can significantly skew the overall data.

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FIRE AND EMS DEMAND

The fire and EMS risk in terms of numbers and types of incidents is important when analyzing a community's risk, as outlined above. Analyzing where the fire and EMS incidents occur, and the demand density of fire and EMS incidents, helps to determine adequate fire management zone resource assignment and deployment. The following figures illustrate fire and EMS demand in the MFD fire management zones. For the MFD, the entire city is basically divided into five fire management zones.

The following demand maps (with current fire station locations shown) tell us that:

- Structure/outside fire-related and EMS incident demand is highest in the older, central portion of the city, with some intensity in other scattered areas of the city as illustrated. The highest incident concentration is in Station 1 and 2 first due areas.
- Fire/false alarm demand and other types of fire incidents (hazardous conditions, service calls) are scattered throughout the city as illustrated.

FIGURE 3-21: Fire Incident Demand Density

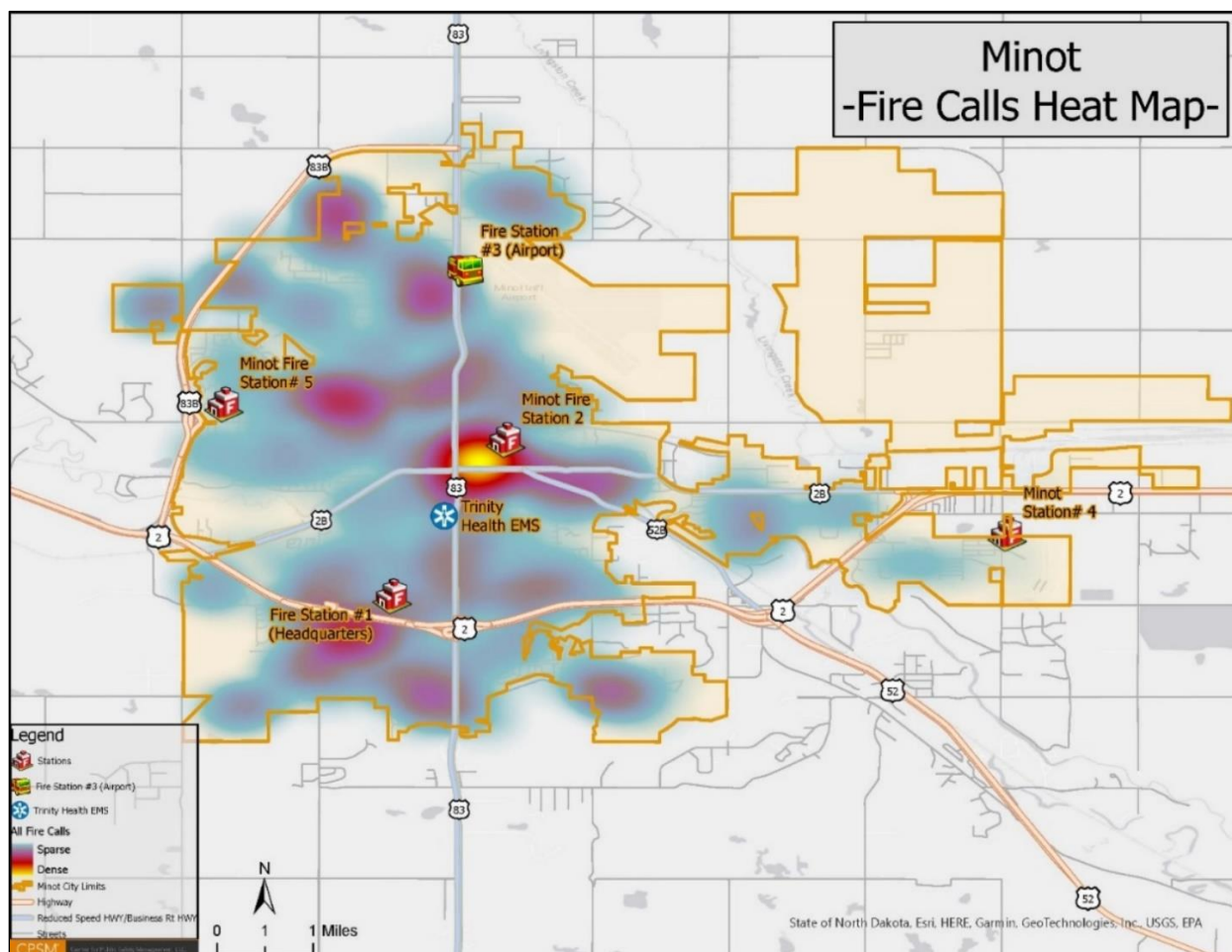


FIGURE 3-22: Structure Fire Incident Locations

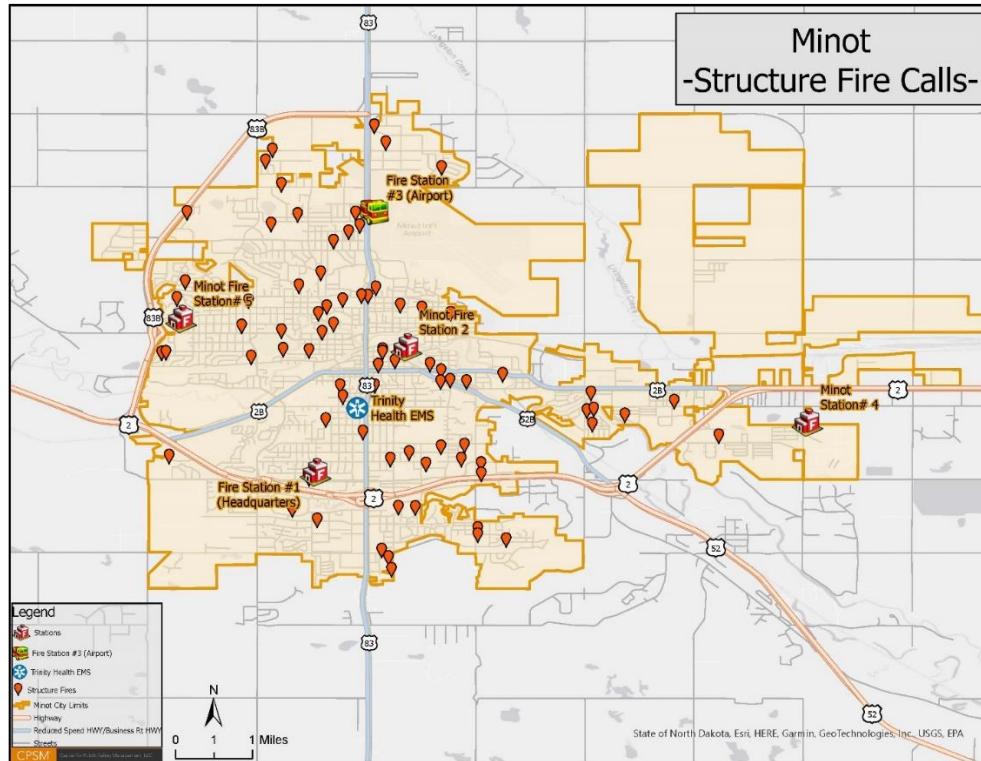


FIGURE 3-23: Outside Fire Incident Locations

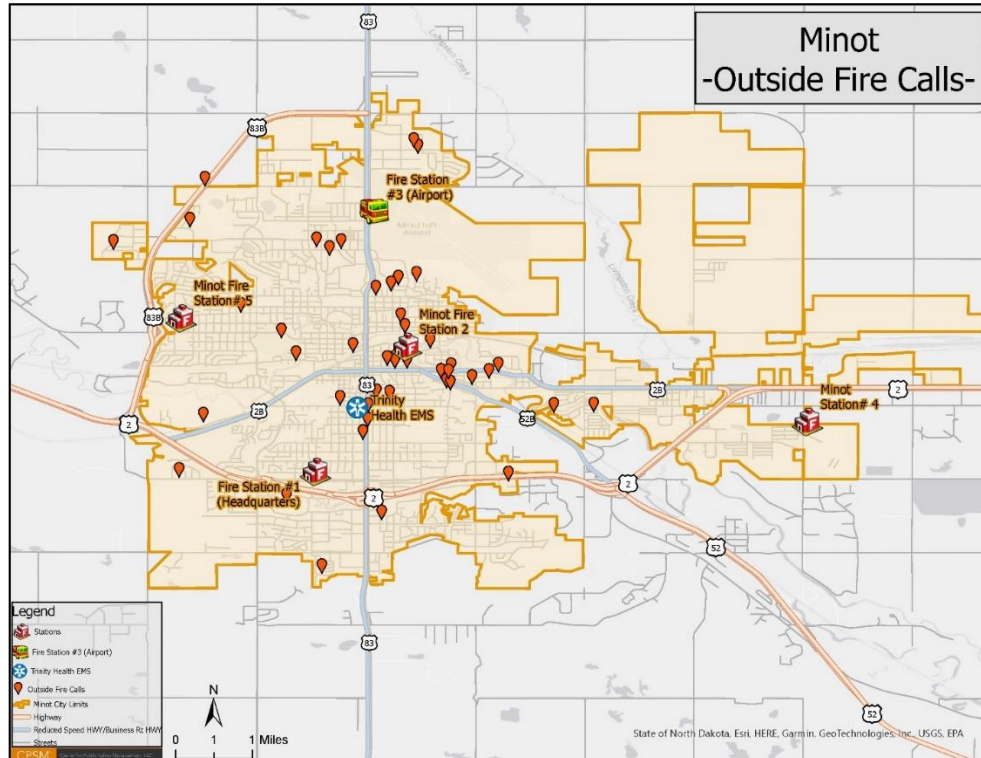


FIGURE 3-24: False Alarm Incident Locations

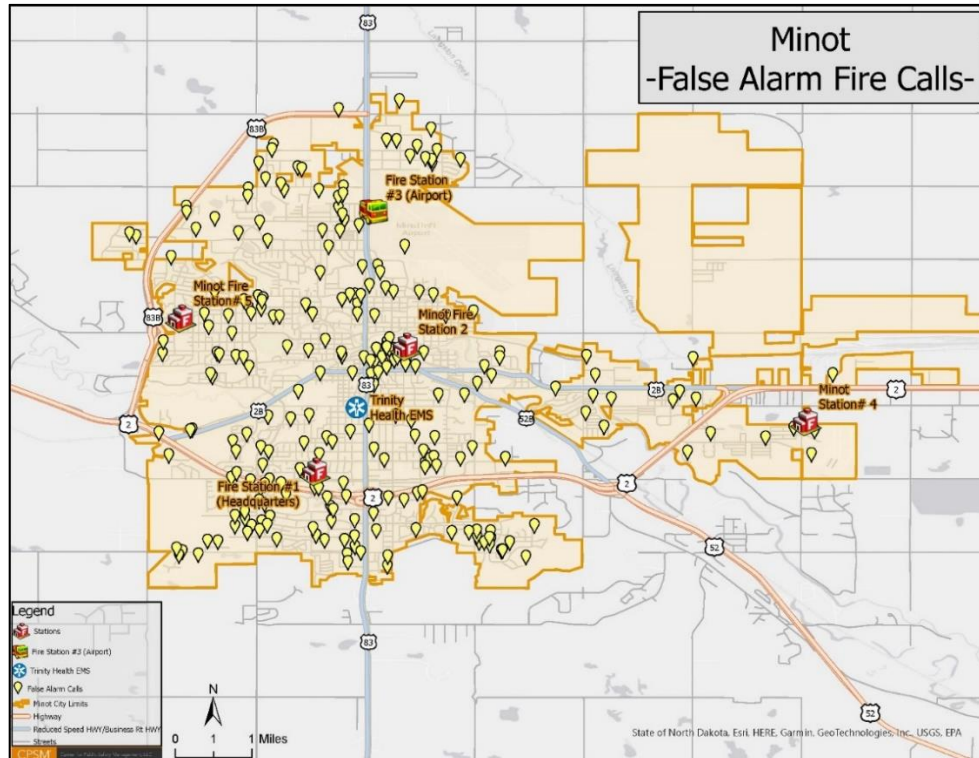


FIGURE 3-25: Hazardous Condition, Public Service, Good Intent Incident Locations

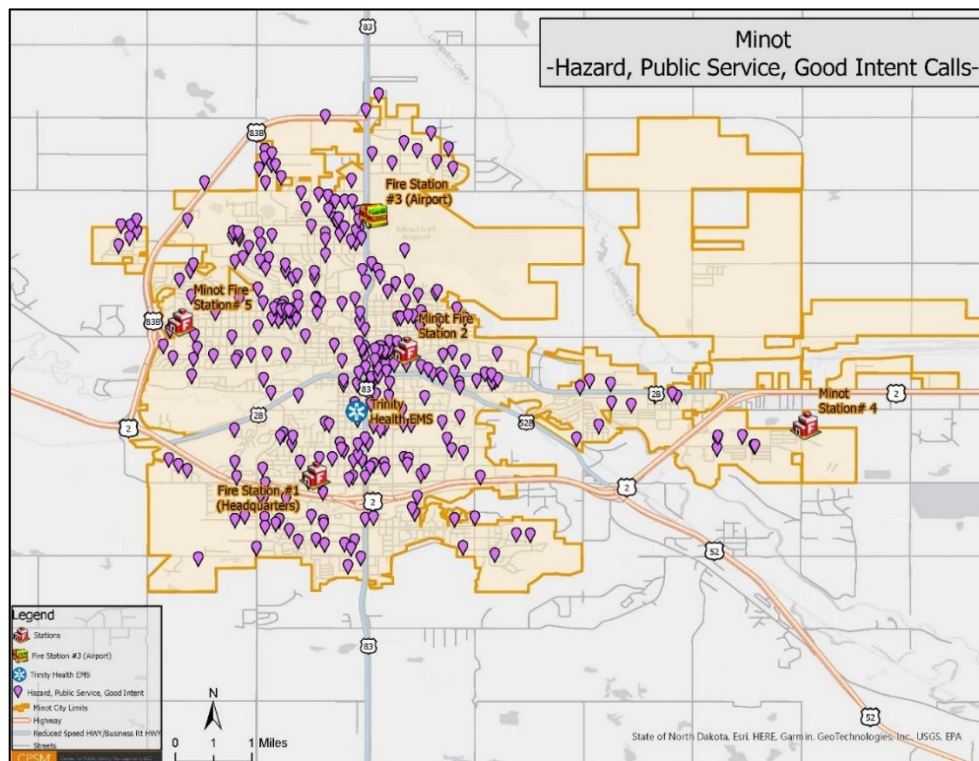


FIGURE 3-26: MVA Incident Locations

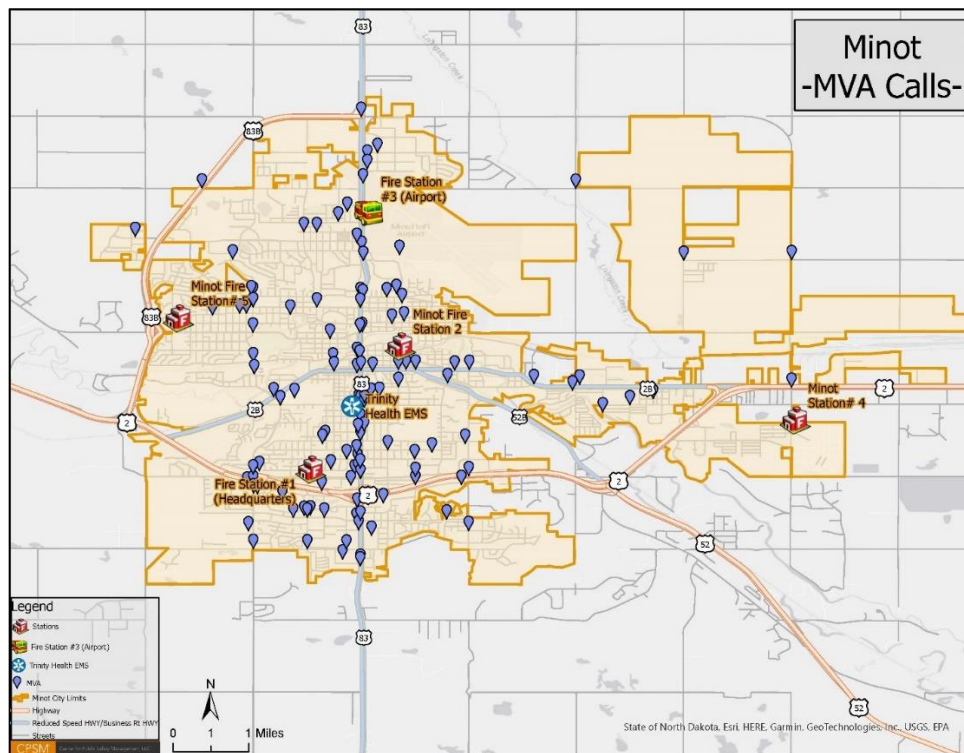


FIGURE 3-27: EMS Incident Locations

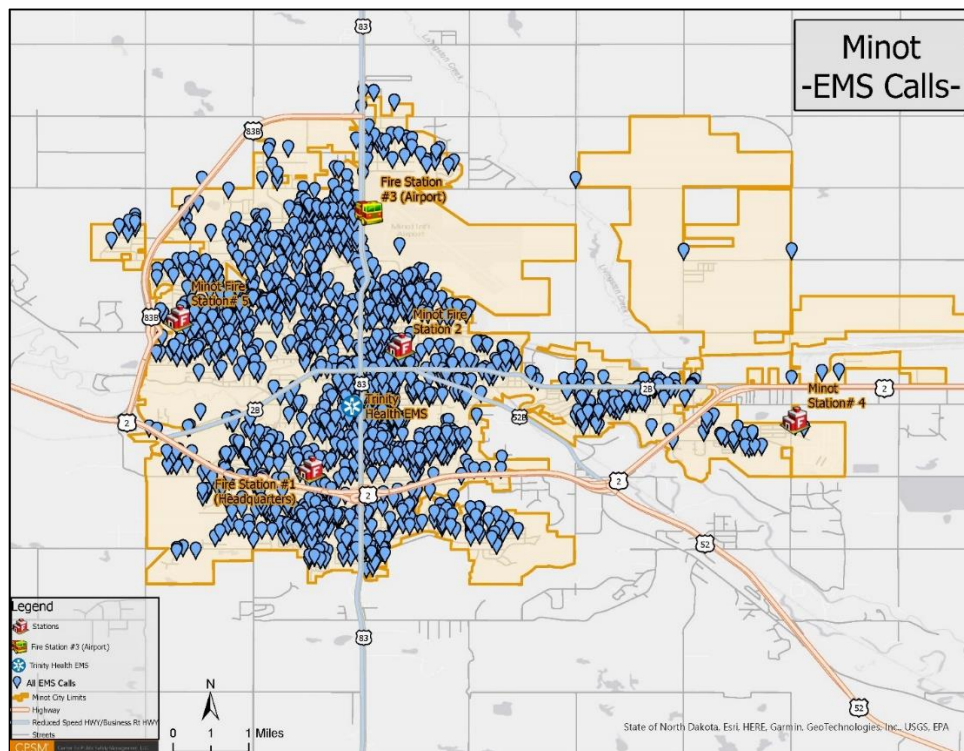
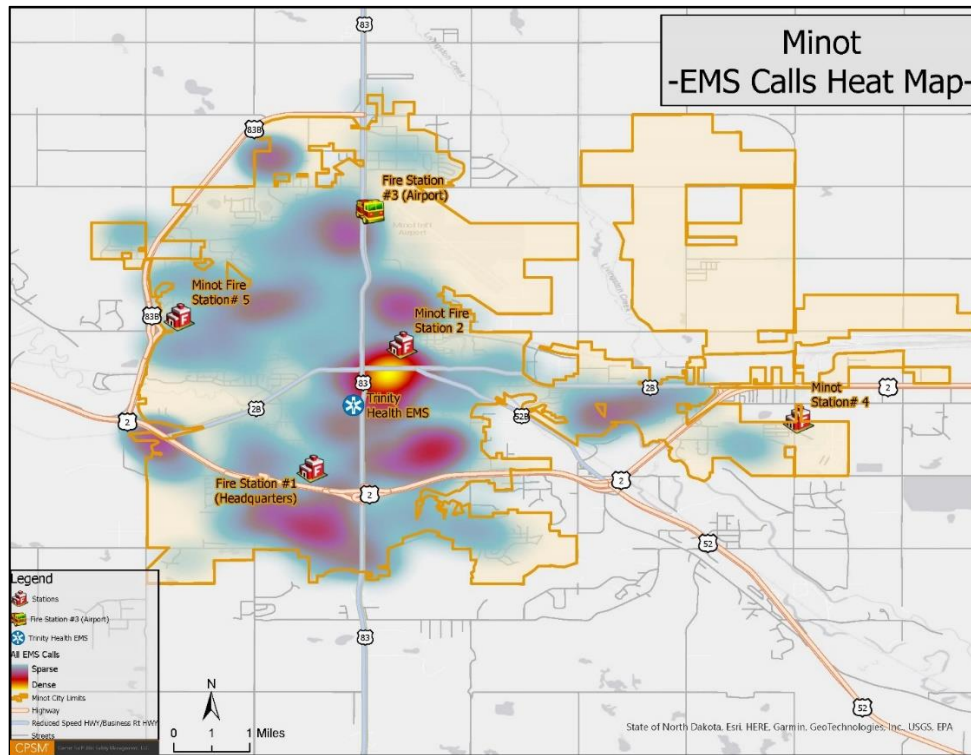


FIGURE 3-28: EMS Incident Demand Density



MFD RESILIENCY

Resiliency as defined by the Center for Public Safety Excellence (CPSE) in the FESSAM 9th edition is: “an organization’s ability to quickly recover from an incident or events, or to adjust easily to changing needs or requirements.” Greater resiliency can be achieved by constant review and analysis of the response system and focuses on three key components:

- **Resistance:** The ability to deploy only resources necessary to safely and effectively control an incident and bring it to termination, which is achieved through the development and implementation of critical tasking and its application to the establishment of an effective response force for all types of incidents.
- **Absorption:** The ability of the agency to quickly add or duplicate resources necessary to maintain service levels during heavy call volume or incidents of high resource demand.
- **Restoration:** The agency’s ability to quickly return to a state of normalcy.

Resistance is controlled by the MFD through staffing and response protocol, with MFD resources dependent on the level of staffing and units available at the time of the alarm.

Absorption is accomplished through initial responding units available to respond by the MFD.

Restoration is managed by MFD unit availability as simultaneous calls occur, recall of personnel to staff fire units during campaign events when warranted, and efficient work on incidents for a quick return to service.

Regarding restoration, the following tables analyze the station availability to respond to calls.

TABLE 3-10: Frequency Distribution of the Number of Calls

Calls in an Hour	Frequency	Percentage
0	5,123	58.5
1	2,654	30.3
2	790	9.0
3	156	1.8
4+	37	0.4
Total	8,760	100.0

TABLE 3-11: Frequency of Overlapping Calls

Area	Scenario	Number of Calls	Percent of All Calls	Total Hours
MFD1	No overlapped call	1,771	92.9	650.7
	Overlapped with one call	128	6.7	23.0
	Overlapped with two calls	8	0.4	1.2
MFD2	No overlapped call	1,546	93.7	558.1
	Overlapped with one call	97	5.9	20.4
	Overlapped with two calls	6	0.4	1.3
	Overlapped with three calls	1	0.1	0.0
MFD3	No overlapped call	879	96.4	381.5
	Overlapped with one call	32	3.5	8.2
	Overlapped with two calls	1	0.1	0.2
MFD4	No overlapped call	287	99.0	124.2
	Overlapped with one call	3	1.0	0.7
MFD5*	No overlapped call	71	100.0	0.5
Aid Given	No overlapped call	24	96.0	19.9
	Overlapped with one call	1	4.0	0.0

Note: *MFD 5 was a new station in service on 8/20/2023. It was included in the analysis only for 42 days.

The next table focuses on each station's availability to respond to calls within its first due area. At the same time, it focuses on calls where an MFD unit eventually arrived and ignores calls where no unit arrived. Out of 4,830 calls that are not mutual aid, there were 260 calls where an MFD unit responded but no unit arrived. For this reason, the individual rows, and the total in this table's second column, do not match the corresponding values in the table above.

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TABLE 3-12: Station Availability to Respond to Calls

Area	Calls in Area	First Due Responded	Percent Responded	First Due Arrived	Percent Arrived	First Due First	Percent First
MFD1	1,809	1,632	90.2	1,609	88.9	1,582	87.5
MFD2	1,551	1,365	88.0	1,333	85.9	1,289	83.1
MFD3	864	796	92.1	784	90.7	775	89.7
MFD4	276	259	93.8	253	91.7	246	89.1
MFD5	70	62	88.6	61	87.1	60	85.7
Total	4,570	4,114	90.0	4,040	88.4	3,952	86.5

For the table above, for each station, CPSM counted the number of calls within its first due area where at least one MFD unit arrived. Next, we focused on units from the first due station to see if any unit responded, arrived, or arrived first; Unit HZMT4 rotates between Station 1 and 4. When LAD5 was out of service in Station 5's area, the reserve Eng 5 would run out of that location.

TABLE 3-13: Workload by Unit

Station	Unit	Type	Minutes per Run	Hours	Percent	Minutes per Day	Runs	Runs per Day
MFD1	BAT1	BC	26.4	211.2	8.7	34.7	480	1.3
	BAT2	BC	52.2	20.9	0.9	3.4	24	0.1
	ENG1	Engine	20.8	665.4	27.5	109.4	1,916	5.2
	ENG5	Res. Engine	23.4	34.6	1.4	5.7	89	0.2
	HZMT1	Hazmat	4.2	0.1	0.0	0.0	1	0.0
	LAD1*	Ladder	1.0	0.0	0.0	0.0	1	0.0
	PLAT1	Platform	20.3	53.2	2.2	8.8	157	0.4
	RES1*	Rescue	20.6	1.7	0.1	0.3	5	0.0
	TEMS1	Rescue	0.1	0.0	0.0	0.0	1	0.0
	Total		22.2	987.2	40.7	162.3	2,674	7.3
MFD2	ENG2	Engine	19.2	143.8	5.9	23.6	449	1.2
	LAD2*	Ladder	19.3	506.7	20.9	83.3	1,572	4.3
	RES2	Rescue	26.3	22.4	0.9	3.7	51	0.1
	SOTV	Rescue	54.6	3.6	0.2	0.6	4	0.0
	Total		19.6	676.5	27.9	111.2	2,076	5.7
MFD3	AIR302	ARFF	15.8	1.1	0.0	0.2	4	0.0
	ENG3	Engine	23.1	458.3	18.9	75.3	1,191	3.3
	Total		23.1	459.4	19.0	75.5	1,195	3.3
MFD4	ENG4	Engine	20.7	243.3	10.0	40.0	705	1.9
	HZMT4**	Hazmat	42.0	39.9	1.6	6.6	57	0.2
	Total		22.3	283.2	11.7	46.6	762	2.1
MFD5	LAD5	Ladder	18.7	16.8	0.7	2.8***	54	0.1***
Total			21.5	2,423.1	100.0	398.3	6,761	18.5

Note: *No longer at this station; **Unit rotates between Stations 1 and 4; ***Station 5 started service on 8/20/2023 for a total of 42 days in the study period. However, Ladder 5 was only in service at Station 5 for 21 days. It was out for maintenance for another 19 days, and at Station 2 replacing L2 for two days. All "per day" measurements are divided by 365 days for consistency.

Regarding the MFD's resiliency to respond to calls, analysis of these tables tells us:

- On average the MFD made 18.5 runs per day.
- On average, calls had a duration of 21.5 minutes per run.
- On a station level, Station 1 made the most runs (2,674, or an average of 7.3 runs per day) and had the highest total annual deployed time (987.2 hours, or an average of 2.7 hours per day).
- On a unit level, Engine 1 made the most runs (1,916, or an average of 5.2 runs per day), and had the highest total annual deployed time (665.4 hours, or an average of 109.4 minutes per day).
- 88.5 percent of the time there was no call or a single call (no call overlap).
- 9.0 percent of the time a call overlapped with one other call.
- 1.8 percent of the time there were three or more calls in an hour.
- 0.4 percent of the time there were 4 or more calls in an hour.
- 88.4 percent of the time the first due unit responded to calls in its first due area.
- 86.5 percent of the time the first due unit arrived first in its first due area.

The MFD has moderate resiliency with the current deployment model. Resiliency increases when contemplating the assembling of an Effective Response Force for structural fire responses, which typically means all companies in the city will respond, leaving no resources available to respond to an overlapping call until the incident commander determines resource needs/allocation.

RISK CATEGORIZATION

A comprehensive risk assessment is a critical aspect of creating standards of cover and can assist the MFD in quantifying the risks that it faces. Once those risks are known, the department is better equipped to determine if the current response resources are sufficiently staffed, equipped, trained, and positioned. In this component, the factors that drive the service needs are examined and then link directly to discussions regarding the assembling of an effective response force (EFR) and when contemplating the response capabilities needed to adequately address the existing risks, which encompasses the component of critical tasking.

The risks that the department faces can be natural or human-caused and may be affected by the changing demographics of the community served. With the information available from the CPSM data analysis, the MFD, the city, and public research, CPSM and the MFD can begin an analysis of the city's risks and can begin working towards recommendations and strategies to mitigate and minimize their effects. This section contains an analysis of the various risks considered within the MFD's service area.

Risk is often categorized in three ways: consequence of the event on the community, the probability the event will occur in the community, and the impact on the fire department. The following three tables look at the probability of the event occurring which ranges from unlikely to frequent; consequence to the community, which is categorized as ranging from insignificant to catastrophic; and the impact to the organization, which ranges from insignificant to catastrophic.

TABLE 3-14: Event Probability

Probability	Chance of Occurrence	Description	Risk Score
Unlikely	2%-25%	Event may occur only in exceptional circumstances.	2
Possible	26%-50%	Event could occur at some time and/or no recorded incidents. Little opportunity, reason, or means to occur.	4
Probable	51%-75%	Event should occur at some time and/or few, infrequent, random recorded incidents, or little anecdotal evidence. Some opportunity, reason, or means to occur; may occur.	6
Highly Probable	76%-90%	Event will probably occur and/or regular recorded incidents and strong anecdotal evidence. Considerable opportunity, means, reason to occur.	8
Frequent	90%-100%	Event is expected to occur. High level of recorded incidents and/or very strong anecdotal evidence.	10

TABLE 3-15: Impact on MFD

Impact	Impact Categories	Description	Risk Score
Insignificant	Personnel and Resources	One apparatus out of service for period not to exceed one hour.	2
Minor	Personnel and Resources	More than one but not more than two apparatus out of service for a period not to exceed one hour.	4
Moderate	Personnel and Resources	More than 50 percent of available resources committed to incident for over 30 minutes.	6
Significant	Personnel and Resources	More than 75 percent of available resources committed to an incident for over 30 minutes.	8
Catastrophic	Personnel, Resources, and Facilities	More than 90 percent of available resources committed to an incident for more than two hours or event which limits the ability of resources to respond.	10

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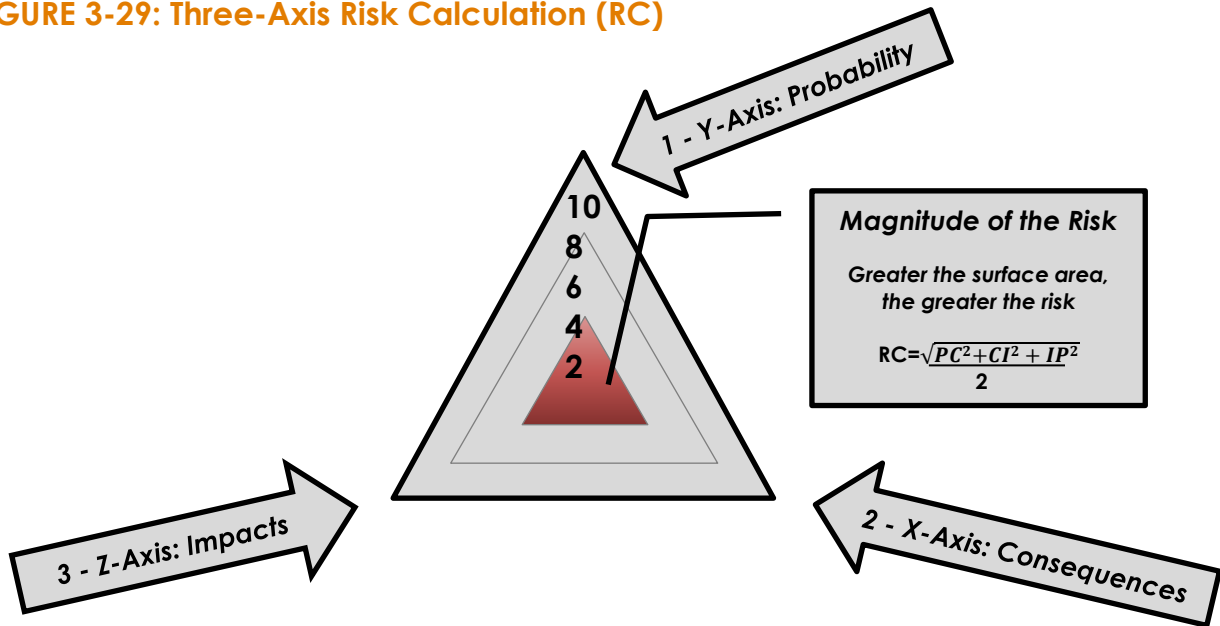
TABLE 3-16: Consequence to Community Matrix

Impact	Impact Categories	Description	Risk Score
Insignificant	Life Safety	1 or 2 people affected, minor injuries, minor property damage, and no environmental impact.	2
Minor	Life Safety Economic and Infrastructure Environmental	A small number of people affected, no fatalities, and a small number of minor injuries with first aid treatment. Minor displacement of people for <6 hours and minor personal support required. Minor localized disruption to community services or infrastructure for <6 hours. Minor impact on environment with no lasting effects.	4
Moderate	Life Safety Economic and Infrastructure Environmental	Limited number of people affected (11 to 25), no fatalities, but some hospitalization and medical treatment required. Localized displacement of small number of people for 6 to 24 hours. Personal support satisfied through local arrangements. Localized damage is rectified by routine arrangements. Normal community functioning with some inconvenience. Some impact on environment with short-term effects or small impact on environment with long-term effects.	6
Significant	Life Safety Economic and Infrastructure Environmental	Significant number of people (>25) in affected area impacted with multiple fatalities, multiple serious or extensive injuries, and significant hospitalization. A large number of people displaced for 6 to 24 hours or possibly beyond. External resources required for personal support. Significant damage that requires external resources. Community only partially functioning, some services unavailable. Significant impact on environment with medium- to long-term effects.	8
Catastrophic	Life Safety Economic and Infrastructure Environmental	A very large number of people in affected area(s) impacted with significant numbers of fatalities, large number of people requiring hospitalization, serious injuries with long-term effects. General and widespread displacement for prolonged duration; extensive personal support required. Extensive damage to properties in affected area requiring major demolition. Serious damage to infrastructure. Significant disruption to, or loss of, key services for a prolonged period. Community unable to function without significant support. Significant long-term impact on environment and/or permanent damage.	10

This section also contains an analysis of the various risks considered in the city. In this analysis, information presented and reviewed in this section (All-Hazards Risk Assessment of the Community) have been considered. Risk is categorized as Low, Moderate, High, or Special.

Prior risk analysis has only attempted to evaluate two factors of risk: probability and consequence. Contemporary risk analysis considers the impact of each risk to the organization, thus creating a three-axis approach to evaluating risk as depicted in the following figure. A contemporary risk analysis now includes probability, consequences to the community, and impact on the organization, in this case the MFD.

FIGURE 3-29: Three-Axis Risk Calculation (RC)



The following factors/hazards were identified and considered:

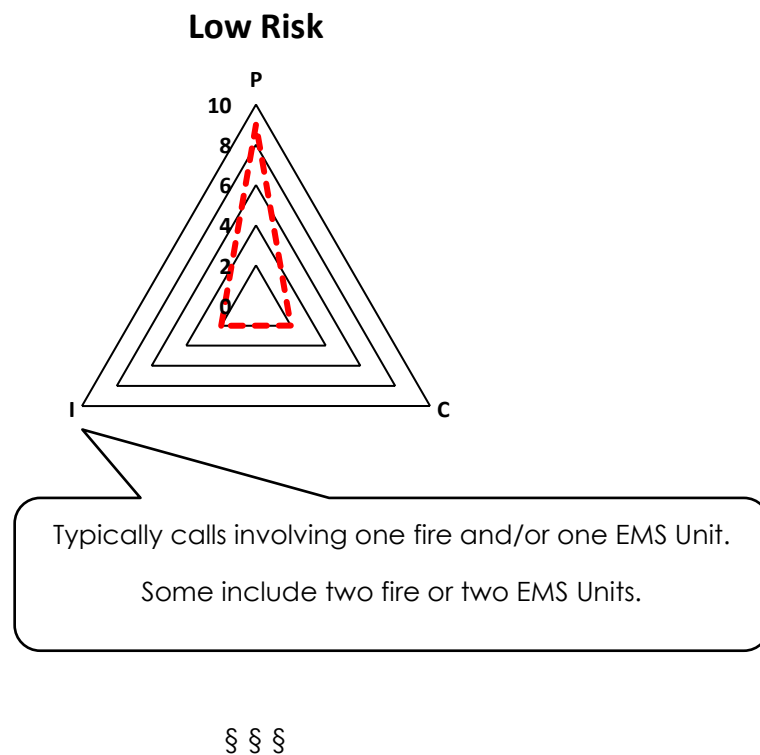
- **Demographic factors** such as age, socio-economic, vulnerability.
- **Natural hazards** such as flooding, snow and ice events, wind events, wild land fires.
- **Manufactured hazards** such as rail lines, roads and intersections, target hazards.
- **Structural/building risks.**
- **Fire and EMS incident numbers and density.**

The assessment of each factor and hazard as listed below took into consideration the likelihood of the event, the impact on the city itself, and the impact on MFD's ability to deliver emergency services, which includes automatic aid capabilities as well. The list is not all inclusive but includes categories most common or that may present to the city and the MFD.

Low Risk

- Automatic fire/false alarms.
- BLS EMS Incidents.
- Low-risk environmental event.
- Motor vehicle accident (MVA).
- Good intent/hazard/public service fire incidents with no life-safety exposure.
- Outside fires such as grass, rubbish, dumpster, vehicle with no structural/life-safety exposure.

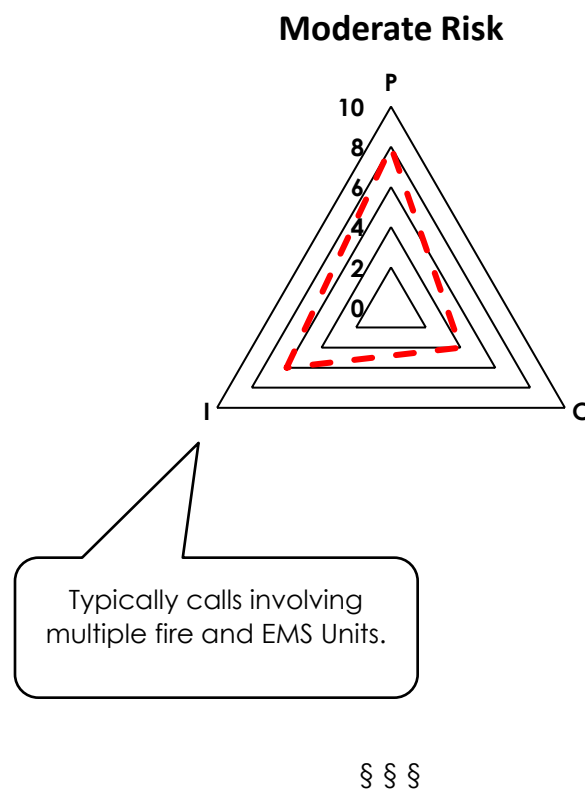
FIGURE 3-30: Low Risk



Moderate Risks

- Fire incident in a single-family dwelling where fire and smoke or smoke is visible, indicating a working fire.
- Suspicious substance investigation involving multiple fire companies and law enforcement agencies.
- ALS EMS incident.
- MVA with entrapment of passengers.
- Grass/brush fire with structural endangerment/exposure.
- Low angle rescue involving ropes and rope rescue equipment and resources.
- Surface water rescue.
- Good intent/hazard/public service fire incidents with life-safety exposure.
- Rail event with no release of product or fire, and no threat to life safety.

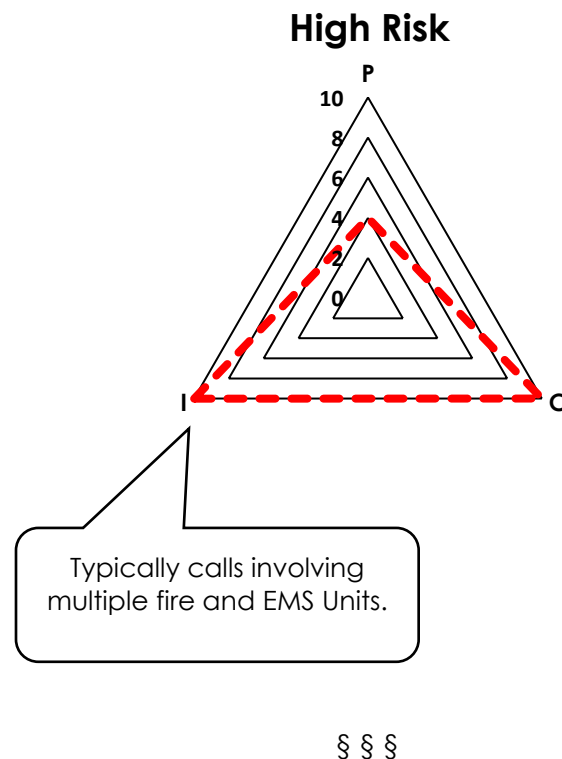
FIGURE 3-31: Moderate Risk



High Risk

- Working fire in a target hazard.
- Cardiac arrest.
- Mass casualty incident of more than 10 patients but fewer than 25 patients.
- Confined space rescue.
- Structural collapse involving life-safety exposure.
- High-angle rescue involving ropes and rope rescue equipment.
- Trench rescue.
- Suspicious substance incident with multiple injuries.
- Industrial leak of hazardous materials that causes exposure to persons or threatens life safety.
- Weather events that create widespread flooding, heavy snow, heavy winds, building damage, and/or life-safety exposure.

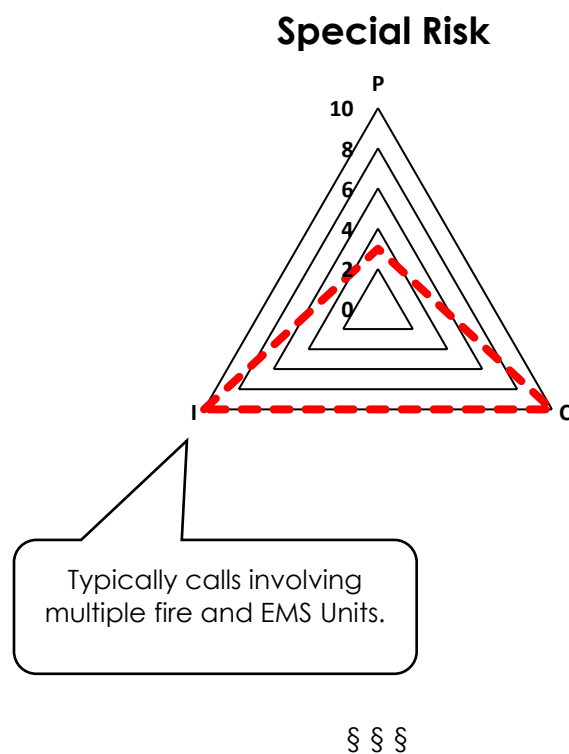
FIGURE 3-32: High Risk



Special Risk

- Working fire in a structure of more than three floors.
- Fire at an industrial building or complex with hazardous materials.
- Fire in an occupied targeted hazard with special life-safety risks such as age, medical condition, or other identified vulnerabilities.
- Mass casualty incident of more than 25 patients.
- Rail or transportation incident that causes life-safety exposure or threatens life safety through the release of hazardous smoke or materials and evacuation of residential and business occupancies.
- Explosion in a building that causes exposure to persons or threatens life safety or outside of a building that creates exposure to occupied buildings or threatens life safety.
- Massive river/estuary flooding, fire in a correctional or medical institution, high-impact environmental event, pandemic.
- Mass gathering with threat of fire and threat to life safety or other civil unrest, weapons of mass destruction release.

FIGURE 3-33: Special Risk



SECTION 4. ADMINISTRATIVE AND OPERATIONAL ASSESSMENT

ADMINISTRATIVE AND ORGANIZATIONAL ASSESSMENT

MFD is a career fire department that employs 71 full-time personnel consisting of administrative, support, and operational level officers and firefighters. Along with its complement of officers and firefighters, MFD deploys four engine companies and one quint/ladder company out of five fire stations. MFD operates on a rotational shift work schedule with a shift or platoon configuration working 48 hours on and 96 hours off (48/96).

The following positions are part of the Fire Chief's Administrative Staff. It is important to note that these positions while assigned to Fire Administration have a significant role in the operations of the department and are available to assume command and fill support roles at any emergency and non-emergency incident during work, after hours, and weekends if needed.

Fire Chief

The MFD is led by a Fire Chief who has overall responsibility for the management and leadership of the department. The Fire Chief provides leadership and direction for all Fire Department functions in support, operations, and personnel through the supervision of subordinate staff and review of their activities.

The Fire Chief is an inclusive and collaborative leader and exemplifies the vision, standards, and expectations of the city and will work closely with the community to ensure that all members feel safe and included at all times.

The Fire Chief exercises strategic and visionary thinking that will have long-term organization-wide application and impact, including the development and implementation of critical programs, and supervision of multiple assigned functions, divisions, and significant resources.

The Chief works closely with City Department Directors and staff members to achieve the mission of the city and its citizens. The Chief is assisted by Two Battalion Chiefs providing assistance with Operations, Training, and Prevention.

Responsibilities include reviewing the general operation of the department to determine efficiency, ensure operational readiness, providing direction on major projects or problem areas, developing and implementing policies and procedures, administration of the labor relations program; and providing policy guidance. Works in conjunction with the City's Emergency Management Coordinator, EMS Liaison, Fire Prevention Personnel, operational personnel, and civilian support staff. The Fire Chief works Monday-Friday with night and weekend duties and responsibilities for the protection of life and property for the city and is expected to be available 24/7. This position reports to the City Manager or their designee.

Administrative Battalion Chief

Position is responsible for leading, planning, organizing, and controlling all emergency and non-emergency functions of the Operations and Support Services; such duties may include leading and managing fire operations in coordination with the operational Battalion Chiefs, Trinity emergency medical services (EMS), safety, training, fire prevention, administration of disciplinary procedures along with supervision of maintenance operations, supply, and logistics. This position

provides strategic input and assistance in carrying out the day-to-day functions of the department. This is a Monday-Friday assignment with at times night and weekend duties and responsibilities. This position is under the general supervision of the Fire Chief.

Training Battalion Chief

Position is the chief fire official responsible for overseeing all emergency and non-emergency fire training activities. Training is one of the most important factors in any fire department and must be a priority for the MFD. "Train like your life depends on it, because it does" is a mantra that fire departments live by. The Training Chief is responsible for emergency and non-emergency activities and develops schedules, and presents department training programs that are current, and adhere to department medical protocols. The Training Chief is responsible to ensure that all firefighters and staff meet the training needs of all departmental personnel as well as state, Federal, and other nationally recognized criteria, and requirements. The Training Chief will represent the department as a member of applicable fire training associations and groups related to assigned duties and responsibilities. The Training Chief may also respond to emergency and non-emergency incidents as required. This is a Monday-Friday assignment with at times night and weekend duties and responsibilities. This position is under the general supervision of the Fire Chief.

Fire Inspector

Position provides service to the engineering, architectural, construction community, and other citizens and stakeholders through the enforcement, interpretation, and application of fire codes, fire department inspections, and building codes in coordination with the city's Building Official. Conducts inspections of identified buildings and structures, including new and existing construction in the city for fire prevention purposes. Evaluates and enforces existing fire safety conditions, along with federal, state, and local codes applicable to fire safety. This position is currently under the general supervision of the Administrative Battalion Chief.

Executive Assistant to the Fire Chief and Battalion Chief

Position handles complex and confidential administrative support to Fire Chief and Battalion Chiefs including scheduling of calendars; tracking and following up on projects; reviewing mail; coordinating travel; organizing, coordinating, and preparing documents for public and staff meetings; drafting correspondence; and advising executive staff of complex complaints and issues. This position was largely responsible for departmental payroll that has recently been transitioned to the Shift Battalion Chiefs.

The following positions make up the operational staffing, which represents the largest staffing complement in the MFD, which is typical across the country.

Battalion Chiefs: Fire Operations

The position is responsible for all emergency and non-emergency activities along with the daily staffing of all emergency units and for ensuring that their personnel follow departmental policies and SOGs. Position makes rounds to the stations within in their battalion, on a shift basis, to ensure the standardization of procedures, communication of departmental information, and assess the physical and behavioral health and wellness of personnel for operational readiness. Position has ancillary duties in addition to their shift operational and administrative duties, which include community activities, technology, health and safety, support services such as fleet, facilities and equipment, emergency operations, and training of shift personnel. Will assume the position of Incident Commander on all major EMS and fire incidents. This position must hold certification in Paramedicine and/or Emergency Medical Technician (EMT) and other requirements set forth by the city. Position is exposed to a variety of emergency situations at fire

scenes and engages in decision making to determine appropriate procedures for a wide variety of life-threatening situations. This position reports directly to the Fire Chief. Battalion Chiefs work a rotational shift schedule of 48/96. Battalion Chiefs are often recalled if necessary to cover vacancies or emergency incidents. This position is under the general supervision of the Fire Chief.

Shift Captains

The position is responsible for the protection, safety, and welfare of subordinates, peers, and citizens as directed by Fire Department Standard Operating Procedures. The Fire Captain participates in emergency or non-emergency activities as assigned or directed by Fire Department Standard Operating Procedures or a higher-ranking officer. At the direction of, or in the absence of, a higher-ranking officer, the Fire Captain assumes the responsibilities, activities, and duties of a higher rank until relieved. This position must hold certification in Paramedicine and/or Emergency Medical Technician (EMT) and other requirements set forth by the city. Position is exposed to a variety of emergency situations at fire scenes and engages in decision making to determine appropriate procedures for a wide variety of life-threatening situations. The position works a rotational shift schedule and reports directly to the Shift Battalion Chief.

Senior Firefighters

Position is responsible for all operational and non-operational requirements of a firefighter. In addition, this position is responsible for the safe operation of the apparatus and must adhere to all driving and safety standards as described in the department's Standard Operating Procedure (SOP) as well as local, state, and federal laws. Participates in fire prevention and training as needed and maintains the fire station and firefighting equipment in a constant state of readiness. Position is exposed to a variety of emergency situations at fire scenes and engages in decision making to determine appropriate procedures for a wide variety of life-threatening situations. The position works a rotational shift schedule of 48/96 and reports directly to the Shift Captain. Personnel can be assigned as a lead driver position but its rotated among senior firefighters as needed.

Firefighters

Position responds to fire alarms, structural fires, medical emergencies, hazardous materials, urban rescue, and other calls to protect life and property. Participates in fire prevention and training as needed and maintains the fire station and firefighting equipment in a constant state of readiness. This position must hold certifications in Emergency Medical Technician (EMT) and other requirements set forth by the city. Position is exposed to a variety of emergency situations at fire scenes and engages in decision making to determine appropriate procedures for a wide variety of life-threatening situations. The position works a rotational shift schedule and reports directly to the Shift Captain.

TIME ALLOCATION PRINCIPLES

To effectively operate in an organization, an employee must understand his or her role and, as importantly, where he/she should allocate his/her time during the workday or shift to be most effective. Understanding this concept is essential in an organization such as MFD, which has a lean organizational chart. Managers and firefighters have a responsibility to understand their organizational roles and responsibilities, and to effectively perform the tasks related to these roles and responsibilities. One would not expect senior-level officers to spend as much time operating the system as a frontline service provider does. Conversely, one would not expect a first-line or midlevel officer to spend as much time as a senior-level officer planning for the future of the

organization. In this way, each level of the organization has a separate set of priorities and employees at each level should allocate their time accordingly.

Three segments of organizational time allocation are central to achieving the goals and objectives of any organization and, more importantly, to enable the organization to fulfill its mission and realize its vision. These segments are (1) operating the system; (2) improving the system; and (3) creating the future.

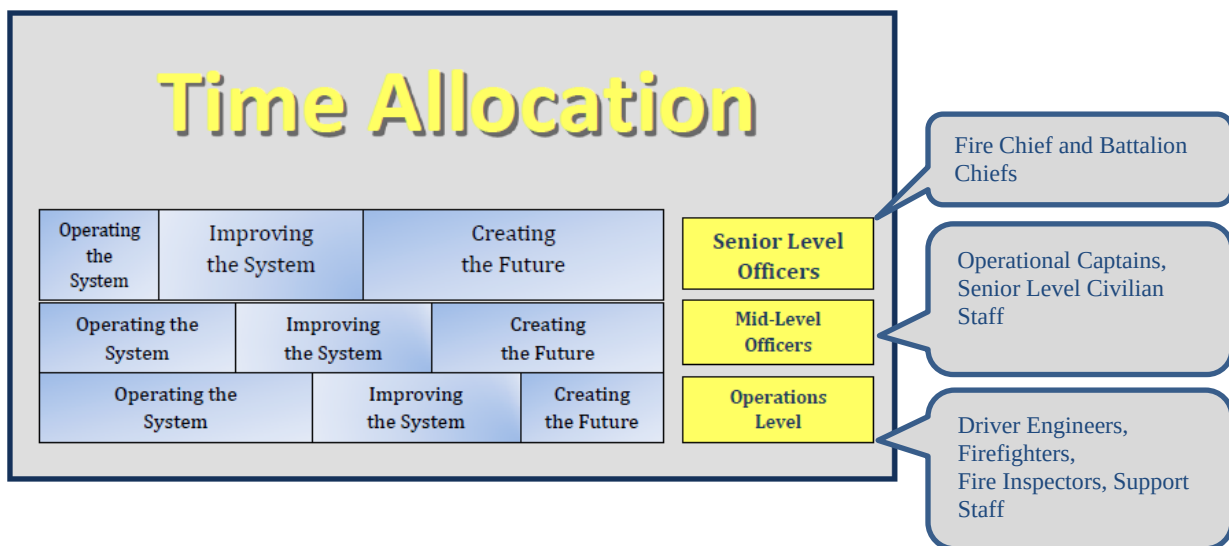
Operating the system is that time during the workday that an organizational member is implementing service deliverables, touching those components of the organization that make it go.

Improving the system is the time during the workday that an organizational member spends seeking ways to make service deliverables and organizational components more efficient, or, more simply put, improved and better.

Creating the future is that critical piece of time allocation when an organizational member develops goals and objectives that link to strategic planning and considers the vision of the organization in a way that focuses on successful, effective outcomes.

In the time allocation model, each level in the organization spends a percentage of their day either *Operating the System*, *Improving the System*, or *Creating the Future*. Where a staff member may allocate their time is directly tied to the position in the organization they fill.

FIGURE 4-1: Time Allocation Model



In the MFD, senior level officers include the Fire Chief and two Administrative Battalion Chiefs. These positions should spend the majority of their time creating the future for the department, the next greatest portion of their time improving the system, and the least amount of time operating the system. When senior management delves into operating the system more than improving the system and creating the future, several things occur, which may include: critical planning goes undone; unclear organizational priorities and goals; a lack of transparency in decision-making; low morale and employee engagement; employees do not reach their expectation level due to their lack of motivation; employees may not feel welcome or respected.

Middle managers in MFD include the shift Battalion Chiefs. These positions should allocate their time evenly across the three categories of creating the future for the department, improving the system, and operating the system. In this scenario these positions plan, organize, lead, and evaluate the shift operations for the career staff. This level in the organization is important in that it creates the conduit of information between those who operate the system and those who improve the system and create the future. This level of the organization should be linked to committees, processes, and continuous improvement of the organization on a regular basis. They should also be included in strategic planning concepts through input and development of goals and objectives. Importantly, this level manages and leads those who operate the system and is responsible for ensuring this level of the organization is continuously prepared to respond and mitigate emergencies. This is often the most difficult in regards to time allocation since time is spent in both planning and operation given the fact that some elements of operating the system cannot be defined and at times are incident driven.

Those who operate the system in MFD include Captains and firefighters. These positions should be allocating their time in reverse of senior leadership. This includes the greatest percentage of the day spent operating the system, the next greatest percent improving the system, and the least amount of time creating the future. While it is natural for this level of the organization to spend most of their time operating the system (preparation and response to emergencies), they are a valuable resource and should not be ignored when systems, processes, equipment, and response require improvement. Equally, when strategic goals and objectives are developed, this level operates the very pieces of the organization for which goals and objectives are being developed. Inclusion of this level empowers and creates trust and buy-in to organizational concepts and strategies.

Ideally, even in a compact organization such as MFD, it is critical that the appropriate time be spent at the appropriate level in the organization to continuously operate the system, make improvements, and create the future. Given this, it is recommended that MFD organize the department to optimize and empower subordinate officers to the Fire Chief to include senior level chief officers and company officers within the leadership and management of all department operations. This includes the concepts of a Functional Organizational Chart, the Time Allocation Model to ensure a more efficient alignment of organizational resources, and the effective use of all members of the organization to achieve the organization's mission and core values.

FUNCTIONAL TABLE OF THE ORGANIZATION

MFD, as a small career department, has a small administrative staffing count and commits most of its total staffing count to fire and EMS operations. Smaller departments deal with the same issues and challenges of much larger departments, just on a smaller scale. Nevertheless, the issues still must be managed, and solutions implemented.

Because there are many of the same functions, programs, and supportive tasks required in MFD as there are in larger fire and EMS departments, it is important for MFD to staff administrative and support roles from a functional standpoint and not necessarily by title or person. This may be accomplished utilizing a functional table of the organization.

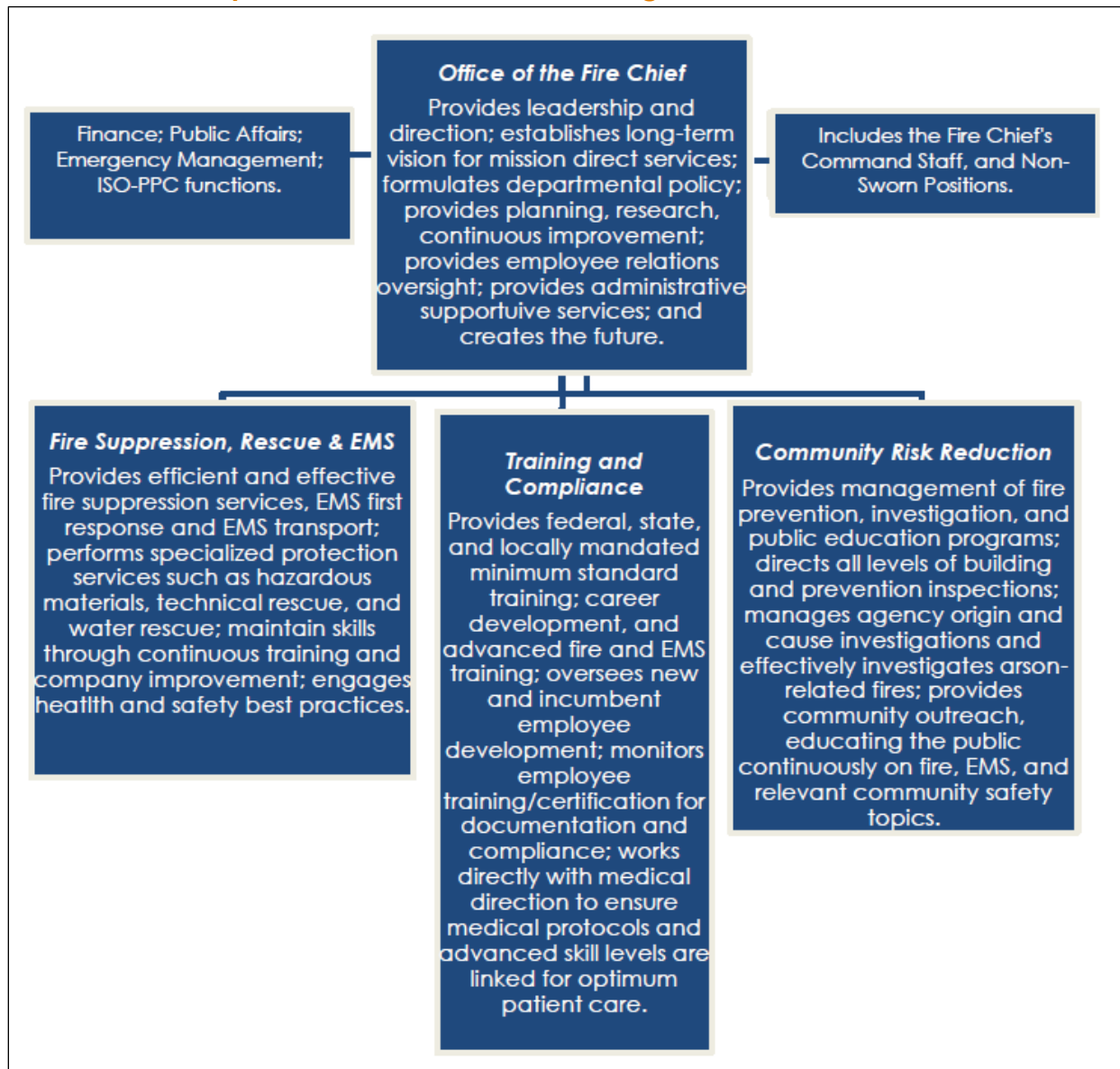
A functional table of the organization will provide a clear picture of the leadership functions at each level, and as well will illustrate the work of leadership to be performed at every level in the organization. Integrating the functional table of the organization with the traditional organizational model (typically a scalar model) directs leadership's attention from that of a

specific focus of an individual to one of leadership viewed from an organizational perspective. This breaks down organizational silos and creates leadership teams within each organizational component, which promotes lateral team building between organizational shifts and divisions.

Additionally, a functional table of the organization illustrates to the community a clear picture of what and where key services of the organization are located within an organization. In this type of chart, each task or functional area becomes a focal point. Specialization is centralized and employees who are doing these specialized jobs or tasks are identified. A functional chart will enable the MFD to better visualize its division of responsibilities and offer a high level of transparency to both internal and external stakeholders.

The next figure outlines a basic fire department functional organizational table with four key elements that include the chief's office, fire suppression and rescue, training and education, and community risk reduction.

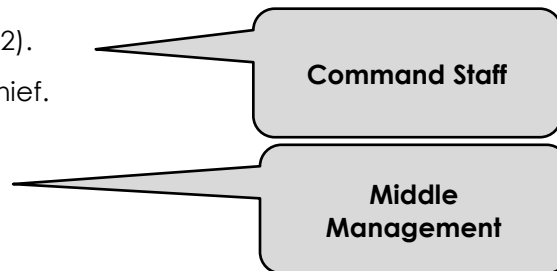
FIGURE 4-2: Sample Functional Table of the Organization



SUCCESSION PLANNING

During our analysis, CPSM was advised of impending retirements of middle and command staff level officers in the near term. While retirement of employees occurs organically in all organizations, because of the small size of MFD the impacts are greater given the short bandwidth of these retirements. The approaching retirements include:

- Fire Chief.
- Admin Battalion Chief (2).
- Operations Battalion Chief.
- Captain A-Shift.
- Captain B-Shift.
- Captain C-Shift.



One important organizational concept for an organization that is experiencing turnover of personnel at management and leadership ranks, is to implement programs that identify the future leaders of the organization; that is, programs that go beyond the technical courses for career advancement preparation. A key to this is to develop and implement a formal succession plan, focused on developing potential successors to ensure organizational leadership stability, and serve as a retention plan. This type of planning is typically designed to identify, develop, and nurture potential future leaders.

There are a few examples of succession planning that work well in fire departments:

- **Development-Based Processes:** A succession planning model that equips an employee or group of employees for future roles and responsibilities through diverse organizational program exposure and assignments.
- **Replacement Planning:** A process of identifying replacement staff for key positions and functions and developing these employees over the short term.
- **Career Path Training:** A program that identifies technical and organizational development courses and/or formal education that must be completed as employees prepare to elevate responsibility or position in the organization. Ideally the officer candidate for any officer level in the department is experienced and has the foundational technical and formal education and training to be successful with each new level promoted to. To ensure this and to ensure the MFD is preparing future officers, a formal program that identifies those foundational technical and organizational courses germane to each level in the organization should be selected and implemented.
- **Succession Planning:** A more future-focused process of categorizing the knowledge, skills, and abilities needed to perform organizational functions. Linked to this is the development of a plan that has the intent of preparing multiple employees to potentially perform those functions and which creates opportunity for advancement in the organization.

Critical to the success of succession planning is the engagement and commitment of the senior leaders to the program, as well as the commitment of other members of the organization to their own personal and professional development. To be a part of the succession plan, one must commit to one's own professional development to be able to compete for and fill critical organizational leadership roles. CPSM recommends MFD work with the city's Human Resources Director to develop a succession plan that is diverse, includes the entire organization, and has a

focus on preparing current and future members to take on additional roles and responsibilities, and as well as prepares members for advancement and promotion into key roles in the organization.

MFD FIRE OPERATIONS, OPERATIONS STAFFING, AND SERVICE DELIVERY MODEL

When exploring staffing and deployment of fire departments it is prudent to design an operational strategy around the actual circumstances that exist in the community and the fire and risk problems that are identified. The strategic and tactical challenges presented by the widely varied hazards that a department protects against need to be identified and planned for through a community risk analysis planning and management process as completed in this report.

There are budgetary factors that must be considered when deciding on the level of staffing and risk a community must undertake.

Effectively managing a fire department requires an understanding of and an ability to demonstrate how changes to resources will affect community outcomes. It is imperative that fire department leaders, as well as political decision makers, know how fire department resource deployment in their local community affects community outcomes in three critical areas: firefighter injury and death; civilian injury and death; and property loss. If fire department resources (both mobile and personnel) are deployed to match the risk levels inherent to hazards in the community, it has been scientifically demonstrated that the community will be far less vulnerable to negative outcomes in all three areas.⁵¹

Even with a thorough risk evaluation, staffing fire and EMS companies continues to remain a hotly debated topic among firefighters and governmental leadership since risk assessment models include high-risk/low-frequency situations. Technical rescue and hazmat incidents are examples of these risk profiles. While a situation may be low frequency, they can and do exist and require operational readiness to mitigate.

The federal government is aware of staffing issues for local municipality fire departments as well. In response to concerns over the adequacy of firefighter staffing, the Staffing for Adequate Fire and Emergency Response Act, known as the SAFER Act, was enacted by the 108th Congress as Section 1057 of the FY2004 National Defense Authorization Act (P.L. 108-136). The SAFER Act authorizes grants to career, volunteer, and combination local fire departments for the purpose of increasing the number of firefighters to help communities meet industry-minimum standards and attain 24-hour staffing to provide adequate protection from fire and fire-related hazards. Also authorized are grants to volunteer fire departments for recruitment and retention of volunteers. SAFER is administered by the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS).⁵² The goal of SAFER is to enhance the local fire department's ability to comply with staffing, response, and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720). For details, review the National Fire Protection Association's codes and standards.⁵³

51. Fire Service Deployment, Assessing Community Vulnerability, Metropolitan Chiefs, 2011.

52. Congressional Budget Research Service, informing the legislative debate since 1914. *Staffing for Adequate Fire and Emergency Response: The SAFER Grant Program*, updated April 25, 2019.

53. <https://www.fema.gov/grants/preparedness/firefighters/safer>

While NFPA 1710 and OSHA provide guidelines as to the level of staffing and response of personnel, the acceptance of these agency documents varies from state to state, and department to department. NFPA 1710 has addressed the recommended staffing in terms of four types of occupancies. The needed staffing to accomplish the critical tasks for each specific occupancy are determined to be the Effective Response Force (ERF). The ERF for each of these occupancies is detailed in NFPA 1710 (2020 edition) section 5.2.4 Deployment.

One of the factors that has helped the fire service in terms of staffing is technology. The fire service continues to experience several technological advances that help firefighters extinguish fires more effectively. More advanced equipment in terms of nozzles, thermal imaging systems, advancements in self-contained breathing apparatus, incident command strategies, and devices used to track personnel air supply are some of the advancements of technologies and techniques that help firefighters extinguish fires faster and manage the fireground more effectively. While some of these technologies do not reduce staffing or workforce required, it can have an impact on workload, property loss, and crew fatigue.

One such technology that can assist in the rapid extinguishment of fires is a foam agent such as Class A or Compressed Air Foam System (CAFS), which have an extinguishing factor that has several advantages over water. Significant advantages of Class A Foam are cooling ability and vapor suppression. The increased surface area of the foam bubbles compared to plain water droplets increases the spray's ability to absorb heat dramatically.

Regarding vapor suppression, the foam blanket effectively covers, and coats burned or partially burned fuels, thereby trapping escaping vapors.⁵⁴ Class A foam will increase wetting effectiveness, which allows for greater penetration into Class A fuels such as ordinary combustibles. It also gives water a foaming ability, which allows it to remain and cling to vertical and horizontal surfaces without run-off and allows water to absorb more heat. By adding a small quantity of a Class A foam concentrate into a water stream, the effectiveness of the water can be increased up to five times.⁵⁵

CAFS can also help provide some potential advantages vs. water-only systems. CAFS has been shown to reduce water use, provide for less extinguishment time, and reduce firefighter fatigue.⁵⁶

Even with many advances in technology and equipment, the fireground is an unforgiving and dynamic environment where critical tasks must be completed by firefighters. Providing adequate staffing (Effective Response Force) for these environments depends on many factors. A community fire risk assessment and the expectations of the community are factors that will drive the critical tasks needed to be completed on the fireground.

Staffing and deployment of fire services is not an exact science. While there are many benchmarks that communities and management utilize in justifying certain staffing levels, there are certain considerations that are data driven and reached through national consensus that serve this purpose as well. CPSM has developed metrics it follows and recommends that communities consider when making recommendations regarding staffing and deployment of fire resources.

In addition to metrics, staffing is also linked to station location, what type of apparatus is responding: engine, ladder, ambulance, or specialty piece. These combined factors help to determine what level of fire and EMS service is going to be delivered in terms of workforce,

54. www.chemguard.com

55. *ibid*

56. Fire Engineering, 2013, Compressed Air Foam and Firefighting Research, Dicus et al.

response time, and resources. Linked to these components of staffing and deployment are 11 critical factors that drive various levels and models from which fire and EMS departments staff and deploy. These factors are:

Fire Risk and Vulnerability of the Community: A fire department collects and organizes risk evaluation information about individual properties and based on the rated factors then derives a “fire risk score” for each property. The community risk and vulnerability assessment are used to evaluate the community. With regard to individual property, the assessment is used to measure all property and the risk associated with that property and then segregate the property as either a high-, medium-, or low-hazard depending on factors such as the life and building content hazard and the potential fire flow and the staffing and apparatus types required to mitigate an emergency in the specific property. Factors such as fire protection systems are considered in each building evaluation. Included in this assessment should be both a structural and nonstructural (weather, wildland-urban interface, transportation routes, etc.) analysis.

Population, Demographics, and Socioeconomics of a Community: Population and population density drives calls for local government service, particularly public safety. The risk from fire is not the same for everyone, with studies telling us age, gender, race, economic factors, and what region in the country one might live in contribute to the risk of death from fire. Studies also tell us these same factors affect demand for EMS, particularly population increase and the more frequent use of hospital emergency departments, since many uninsured or underinsured patients rely on EDs for their primary and emergent care, utilizing pre-hospital EMS transport systems as their entry point.

Call Demand: Demand is made up of the types of calls to which units are responding and the location of the calls. This drives workload and station staffing considerations. Higher population centers with increased demand require greater resources.

Workload of Units: The types of calls to which units are responding and the workload of each unit in the deployment model. This tells us what resources are needed and where; it links to demand and station location, or in a dynamic deployed system, the area(s) in which to post units, and acceptable travel time when measured against national benchmarks.

Travel Times from Fire Stations: Analyzes the ability to cover the fire management zone/response district in a reasonable and acceptable travel time when measured against national benchmarks such as NFPA 1710, 1720, and the ISO-Fire Service Rating Schedule (ISO-FSRS) engine and ladder company grading parameters. This metric links to demand, risk assessment, unit workload, and resiliency.

NFPA Standards, ISO, OSHA requirements (and other national benchmarking).

EMS Demand: Community demand; demand on available units and crews; demand on non-EMS units responding to calls for service (fire/police units); availability of crews in departments that utilize cross-trained EMS staff to perform fire suppression.

Critical Tasking: The ability of a fire and EMS department to comprise an effective response force when confronted with the need to perform required tasks on a fire or EMS incident scene defines its capability to provide adequate resources to mitigate each event. Department-developed and measured against national benchmarks. Links to risk and vulnerability analysis.

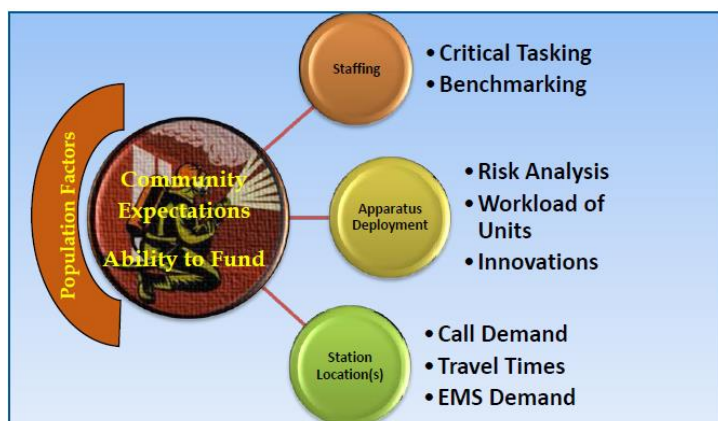
Innovations in Staffing and Deployable Apparatus: The fire department's ability and willingness to develop and deploy innovative apparatus (combining two apparatus functions into one to maximize available staffing, as an example). Deploying quick response vehicles (light vehicles

equipped with medical equipment and some light fire suppression capabilities) on those calls (typically the largest percentage) that do not require heavy fire apparatus.

Community Expectations: Measuring, understanding, and meeting community expectations. Stakeholders expect that when they request the fire department to respond to an emergency, the fire department will be available to respond and that the fire department will deliver the services necessary to resolve an emergency situation. They further expect that regardless of the day or time of the response, consistent services will be delivered, and that fire department personnel will be courteous and professional in enacting their responsibilities.⁵⁷

Ability to Fund: The community's ability and willingness to fund all local government services and understanding how the revenues are divided up to meet the community's expectations.

FIGURE 4-3: Ability to Fund: Community Expectations.



While each component presents its own metrics of data, consensus opinion, and/or discussion points, aggregately they form the foundation for informed decision making geared toward the implementation of sustainable, data- and theory-supported, effective fire and EMS staffing and deployment models that fit the community's profile, risk, and expectations.

Minot has a mix of commercial areas, professional office buildings, multifamily, and single-family residential structures (low and moderate density), and healthcare facilities. The service area has a diverse mix of buildings ranging from single family to mixed occupancy types with multiple stories.

MFD responds with fire suppression apparatus with crews from five fire station locations and utilizes Trinity Ambulance EMS ALS/BLS Transport while supporting with fire department-based BLS. At certain times MFD may request mutual aid assistance from Minot Rural or the Minot Air Force Base fire support as well as other departments in the area to assist with working structural fires when MFD resources are strained. More coordination is needed with Minot Rural and this will be discussed later in this report. The department is part of the Northwest Regional Response Team that provides response and equipment for Technical Rescue and Hazardous Materials response throughout North Dakota. . ***It is important to note here that Minot is an island city, meaning the city is not contiguous with jurisdictions providing municipal services. Fire services automatic and mutual aid are not readily available, leaving the MFD to manage multiple calls and large incidents on their own. This should be considered when contemplating staffing and deployment of resources.***

57. Stakeholders Have Explicit Expectations of Fire Departments, Dr. Robert Fleming, Rowan University, 2020

Response Platforms

- Engine Companies, which are primarily designed for firefighting operations, the transport of crew members, hose (fire attack and larger supply), tank water, ground ladders, self-contained breathing apparatus, and storage of an assortment of hand tools used for a broad spectrum of fire operational tasks. As engines are often utilized as first response units on EMS calls, they also carry an assortment of EMS equipment to treat patients and provide life-saving measures prior to the arrival of EMS transport units. Minot Fire Department personnel and apparatus will be trained and equipped for response to all hazards that may affect the community. Engines will be set up for fire suppression as well as emergency medical response and will be staffed with Emergency Medical Technicians (EMTs) who can deliver Basic Life Support (BLS) care from the engine platform.
- Quint/Ladder Company, which is also primarily designed for firefighting operations, differs from engines in that they also have a hydraulically operated aerial device designed to reach above grade floors to transport crew members, effect rescues, and provide an elevated water stream. Ladder trucks also transport crew members, ground ladders, self-contained breathing apparatus, various forcible entry tools, ventilation equipment, and hydraulic rescue tools as well as other equipment to deal with an assortment of fires and technical rescues. Minot's ladder is a quint platform configuration that carries hose (fire attack and supply) and tank water and can operate as an engine when required.
- Traditional Ladder Company personnel primarily perform such functions as firefighting, ventilation, utility control, above-grade firefighting tasks, and elevated master stream applications. These companies will be equipped and trained to engage in direct fire suppression and can respond to all types of EMS incidents. The staffing complement for the ladder is currently three; however, NFPA 1710 recommends a minimum of four firefighters for engine and ladder response.
- Command Vehicles, which are typically SUV-type vehicles with command centers built into the cargo compartment are designed to carry a command level officer to the scene and are equipped with radio and command boards, as well scene personnel tracking equipment and associated equipment. A command vehicle is assigned to the Operations Shift Battalion Chief. These personnel are responsible for responding to fire and EMS incidents and establishing command and control of the incident.

Fire, rescue, and emergency medical system (EMS) incidents, and the fire department's ability to respond to, manage, and mitigate, them effectively, efficiently, and safely, are mission-critical components of the emergency services delivery system. In fact, fire, rescue, and EMS operations provide the primary, and certainly most important, basis for the very existence of the fire department. Having the right vehicles and equipment are essential to the operational readiness of the department.

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MFD Operational Staffing Model

The MFD has three operational shifts, A, B, and C. The following table details the positions for each shift.

TABLE 4-1: MFD Shift Matrix

A Shift (48 on 96 off)	B Shift (48 on 96 off)	C Shift (48 on 96 off)
Station 1 ■ Engine 1: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ Battalion Chief-Shift Commander ■ *Hazmat 1 ■ *Platform 1	Station 1 ■ Engine 1: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ Battalion Chief-Shift Commander ■ *Hazmat 1 ■ *Platform 1	Station 1 ■ Engine 1: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ Battalion Chief-Shift Commander ■ *Hazmat 1 ■ *Platform 1
Station 2 ■ Engine 2: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ *Dive Truck ■ *Rescue 2	Station 2 ■ Engine 2: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ *Dive Truck ■ *Rescue 2	Station 2 ■ Engine 2: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ *Dive Truck ■ *Rescue 2
Station 3 ■ Engine 3: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ 1 ARFF Vehicle 1 FF Operator	Station 3 ■ Engine 3: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ 1 ARFF Vehicle 1 FF Operator	Station 3 ■ Engine 3: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ 1 ARFF Vehicle 1 FF Operator
Station 4 ■ Engine 4: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ *Technical rescue Truck/Trailer	Station 4 ■ Engine 4: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ *Technical Rescue Truck/Trailer	Station 4 ■ Engine 4: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ *Technical Rescue Truck/Trailer
Station 5 ■ Ladder 5: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ *Brush 5	Station 5 ■ Ladder 5: 1 Captain ■ 1 Engineer ■ 2 Firefighters ■ *Brush 5	Station 5 ■ Ladder 5: 1 Captain ■ 1 Engineer ■ 2 Firefighter ■ *Brush 5

Note: *Cross-staffed units

The table above depicts maximum staffing levels for the department. Engines and Ladders have four assigned personnel to each apparatus and run with a minimum of three. At times, the MFD may struggle to fill in for scheduled and unscheduled leave and thus utilizes overtime to fill in to minimum staffing levels. The MFD, like many fire departments across the country, staffs through the constant-staffing level model, meaning that on each shift there is a minimum number of staffed positions to be filled. In the case of the MFD that number is 17 personnel for each shift. When the department is at minimum staffing and a position is vacated by unscheduled leave, the position is backfilled by overtime staffing.

NFPA 1710

National Fire Protection Association (NFPA) standards are consensus standards and not mandated nor are they the law. Many cities and counties strive to achieve these standards to the extent possible without an adverse fiscal impact to the community. Cities and communities must decide on the level of service they can deliver based on several factors as discussed herein, including budgetary considerations. Questions of legal responsibilities are often discussed in terms of compliance with NFPA standards. Again, these are national consensus standards, representing best practices and applied science and research.

NFPA 1710 outlines organization and deployment of operations by career, and primarily career fire and rescue organizations.⁵⁸ It serves as a benchmark to measure staffing and deployment of resources to certain structures and emergencies.

NFPA 1710 was the first organized approach to defining levels of service, deployment capabilities, and staffing levels for career departments. Research work and empirical studies in North America were used by NFPA committees as the basis for developing response times and resource capabilities for those services as identified by the fire department.⁵⁹

According to NFPA 1710, fire departments should base their capabilities on a formal all-hazards community risk assessment, as discussed earlier in this report, and taking into consideration:⁶⁰

- Life hazard to the population protected.
- Provisions for safe and effective firefighting performance conditions for the firefighters.
- Potential property loss.
- Nature, configuration, hazards, and internal protection of the properties involved.
- Types of fireground tactics and evolutions employed as standard procedure, type of apparatus used, and results expected to be obtained at the fire scene.

According to NFPA 1710, if a community follows this standard, engine and ladder companies shall be staffed with a minimum of four on-duty members.⁶¹ Additional staffing parameters in this standard for engine and ladder companies is based on geographical isolation and tactical hazards, and increases each to five or six as a minimum.⁶² This staffing configuration is designed to ensure a fire department can complete the critical tasking necessary on building fires and

58. NFPA 1710 is a nationally recognized standard, but it has not been adopted as a mandatory regulation by the federal government or the State of North Dakota. It is a valuable resource for establishing and measuring performance objectives for the City of Minot but should not be the only determining factor when making local decisions about the city's fire services.

59. NFPA, Origin and Development of the NFPA 1710, 1710-1

60. NFPA 1710, 5.2.1.1, 5.2.2.2

61. NFPA 1710, 5.2.3.1.1; 5.2.3.2.1

62. NFPA 1710, 5.2.3.1.2, 5.2.3.1.2.1, 5.2.3.2.2, 5.3.2.3.2.1

other emergency incidents simultaneously rather than consecutively, and can efficiently assemble an effective response force for each risk the department may encounter. **NFPA 1710 permits fire departments to use established automatic aid and mutual aid agreements to comply with the assembling of on-scene personnel to complete critical tasks as outlined in the standard.**

Code of Federal Regulations, NFPA 1500, and Two-In/Two-Out

Another consideration, and one that links to critical tasking and assembling an Effective Response Force, is that of two-in/two-out regulations. Essentially, prior to starting any fire attack in an immediately dangerous to life and health (IDLH) environment [with no confirmed rescue in progress], the initial two-person entry team shall ensure that there are sufficient resources on-scene to establish a two-person initial rapid intervention team (IRIT) located outside of the building.

This critical tasking model has its genesis with the Occupational Safety and Health Administration, specifically 29 CFR 1910.134(g)(4). Currently, North Dakota does not have its own occupational health and safety regulatory program (often called a “state plan”). Instead, federal OSHA laws apply for North Dakota workers, including most private-sector workers.⁶³

The MFD responds to structural fires with four engines, a ladder/quint, and a Battalion Chief, equivalent to sixteen-duty fire staff. MFD also dispatches additional personnel to staff companies to backfill their stations on working incidents and who can be sent to the scene if necessary. Under this response model, the MFD provides the minimum number of firefighters on the initial response to comply with CFR 1910.134(g)(4), regarding two-in/two-out rules and an initial rapid intervention team (IRIT).

- CFR 1910.134(g)(4): Procedures for interior structural firefighting. In addition to the requirements as set forth under paragraph (g)(3), interior structural fires, the employer shall ensure that:
 - At least two employees enter the IDLH atmosphere and remain in visual or voice contact with one another at all times;
- CFR 1910.134(g)(4)(ii)
 - At least two employees are located outside the IDLH atmosphere; and
- 1910.134(g)(4)(iii)
 - All employees engaged in interior structural firefighting use SCBAs.
 - **Note 1 to paragraph (g):** One of the two individuals located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.
 - **Note 2 to paragraph (g):** Nothing in this section is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

According to the standard, one of the two individuals (standby member) shall be permitted to perform other duties outside of the hazard area, such as apparatus operator, incident commander, or technician or aid, provided constant communication is maintained between the standby member and the members of the crew.⁶⁴

63. <https://www.360training.com/osha-campus/north-dakota>

64. NFPA 1500, 2018, 8.8.2.4

NFPA 1500, *Standard on Fire Department Occupational Health, Safety, and Wellness*, 2018 Edition, has similar language as CFR 1910.134(g)(4) to address the issue of two-in/two-out, stating *the initial stages of the incident where only one crew is operating in the hazardous area of a working structural fire, a minimum of four individuals shall be required consisting of two members working as a crew in the hazardous area and two standby members present outside this hazard area available for assistance or rescue at emergency operations where entry into the danger area is required.*⁶⁵

NFPA 1500 also speaks to the utilization of the two-out personnel in the context of the health and safety of the firefighters working at the incident. *The assignment of any personnel including the incident commander, the safety officer, or operations of fire apparatus, shall not be permitted as standby personnel if by abandoning their critical task(s) to assist, or if necessary, perform rescue, this clearly jeopardizes the safety and health of any firefighter working at the incident.*⁶⁶

In order to meet CFR 1910.134(g)(4), and NFPA 1500, the MFD must utilize two personnel to commit to interior fire attack while two firefighters remain out of the hazardous area or immediately dangerous to life and health (IDLH) area to form the Initial Rapid Intervention Team (IRIT), while attack lines are charged, and a continuous water supply is established.

However, NFPA 1500 allows for fewer than four personnel under specific circumstances. It states, *Initial attack operations shall be organized to ensure that if on arrival at the emergency scene, initial attack personnel find an imminent life-threatening situation where immediate action could prevent the loss of life or serious injury, such action shall be permitted with fewer than four personnel.*⁶⁷

CFR 1910.134(g)(4) also states that nothing in section (g) is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.⁶⁸

It is also important to note that the OSHA standard (and NFPA 1710) specifically references "interior firefighting." Firefighting activities that are performed from the exterior of the building are not regulated by this portion of the OSHA standard. However, in the end, the ability to assemble adequate personnel, along with appropriate apparatus, on the scene of a structure fire, is critical to operational success and firefighter safety.

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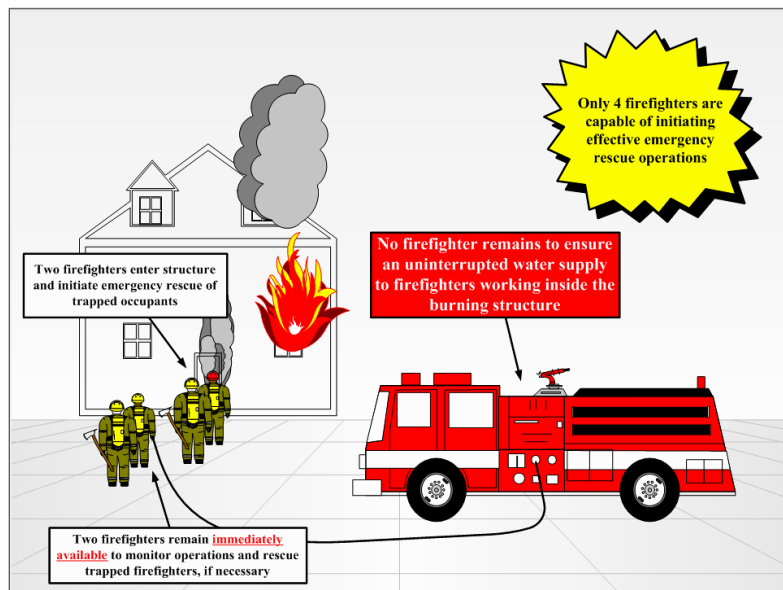
65. NFPA 1500, 2018, 8.8.2.

66. NFPA 1500, 2018, 8.8.2.5.

67. NFPA 1500, 2018 8.8.2.10.

68. CFR 190.134, (g).

FIGURE 4-4: Two-In/Two-Out Interior Firefighting Model*



OSHA and Technical Rescue

Regarding rescue and emergency services: CFR 1926.1211 (b)(1,2,3,4) requires that (b) an employer whose employees have been designated to provide permit space rescue and/or emergency services must take the following measures and provide all equipment and training at no cost to those employees:

- (1) Provide each affected employee with the personal protective equipment (PPE) needed to conduct permit space rescues safely and train each affected employee so the employee is proficient in the use of that PPE;
- (2) Train each affected employee to perform assigned rescue duties. The employer must ensure that such employees successfully complete the training required and establish proficiency as authorized entrants, as provided by 1926.1207 and 1926.1208 of this standard;
- (3) Train each affected employee in basic first aid and cardiopulmonary resuscitation (CPR). The employer must ensure that at least one member of the rescue team or service holding a current certification in basic first aid and CPR is available.
- (4) Ensure that affected employees practice making permit space rescues before attempting an actual rescue, and at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces, practice rescue is not required where the affected employees properly performed a rescue operation during the last 12 months in the same permit space the authorized entrant will enter, or in a similar permit space. Representative permit spaces must, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.⁶⁹

69. <https://www.osha.gov/sites/default/files/publications/osh2254.pdf>

EFFECTIVE RESPONSE FORCE AND CRITICAL TASKING

NFPA 1710 addresses standards for an Effective Response Force across several types of occupancies.

An effective response force (ERF) is defined as the minimum number of firefighters and equipment that must reach a specific emergency incident location within a maximum prescribed travel [driving] time. The maximum prescribed travel time acts as one indicator of resource deployment efficiency.

NFPA 1710 provides a staffing deployment model and critical tasking guidelines for four specific occupancies. These occupancies are:

- Single-Family Dwelling.
- Open-Air Strip Mall.
- Garden Style Apartment.
- High-Rise.

The Center for Public Safety Excellence (CPSE) has also established benchmarks regarding staffing and deployment. CPSE sets standards for agencies desiring accreditation through the Commission on Fire Accreditation International (CFAI). CFAI uses standards set forth in the *Community Risk Assessment Manual: Standards of Cover*, 10th edition to provide guidance in staffing and deployment to agencies desiring accreditation through Core Competencies.

Critical Tasking as Defined by CPSE and NFPA

Both CPSE and the NFPA have defined Critical Tasking. CPSE defines Critical Tasking as the application of tasks assigned to the human and physical resources that are minimally required to effectively mitigate pain, suffering, and loss of life and/or property. Critical tasking is relevant to risk classifications and risk categories.⁷⁰

There are 93 Core Competencies required for a department to achieve accreditation status as defined by CPSE. Competency 2C.4 is under the heading of Current Deployment and Performance and addresses Critical Tasking under 2C.4.

Criterion 2C: Current Deployment and Performance

*The agency identifies and documents the nature and magnitude of the service and deployment demands within its jurisdiction. Based on risk categorization and service impact considerations, the agency's deployment practices are consistent with jurisdictional expectations and with industry research. Efficiency and effectiveness are documented through quality response measurements that consider overall response, consistency, reliability, resiliency, and outcomes throughout all service areas. The agency develops procedures, practices, and programs to appropriately guide its resource deployment.*⁷¹

70. Center for Public Safety Excellence, *Quality Improvement for the Fire and Emergency Services*, 2020

71. Center for Public Safety Excellence, *Quality Improvement for the Fire and Emergency Services*, 2020

Core Competency 2C.4

A critical task analysis of each category and risk class has been conducted to determine the first due and effective response force capabilities, and a process is in place to validate and document the results.

Core competency 2C.4 requires that the agency conduct a critical task analysis of each risk category and risk class to determine the first-due and effective response force capabilities, and to have a process in place to validate and document the results. The process considers the number of personnel needed to perform the necessary emergency scene operations. Completion of the process also helps to identify any gaps in the agency's emergency scene practices.

Critical tasks as defined by NFPA 1710 are those activities that must be conducted on time by responders at emergency incidents to control the situation and stop loss. Critical tasking for fire operations is the minimum number of personnel needed to perform the tasks needed to effectively control and mitigate a fire or other emergency. To be effective, critical tasking must assign enough personnel so that all identified functions can be performed simultaneously. However, it is important to note that initial response personnel may manage secondary support functions once they have completed their primary assignment. Thus, while an incident may end up requiring a greater commitment of resources or a specialized response, a properly executed critical tasking assignment will provide adequate resources to immediately begin bringing the incident under control.

The specific number of people required to perform all the critical tasks associated with an identified risk or incident type is referred to as an Effective Response Force (ERF). The goal is to deliver an ERF within a prescribed period. NFPA 1710 provides the benchmarks for effective response forces.

The following discussion and tables will outline how critical tasking and assembling an effective response force is first measured in NFPA 1710, and how the MFD is benchmarked against this standard for the building types existing in Minot. This discussion will cover single-family dwelling buildings, open-air strip mall buildings, and apartment buildings as outlined in the NFPA standard. As mentioned already in this report, the MFD relies on mutual aid to assemble an Effective Response Force.

In all scenarios, the following should be considered:

- Minot Rural Fire Department is a combination agency, and its response time may vary.
- An Auto/Mutual Aid Rapid Intervention Team (RIC) is not part of the initial Attack due to time and distance, and therefore can serve as a Rapid Intervention Crew (RIC), not an IRIT.
- MFD's fourth engine would be considered for an IRIT assignment.

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Single-Family Dwelling: NFPA 1710, 5.2.4.1

The initial full alarm assignment (ERF) to a structural fire in a typical 2,000 square-foot, two-story, single-family dwelling without a basement and with no exposures must provide for a minimum of 16 members (17 if an aerial device is used). The following figure illustrates this, and the subsequent table outlines the critical task matrix.

FIGURE 4-5: Effective Response Force for Single-Family Dwelling Fire

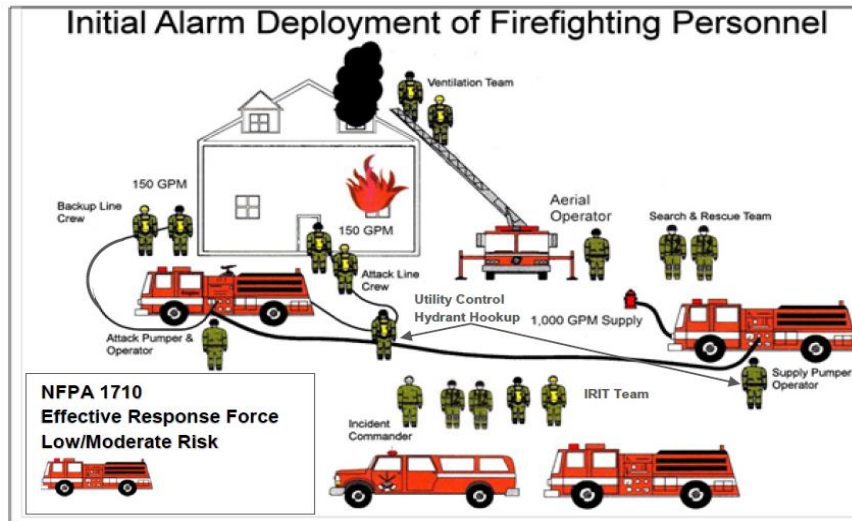


TABLE 4-2: Effective Response Force for Single-Family Dwelling Fire

Critical Tasks	Personnel
Incident Command	1
Continuous Water Supply	1
Fire Attack via Two Handlines	4
Hydrant Hook Up - Forcible Entry - Utilities	2
Primary Search and Rescue	2
Ground Ladders and Ventilation	2
Aerial Operator if Aerial is Used	1
Establishment of IRIC (Initial Rapid Intervention Crew)	4
Total Effective Response Force	16 (17 If aerial is used)

The following table outlines how the MFD assembles staffing and deployable resources as measured against NFPA 1710 benchmarking for an effective response force for a single-family dwelling fire. MFD first alarm units are highlighted.

TABLE 4-3: MFD Effective Response Force for Single-Family Dwelling Fire

Apparatus	Personnel
MFD Battalion Chief	1
MFD Engine	3
MFD Engine	3
MFD Engine	3
MFD Engine	3
MFD Ladder/Quint	3
Total MFD ERF	16

As a single responding agency, MFD meets the minimum benchmarks of NFPA 1710 for an Effective Response Force for a single-family dwelling fire if the aerial ladder is not utilized. MFD will meet this requirement by the addition of MAFB and MRFD engine/ladder response (depending on their availability) utilizing automatic or mutual aid. NFPA 1710 permits fire departments to use established automatic aid and mutual aid agreements to comply with section 5.2 of this standard.

Open-Air Strip Mall, NFPA 5.4.2

The initial full alarm assignment (ERF) to a structural fire in a typical open-air strip center ranging from 13,000 square feet to 196,000 square feet in size must provide for a minimum of 27 members (28 if an aerial device is used). The following table outlines the critical tasking matrix for this type of fire. This can also be typed as a commercial building fire response.

TABLE 4-4: Effective Response Force for Open-Air Strip Mall Fire

Critical Tasks	Personnel
Incident Command	2
Continuous Water Supply	2
Fire Attack via Two Handlines	6
Hydrant Hook Up - Forcible Entry - Utilities	3
Primary Search and Rescue	4
Ground Ladders and Ventilation	4
Aerial Operator if Aerial is Used	1
Establishment of IRIC (Initial Rapid Intervention Crew)	4
Medical Care Team	2
Total Effective Response Force	27 (28 If aerial is used)

The following table outlines how the MFD assembles staffing and deployable resources as measured against NFPA 1710 benchmarking for an effective response force for an open-air strip mall or commercial building fires. MFD first alarm units are highlighted.

TABLE 4-5: MFD Effective Response Force for Open-Air Strip Mall/Commercial Fire

Apparatus	Personnel
MFD Battalion Chief	1
MFD Engine	3
MFD Engine	3
MFD Engine	3
MFD Engine	3
MFD Ladder/Quint	3
Total MFD ERF	16

As a single responding agency, MFD **does not meet** the minimum benchmarks of NFPA 1710 for an Effective Response Force for an Open-Air Strip Mall fire but can assemble personnel for the initial attack and limited additional critical tasks. MFD will enhance capabilities by the addition of MAFB and MRFD engine/ladder response (depending on their availability) utilizing automatic or mutual aid. NFPA 1710 permits fire departments to use established automatic aid and mutual aid agreements to comply with section 5.2 of this standard.

Apartment Building, NFPA 1710, 5.2.4.3

The initial full alarm assignment (ERF) to a structural fire in a typical 1,200 square-foot apartment within a three-story, garden-style apartment building must provide for a minimum an Effective Response Force (ERF) of 27 members (28 if an aerial device is used). The following table outlines the critical tasking matrix for this type of building fire.

TABLE 4-6: Effective Response Force for Apartment Building Fire

Critical Tasks	Personnel
Incident Command	2
Continuous Water Supply	2
Fire Attack via Two Handlines	6
Hydrant Hook Up - Forcible Entry - Utilities	3
Primary Search and Rescue	4
Ground Ladders and Ventilation	4
Aerial Operator if Aerial is Used	1
Establishment of IRIC (Initial Rapid Intervention Crew)	4
Medical Care Team	2
Total Effective Response Force	27 (28 If aerial is used)

The following table outlines how the MFD assembles staffing and deployable resources as measured against NFPA 1710 benchmarking for an effective response force for an apartment building or other multi-unit housing type building fire. MFD first alarm units are highlighted.

TABLE 4-7: MFD Effective Response Force for Apartment Building Fire

Apparatus	Personnel
MFD Battalion Chief	1
MFD Engine	3
MFD Engine	3
MFD Engine	3
MFD Engine	3
MFD Ladder/Quint	3
Total MFD ERF	16

As a single responding agency, MFD **does not meet** the minimum benchmarks of NFPA 1710 for an Effective Response Force for an apartment building fire. MFD will enhance capabilities by the addition of MAFB and MRFD engine/ladder response (depending on their availability) utilizing automatic or mutual aid. NFPA 1710 permits fire departments to use established automatic aid and mutual aid agreements to comply with section 5.2 of this standard.

High-Rise, NFPA 5.2.4.4

The initial full alarm assignment to a fire in a building where the highest floor is greater than 75 feet above the lowest level of fire department vehicle access must provide for a minimum of 42 members (43 if the building is equipped with a fire pump). The next table outlines the critical tasking matrix for this type of building fire.

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TABLE 4-8: Effective Response Force for High-Rise Fire

Critical Tasks	Personnel
Incident Command	2
Continuous Water Supply	1/1 1 FF for continuous water. if fire pump exists an additional FF will be required for a total of 2
Fire Attack via Two Handlines	4
One handline above the Fire Floor	2
Establishment of IRIC (Initial Rapid Intervention Crew	4
Primary Search and Rescue Teams	4
Entry Level Officer with Aide near entry point of Fire Floor	2
Entry Level Officer with Aide near the entry point above the Fire Floor	2
Two Evacuation Teams	4
Elevation Operations	1
Safety Officer	1
FF Two floors below Fire to coordinate Staging	1
Rehabilitation Management	2
Officer and FFs to Manage Vertical Ventilation	4
Lobby Operations	1
Transportation of Equipment below Fire Floor	2
Officer to Manage Base Operations	1
Two ALS Medical Care Teams	4
Total Effective Response Force	42 (43) If building is Equipped with Pump

The following table outlines how the MFD assembles staffing and deployable resources as measured against NFPA 1710 benchmarking for an effective response force for a High-Rise Building or other multi-unit housing type building fire. MFD first alarm units are highlighted.

TABLE 4-9: MFD Effective Response Force for High Rise Building

Apparatus	Personnel
MFD Battalion Chief	1
MFD Engine	3
MFD Engine	3
MFD Engine	3
MFD Engine	3
MFD Ladder/Quint	3
Total MFD ERF	16

As a single responding agency, **MFD does not meet** the minimum benchmarks of NFPA 1710 for an Effective Response Force for a high-rise fire. MFD will enhance capabilities by the addition of

MAFB and MRFD engine/ladder response (depending on their availability) utilizing automatic or mutual aid. NFPA 1710 permits fire departments to use established automatic aid and mutual aid agreements to comply with section 5.2 of this standard.

Operational Response Conclusion

The MFD meets the Effective Response Force (ERF) for fire in Residential Structures but does not meet the benchmark for Open-Air Strip Shopping Centers, Apartment Buildings, and High-Rise Structures as a single response agency; however, it can meet with the assistance of mutual aid companies depending on their availability.

It is important to note that four of the mutual aid companies that would be requested and then relied on to respond to assist with structural fires, or for that matter any incident in Minot includes career resources, a combination department (career/volunteer), and all volunteers. Minot Air Force Base's availability depends on the state of air operations being experienced by the base at the time of the request.

Current automatic aid with Minot Rural Fire Department only applies to All Seasons Arena/State Fairgrounds, Highway 83 Bypass, City Landfill, Minot Milling, and City of Minot wildland fires. The status and distance of some mutual aid agencies creates delays and reliability challenges. NFPA 1710 does allow for mutual aid assistance to satisfy 5.2.1.3, it is clear that response time and distance of the mutual aid companies could impact fire/rescue operations in terms of initiating and completing critical tasking.

This said, CPSM suggests the MFD explore auto-aid agreements with Minot Air Force Base, Minot Rural, Surrey FPD, and Burlington Rural Fire for all structural fires so that additional resources are started, minimizing resource delays for those building fires the MFD lacks resources for.

Note: MFD relies on call-back of personnel and mutual aid companies to back-fill stations in the event of a working structural fire and subsequently can call them to the scene if needed. In addition, the rate of participation varies from incident to incident and currently has provided adequate staffing over the past few years in the effort to staff additional equipment.

A critical component of the incident command system is the establishment of the role of safety officer to monitor conditions at fires and emergency incident scenes to ensure that appropriate safety procedures are being followed. The incident safety officer is an important member of the incident command team. The safety officer works directly under and with the incident commander to help recognize and manage the risks that personnel take at emergencies.

The concept of a command team recognizes that there is a shared responsibility for the proper and safe performance of personnel operating on the emergency scene. The fact is that one of the roles that the safety officer needs to play is that of challenging and confirming the incident commander's actions. The safety officer should be included in the development and monitoring of the incident action plan. In simple terms, the incident commander and the safety officer command team provide a system of checks and balance designed to keep all personnel on the emergency scene safe. Once the incident action plan is established, the safety officer monitors the plan for effectiveness and efficiency. The safety officer provides the following functions:

- Incident recon.
- Assess the risk/benefit of operations.
- Assess and address safety concerns on the incident scene.

- Communicate and report safety issues to command.
- Intervene as necessary to provide safety.

During larger-scale incidents, the safety officer reviews the incident action plan and specific details of the safety plan. As appropriate, the safety officer confirms that a safety plan is in effect, reviews it, and provides recommendations. The incident commander may request that the safety officer develop a proposed safety plan and recommendations for command.

Beyond the specific emphasis on safety, the role of incident commander is a dynamic and highly stressful position that has numerous critical responsibilities that must be handled simultaneously, and, in a time-critical manner.

Multiple fire departments utilize Field Incident Technicians (FIT), or Battalion Safety Officers (BSO), paired with a Battalion Chief as part of a permanent incident management team. These are company level officers; in the case of MFD these would be Captains who would work in tandem with the command-level officer. This is a concept that the MFD should consider adopting to provide for more effective, efficient, and safer incident command operations.

When teamed with a Battalion Chief, in addition to normal safety officer functions, the FIT/BSO also fulfills the following roles and responsibilities:

- Incident Recon.
- Assess the risk/benefit of operations.
- Assist with managing the incident.
- Define, evaluate, and recommend changes to the incident action plan.
- Provide direction relating to tactical priorities and specific critical fireground factors.
- Become the Incident Safety Officer.
- Assess and address safety concerns on the incident scene.
- Communicate and report safety issues to command.
- Intervene as necessary to provide for safety.
- Manage personnel accountability on the incident.
- Evaluate the need for additional resources.
- Assign logistics responsibilities.
- Assist with the tactical worksheet for control and accountability.
- Evaluate the fireground organization and span of control.
- Assist with personnel air management.
- Manage crew work/rest cycles and rehab.
- Other duties as necessary.

In addition, when not operating on the incident scene these personnel can:

- Conduct training on their assigned shift.
- Assist the Battalion Chief with other administrative duties.

MFD EMS CRITICAL TASKING

EMS is a vital component of the comprehensive emergency services delivery system in any community. Together with the delivery of police and fire services, it forms the backbone of the community's overall public safety net.

In terms of overall incidents responded to by the emergency agencies in most communities, it could be argued that EMS incidents constitute the greatest number of "true" emergencies, where intervention by trained personnel makes a difference, sometimes literally between life and death. Heart attack and stroke victims require rapid intervention, care, and transport to a medical facility. The longer the time duration without care, the less likely the patient is to fully recover. Contemporary pre-hospital clinical care deploys many clinical treatments one would also receive in the Emergency Department, truly matching the long-time EMS saying, "we bring the Emergency Room to you."

Critical tasks by specific call type in EMS-only agencies assisted by fire departments are not as well-defined as critical tasks in the fire discipline. Notwithstanding, critical tasking in EMS is typical of that in the fire service in that there are certain critical tasks that need to be completed either in succession or simultaneously. EMS on-scene service delivery is based primarily on a focused scene assessment, patient assessment, and then followed by the appropriate basic and advanced clinical care through established medical protocols. Thus, EMS critical tasking is typically developed (in fire-based EMS Standards of Cover documents) in accord with the U.S. Department of Health and Human Services, Centers for Medicare & Medicaid Services (CMS) as:

- Basic Life Support (BLS), which is an emergency response by a ground transport unit (and crew) and the provision of medically necessary supplies and services.
- Advanced Life Support, Level 1 (ALS1), which is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services including the provision of an ALS assessment or at least one ALS intervention.
- Advanced Life Support, Level 2 (ALS2), which is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services including:
 - (1) at least three separate administrations of one or more medications by intravenous push/bolus or by continuous infusion (excluding crystalloid fluids), or
 - (2) ground ambulance transport, medically necessary supplies and services, and the provision of at least one of the ALS2 procedures listed below:
 - a. Manual defibrillation/cardioversion.
 - b. Endotracheal intubation.
 - c. Central venous line.
 - d. Cardiac pacing.
 - e. Chest decompression.
 - f. Surgical airway.
 - g. Intraosseous line.

Currently, MFD is a non-transport Basic Life Support agency. MFD works in concert with Trinity Health First Response Ground Ambulance, which provides ALS care and transport.

MFD has a Captain Paramedic who works with the training division and provides EMS training of skills and protocols, and the maintenance of certifications on the National Registry EMT to all firefighters in MFD.

MFD has two Captains per shift who make up a Steering Committee that meets with Trinity Health and serves as a quality improvement group dedicated to the enhancement and overall quality of service delivery for both departments.

TABLE 4-10: BLS Critical Tasking, MFD

Critical Task	# Responders
One Engine	
Incident Command-Officer	1
Primary Patient Care Firefighter-EMT	1
Secondary Patient Care Firefighter-EMT	1
Effective Response Force	3

Resource Deployment:
1 Transport Ambulance (2 Staff)
Trinity Health

TABLE 4-11: BLS Critical Tasking, 1050-I on Bypass In the City Limits

Critical Task	# Responders
Two Engines	
Incident Command	1
Apparatus Officer	1
Primary Patient Care Firefighter-EMT	2
Secondary Patient Care Firefighter EMT	2
Effective Response Force	6

Resource Deployment:
1 Transport Ambulance (2 Staff)
Trinity Health

TABLE 4-12: BLS Critical Tasking, Water Emergencies

Critical Task	# Responders
5 Engines and 1 Battalion	
Incident Command	1
Apparatus Officer	5
Primary Patient Care Firefighter-EMT	5
Secondary Patient Care Firefighter-EMT	5
Effective Response Force	16

Resource Deployment:
1 Transport Ambulance(2 Staff)
Trinity Health

Administrative and Operational Staffing Recommendations:

Administratively, the MFD lacks some depth in key program management and leadership roles to include the Community Risk Reduction function, and the Fire Chief's office.

Operationally there are several methods a career fire department may consider and implement to ensure safe and effective response, while maintaining an efficient budget and effective service to the end users of the fire department response system. **Overall, what needs to be achieved for a safe and effective fire unit response in the City of Minot is a daily fire staffing of twenty-two. This includes the current minimum staffing of seventeen, plus three additional firefighters for Engine 5 (new resource-nine total FTEs), one additional firefighter assigned to Ladder 5 (three total FTEs), and 1 Field Incident Technician (three total FTEs). Total new FTEs: Fifteen.**

Based on our assessment and when benchmarking the operational response force against national benchmarking, CPSM recommends the following staffing considerations:

- CPSM recommends the position of Assistant Fire Chief be implemented to assist the Fire Chief with strategic planning and provide supervision to the three Operational and two Administrative Battalion Chiefs. Upon filling this position, the Fire Chief should evaluate the duties and responsibilities of the Administrative and Training Battalion Chiefs in order to reorganize the department as needed (Recommendation No. 23.)
- CPSM recommends the position of Fire Marshall be implemented and assigned to Fire Prevention/Community Risk Reduction. This position should be charged with the responsibility of managing and leading the fire inspection, plans review, fire investigation, and public education programs. This position should also take the lead on program design for Community Risk Reduction programs and performance measures focused on reducing the risk of fire and improving citizen and firefighter safety. (Recommendation No. 24.)
- CPSM recommends the addition 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. (Recommendation No. 25.)
- CPSM recommends the establishment of an additional Engine Company to be assigned with the current Ladder Company 5 to form a two-apparatus company. This will allow personnel on Ladder 5 to conduct ladder company operations and not have to function as a primary engine. This will also provide an additional company that will increase resiliency and prevent all stations being vacant on every structure fire response. (Recommendation No. 26.)
- 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 members to take on future leadership roles in the department. (Recommendation No. 27.)
- CPSM recommends the addition of an Administrative Assistant position to support the new Assistant Chief and Fire Marshal's Office. This position will assist the with the demands of paperwork on the inspectors, thereby giving them more time in the field. (Recommendation No. 28.)

Discussion on Recommendations:

Assistant Fire Chief (1)

Minot has 71 authorized positions; the department is not large; the Fire Chief is an executive management position. Many departments the size of the MFD have either an Assistant or Deputy Chief who serves as a clearly defined second in command of the department.

The position is needed to assist the Fire Chief in planning for the future and proving a level of strategic thinking to prepare the organization for the future. The position would supervise the five Battalion Chiefs and provide leadership to both administrative and operational functions of the department. This position would allow the Fire Chief to implement a reorganization of duties for the two Administrative Battalion Chiefs to programs including but not limited to: Training, Safety, Special Operations, and/or Accreditation. This position can also be used to fill in for the Fire Chief in their absence, prepare individuals for upcoming leadership positions, and would enable the Fire Chief to spend more time creating the future and improving the system.

Fire Marshal (1)

This position is needed to provide management and direction to three Fire Inspectors. This job is currently being accomplished by the Administrative Battalion Chief who does not have real-time, day-to-day contact with the inspectors. Being a subject matter expert (SME) for the inspectors is necessary as decisions must be made during daily activities that involve interpretation of building and fire prevention codes. This position would also be responsible for work and time allocation that will increase the productivity of the inspection staff.

The MFD has two options for this position. Since the fire prevention/CRR personnel are civilian (non-sworn) personnel, the position of Fire Marshal could also be a civilian hire who possesses the requisite training, certifications, and experience. The other option would be for the MFD to include this position as part of a career development process and designate it as a uniformed position at the rank of Captain.

Firefighters (3)

It is recommended that the department begin staffing Ladder 5 with a four-person minimum. Currently the ladder is staffed with three firefighters, the same as all other MFD units. While Ladder 5 is a Quint and does act in the capacity of an engine, dedicated ladder personnel who are well-versed in ladder company functions is recommended. In the future, an additional engine with personnel can be budgeted to work in concert with the ladder company in a two-unit configuration; some of the first due engine responsibilities could then be transferred away from the ladder. *It is also recommended that the department begin the planning process and establish timelines and strategic goals to comply with NFPA 1710 staffing requirements, especially in terms of the Effective Response Force when and where possible.*

Command Aide Assignments: Captains (3)

In order to provide for more effective, efficient, and safe overall incident management, and to enhance critical incident scene safety for all personnel, MFD should implement the position of Field Incident Technician/Battalion Safety Officer (three total added positions), at the rank of Captain, to function as a part of an integrated command team with each Battalion Chief

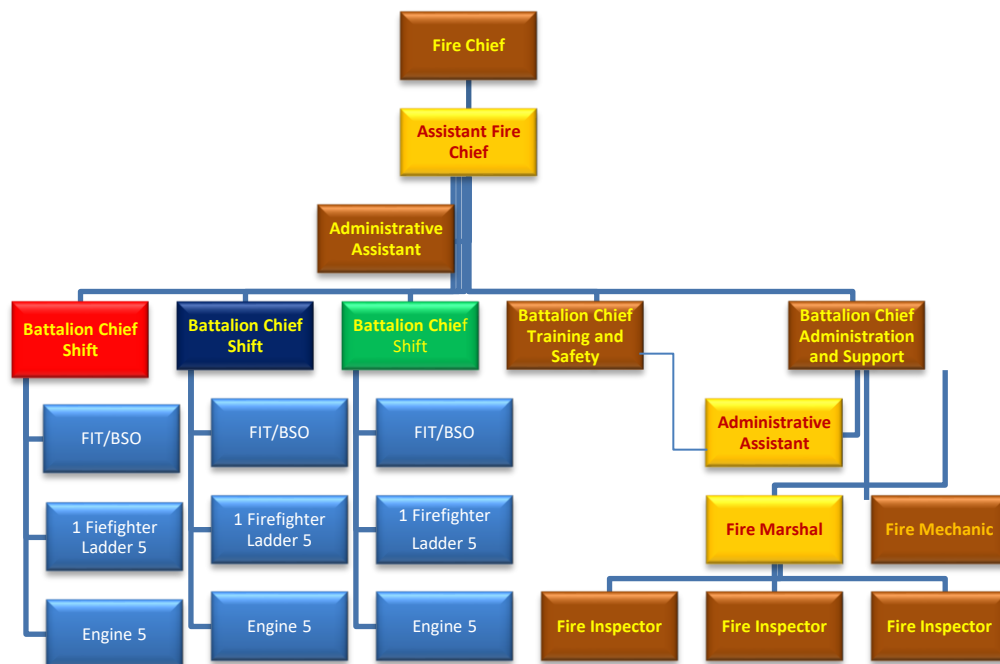
Command aides can be found in many different roles and in many different places. The most ideal situation is when the command aide is assigned to the command officer on a full-time basis. This allows the pair to develop a comfortable routine and a working relationship where each member of the team can anticipate what the other is thinking and take actions

accordingly. The aide can assume the responsibilities of safety, accountability officer, driving and operating the command vehicle, leaving the command officer in a position to closely monitor radio traffic, review preplan information, evaluate the adequacy of responding units, and mentally digest the on-scene report and initial action plan.⁷² This is also another step in the succession plan process.

Engine 5: Future budgets and strategic planning should consider adding an additional Engine Company at Station 5 (**9 firefighters total**) to augment Ladder 5 so it can function as a dedicated ladder company and provide the department with an additional company that aids in its resiliency and provides coverage for the city when multiple units are assigned to calls.

As the MFD's administrative and support functions develop and expand, there will be a need to expand the administrative support to these personnel with the addition of an additional Administrative Assistant. If and when this occurs will be dictated by the need generated if the recommended positions contained in this report are created/filled.

FIGURE 4-6: Recommended Administrative & Operations Staffing



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72. <https://www.firefighternation.com/fire/rescue/using-aide-officers-to-enhance-command/#> 73: Clinton Smoke, *Company Officer*, 2nd ed. (Clifton Park, NY: Delmar, 2005).

MFD FACILITY LOCATIONS AND RESPONSE TIMES

Response times are typically the primary measurement for evaluating fire and EMS services. Response times are used as a benchmark to determine how well a fire department is currently performing, to help identify response trends, and to predict future operational needs. Achieving the quickest and safest response times possible should be a fundamental goal of every fire department.

However, the actual impact of a speedy response time is limited to very few incidents. For example, in a full cardiac arrest, analysis shows that successful outcomes are rarely achieved if basic life support (CPR) is not initiated within four to six minutes of the onset. Moreover, cardiac arrests occur very infrequently; on average they are 1 percent to 1.5 percent of all EMS incidents. There are also other EMS incidents that are truly life-threatening, and the time of response can clearly impact the outcome. These involve certain cardiac and respiratory emergencies, full drownings, high-risk obstetrical emergencies, allergic reactions, electrocutions, and severe trauma (often caused by gunshot wounds, stabbings, and severe motor vehicle accidents, etc.). Again, the frequency of these types of calls is limited.

A crucial factor in the whole response time question is what we term “detection time.” This is the time it takes to detect a fire or a medical situation and notify 911 to initiate the response. In many instances, particularly at night or when automatic detection systems (fire sprinklers and smoke detectors) are not present or inoperable, the fire detection process can be extended. The same holds true for EMS incidents. Many medical emergencies are often thought to be something minor by the patient, treated with home remedies, and the true emergency goes undetected until signs and symptoms are more severe. When the fire-EMS department responds, they often find these patients in acute states. Fires that go undetected and are allowed to expand in size become more destructive, are difficult to extinguish, and require more resources for longer periods of time.

For this analysis, response time is a product of three components: dispatch time, turnout time, and travel time.

Dispatch time (alarm processing time) is the difference between the time a call is received and the time a unit is dispatched. Dispatch time includes call processing time, which is the time required to determine the nature of the emergency and types of resources to dispatch. *Turnout time* is when the emergency response units are notified of the incident and ends when travel time begins. *Travel time* is the difference between the time the unit goes en route and its arrival on scene. *Response time* is the total time elapsed between receiving a call to arriving on scene.

For this study, and unless otherwise indicated, response times and travel times measure the first arriving unit only. The primary focus of this section is the dispatch and response time of the first arriving units for calls responded to with lights and sirens.

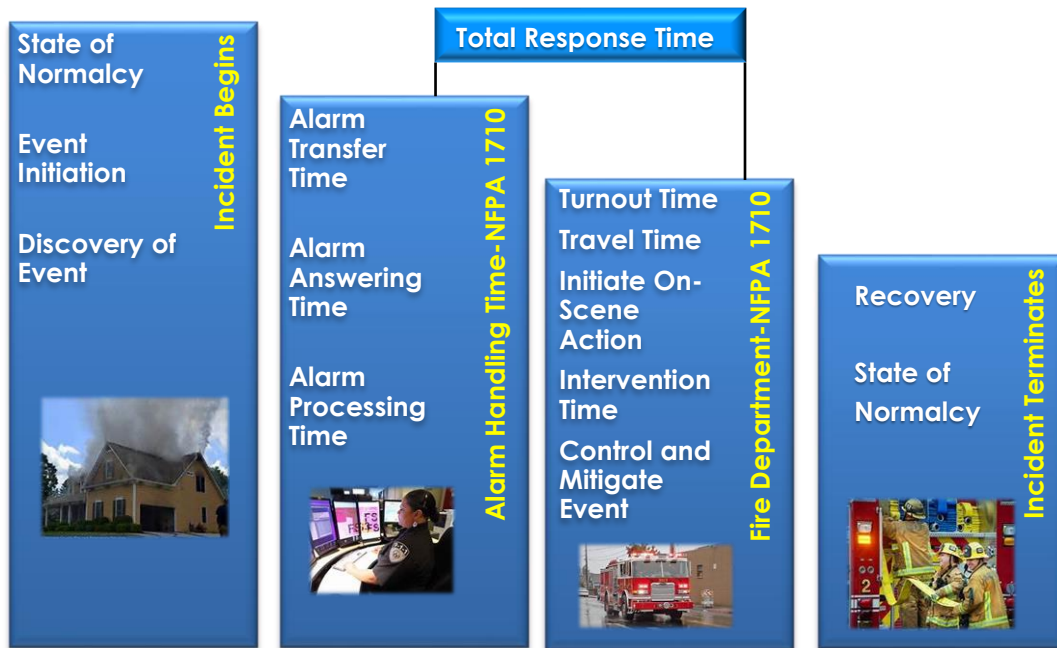
Turnout time, an aspect of response which is controlled by the responding fire department. NFPA 1710 states that turnout time should be less than or equal to 80 seconds (1.33 minutes) for fire and special operations 90 percent of the time and 60 seconds (1.0 minute) for EMS responses. Again, turnout time is the segment of total response time that the fire department has the most ability to control, primarily through employee behavior and station layout (time to travel by foot from day/night areas to apparatus).

NFPA 1710 states that travel time shall be less than or equal to 240 seconds for the first arriving engine company to a fire suppression incident 90 percent of the time and for the second due engine less than or equal to 360 seconds 90 percent of the time.

The standard further states the initial first alarm assignment should be assembled on scene in 480 seconds, 90 percent of the time, for low/medium hazards, and 610 seconds for high-rise or high hazards. For EMS incidents the standard travel time (NFPA 1710) is less than or equal to 240 seconds for the first arriving engine company with automatic external defibrillator (AED) or higher level capability, and 480 seconds or less travel time of an Advanced Life Support (ALS) unit at an EMS incident where the service is provided by the fire department provided a first responder with an AED or basic life support unit arrived in 240 seconds or less travel time.

The following figure provides an overview of the fire department incident cascade of events.

FIGURE 4-7: Incident Cascade of Events



Regarding response times for fire incidents, the criterion is linked to the concept of “flashover.” This is the state at which superheated gases from a fire are released rapidly, causing the fire to burn freely, and become so volatile that the fire reaches an explosive state (simultaneous ignition of all the combustible materials in a room). In this situation, usually after an extended period (often eight to twelve minutes after ignition but at times as quickly as five to seven minutes), and a combination of the right conditions (fuel and oxygen), the fire expands rapidly and is much more difficult to contain. When the fire does reach this extremely hazardous state, initial firefighting forces are often overwhelmed, larger and more destructive fire occurs, the fire escapes the room and possibly even the building of origin, and significantly more resources are required to affect fire control and extinguishment.

Flashover occurs more quickly and more frequently today and is caused at least in part by the introduction of significant quantities of plastic- and foam-based products into homes and businesses (e.g., furnishings, mattresses, bedding, plumbing and electrical components, home and business electronics, decorative materials, insulation, and structural components). These materials ignite and burn quickly and produce extreme heat and toxic smoke.

NFPA 1710’s travel times are established for two primary reasons: (1) the fire propagation curve, where flashover occurs (threatening property loss and firefighter and public life safety), and

(2) sudden cardiac arrest, where brain damage and permanent brain death occurs in four to six minutes.

According to fire service educator Clinton Smoke, the fire propagation curve establishes that temperature rise and time within in a room on fire corresponds with property destruction and potential loss of life if present.⁷³ At approximately the eight- to ten-minute mark of fire progression, the fire flashes over (due to superheating of room contents and other combustibles) and extends beyond the room of origin, thus increasing proportionately the destruction to property and potential endangerment of life. The ability to quickly deploy adequate fire staff prior to flashover thus limits the fire's extension beyond the room or area of origin.

Regarding the risk of flashover, the authors of an IAFF report conclude:

*An early aggressive and offensive initial interior attack on a working structural fire results in reduced loss of life and property damage. Consequently, given that the progression of a structural fire to the point of "flashover" (the very rapid spreading of the fire due to super-heating of room contents and other combustibles) generally occurs in less than ten minutes, two of the most important elements in limiting fire spread are the quick arrival of sufficient numbers of personnel and equipment to attack and extinguish the fire as close to the point of its origin as possible.*⁷⁴

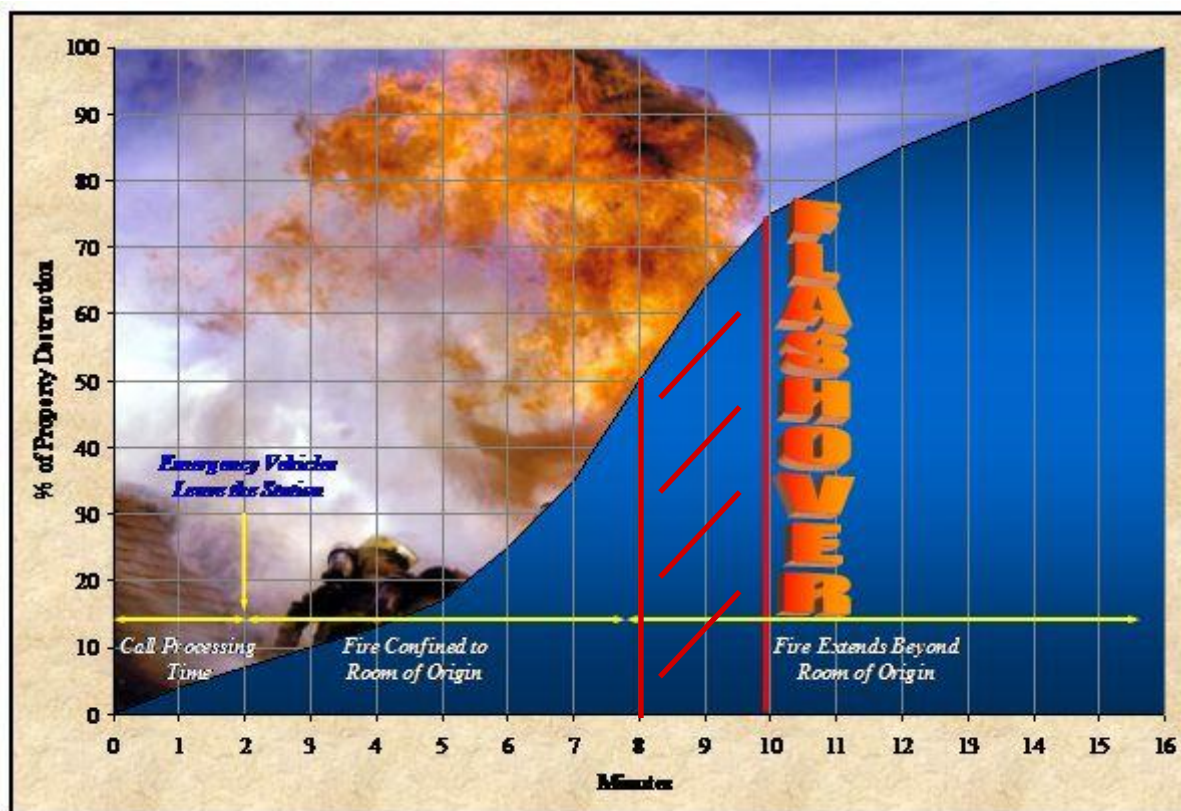
The following figure illustrates the time progression of a fire from inception through flashover and full involvement of the structure if the fire is left unchecked. Flashover occurs at eight to ten minutes (**or less depending on fuel**), allowing the fire to extend beyond the room of origin. Typically, if firefighting crews arrive, set up, and begin fire extinguishment prior to flashover, the fire is contained to the room of origin.

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73: Clinton Smoke, *Company Officer*, 2nd ed. (Clifton Park, NY: Delmar, 2005).

74. *Safe Fire Fighter Staffing: Critical Considerations*, 2nd ed. (Washington, DC: International Association of Fire Fighters), 5.

FIGURE 4-8: Fire Growth from Inception to Flashover⁷⁵



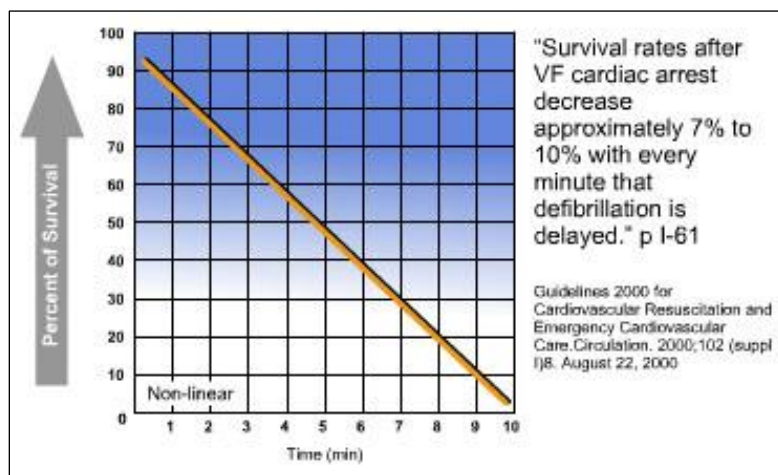
EMS response times are measured differently than fire service response times. Where the fire service uses NFPA 1710 as a response time benchmarking document, the focus for EMS is and should be directed to the evidence-based relationship between clinical outcomes and response times. Much of the current research suggests response times have reduced impact on clinical outcomes outside of a small segment of call types. These include cerebrovascular accidents (stroke); injury or illness compromising the respiratory system; injury or illness compromising the cardiovascular system to include S-T segment elevation emergencies, high acuity medical and pediatric emergencies; cardiac and respiratory arrest; and certain high-risk obstetrical emergencies to name a few. Each requires rapid response times, rapid on-scene treatment and packaging for transport, and rapid transport to the hospital.

Paragraph 4.1.2.1(7) of NFPA 1710 recommends that for EMS incidents a fire unit with first responder or higher-level trained personnel and equipped with an AED should arrive on scene within four minutes of travel time at the 90th percentile. An advanced life support (ALS) unit should arrive on scene within eight minutes travel time at the 90th percentile, provided the fire department responded first with first responder or higher-level trained personnel and equipped with an AED. According the NFPA 1710, "This requirement is based on experience, expert consensus, and science. Many studies note the role of time and the delivery of early defibrillation in patient survival due to heart attacks and cardiac arrest, which are the most time-critical, resource-intensive medical emergency events to which fire departments respond."

75. Source : <https://www.slideserve.com/tavon/the-international-society-of-fire-service-instructors>

The next figure illustrates the chance of survival from the onset of cardiac arrest, largely due to ventricular fibrillation in terms of minutes without emergency defibrillation delivered by the public or emergency responders. The chance of survival has not changed over time since this graphic was published by the American Heart Association in 2000.

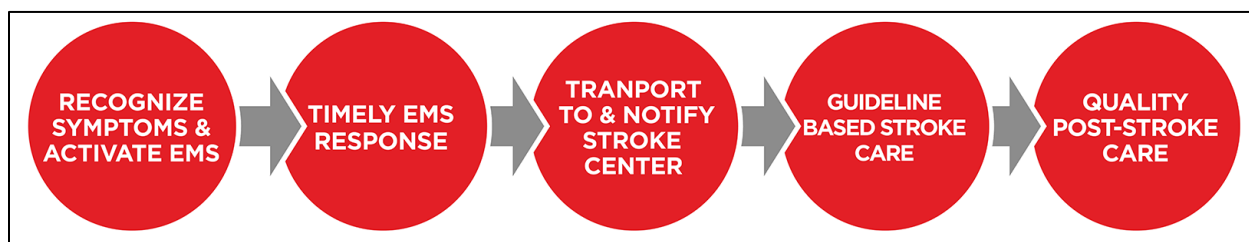
FIGURE 4-9: Cardiac Arrest Survival Probability by Minute



Typically, a low percentage of 911 patients have time-sensitive and advanced life support (ALS) needs. But, for those patients that do, time can be a critical issue. For the remainder of those calling 911 for a medical emergency, though they may not have a medical necessity, they still expect rapid customer service. Response times for patients and their families are often the most important measurement of the EMS department. Regardless of the service delivery model, appropriate response times are more than a clinical issue; they are also a customer service issue and should not be ignored.

In addition, a true emergency is when an illness or injury places a person's health or life in serious jeopardy and treatment cannot be delayed. Examples include severe trauma with cardiovascular system compromise, difficulty breathing, chest pain with S-T segment elevation (STEMI), a head injury, stroke, or ingestion of a toxic substance.⁷⁶ The next figure illustrates the out-of-hospital chain of survival for a stroke emergency, which is a series of actions that, when put in motion, reduce the mortality of a stroke emergency.

FIGURE 4-10: Cerebrovascular Emergency (Stroke) Chain of Survival



Source : <https://nhcps.com/lesson/acls-acute-stroke-care/>

If a person is experiencing severe pain, that is also an indicator of an emergency. Again, the frequencies of these types of calls are infrequent as compared to the routine, low-priority EMS incident responses. In some cases, these dire emergencies often make up a low percent of all

76. Mills-Peninsula Health Blog, Bruce Wapen, MD.

EMS calls.⁷⁷ Cardiac arrest is one emergency for which EMS response times were initially built around. Science tells us that the brain begins to die without oxygenated blood flow at the four-to six-minute mark. Without immediate cardiopulmonary resuscitation (CPR) and rapid defibrillation, the chances of survival diminish rapidly at the cessation of breathing and heart pumping activity. Further, only 10 percent of victims who suffer cardiac arrest outside of the hospital survive.⁷⁸

The following figure illustrates the out-of-hospital chain of survival, which is a series of actions that, when put in motion, reduce the mortality of sudden cardiac arrest. Adequate EMS response times coupled with community and public access defibrillator programs potentially can impact the survival rate of sudden cardiac arrest victims by deploying early CPR, early defibrillation, and early advanced life support care provided in the prehospital setting.

FIGURE 4-11: Sudden Cardiac Arrest Chain of Survival



From: "Out of Hospital Chain of Survival,"

<https://cpr.heart.org/en/resources/cpr-facts-and-stats/out-of-hospital-chain-of-survival>

ASSESSING THE FIRE MANAGEMENT ZONE

Travel time is key to understanding how fire and EMS station location influences a community's aggregate response time performance. Travel time can be mapped when existing and proposed station locations are known. The location of responding units is one key factor in response time; reducing response times, which is typically a key performance measure in determining the efficiency of department operations, often depends on this factor. The goal of placement of a single fire station or creating a network of responding fire stations in a single community is to optimize coverage with short travel distances, when possible, while giving special attention to natural and manmade barriers, and response routes that can create response-time problems.⁷⁹ This goal is generally budget-driven and based on demand intensity of fire and EMS incidents, response times, and identified risks.

As already discussed, MFD responds from five stations and receives automatic and mutual aid from surrounding jurisdictions, most of which are contiguous. This section expands on the earlier discussion on travel times and depicts how travel times of 240, 360, and 480 seconds look when mapped from the current fire station locations. Illustrating response time is important when

77. www.firehouse.com/apparatus/article/10545016/operations-back-to-basics-true-emergency-and-due-regard

78. American Heart Association. *Latest Statistics on Cardiac Arrest Reveal Little Progress*. 2019

79. NFPA 1710, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Departments, 2020 Edition.

considering the location from which assets should be deployed. When historic demand is coupled with risk analysis, a more informed decision can be made.

For our response time analysis, we included all calls to which at least one non-administrative unit arrived. Canceled and mutual aid calls were not included. In addition, calls with a total response time exceeding 30 minutes were excluded. Finally, we focused on units that had complete time stamps, that is, units with all components recorded, so that we could calculate each segment of response time. Calls labeled with “Low” priority were not included in this analysis.

Between October 1, 2022, and September 30, 2023, MFD responded to 4,855 calls, of which 77 percent were EMS calls. The total combined workload (deployed time) for MFD units was 2,423.1 hours. In responding to calls that involved the fire department, the average dispatch time was 2.8 minutes, and the average response time was 7.6 minutes. The 90th percentile dispatch time was 4.3 minutes and the 90th percentile response time was 10.8 minutes.

Based on the methodology above, for 4,855 calls, we excluded 211 canceled, 25 mutual aid calls, 62 low priority calls, 127 calls where no units recorded a valid on-scene time, 51 calls with a total response time exceeding 30 minutes, and 444 calls where one or more segments of the first arriving unit's response time could not be calculated due to missing or faulty data. As a result a total of 3,935 calls are included in the response time analysis.

The next table breaks down the average and 90th percentile dispatch, turnout, travel, and total response times by call type. A 90th percentile means that 90 percent of calls had response times at or below that number. For example, the table shows an overall 90th percentile response time of 10.8 minutes, which means that 90 percent of the time a call had a response time of no more than 10.8 minutes.

TABLE 4-13: Average and 90th Percentile Response Time of First Arriving Unit, by Call Type

Call Type	Average Response Time, Min.				90th Percentile Response Time, Min.			
	Dispatch	Turnout	Travel	Total	Dispatch	Turnout	Travel	Total
Medical and other	3.0	1.0	3.9	7.8	4.4	1.8	6.2	10.8
MVA	2.9	0.8	3.1	6.9	5.6	1.6	5.3	10.5
EMS Subtotal	3.0	0.9	3.9	7.8	4.4	1.8	6.2	10.8
False alarm	1.9	1.0	3.7	6.7	3.2	1.9	6.5	10.0
Good intent	1.6	0.8	4.1	6.5	3.0	1.6	7.1	9.6
Hazard	2.4	0.9	4.2	7.5	3.6	1.9	8.1	11.9
Outside fire	2.2	0.8	3.4	6.4	3.0	1.4	5.6	8.3
Public service	3.5	0.8	3.6	7.9	7.5	1.9	5.9	12.1
Structure fire	1.8	1.1	3.4	6.2	2.6	1.7	5.6	8.8
Technical rescue	4.4	0.6	3.6	8.6	12.2	1.4	6.1	16.3
Fire subtotal	2.1	1.0	3.8	6.9	3.5	1.8	6.7	10.6
Total	2.8	0.9	3.8	7.6	4.3	1.8	6.2	10.8

This table tells us:

- The average dispatch time was 2.8 minutes.
- The average turnout time was 0.9 minutes.

- The average travel time was 3.8 minutes.
- The average total response time was 7.6 minutes.
- The average response time was 7.8 minutes for EMS calls and 6.9 minutes for fire calls.
- The average response time was 6.4 minutes for outside fires and 6.2 minutes for structure fires.
- The 90th percentile dispatch time was 4.3 minutes **(does not meet NFPA 1710 standards)**.
- The 90th percentile turnout time was 1.8 minutes **(does not meet NFPA 1710 standards for EMS or Fire responses)**.
- The 90th percentile travel time for structure fires was 5.6 minutes **(does not meet NFPA 1710 standards)**.
- The 90th percentile total response time was 10.8 minutes.
- The 90th percentile response time was 10.8 minutes for EMS calls and 10.6 minutes for fire calls.

The following figures use GIS mapping to illustrate travel time bleeds of 240 seconds, 360 seconds, and 480 seconds using the existing street network from the current MFD stations.

The GIS data for streets includes speed limits for each street segment and allows for "U-turns" for dead-end streets and intersections, as well as other travel obstacles.

It is, however, important to note that while these maps are GIS-drawn, theoretical travel times do reflect favorably on the adequacy of station facilities and their corresponding locations within the city to support efficient fire and EMS response to the current built-upon areas. Keep in mind, the benefits of favorable travel time findings are only meaningfully realized when apparatus can be predictably staffed for response and have aggressive turnout times.

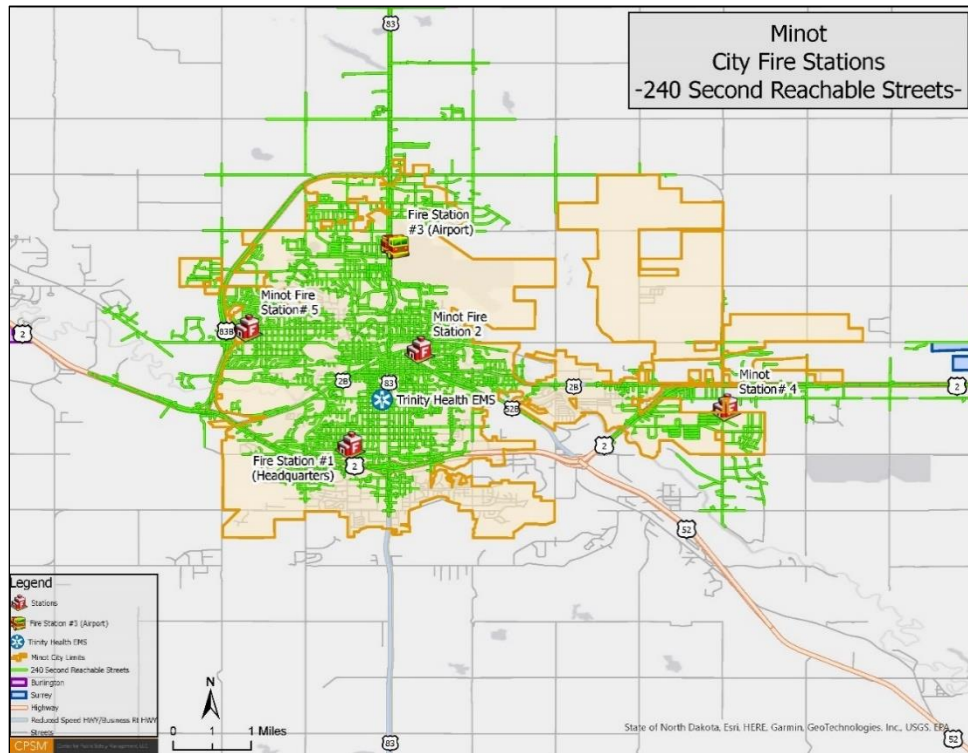
It is important to understand that measuring and analyzing response times and response time coverage are measurements of performance. When we discussed community risk above, we identified that the MFD, like most other fire departments in the nation, is an all-hazards response agency. While different regions of the country respond to different environmental risks, the remaining hazards that fire departments confront remain the same. Linking response data to community risks lays the foundation for future fire department planning in terms of fire station location, the need for additional fire stations, and staffing levels whether supplied by the fire department or a combination of a city's fire department and automatic aid. Managing fire department response capabilities to the identified community's risk focuses on three components which are:

- Having a full understanding of the total risk in the community and how each risk impacts the fire department in terms of resiliency, what the consequences are to the community and fire department should a specific risk or combination of two or more occur, and preparing for and understanding the probability that the risk may occur.
- Linking risk to the deployment of resources to effectively manage every incident. This includes assembling an Effective Response Force for the response risk in measurable times benchmarked against NFPA standards, deploying the appropriate apparatus (engines, ladders, heavy rescues, ambulances), and having a trained response force trained to combat a specific risk.
- Understanding that each element of response times plays a role in the management of community risk. Low response times of the initial arriving engine and low time to assemble an Effective Response Time on fire and other incidents are associated with positive outcomes.

The following two figures look at the travel time projections at 240 seconds and 360 seconds from MFD stations. From this mapped projection we can see that at 240 seconds, the MFD stations can cover the central and northwest portions of the fire management zone. There are some small deficiencies in the southeast and southwest areas of the city; however, approximately 90 percent of the city is covered within 240 seconds of travel time.

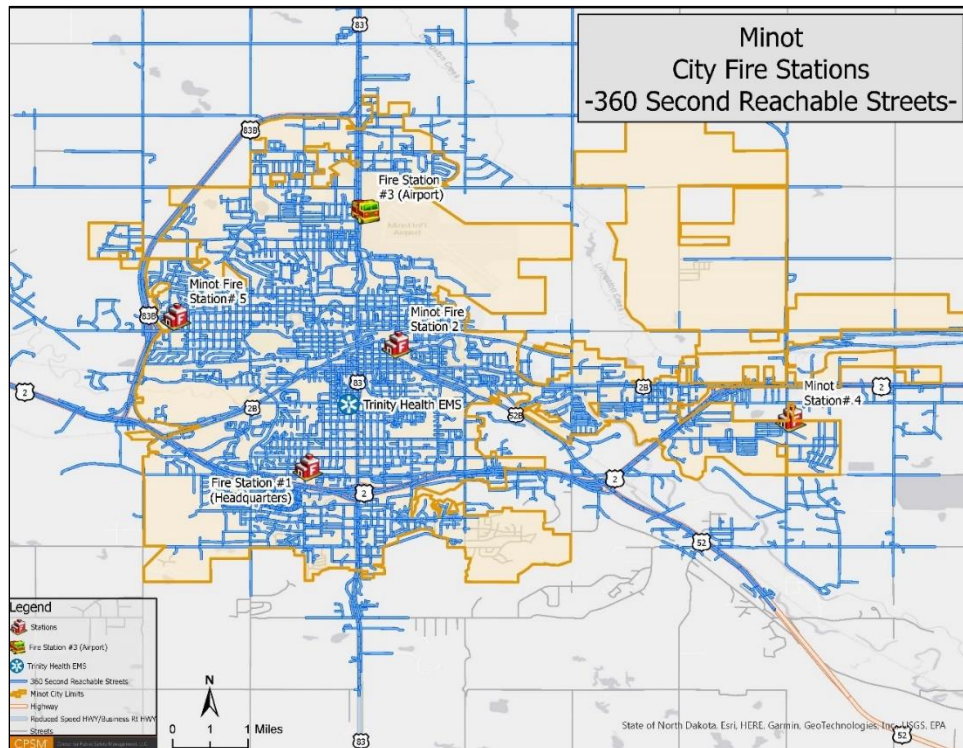
When benchmarked against the 360-second standard, the five stations cover the built areas of the city at almost full coverage.

FIGURE 4-12: 240-Second Travel Time



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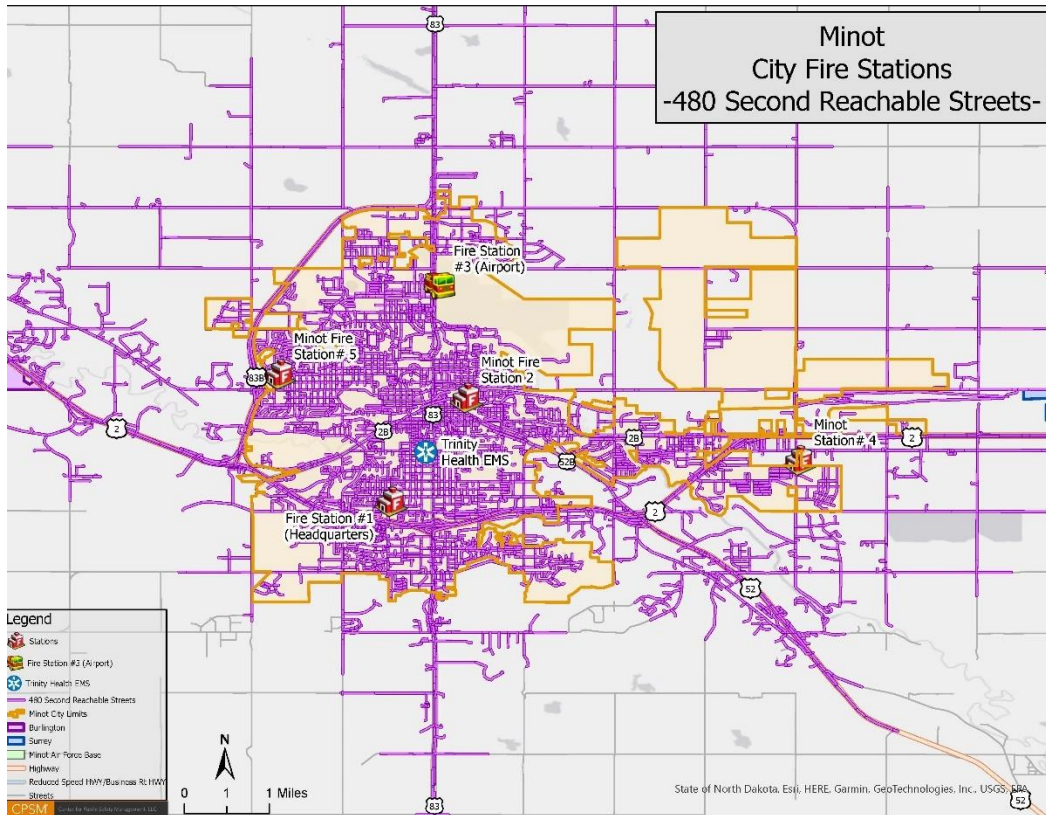
FIGURE 4-13: 360-Second Travel Time



The next map evaluates the 480-second travel time standard, which is the standard for the arrival of first alarm assignment on a structural fire. When benchmarked against the 480-second standard, the five stations cover the built areas of the city at nearly 100 percent.

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FIGURE 4-14: 480-Second Travel Time



Overall, the MFD has deficiencies in call processing and turnout times when benchmarked against the NFPA 1710 standard. As these are most closely related to human behaviors and efficiency, they should be addressed internally by the Fire Chief and 911 Center Director.

Travel times are dependent on many factors as discussed herein, to include station location, traffic patterns, and the environment. For structural fires and EMS-related calls for service, the MFD may consider adopting a travel time performance objective of six minutes, as it is more realistic based on our analysis.

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AUTO AID AND MUTUAL AID AGREEMENTS

Automatic aid refers to a written agreement under which a municipality agrees to provide an initial response to fires, rescues, and emergencies that may occur in a part of another municipality where a fire department is capable of responding more quickly than the fire department situated in the other municipality; or a municipality agrees to provide a supplemental response to fires, rescues, and emergencies that may occur in a part of another municipality where a fire department in the municipality is capable of providing the quickest supplemental response to fires, rescues, and emergencies occurring in the part of another municipality.⁸⁰

There are several advantages to engaging surrounding jurisdictions/departments in automatic aid agreements. First, such an arrangement can get the closest emergency units to the call for service faster, as auto aid can be based on the closest location to the request for service. There are areas in Minot where Minot Rural Fire units are closer to areas of the City of Minot where the addition of MRFD would in most cases place the MRFD on the scene first, and vice versa for the auto aid departments assisting MRFD.

Automatic aid is also a force multiplier (supplemental response) as neighboring jurisdictions can respond to multi-unit incident responses to home jurisdictions and establish an Effective Response Force (ERF) for the completion of critical fireground tasks as required by NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, and Special Operations to the Public by Career Fire departments*.⁸¹ NFPA 1710 permits fire departments to use established automatic aid and mutual aid agreements to comply with section 5.2 of this standard.⁸² These agreements can also add to elements needed for ISO scoring since Auto-aid agencies are part of the initial response assignment.

It is recommended that MFD establish automatic aid written agreements with neighboring jurisdictions of MRFD and Minot Air Force Base; these agreements should cover an all-hazard response. Currently, MFD has an automatic aid agreement with MRFD to cover All Seasons Arena/State Fairgrounds, Highway 83 bypass, city landfill, and City of Minot Wildland Fires.⁸³

Mutual aid is similar to auto aid, with the exception of the immediate response. Mutual-aid agreements are based on the assisting agencies being specifically requested by the home agency. Both auto and mutual aid agreements are contingent on the assisting agency's ability to provide assistance as their jurisdiction must maintain priority.

Mutual aid agreements provide response by assisting agencies in areas of multi-alarm fires, technical rescue and specialty responses, and where the home agency is low or out of resources and needs assistance from neighboring jurisdictions to provide direct response to the incident or provide backfills to their fire stations that are vacant to do a working fire or large incident response.

Currently the MFD has mutual aid agreements with the departments listed in the next table.

80. <https://www.lawinsider.com/dictionary/automatic-aid>

81. NFPA 1710, 2020 edition, 5.2, 5.2.4.1, 5.2.4.2, 5.2.4.3, 5.2.4.4 *Standard for the Organization and Deployment of Fire Suppression Operations, and Special Operations to the Public by Career Fire departments*

82. NFPA 1710, 2020 edition, 5.2.1.3 *Standard for the Organization and Deployment of Fire Suppression Operations, and Special Operations to the Public by Career Fire departments*

83. Minot Auto-Aid Agreement, Minot Rural Fire

TABLE 4-14: Mutual Aid Companies

Department	Makeup
Bismarck Fire Department	Full Time
Burlington Fire Department	Volunteer
Grand Forks Fire Department	Full Time
Minot Air Force Base	Full Time
Minot Rural Fire Department	Combination
Mouse River Firefighters Association	Volunteer and Career Department

EMERGENCY MANAGEMENT

The City of Minot utilizes Ward County for emergency management services. MFD provides a liaison/representative Battalion Chief and/or Fire Chief to the county when required.

Ward County Emergency Management coordinates and facilitates the use of resources to minimize the impact of emergencies and disasters on people, property, and the environment

Ward County Emergency Management is responsible for:

- Performing technical work in plan development, including implementation and management of countywide disaster prevention, preparedness, response, recovery, mitigation, and risk reduction.
- Administering the State Homeland Security Program (SHSP) grant funds at the direction of the Ward County Emergency Resource Council Steering Committee, a representative group given legal authority by the Ward County Commission to expend these funds.
- Working with the Ward County Local Emergency Resource Council to develop and maintain the Ward County Hazard Mitigation Plan (HMP) and the Emergency Operations Plan (EOP), which defines agency roles and responsibilities and includes the evacuation, sheltering, warning, and terrorism annex.
- Organizing and operating the Ward County Emergency Operations Center (EOC) and coordinating support from state and federal organizations during an emergency.
- Providing county-wide training and exercises to prepare for local, regional, and state emergencies and disasters to include classroom-based training in the National Incident Management System (NIMS) for all personnel who may be involved in disaster response and recovery activities.
- Providing guidance to municipalities on the development of disaster management plans.
- Acting as the applicant agent for county and townships for state and federal funding when funding is approved after a disaster has occurred.



- Coordinating and facilitating the use of resources in order to minimize the impact of emergencies and disasters on people, property, and the environment from disasters such as tornadoes, flooding, severe weather, etc.

SPECIALIZED FIRE-TECHNICAL RESPONSE CAPABILITIES

Specialized response capabilities include hazardous materials (Haz-Mat), high angle rope rescue, trench collapse, building collapse, complicated heavy auto extrication, elevated rescue with an aerial platform, and confined space rescue. MFD personnel are trained to certain specialized levels and have the response assets and capabilities to mitigate a complex specialized or technical rescue incident. This requires a properly trained and equipped response force. When needed, these assets are obtained through partnerships and agreements with surrounding automatic aid departments and the Northwest Regional Response Team that has additional personnel and resources in place to respond to local emergencies that are beyond their capability.

The Anchor Capability Regional Response Concept was developed in 2005. It began with a study to address the need for improving North Dakota's ability to respond to a CBRNE (Chemical, Biological, Radioactive, Nuclear, Explosive) events across the entire state.

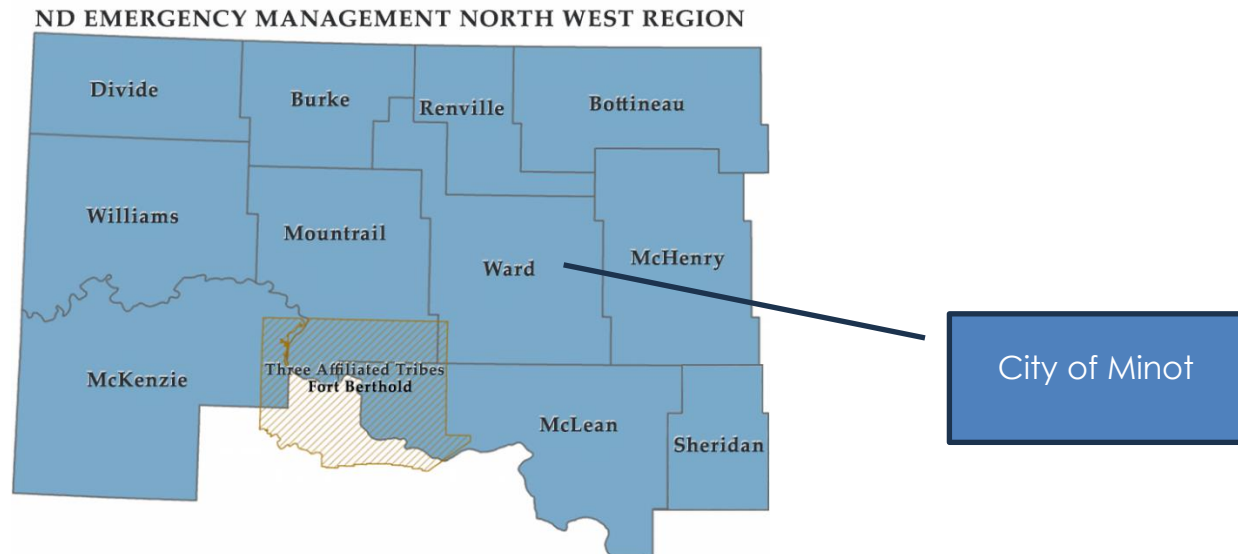
To meet this need, the North Dakota Department of Emergency Services entered into a cooperative agreement beginning in 2008 with Fargo, Grand Forks, Bismarck, and Minot to initiate a statewide comprehensive regional response program. The program places personnel and resources into four geographic regions to provide the mechanism for a coordinated response to a CBRNE incident. The program originally only supported hazardous materials emergency response teams but has grown over the years to include bomb squads, special weapons and tactical teams, ambus teams, and search and rescue teams.

The four regional coordinators provide technical support on planning, training, and exercise activities to the regional teams; city, county, and tribal emergency managers; and all other first responder disciplines. They assist in helping jurisdictions determine their equipment needs and they act as a liaison between local jurisdictions and the state during emergency or disaster events.⁸⁴

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84. <https://www.des.nd.gov/preparedness/regional-response>

FIGURE 4-15: Emergency Management Northwest Region



The MFD's aim is to have a Northwest Regional Response Team that consists of five members of the HazMat team and five members of the Technical Rescue team from each battalion. It can be 6/4 or 4/6 if needed. The goal is to have 30 total team members.

Minot Northwest Regional Response Team policies for team members includes the following:

- A minimum of a five-year commitment is needed.
- Team members will attend a minimum of two trainings in their discipline and a minimum of one training class in the other discipline. Team members need to attend a minimum of four trainings annually.
- Any outside trainings attended will count as one training per class attended for that discipline.
- Battalion trainings will follow HazMat and Technical Rescue team trainings.
- All members must be a minimum of senior firefighter.
- HazMat leads will set the HazMat skill standards for the technical rescue members, and the Technical Rescue leads will set the Technical Rescue skill standards for the HazMat members.
- Members must have certifications ICS 100, 200, 300, 400, 700, 800.
- Members will be chosen by the Captain, Battalion Chief, and team leads of their discipline.
- Selection consists of an Application and Interview process.
- Members are chosen amongst the three battalions then established if that candidate is able to change battalions to fill an open spot.
- Each member must be Hazardous Materials Technician level certified.
- Regional response team members will receive first choice of outside training opportunities.

The department's goal is to have 10 members from each shift for a total of 30 members. Currently, the team consists of 23 members (19 firefighters and 4 Battalion Chiefs). The department is actively recruiting members to fill out the remainder of the team.

Operational Battalion Chiefs and some firefighters stated that there is at times some ambiguity regarding how the team is staffed depending on the call type, Technical Rescue vs. Hazmat. These decisions are often based on the availability of the members to respond and may not represent those members assigned to only one specialty. CPSM recommends that cross-training in both disciplines can assist in alleviating difficulty staffing the team when response is needed.

The regional response equipment capabilities of the team are in good order and sufficient for response. There is some concern that the rescue apparatus, which was purchased with grant funds, cannot be replaced without securing additional state or federal monies. Continuing to pursue Assistance to Firefighter Grants (AFG) as well as state grant programs for upgrading equipment is essential in the continuity of many of these specialty fire programs.

Operational Planning Considerations and Recommendations

The MFD is entrusted with community emergency response responsibilities and assets, and the city recognizes the intrinsic services the department provides. This is evidenced by the city's forethought to have this analysis completed. On a day-to-day basis the MFD responds to emergency and non-emergency calls for service in and outside of the city as a part of an automatic and mutual aid system in which it participates.

This report is comprised of a comprehensive analysis between October 1, 2022, and September 30, 2023 of the administrative and operational components of the MFD and includes an all-hazards community risk analysis, benchmarking MFD response against the NFPA 1710 standard and ISO-FSRS grading schedule; GIS mapping that illustrates call demand in the city, the extent of response time, and coverage of the city; and a comprehensive data analysis of fire and EMS call types, unit workload, department resiliency, and response times.

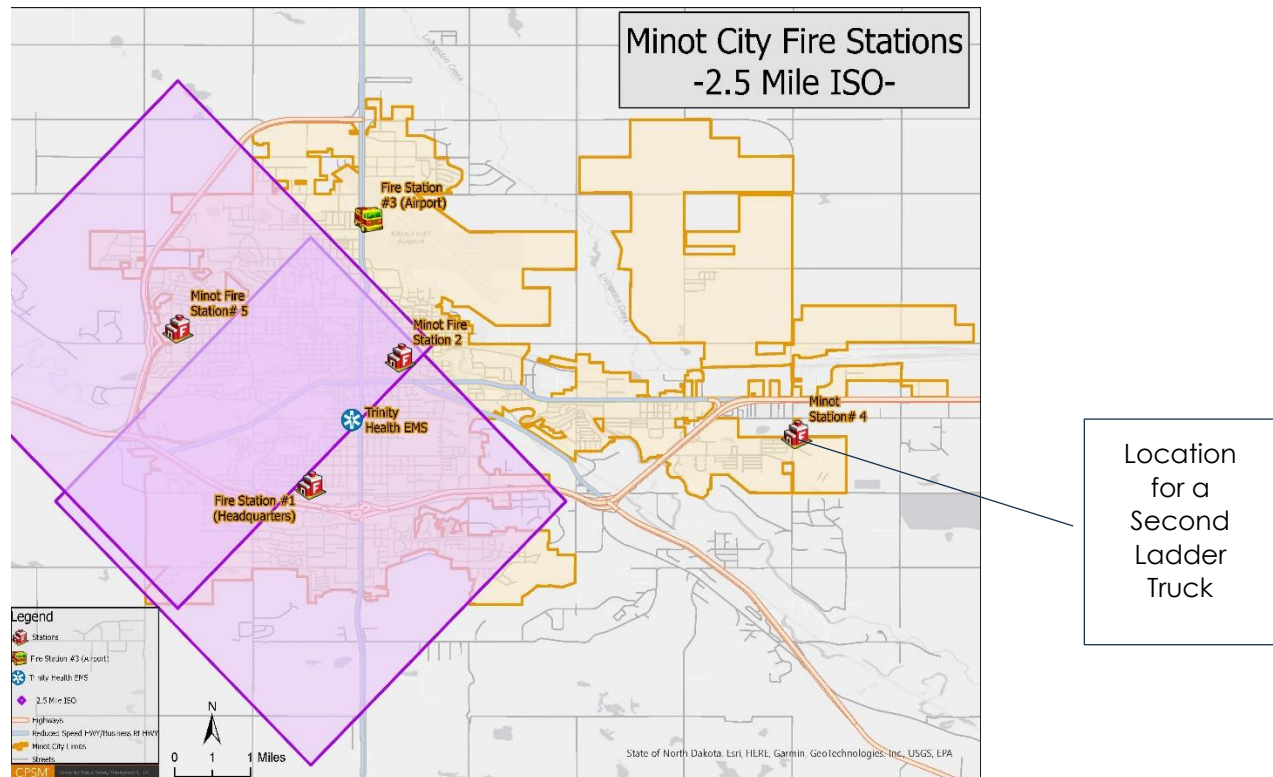
CPSM found the MFD to be a well-managed, prepared, dedicated, and capable department that delivers effective services to the residents of Minot. The Fire Chief and her immediate staff and firefighters were highly responsive to our requests for information and assisted in collecting data from outside sources.

Based on our analysis, CPSM did determine areas where improvements and/or enhancements to service can be made and are stated throughout this report.

One last observation/recommendation to consider is the placement of a second multi-functional company (Quint) that can also function as a ladder when needed and which would provide additional 2.5-mile (ISO standard) coverage and provide an additional ladder for high-rise operations. Moving the current Quint from Station 5 to Station 4 may be a current consideration to provide more coverage on the east side of the city and evenly distribute ladder response.

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FIGURE 4-16: ISO 2.5-Mile Ladder Coverage



- CPSM recommends that the Fire Chief begin working with city leadership to begin a succession plan, given that several command level retirements will occur in the next four to five years. (Recommendation No. 29.)
- Establish a process to improve turnout times for fire and EMS calls. The turnout time should align with current NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Departments*, 2020 Edition. (Recommendation No. 30.)
- CPSM recommends the Fire Chief work on call processing times with the 911 Center. (Recommendation No. 31.)
- Continue the Steering Committee with Trinity Health with fire department stakeholders; this is viewed by CPSM as a *Best Practice*. (Recommendation No. 32.)
- CPSM recommends engaging Minot Rural Fire Department (MRFD) and Minot Air Force Base to strengthen some of their Automatic Aid and Mutual Aid Responses. MAFB and MRFD (a volunteer company) are the closest assistance for MFD in the event of a large incident. (Recommendation No. 33.)

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SECTION 5. DATA ANALYSIS

This data analysis was prepared as a key component of the study of the fire services provided by the Minot Fire Department (MFD). This analysis examines all calls for service from October 1, 2022, to September 30, 2023, as recorded in the Minot Central Dispatch's Computer-Aided Dispatch (CAD) system and MFD's National Fire Incident Reporting System (NFIRS) records.

This analysis is made up of four parts. The first part focuses on call types and dispatches. The second part explores the time spent and the workload of individual units. The third part presents an analysis of the busiest hours in the year studied. The fourth and final part provides a response time analysis of responding units.

Located in the county seat of Ward County, the Minot City Fire Department serves a population of about 47,800 people in an area of more than 17.5 square miles. MFD is an all-hazards response fire department, providing service and protection for fire and medical emergencies, hazardous material responses, vehicle accidents, and other incidents where life and property are threatened. The MFD operates out of five fire stations with 21 full staff and 17 minimum staff on duty 24/7. The frontline units include two Battalion Chiefs, an aerial truck, four engines, a hazmat truck, two rescue trucks, and a typhoon quint. The MFD also operated a reserve engine that was occasionally in service when the frontline engine was out of service and a reserve ladder as a backup when another ladder truck was out of service.

From October 1, 2022, to September 30, 2023, MFD responded to 4,855 calls, of which 77 percent were EMS calls. The total combined workload (deployed time) for MFD units for the year studied was 2,423.1 hours. In responding to calls that involved the fire department, the average dispatch time was 2.8 minutes, and the average response time was 7.6 minutes. The 90th percentile dispatch time was 4.3 minutes and the 90th percentile response time was 10.8 minutes.

METHODOLOGY

In this report, CPSM analyzes calls and runs. A call is an emergency service request or incident. A run is a dispatch of a unit (i.e., a unit responding to a call). Thus, a call may include multiple runs.

We received CAD data and NFIRS data for the Minot Fire Department. We first matched the NFIRS and CAD data based on the incident numbers provided. Then, we classified the calls in a series of steps. We first used the NFIRS incident type to identify canceled calls and to assign emergency medical service (EMS), motor vehicle accident (MVA), and fire category call types. For calls without matched NFIRS data, we instead used the incident type description in the CAD data to identify the call type. The type of calls that occurred outside MFD's fire district were identified as mutual aid. The method used to categorize incident types is shown in Attachment III.

We received records for a total of 4,964 calls that occurred between from October 1, 2022, to September 30, 2023. We removed seven calls without a dispatched MFD unit and 100 calls to which the dispatched unit did not have at least an en route or an arrival time. In addition, two calls that only involved administrative units were not included in the analysis. However, the work associated with these calls is included in the analysis of additional personnel in Attachment I.

CALL TOTALS AND RUNS

From October 1, 2022, to September 30, 2023, MFD responded to 4,845 calls. Of these, 47 were outside fire calls and 83 were structure fire calls within the City of Minot.

Calls by Type

Table 5-1 shows the number of calls that MFD responded to by call type, average calls per day, and the percentage of calls that fall into each call type category. Figures 5-1 and 5-2 show the percentage of calls that fall into each EMS (Figure 5-1) and fire (Figure 5-2) type category.

TABLE 5-1: Calls by Type

Call Type	Total Calls	Calls per Day	Call Percentage
Medical and other	3,538	9.7	72.9
MVA	176	0.5	3.6
EMS Subtotal	3,714	10.2	76.5
False alarm	400	1.1	8.2
Good intent	76	0.2	1.6
Hazard	186	0.5	3.8
Outside fire	47	0.1	1.0
Public service	95	0.3	2.0
Structure fire	83	0.2	1.7
Technical rescue	18	0.0	0.4
Fire Subtotal	905	2.5	18.6
Canceled	211	0.6	4.3
Mutual aid	25	0.1	0.5
Total	4,855	13.3	100.0

Note: *Calls outside MFD's fire district were labeled as mutual aid. Out of 25 mutual aid calls, one was canceled.

FIGURE 5-1: EMS Calls by Type

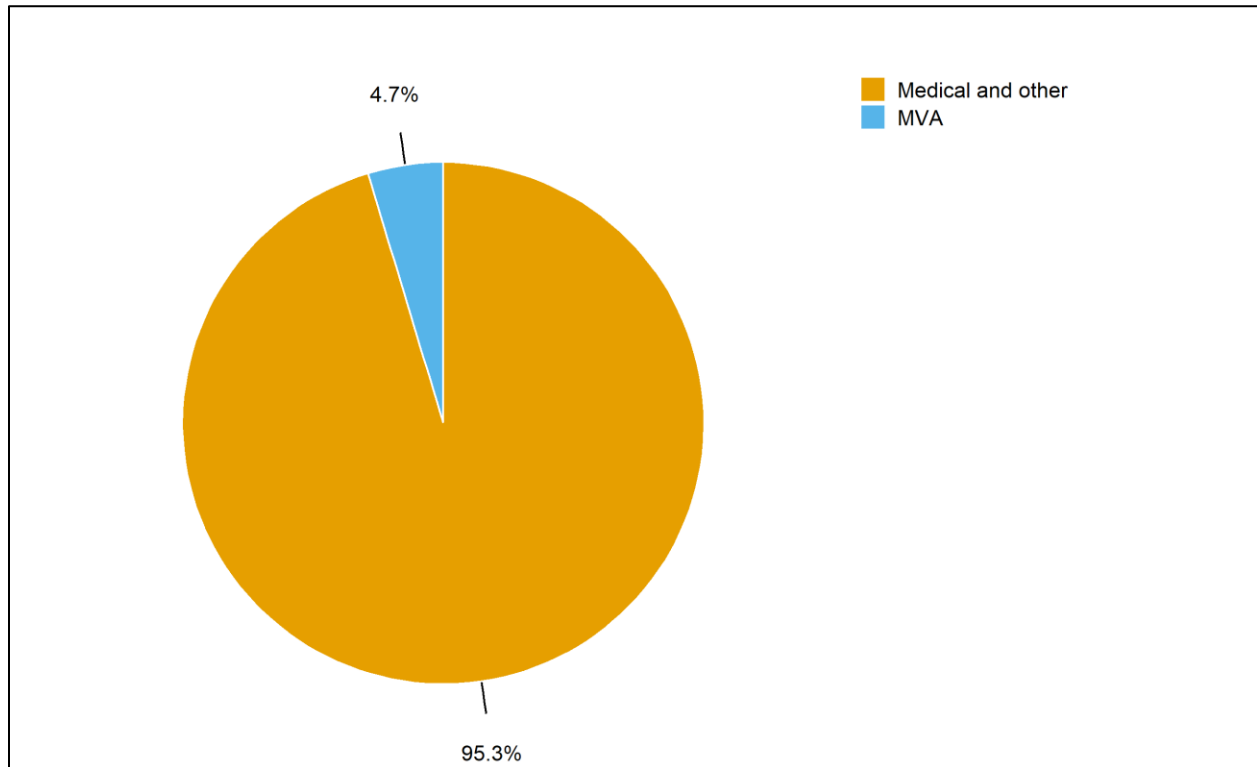
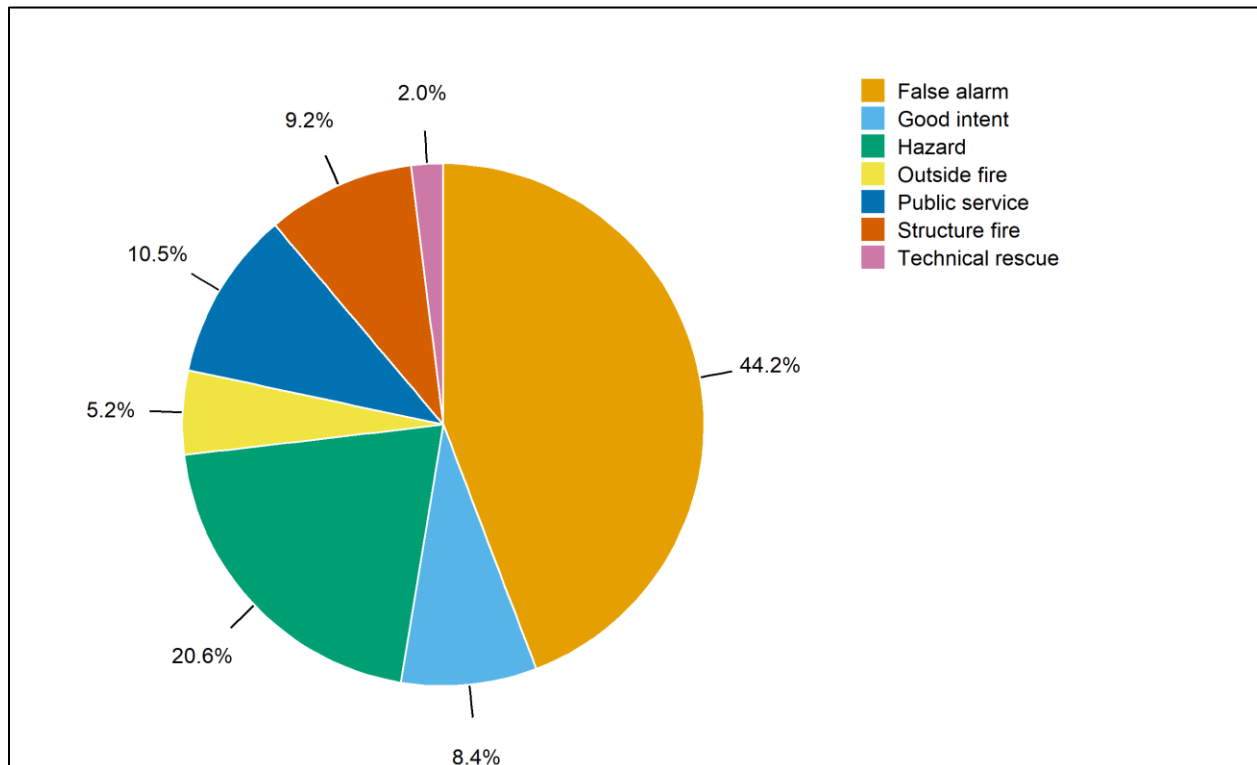


FIGURE 5-2: Fire Calls by Type



Observations:

- MFD responded to an average of 13.3 calls, including 0.6 canceled and 0.1 mutual aid calls, per day.
- EMS calls for the year totaled 3,714 (76 percent of all calls), an average of 10.2 calls per day.
 - Medical and other calls made up 95 percent of EMS calls, an average of 9.7 calls per day.
 - Motor vehicle accidents made up five percent of EMS calls, an average of 0.5 calls per day.
- Fire calls for the year totaled 905 (19 percent of all calls), an average of 2.5 per day.
 - False alarm calls were the largest category of fire calls at 44 percent of fire calls, an average of 1.1 calls per day.
 - Structure and outside fire calls combined made up 14 percent of fire calls, an average of 0.4 calls per day, or one call every three days.

Calls by Type and Duration

The following table shows the duration of calls by type using four duration categories: less than 30 minutes, 30 minutes to one hour, one to two hours, and two or more hours.

TABLE 5-2: Calls by Type and Duration

Call Type	Less than 30 Minutes	30 Minutes to One Hour	One to Two Hours	Two or More Hours	Total
Medical and other	3,144	345	43	6	3,538
MVA	88	59	26	3	176
EMS Subtotal	3,232	404	69	9	3,714
False alarm	330	56	13	1	400
Good intent	54	18	3	1	76
Hazard	78	64	37	7	186
Outside fire	31	10	6	0	47
Public service	75	13	5	2	95
Structure fire	38	17	15	13	83
Technical rescue	11	6	1	0	18
Fire Subtotal	617	184	80	24	905
Canceled	207	4	0	0	211
Mutual aid	11	7	4	3	25
Total	4,067	599	153	36	4,855

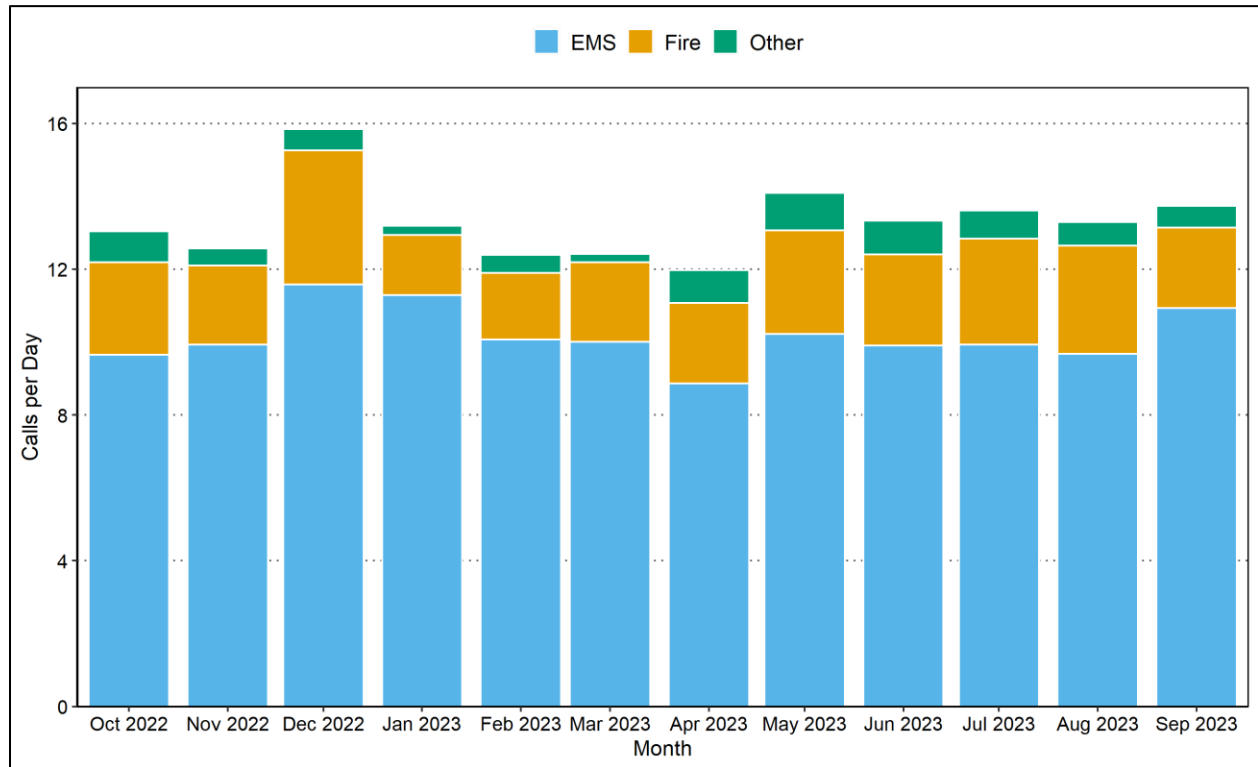
Observations:

- A total of 3,636 EMS calls (98 percent) lasted less than one hour, and 78 EMS calls (two percent) lasted more than one hour.
 - On average, 0.2 EMS calls per day lasted more than one hour.
 - A total of 147 motor vehicle accidents (84 percent) lasted less than one hour, and 29 motor vehicle accidents (16 percent) lasted more than one hour.
- A total of 801 fire calls (89 percent) lasted less than one hour, 80 fire calls (nine percent) lasted one to two hours, and 24 fire calls (three percent) lasted two or more hours.
 - On average, 0.3 fire calls per day lasted more than one hour.
 - A total of 41 outside fire calls (87 percent) lasted less than one hour, and six outside fire calls (13 percent) lasted one to two hours.
 - A total of 55 structure fire calls (66 percent) lasted less than one hour, 15 structure fire calls (18 percent) lasted one to two hours, and 13 structure fire calls (16 percent) lasted two or more hours.

Calls by Month and Hour of Day

Figure 5-3 shows the monthly variation in the average daily number of calls handled by MFD from October 1, 2022, to September 30, 2023. Similarly, Figure 5-4 illustrates the average number of calls received each hour of the day.

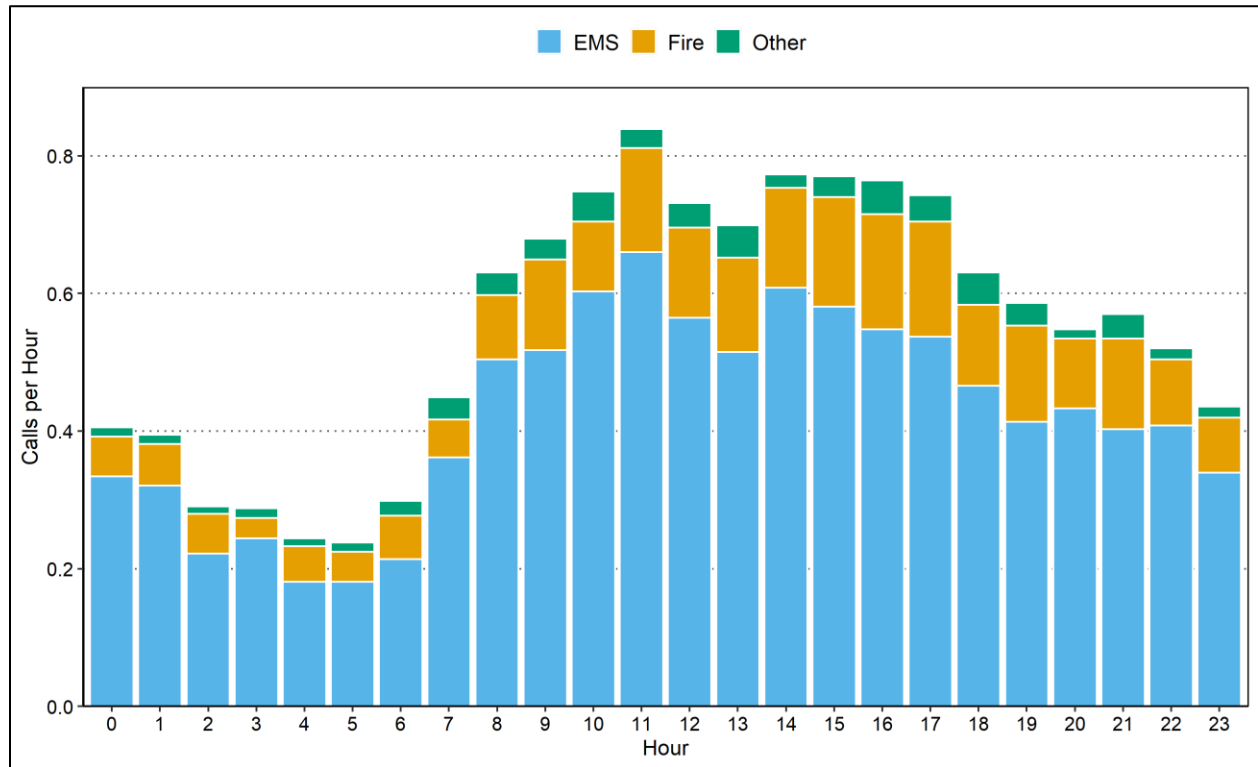
FIGURE 5-3: Calls per Day by Month



Observations:

- Average EMS calls per day ranged from 8.9 in April 2023 to 11.6 in December 2022.
- Average fire calls per day ranged from 1.6 in January 2023 to 3.7 in December 2022.
- Average other calls per day ranged from 0.2 in March 2023 to 1.0 in May 2023.
- Average calls per day overall ranged from 12.0 in April 2023 to 15.8 in December 2022.

FIGURE 5-4: Average Calls by Hour of Day



Observations:

- Average EMS calls per hour ranged from 0.18 between 4:00 a.m. and 5:00 a.m. to 0.66 between 11:00 a.m. and noon.
- Average fire calls per hour ranged from 0.03 between 3:00 a.m. and 4:00 a.m. to 0.17 between 5:00 p.m. and 6:00 p.m.
- Average other calls per hour ranged from 0.01 between 2:00 a.m. and 3:00 a.m. to 0.05 between 4:00 p.m. and 5:00 p.m.
- Average calls per hour overall ranged from 0.24 between 5:00 a.m. and 6:00 a.m. to 0.84 between 11:00 a.m. and noon.

Units Arriving at Calls

In this section, we limit ourselves to calls where a unit from MFD arrives. For this reason, there are 265 fewer calls in Table 5-3 than in Table 5-1. Table 5-3, along with Figures 5-5 and 5-6, detail the number of calls with one, two, and three or more MFD units arriving at a call, broken down by call type.

TABLE 5-3: Calls by Type and Number of Arriving MFD Units

Call Type	Number of Units				Total Calls
	One	Two	Three	Four or More	
Medical and other	3,367	67	2	1	3,437
MVA	93	48	28	5	174
EMS Subtotal	3,460	115	30	6	3,611
False alarm	213	115	36	22	386
Good intent	44	18	3	11	76
Hazard	121	35	14	11	181
Outside fire	25	11	7	3	46
Public service	66	14	5	5	90
Structure fire	19	15	20	28	82
Technical rescue	12	3	2	0	17
Fire Subtotal	500	211	87	80	878
Canceled	76	5	0	0	81
Mutual aid	7	6	6	1	20
Total	4,043	337	123	87	4,590
Total Percentage	88.1	7.3	2.7	1.9	100.0

Note: Out of 265 calls that did not have an arriving unit, 130 were canceled calls, 103 were EMS calls, 27 were fire calls, and five were mutual aid calls.

FIGURE 5-5: Number of Arriving MFD Units for EMS Calls

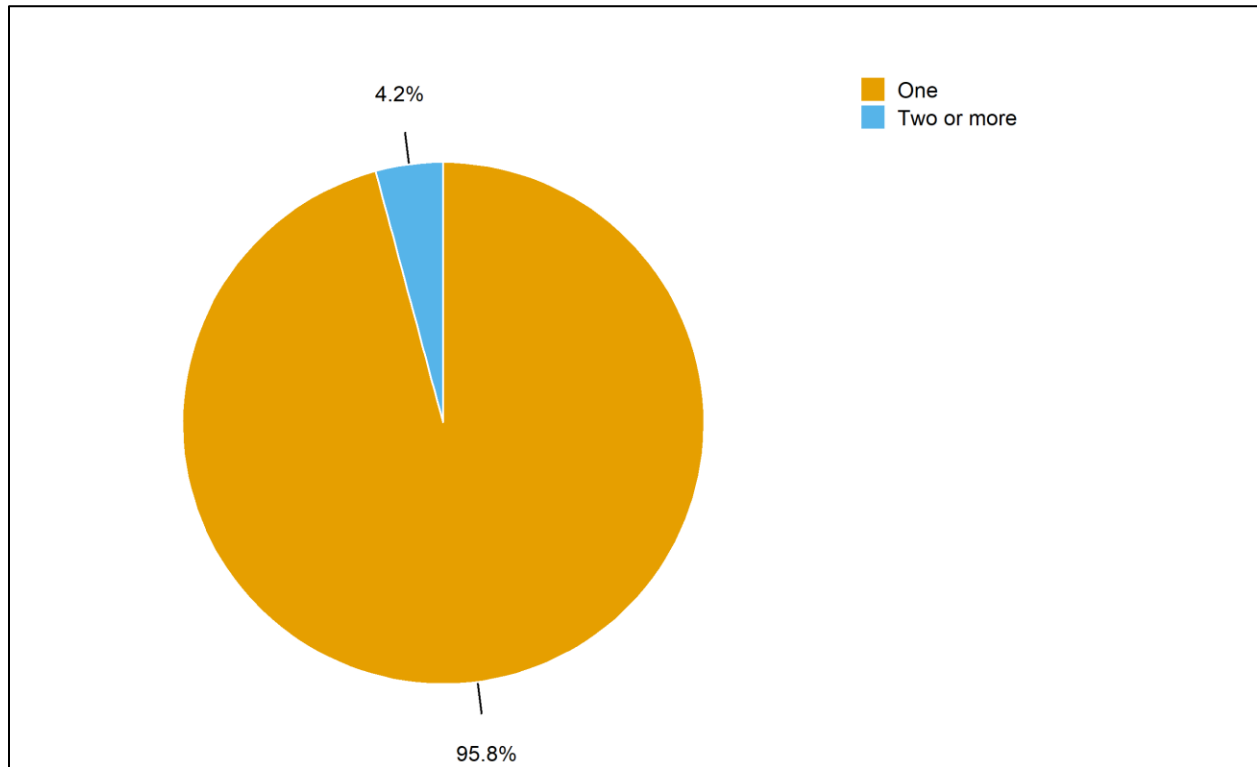
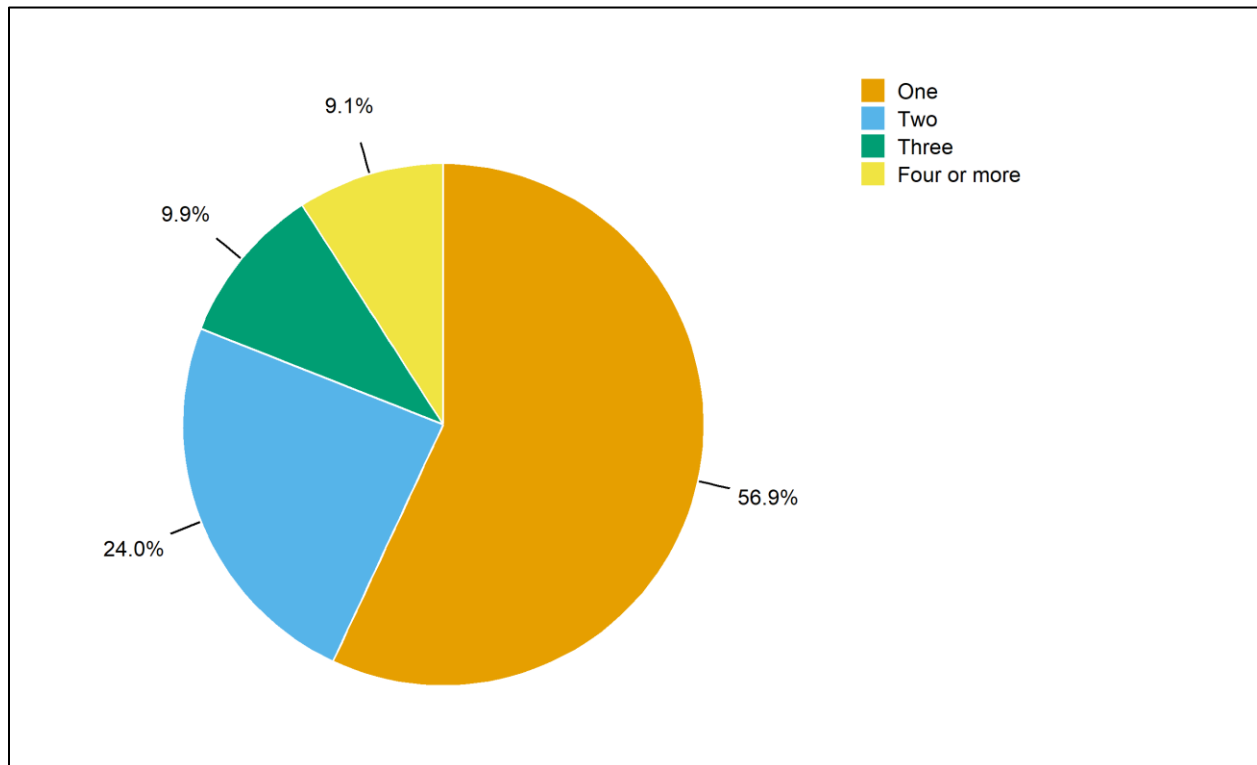


FIGURE 5-6: Number of Arriving MFD Units for Fire Calls



Observations:

Overall

- On average, 1.2 units arrived at all calls; for 88 percent of calls, only one unit arrived.
- Overall, four or more units arrived at two percent of calls.

EMS

- On average, 1.1 units arrived per EMS call.
- For EMS calls, one unit arrived 96 percent of the time, two units arrived 3 percent of the time, and three or more units arrived 1 percent of the time.

Fire

- On average, 1.8 units arrived per fire call.
- For fire calls, one unit arrived 57 percent of the time, two units arrived 24 percent of the time, three units arrived 10 percent of the time, and four or more units arrived 9 percent of the time.
- For outside fire calls, three or more units arrived 22 percent of the time.
- For structure fire calls, three or more units arrived 59 percent of the time.

WORKLOAD: RUNS AND TOTAL TIME SPENT

The workload of MFD's units is measured in two ways: runs and deployed time. The deployed time of a run is measured from the time a unit is dispatched through the time the unit is cleared. Because multiple units respond to some calls, there are more runs (6,761) than calls (4,855) and the average deployed time per run varies from the average duration per call.

Runs and Deployed Time

Deployed time, also referred to as deployed hours, is the total deployment time of MFD units deployed on all runs. Table 5-4 shows the total deployed time, both overall and broken down by type of run, for all non-administrative MFD units. Table 5-5 and Figure 5-7 present the average deployed minutes by hour of day.

TABLE 5-4: Annual Runs and Deployed Time by Type

Run Type	Minutes per Run	Total Hours	Percent of Hours	Minutes per Day	Total Runs	Runs per Day
Medical and other	20.2	1,266.9	52.3	208.3	3,755	10.3
MVA	24.9	174.5	7.2	28.7	421	1.2
EMS Subtotal	20.7	1,441.5	59.5	237.0	4,176	11.4
False alarm	16.6	277.9	11.5	45.7	1,003	2.7
Good intent	21.7	68.9	2.8	11.3	190	0.5
Hazard	33.4	201.6	8.3	33.1	362	1.0
Outside fire	17.7	41.2	1.7	6.8	140	0.4
Public service	23.2	70.4	2.9	11.6	182	0.5
Structure fire	44.0	244.3	10.1	40.2	333	0.9
Technical rescue	20.1	11.4	0.5	1.9	34	0.1
Fire Subtotal	24.5	915.7	37.8	150.5	2,244	6.1
Canceled	5.1	24.5	1.0	4.0	289	0.8
Mutual aid	47.8	41.5	1.7	6.8	52	0.1
Other Subtotal	11.6	65.9	2.7	10.8	341	0.9
Total	21.5	2,423.1	100.0	398.3	6,761	18.5

Observations:

Overall

- The total deployed time for the year was 2,423.1 hours. The daily average was 6.6 hours for all units combined.
- There were 6,761 runs, including 289 runs dispatched for canceled calls and 52 runs dispatched for mutual aid calls. The daily average was 18.5 runs.

EMS

- EMS runs accounted for 59 percent of the total workload.
- The average deployed time for EMS runs was 20.7 minutes. The deployed time for all EMS runs averaged 3.9 hours per day.

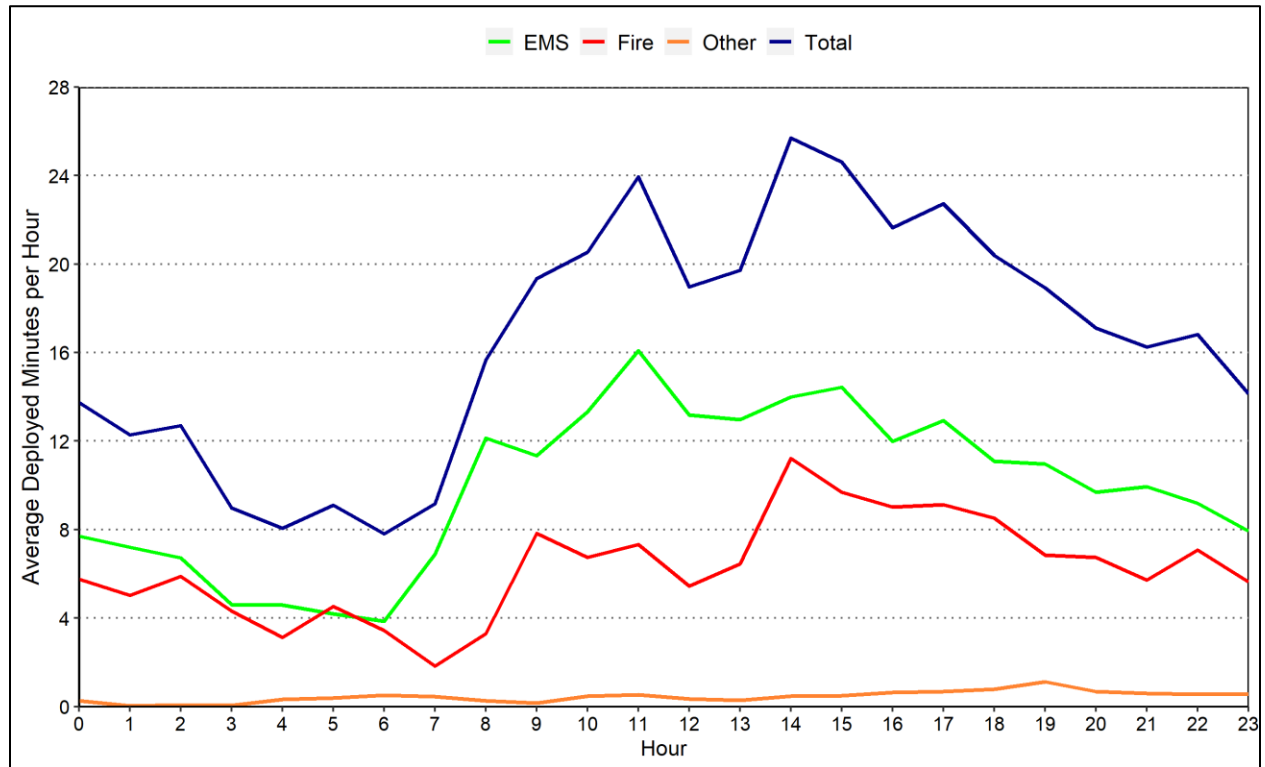
Fire

- Fire runs accounted for 38 percent of the total workload.
- The average deployed time for fire runs was 24.5 minutes. The deployed time for all fire runs averaged 2.5 hours per day.
- There were 473 runs for structure and outside fire calls combined, with a total workload of 285.5 hours. This accounted for 12 percent of the total workload.
- The average deployed time for outside fire runs was 17.7 minutes per run, and the average deployed time for structure fire runs was 44.0 minutes per run.

TABLE 5-5: Deployed Minutes by Hour of Day

Hour	EMS	Fire	Other	Total
0	7.7	5.8	0.3	13.7
1	7.2	5.0	0.0	12.3
2	6.7	5.9	0.1	12.7
3	4.6	4.3	0.1	9.0
4	4.6	3.1	0.3	8.0
5	4.2	4.5	0.4	9.1
6	3.9	3.4	0.5	7.8
7	6.9	1.8	0.5	9.2
8	12.1	3.3	0.3	15.7
9	11.3	7.8	0.2	19.4
10	13.3	6.8	0.5	20.5
11	16.1	7.3	0.5	23.9
12	13.2	5.4	0.4	19.0
13	13.0	6.5	0.3	19.7
14	14.0	11.2	0.5	25.7
15	14.4	9.7	0.5	24.6
16	12.0	9.0	0.6	21.6
17	12.9	9.1	0.7	22.7
18	11.1	8.5	0.8	20.4
19	11.0	6.8	1.1	18.9
20	9.7	6.7	0.7	17.1
21	9.9	5.7	0.6	16.3
22	9.2	7.1	0.6	16.8
23	7.9	5.6	0.6	14.1
Total	237.0	150.5	10.8	398.3

FIGURE 5-7: Average Deployed Minutes by Hour of Day



Observations:

- Hourly deployed time was highest during the day from 9:00 a.m. to 7:00 p.m., averaging between 19 minutes and 26 minutes.
- Average deployed time peaked between 2:00 p.m. and 3:00 p.m., averaging 26 minutes.
- Average deployed time was lowest between 6:00 a.m. and 7:00 a.m., averaging eight minutes.

Workload by Unit

Table 5-6 provides a summary of each MFD unit's workload for the period from October 1, 2022, to September 30, 2023. Tables 5-7 and 5-8 provide a more detailed view of the workload, showing each unit's runs broken out by run type (Table 5-7) and its daily average deployed time by run type (Table 5-8).

TABLE 5-6: Workload by Unit

Station	Unit	Type	Minutes per Run	Hours	Percent	Minutes per Day	Runs	Runs per Day
MFD1	BAT1	BC	26.4	211.2	8.7	34.7	480	1.3
	BAT2	BC	52.2	20.9	0.9	3.4	24	0.1
	ENG1	Engine	20.8	665.4	27.5	109.4	1,916	5.2
	ENG5	Res. Engine	23.4	34.6	1.4	5.7	89	0.2
	HZMT1	Hazmat	4.2	0.1	0.0	0.0	1	0.0
	LAD1*	Ladder	1.0	0.0	0.0	0.0	1	0.0
	PLAT1	Platform	20.3	53.2	2.2	8.8	157	0.4
	RES1*	Rescue	20.6	1.7	0.1	0.3	5	0.0
	TEMS1	Rescue	0.1	0.0	0.0	0.0	1	0.0
	Total		22.2	987.2	40.7	162.3	2,674	7.3
MFD2	ENG2	Engine	19.2	143.8	5.9	23.6	449	1.2
	LAD2*	Ladder	19.3	506.7	20.9	83.3	1,572	4.3
	RES2	Rescue	26.3	22.4	0.9	3.7	51	0.1
	SOTV	Rescue	54.6	3.6	0.2	0.6	4	0.0
	Total		19.6	676.5	27.9	111.2	2,076	5.7
MFD3	AIR302	ARFF	15.8	1.1	0.0	0.2	4	0.0
	ENG3	Engine	23.1	458.3	18.9	75.3	1,191	3.3
	Total		23.1	459.4	19.0	75.5	1,195	3.3
MFD4	ENG4	Engine	20.7	243.3	10.0	40.0	705	1.9
	HZMT4**	Hazmat	42.0	39.9	1.6	6.6	57	0.2
	Total		22.3	283.2	11.7	46.6	762	2.1
MFD5	LAD5	Ladder	18.7	16.8	0.7	2.8***	54	0.1***
Total			21.5	2,423.1	100.0	398.3	6,761	18.5

Note: *No longer at this station; **Unit rotates between Stations 1 and 4; ***Station 5 started service on 8/20/2023 for a total of 42 days in the study period. However, Ladder 5 was only in service at Station 5 for 21 days. It was out for maintenance for another 19 days and at Station 2 replacing L2 for two days. All "per day" measurements are divided by 365 days for consistency.

TABLE 5-7: Total Runs by Type and Unit

Station	Unit	Unit Type	EMS	False Alarm	Good Intent	Hazard	Outside Fire	Public Service	Struct Fire	Tech Rescue	Cancel	Mutual Aid	Total
MFD1	BAT1	BC	78	168	31	49	25	26	65	5	20	13	480
	BAT2	BC	4	3	1	1	3	1	9	0	0	2	24
	ENG1	Engine	1,375	214	41	73	23	32	57	8	88	5	1,916
	ENG5	Res. Engine	55	20	1	5	4	2	2	0	0	0	89
	HZMT1	Hazmat	0	0	0	1	0	0	0	0	0	0	1
	LAD1*	Ladder	1	0	0	0	0	0	0	0	0	0	1
	PLAT1	Platform	95	25	2	6	4	4	9	1	10	1	157
	RES1*	Rescue	5	0	0	0	0	0	0	0	0	0	5
	TEMS1	Rescue	1	0	0	0	0	0	0	0	0	0	1
	Total		1,614	430	76	135	59	65	142	14	118	21	2,674
MFD2	ENG2	Engine	311	44	7	16	10	16	13	3	27	2	449
	LAD2*	Ladder	1,026	234	32	72	28	41	58	8	69	4	1,572
	RES2	Rescue	27	17	0	0	0	5	1	0	1	0	51
	SOTV	Rescue	0	0	0	0	0	0	0	1	1	2	4
	Total		1,364	295	39	88	38	62	72	12	98	8	2,076
MFD3	AIR302	ARFF	0	0	0	4	0	0	0	0	0	0	4
	ENG3	Engine	765	168	35	68	23	27	60	6	37	2	1,191
	Total		765	168	35	72	23	27	60	6	37	2	1,195
MFD4	ENG4	Engine	394	103	26	33	19	25	55	1	34	15	705
	HZMT4**	Hazmat	3	2	11	31	0	1	1	0	2	6	57
	Total		397	105	37	64	19	26	56	1	36	21	762
MFD5	LAD5***	Ladder	36	5	3	3	1	2	3	1	0	0	54
Total			4,176	1,003	190	362	140	182	333	34	289	52	6,761

Note: *No longer at this station; **Unit rotates between Stations 1 and 4; ***L5 was in service for 23 days during the study period.

TABLE 5-8: Deployed Minutes per Day by Type and Unit

Station	Unit	Unit Type	EMS	False Alarm	Good Intent	Hazard	Outside Fire	Public Service	Struct Fire	Tech Rescue	Cancel	Mutual Aid	Total
MFD1	BAT1	BC	5.9	8.2	2.0	3.8	1.4	1.5	9.4	0.2	0.3	1.9	34.7
	BAT2	BC	0.4	0.1	0.0	0.0	0.1	0.1	2.2	0.0	0.0	0.5	3.4
	ENG1	Engine	77.9	10.9	2.8	7.0	1.1	1.7	5.5	0.3	1.7	0.4	109.4
	ENG5	Res. Engine	3.6	0.9	0.0	0.3	0.4	0.2	0.3	0.0	0.0	0.0	5.7
	HZMT1	Hazmat	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	LAD1*	Ladder	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	PLAT1	Platform	5.2	1.3	0.3	0.6	0.2	0.2	0.8	0.1	0.1	0.0	8.8
	RES1*	Rescue	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.3
	TEMS1	Rescue	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Total		93.2	21.4	5.1	11.7	3.1	3.8	18.2	0.7	2.1	2.9	162.3
MFD2	ENG2	Engine	16.6	1.6	0.3	1.1	0.7	1.1	1.5	0.2	0.3	0.2	23.6
	LAD2*	Ladder	53.7	9.1	1.6	7.1	1.2	2.3	6.7	0.4	0.7	0.5	83.3
	RES2	Rescue	1.5	0.8	0.0	0.0	0.0	1.3	0.0	0.0	0.0	0.0	3.7
	SOTV	Rescue	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.6	0.6
	Total		71.9	11.5	1.9	8.2	2.0	4.6	8.3	0.6	1.0	1.2	111.2
MFD3	AIR302	ARFF	0.0	0.0	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.2
	ENG3	Engine	46.0	8.2	2.1	7.5	1.3	1.8	7.5	0.5	0.3	0.2	75.3
	Total		46.0	8.2	2.1	7.7	1.3	1.8	7.5	0.5	0.3	0.2	75.5
MFD4	ENG4	Engine	23.9	4.4	0.8	2.2	0.5	1.1	5.4	0.0	0.5	1.2	40.0
	HZMT4**	Hazmat	0.2	0.1	1.2	2.7	0.0	0.2	0.7	0.0	0.1	1.4	6.6
	Total		24.1	4.5	2.1	4.9	0.5	1.3	6.1	0.0	0.5	2.5	46.6
MFD5	LAD5***	Ladder	1.7	0.2	0.1	0.6	0.0	0.1	0.1	0.0	0.0	0.0	2.8
Total			237.0	45.7	11.3	33.1	6.8	11.6	40.2	1.9	4.0	6.8	398.3

Note: *No longer at this station; **Unit rotates between Station 1 and 4; *** LAD5 was in Station 5 for 23 days during the study period.

Observations:

- Station 1 made the most runs (2,674 or an average of 7.3 runs per day) and had the highest total annual deployed time (987.2 hours or an average of 2.7 hours per day).
 - EMS calls accounted for 60 percent of runs and 57 percent of the total deployed time.
 - Structure and outside fire calls accounted for eight percent of runs and 13 percent of the total deployed time.
- Station 2 made the second most runs (2,076 or an average of 5.7 runs per day) and had the second-highest total annual deployed time (676.5 hours or an average of 1.9 hours per day).
 - EMS calls accounted for 66 percent of runs and 65 percent of the total deployed time.
 - Structure and outside fire calls accounted for five percent of runs and nine percent of the total deployed time.
- ENG1 made the most runs (1,916 or an average of 5.2 runs per day) and had the highest total annual deployed time (665.4 hours or an average of 109.4 minutes per day).
 - EMS calls accounted for 72 percent of runs and 71 percent of the total deployed time.
 - Structure and outside fire calls accounted for four percent of runs and six percent of the total deployed time.
- LAD2 made the second most runs (1,572 or an average of 4.3 runs per day) and had the second-highest total annual deployed time (506.7 hours or an average of 83.3 minutes per day).
 - EMS calls accounted for 65 percent of runs and 65 percent of the total deployed time.
 - Structure and outside fire calls accounted for five percent of runs and 10 percent of the total deployed time.

Workload by Station Area

Table 5-9 breaks down the workload of MFD by areas within its fire district where the calls occurred. Table 5-10 provides further detail on the workload associated with structure and outside fire calls, also broken down by area. Each area is associated with a first due station.

TABLE 5-9: Annual Workload by Area

Area	Calls	Percent Calls	Runs	Runs Per Day	Minutes Per Run	Work Hours	Percent Work	Minutes Per Day
MFD1	1,907	39.3	2,672	7.3	20.4	906.4	37.4	149.0
MFD2	1,650	34.0	2,295	6.3	20.2	774.3	32.0	127.3
MFD3	912	18.8	1,271	3.5	23.6	501.0	20.7	82.4
MFD4	290	6.0	379	1.0	26.3	165.8	6.8	27.3
MFD5*	71	1.5	92	0.3	22.2	34.1	1.4	5.6
MFD Subtotal	4,830	99.5	6,709	18.4	21.3	2,381.6	98.3	391.5
MRFD	19	0.4	40	0.1	37.8	25.2	1.0	4.1
Burlington	3	0.1	5	0.0	76.5	6.4	0.3	1.0
Sawyer	1	0.0	1	0.0	0.4	0.0	0.0	0.0
Surrey	1	0.0	3	0.0	33.1	1.7	0.1	0.3
Velva	1	0.0	3	0.0	164.0	8.2	0.3	1.3
Aid Given Subtotal	25	0.5	52	0.1	47.8	41.5	1.7	6.8
Total	4,855	100.0	6,761	18.5	21.5	2,423.1	100.0	398.3

Note: *MFD 5 was a new station in service on 8/20/2023. It was only considered a separate location for 42 days;
MRFD=Minot Rural Fire Department

TABLE 5-10: Runs for Structure and Outside Fires by Area

Area	Structure Fires		Outside Fires		Total Deployed Hours	Percent Work
	Runs	Minutes per Run	Runs	Minutes per Run		
MFD1	83	32.0	30	13.0	50.8	17.5
MFD2	149	45.3	72	17.4	133.3	46.0
MFD3	67	42.0	32	21.3	58.3	20.1
MFD4	33	73.4	4	10.2	41.1	14.2
MFD5*	1	20.6	2	53.0	2.1	0.7
MFD Subtotal	333	44.0	140	17.7	285.5	98.4
MRFD	3	36.0	6	27.2	4.5	1.6
Total	336	43.9	146	18.0	290.0	100.0

Note: *MFD 5 was a new station in service on 8/20/2023. It was only considered a separate location for 42 days;
MRFD=Minot Rural Fire Department.

Observations:

MFD Service Area

- There were 4,830 calls or 99 percent of the total calls.
- There were 6,709 runs, including 289 runs dispatched for canceled calls. The daily average was 18.4 runs.
- The total deployed time for the year was 2,381.6 hours. The daily average was 6.5 hours for all units combined.

Aid Given

- There were 25 calls or one percent of the total calls.
- There were 52 runs, including one run dispatched for canceled calls. The daily average was 0.1 runs.
- The total deployed time for the year was 41.5 hours. The daily average was 7.2 minutes for all units combined.

ANALYSIS OF BUSIEST HOURS

In this analysis, we included all 4,855 calls given in Table 5-1. For these calls, there is significant variability in the number of calls from hour to hour. One special concern relates to the resources available for hours with the heaviest workload. We tabulated the data for each of the 8,760 hours from October 1, 2022, to September 30, 2023. Table 5-11 shows the number of hours in which there were zero to four or more calls during the hour. Table 5-12 shows the ten one-hour intervals that had the most calls during the studied period. Table 5-13 examines the number of times a call overlapped with another call.

TABLE 5-11: Frequency Distribution of the Number of Calls

Calls in an Hour	Frequency	Percentage
0	5,123	58.5
1	2,654	30.3
2	790	9.0
3	156	1.8
4+	37	0.4
Total	8,760	100.0

TABLE 5-12: Top Ten Hours with the Most Calls Received

Hour	Number of Calls	Number of Runs	Total Deployed Hours
7/10/2023, 11:00 p.m. to midnight	5	8	2.0
11/13/2022, noon to 1:00 p.m.	5	7	1.8
1/8/2023, 2:00 p.m. to 3:00 p.m.	5	6	1.9
2/22/2023, 2:00 p.m. to 3:00 p.m.	5	6	1.5
1/9/2023, 2:00 p.m. to 3:00 p.m.	5	5	1.9
5/30/2023, 5:00 p.m. to 6:00 p.m.	4	11	4.3
3/10/2023, 1:00 p.m. to 2:00 p.m.	4	10	2.4
11/7/2022, 2:00 p.m. to 3:00 p.m.	4	9	4.9
12/27/2022, 2:00 p.m. to 3:00 p.m.	4	9	4.1
7/6/2023, noon to 1:00 p.m.	4	9	1.6

Note: Total deployed hours is a measure of the total time spent responding to calls received in the hour. The deployed time from these calls may extend into the next hour or hours.

Observations:

- During 37 hours (0.4 percent of all hours), four or more calls occurred; in other words, the department responded to four or more calls in an hour roughly once every 10 days.
 - The highest number of calls to occur in an hour was five, which happened five times.
- The hour with the most calls and runs was 11:00 p.m. to midnight on July 10, 2023.
 - The hour's five calls involved eight dispatches resulting in 2.0 hours of deployed time.
 - These five calls included three medical and other calls, one false alarm call, and one good intent call.

TABLE 5-13: Frequency of Overlapping Calls

Area	Scenario	Number of Calls	Percent of All Calls	Total Hours
MFD1	No overlapped call	1,771	92.9	650.7
	Overlapped with one call	128	6.7	23.0
	Overlapped with two calls	8	0.4	1.2
MFD2	No overlapped call	1,546	93.7	558.1
	Overlapped with one call	97	5.9	20.4
	Overlapped with two calls	6	0.4	1.3
	Overlapped with three calls	1	0.1	0.0
MFD3	No overlapped call	879	96.4	381.5
	Overlapped with one call	32	3.5	8.2
	Overlapped with two calls	1	0.1	0.2
MFD4	No overlapped call	287	99.0	124.2
	Overlapped with one call	3	1.0	0.7
MFD5*	No overlapped call	71	100.0	0.5
Aid Given	No overlapped call	24	96.0	19.9
	Overlapped with one call	1	4.0	0.0

Note: *MFD 5 was a new station in service on 8/20/2023. It was included in the analysis only for 42 days.

Table 5-14 focuses on each station's availability to respond to calls within its first due area. At the same time, it focuses on calls where an MFD unit eventually arrived and ignores calls where no unit arrived. Out of 4,830 calls that are not mutual aid, there were 260 calls where an MFD unit went en route but no unit arrived. For this reason, the individual rows and the total in Table 5-14's second column do not match the corresponding values for Table 5-13.

TABLE 5-14: Station Availability to Respond to Calls

Area	Calls in Area	First Due Responded	Percent Responded	First Due Arrived	Percent Arrived	First Due First	Percent First
MFD1	1,809	1,632	90.2	1,609	88.9	1,582	87.5
MFD2	1,551	1,365	88.0	1,333	85.9	1,289	83.1
MFD3	864	796	92.1	784	90.7	775	89.7
MFD4	276	259	93.8	253	91.7	246	89.1
MFD5*	70	62	88.6	61	87.1	60	85.7
Total	4,570	4,114	90.0	4,040	88.4	3,952	86.5

Note: For each station, we count the number of calls within its first due area where at least one MFD unit arrived. Next, we focus on units from the first due station to see if any unit responded, arrived, or arrived first; Unit HZMT4 rotates between Station 1 and 4. *When LAD5 was out of service in Station 5's area, the reserve Eng5 would run out of that location. In addition, unit HZMT4 rotated between Stations 1 and 4.

RESPONSE TIME

In this part of the analysis, we present response time statistics for different call types. We separate response time into its identifiable components. *Dispatch time* is the difference between the time a call is received and the time a unit is dispatched. Dispatch time includes call processing time, which is the time required to determine the nature of the emergency and the types of resources to dispatch. *Turnout time* is the difference between dispatch time and the time a unit is en route to a call's location. *Travel time* is the difference between the time en route and arrival on scene. *Response time* is the total time elapsed between receiving a call to arriving on scene.

In this analysis, we included all calls to which at least one non-administrative unit arrived. Canceled and mutual aid calls were not included. In addition, calls with a total response time exceeding 30 minutes were excluded. Finally, we focused on units that had complete time stamps, that is, units with all components recorded, so that we could calculate each segment of response time. Calls labeled with "Low" priority were not included in this analysis.

Based on the methodology above, for 4,855 calls (Table 5-1), we excluded 211 canceled, 25 mutual aid calls, 62 low priority calls, 127 calls where no units recorded a valid on-scene time, 51 calls with a total response time exceeding 30 minutes, and 444 calls where one or more segments of the first arriving unit's response time could not be calculated due to missing or faulty data. As a result, in this section, a total of 3,935 calls are included in the analysis.

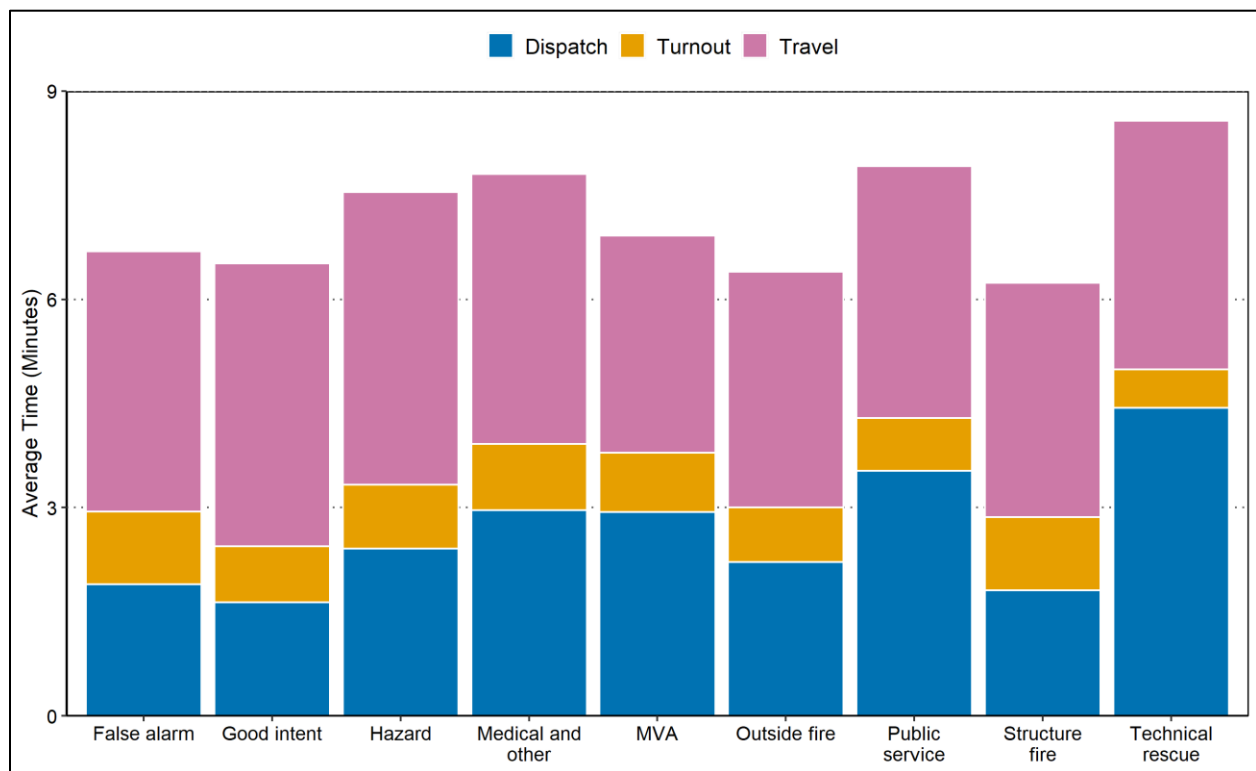
Response Time by Type of Call

Table 5-15 breaks down the average and 90th percentile dispatch, turnout, travel, and total response times by call type. A 90th percentile means that 90 percent of calls had response times at or below that number. For example, Table 5-15 shows an overall 90th percentile response time of 10.8 minutes, which means that 90 percent of the time, a call had a response time of no more than 10.8 minutes. Figure 5-8 illustrates the average response time by call type.

TABLE 5-15: Average and 90th Percentile Response Time of First Arriving Unit, by Call Type

Call Type	Average Response Time, Min.				90th Percentile Response Time, Min.				Call Count
	Dispatch	Turnout	Travel	Total	Dispatch	Turnout	Travel	Total	
Medical and other	3.0	1.0	3.9	7.8	4.4	1.8	6.2	10.8	3,132
MVA	2.9	0.8	3.1	6.9	5.6	1.6	5.3	10.5	129
EMS Subtotal	3.0	0.9	3.9	7.8	4.4	1.8	6.2	10.8	3,261
False alarm	1.9	1.0	3.7	6.7	3.2	1.9	6.5	10.0	308
Good intent	1.6	0.8	4.1	6.5	3.0	1.6	7.1	9.6	63
Hazard	2.4	0.9	4.2	7.5	3.6	1.9	8.1	11.9	133
Outside fire	2.2	0.8	3.4	6.4	3.0	1.4	5.6	8.3	36
Public service	3.5	0.8	3.6	7.9	7.5	1.9	5.9	12.1	57
Structure fire	1.8	1.1	3.4	6.2	2.6	1.7	5.6	8.8	72
Technical rescue	4.4	0.6	3.6	8.6	12.2	1.4	6.1	16.3	5
Fire Subtotal	2.1	1.0	3.8	6.9	3.5	1.8	6.7	10.6	674
Total	2.8	0.9	3.8	7.6	4.3	1.8	6.2	10.8	3,935

FIGURE 5-8: Average Response Time of First Arriving Unit, by Call Type



Observations:

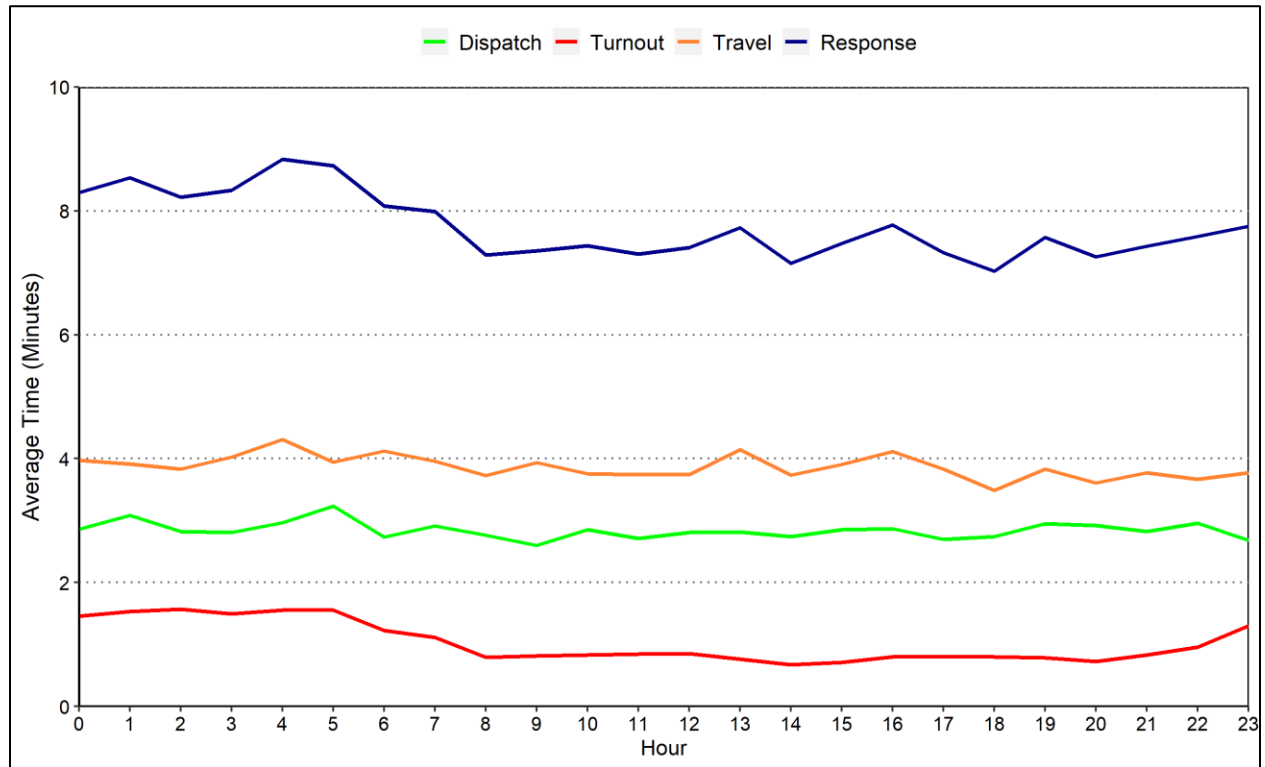
- The average dispatch time was 2.8 minutes.
- The average turnout time was 0.9 minutes.
- The average travel time was 3.8 minutes.
- The average total response time was 7.6 minutes.
- The average response time was 7.8 minutes for EMS calls and 6.9 minutes for fire calls.
- The average response time was 6.4 minutes for outside fires and 6.2 minutes for structure fires.
- The 90th percentile dispatch time was 4.3 minutes.
- The 90th percentile turnout time was 1.8 minutes.
- The 90th percentile travel time was 6.2 minutes.
- The 90th percentile total response time was 10.8 minutes.
- The 90th percentile response time was 10.8 minutes for EMS calls and 10.6 minutes for fire calls.
- The 90th percentile response time was 8.3 minutes for outside fires and 8.8 minutes for structure fires.

Table 5-16 shows the average response time by the time of day. The table also shows the 90th percentile response times. Figure 5-9 shows the average response time by the time of day.

TABLE 5-16: Average and 90th Percentile Response Times of First Arriving Unit, by Hour of Day

Hour	Minutes					Number of Calls
	Dispatch	Turnout	Travel	Response Time	90th Percentile Response Time	
0	2.9	1.5	4.0	8.3	11.3	133
1	3.1	1.5	3.9	8.5	11.4	129
2	2.8	1.6	3.8	8.2	13.3	88
3	2.8	1.5	4.0	8.3	11.1	92
4	3.0	1.6	4.3	8.8	11.3	80
5	3.2	1.6	3.9	8.7	11.9	78
6	2.7	1.2	4.1	8.1	11.1	94
7	2.9	1.1	4.0	8.0	11.3	141
8	2.8	0.8	3.7	7.3	9.9	183
9	2.6	0.8	3.9	7.4	10.9	202
10	2.9	0.8	3.8	7.4	10.4	204
11	2.7	0.8	3.7	7.3	9.8	262
12	2.8	0.9	3.7	7.4	10.8	213
13	2.8	0.8	4.1	7.7	11.5	188
14	2.7	0.7	3.7	7.2	9.8	218
15	2.9	0.7	3.9	7.5	11.1	206
16	2.9	0.8	4.1	7.8	11.0	211
17	2.7	0.8	3.8	7.3	10.2	216
18	2.7	0.8	3.5	7.0	10.1	178
19	2.9	0.8	3.8	7.5	11.0	180
20	2.9	0.7	3.6	7.2	10.5	164
21	2.8	0.8	3.7	7.4	10.0	179
22	3.0	1.0	3.6	7.6	10.4	159
23	2.7	1.3	3.8	7.8	10.4	137
Total	2.8	0.9	3.8	7.6	10.8	3,935

FIGURE 5-9: Average Response Time of First Arriving Unit, by Hour of Day



Observations:

- Average dispatch time was between 2.6 minutes (9:00 a.m. to 10:00 a.m.) and 3.2 minutes (5:00 a.m. to 6:00 a.m.).
- Average turnout time was between 0.7 minutes (2:00 p.m. to 3:00 p.m.) and 1.6 minutes (2:00 a.m. to 3:00 a.m.).
- Average travel time was between 3.5 minutes (6:00 p.m. to 7:00 p.m.) and 4.3 minutes (4:00 a.m. to 5:00 a.m.).
- Average response time was between 7.0 minutes (6:00 p.m. to 7:00 p.m.) and 8.8 minutes (4:00 a.m. to 5:00 a.m.).
- The 90th percentile response time was between 9.8 minutes (2:00 p.m. to 3:00 p.m.) and 13.3 minutes (2:00 a.m. to 3:00 a.m.).

Response Time by First Due Station Area

Here, we detail the average and 90th percentile response times to calls that occurred in different first due station areas.

TABLE 5-17: Average and 90th Percentile Response Time of First Arriving Unit, by Station Area

Area	Average Response Time, Min.				90th Percentile Response Time, Min.				Call Count
	Dispatch	Turnout	Travel	Total	Dispatch	Turnout	Travel	Total	
MFD1	2.8	1.0	4.0	7.9	4.4	1.9	6.1	10.7	1,533
MFD2	2.8	0.9	3.4	7.0	4.2	1.7	6.1	10.5	1,309
MFD3	2.8	1.0	3.9	7.7	4.3	1.8	6.6	10.8	782
MFD4	2.9	1.1	4.9	8.8	4.2	2.1	7.2	11.9	253
MFD5	3.0	0.6	3.5	7.2	4.5	1.5	5.6	9.3	58
Total	2.8	0.9	3.8	7.6	4.3	1.8	6.2	10.8	3,935

Note: *MFD 5 was a new station in service on 8/20/2023. It was included in the analysis only for 42 days.

Response Time by Month

Table 5-18 presents the average and 90th percentile response times for each month between October 1, 2022, and September 30, 2023. MFD added Station 5 on 8/20/2023. This analysis examines the impact of the new station on MFD's response time.

TABLE 5-18: Average and 90th Percentile Response Time of First Arriving Unit, by Year and Month

Year	Month	Average Response Time, Min.				90th Percentile Response Time, Min.				Call Count
		Dispatch	Turnout	Travel	Total	Dispatch	Turnout	Travel	Total	
2022	10	3.0	0.8	3.8	7.6	4.3	1.6	6.7	10.7	325
2022	11	2.7	1.0	3.8	7.5	4.3	1.8	6.2	10.7	329
2022	12	3.0	1.0	4.0	8.0	4.8	1.8	6.7	11.3	413
2023	1	3.0	1.0	4.0	8.0	4.4	2.0	6.1	11.1	355
2023	2	2.8	1.0	4.0	7.8	4.3	1.8	6.5	11.0	294
2023	3	2.8	0.9	3.9	7.6	4.3	1.9	6.2	10.6	322
2023	4	2.4	1.0	3.8	7.2	3.6	1.9	6.1	9.9	287
2023	5	2.8	0.9	3.7	7.4	4.2	1.8	6.0	10.9	340
2023	6	3.2	0.9	4.0	8.0	4.8	1.9	6.0	11.3	300
2023	7	2.7	1.0	4.2	7.8	4.1	1.9	6.9	11.1	338
10 Month Subtotal		2.8	1.0	3.9	7.7	4.3	1.8	6.4	10.9	3,303
2023	8	2.6	1.0	3.6	7.1	4.1	1.9	6.0	9.9	321
2023	9	2.9	0.8	3.4	7.1	4.4	1.6	5.5	9.7	311
Total		2.8	0.9	3.8	7.6	4.3	1.8	6.2	10.8	3,935

Observations:

- Between October 2022 and July 2023, before Station 5 was in service, the average and 90th percentile response times were 7.7 and 10.9 minutes, respectively.
- After Station 5 was in service, in September 2023, the average response time decreased eight percent from 7.7 to 7.1 minutes, and the 90th percentile response time decreased 11 percent from 10.9 to 9.7 minutes.

Response Time Distribution

Here, we present a more detailed look at how response times to calls are distributed. The cumulative distribution of total response time for the first arriving unit to EMS calls is shown in Figure 5-10 and Table 5-19. Figure 5-10 shows response times for the first arriving unit to EMS calls as a frequency distribution in whole-minute increments, and Figure 5-11 shows the same for the first arriving unit to outside and structure fire calls.

The cumulative percentages here are read in the same way as a percentile. In Figure 5-10, the 90th percentile of 10.8 minutes means that 90 percent of EMS calls had a response time of 10.8 minutes or less. In Table 5-19, the cumulative percentages of 61.3 and 82.4, for example, means that 61.3 percent of EMS calls and 82.4 percent of outside and structure fire calls had a response time under 8 minutes, respectively.

FIGURE 5-10: Cumulative Distribution of Response Time, First Arriving Unit, EMS

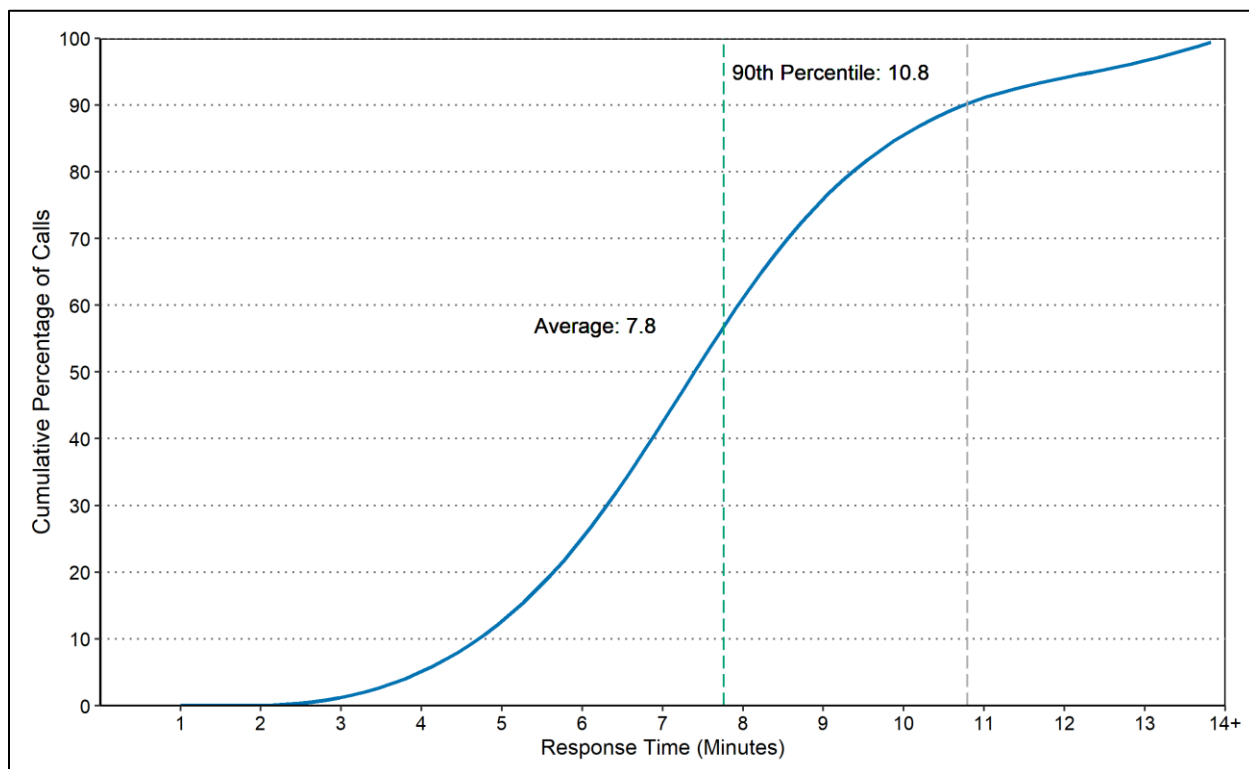


FIGURE 5-11: Cumulative Distribution of Response Time, First Arriving Unit, Outside and Structure Fires

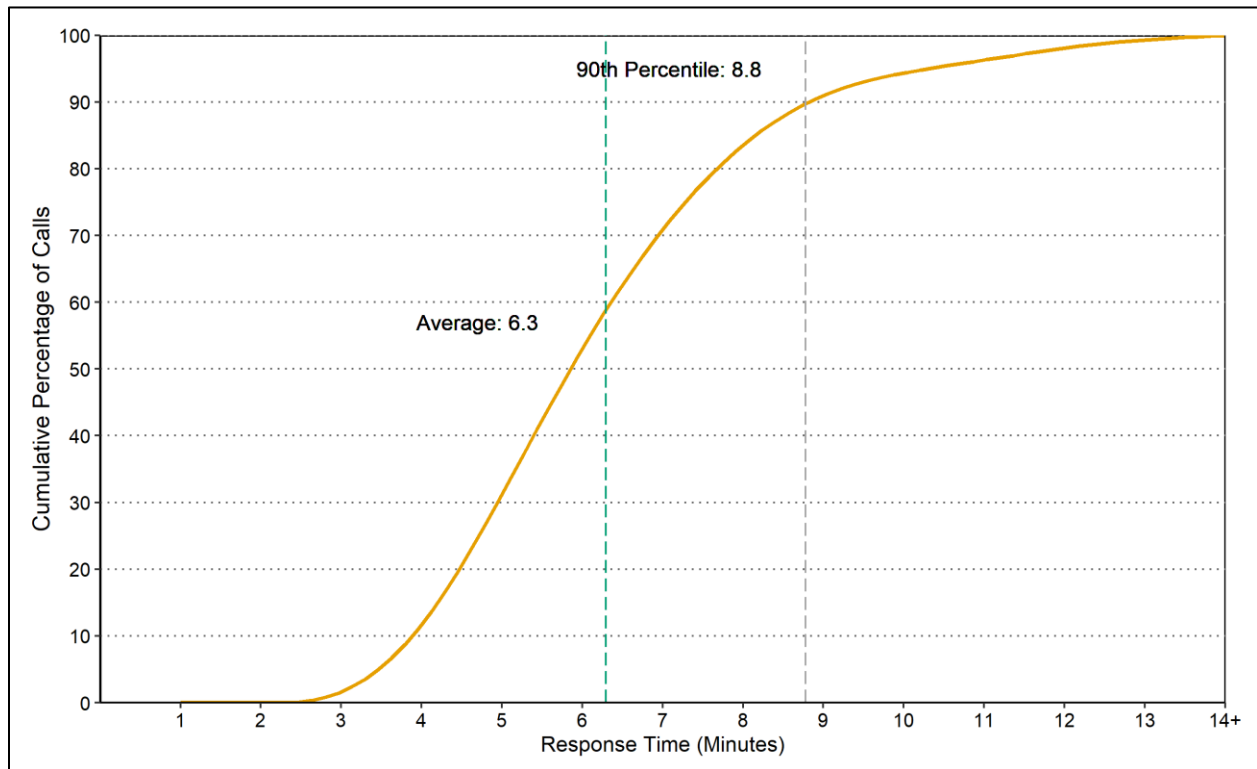


TABLE 5-19: Cumulative Distribution of Response Time, First Arriving Unit

Response Time (minute)	EMS		Structure and Outside Fires	
	Frequency	Cumulative Percentage	Frequency	Cumulative Percentage
1	0	0.0	0	0.0
2	2	0.1	0	0.0
3	32	1.0	2	1.9
4	140	5.3	8	9.3
5	237	12.6	25	32.4
6	394	24.7	22	52.8
7	584	42.6	21	72.2
8	610	61.3	11	82.4
9	478	76.0	10	91.7
10	318	85.7	3	94.4
11	170	90.9	1	95.4
12	112	94.4	3	98.1
13	59	96.2	0	98.1
14+	125	100.0	2	100.0

ATTACHMENT I: ADDITIONAL PERSONNEL

TABLE 5-20: Workload of Administrative Units

Unit ID	Unit Type	Annual Hours	Annual Runs
CHF	Fire Chief	0.1	3

ATTACHMENT II: FIRE LOSS

Table 5-21 presents the number of outside and structure fires, broken out by levels of fire loss. Table 5-22 shows the amount of property and content loss for outside and structure fires inside Minot from October 1, 2022, to September 30, 2023.

TABLE 5-21: Total Fire Loss Above and Below \$25,000

Call Type	No Loss	Under \$25,000	\$25,000 plus	Total
Outside fire	46	1	0	47
Structure fire	70	9	4	83
Total	116	10	4	130

TABLE 5-22: Content and Property Loss, Structure and Outside Fires

Call Type	Property Loss		Content Loss	
	Loss Value	Number of Calls	Loss Value	Number of Calls
Outside fire	\$500	1	\$0	0
Structure fire	\$560,500	12	\$117,000	6
Total	\$561,000	13	\$117,000	6

Note: The table includes only fire calls with a recorded loss greater than \$0.

Observations:

- 46 outside fires and 70 structure fires had no recorded loss.
- Four structure fires had \$25,000 or more in loss.
- Structure fires:
 - The highest total loss for a structure fire was \$336,000.
 - The average total loss for all structure fires was \$8,163.
 - Six structure fires had content losses with a combined \$117,000 in losses.
 - Out of 83 structure fires, 12 had recorded property losses, with a combined \$560,500 in losses.
- Outside fires:
 - The highest total loss for an outside fire was \$500.
 - The average total loss for all outside fires was \$11.
 - Out of 47 outside fires, one had recorded property loss, with a combined \$500 in losses.

ATTACHMENT III: CALL TYPE IDENTIFICATION

When available, NFIRS data serves as our primary source for assigning call categories. For 4,785 non-mutual aid calls, NFIRS incident type codes were used to assign call types for canceled, EMS, fire, and motor vehicle accident (MVA) calls. Table 5-23 summarizes the method used to identify call types. For 45 additional calls without NFIRS incident types, the CAD data's nature description was used as described in Table 5-24. In both tables, the 25 mutual aid calls were not included.

TABLE 5-23: Call Types by NFIRS Incident Type Code and Description

Call Type	Code	Description	Count
Canceled	611	Dispatched and canceled en route	193
	622	No incident found on arrival	18
False Alarm	700	False alarm or false call, other	6
	711	Municipal alarm system, malicious false alarm	3
	713	Telephone, malicious false alarm	3
	714	Central station, malicious false alarm	2
	715	Local alarm system, malicious false alarm	8
	721	Bomb scare	1
	730	System or detector malfunction, other	4
	731	Sprinkler activated due to the failure or malfunction	9
	733	Smoke detector activation due to malfunction	53
	734	Heat detector activation due to malfunction	5
	735	Alarm system activation due to malfunction	32
	736	Carbon monoxide detector activation due to malfunction	18
	740	Unintentional transmission of alarm, other	4
	741	Sprinkler activation (no fire), unintentional	15
	742	Extinguishing system activation	1
	743	Smoke detector activation (no fire), unintentional	89
	744	Detector activation (no fire), unintentional	25
	745	Alarm system activation (no fire), unintentional	101
	746	Carbon monoxide detector activation	14
Good Intent	600	Good intent call, other	3
	651	Smoke scare, odor of smoke, not steam (652)	23
	652	Steam, vapor, fog, or dust thought to be smoke	9
	653	Smoke from barbecue or tar kettle	2
	671	Hazardous material release investigation	39
Hazard	213	Overpressure rupture of pressure or process vessel	1
	221	Overpressure rupture of air or gas pipe or pipeline	1
	223	Overpressure rupture of pressure or process vessel	1
	243	Fireworks explosion	2
	251	Excessive heat, overheat scorch burns with no ignition	6
	400	Hazardous condition (no fire), other	1
	410	Combustible and flammable gas or liquid spills or leaks	1
	411	Gasoline or other flammable liquid spill	4

Call Type	Code	Description	Count
	412	Gas leak	48
	413	Oil or other combustible liquid spill	5
	420	Toxic chemical condition, other	1
	421	Chemical hazard	1
	422	Chemical spill or leak	4
	423	Refrigeration leak	2
	424	Carbon monoxide incident	35
	440	Electrical wiring/equipment problem, other	3
	441	Heat from short circuit	7
	442	Overheated motor or wiring	10
	443	Breakdown of light ballast	3
	444	Power line down	12
	445	Arcing, shorted electrical equipment	7
	461	Building or structure weakened or collapsed	2
	462	Aircraft standby	4
	463	Vehicle accident, general cleanup	20
Medical & Other	311	Medical assist	3,519
Motor Vehicle Accident	322	Motor vehicle accident with injuries	64
	323	Motor vehicle/pedestrian accident	3
	324	Motor vehicle accident with no injuries	104
Outside Fire	130	Mobile property (vehicle) fire, other	1
	131	Passenger vehicle fire	6
	137	Camper or recreational vehicle (RV) fire	1
	140	Natural vegetation fire, other	1
	142	Brush or brush-and-grass mixture fire	2
	143	Grass fire	2
	150	Outside rubbish fire, other	1
	151	Outside rubbish, trash, or waste fire	16
	154	Dumpster or other outside trash receptacle fire	12
	155	Outside stationary compactor or compacted trash fire	1
	160	Special outside fire, other.	1
	162	Outside equipment fire	2
Public Service	510	Person in distress, other	2
	511	Lock-out	3
	512	Ring or jewelry removal, without transport to hospital	1
	521	Water (not people) evacuation	2
	522	Water or steam leak	3
	531	Smoke or odor removal	31
	542	Animal rescue	2
	551	Assist police or other governmental agency	9
	552	Police matter	2
	553	Public service	22

Call Type	Code	Description	Count
	554	Assist invalid	1
	555	Defective elevator, no occupants	2
	561	Unauthorized burning	2
	571	Cover assignment	2
	911	Citizen's complaint	3
Structure Fire	111	Building fire	30
	113	Cooking fire	31
	115	Incinerator overload or malfunction	1
	116	Fuel burner/boiler, delayed ignition or malfunction,	1
	118	Trash or rubbish fire in a structure	16
	121	Fire in mobile home used as a fixed residence	4
Technical Rescue	331	Lock-in	2
	341	Extrication of victim(s) from building or structure,	2
	352	Extrication of victim(s) from vehicle	3
	353	Removal of victim(s) from stalled elevator	6
	355	Confined space rescue	1
	356	High-angle rescue	1
	361	Swimming/Recreational water areas rescue	1
	381	Rescue or EMS standby for hazardous conditions	2
Total			4,785

TABLE 5-24: Call Type by CAD Nature

Call Type	Call Description	Calls
False alarm	Fire - Alarm	5
	Fire - Alarm Waterflow	2
Hazard	Fire - Public Works	2
	Fire - Smoke/Odor/Chemical	3
Medical and Other	Ambulance Request	16
	Gunshots	1
	Welfare Check	2
Motor Vehicle Accident	Accident – No Injuries	3
	Accident – W/Injuries	2
Outside Fire	Fire - Grass/Brush	1
Public Service	Animal Call	1
	Assist Public	2
	Domestic	1
	Public Works	1
	Stalled Vehicle	1
	Terrorizing	1
	Warrant Service	1
Total		45

- END -



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visitminot.org

Dec 11, 2024
City of Minot
Mayor Tom Ross
10 3rd Ave Southwest
Minot, ND 58701

RE: Report to City of Minot Regarding Services Agreement of Visit Minot

Dear Mayor Ross:

This report provides a comprehensive overview of Visit Minot's achievements in 2024 as we fulfill our commitments under the services agreement. Our ongoing partnership with the City has allowed us to drive significant progress in promoting Minot as a prime destination for sports tourism, conventions, and leisure activities. We look forward to detailing the services provided and their positive impact on our community.

1 - Visit Minot shall provide convention and tourism (visitor) services that encourage, promote, and/or foster the development of Minot as a destination for conventions, leisure travel, or sports tourism.

To effectively assist tourists visiting Minot, the Minot Convention and Visitors Bureau (CVB) offers information and personalized support for leisure travelers, sports events, and meeting planners. This includes providing printed materials, marketing services, planning assistance, and comprehensive knowledge of Minot's available offerings and attractions.

- a. Visitor Information Center: maps, brochures, and personalized assistance to visitors. Curated information kits are mailed to visitors who request these packages.
- b. Local Recommendations: Provide dining options for visitors using a guide and guests' preferences. Information on local arts, entertainment, and recreational activities.
- c. Convention Planning Assistance: Help plan or support conventions, including venue selection and logistics.
- d. Meeting Spaces: Booking information for meeting rooms and conference facilities.
- e. Accommodation Booking: assistance with hotel bookings, including group rates.
- f. On-Site Event Staffing: staff for event coordination and visitor support at conventions.
- g. Promotional Material Distribution: Providing materials and resources for event organizers to distribute to attendees.
- h. Event Promotion: Marketing and promotional support for conventions, conferences, and local events.

2 - Production and Distribution of Promotional Materials: Visit Minot shall undertake the task of marketing and distributing materials promoting Minot as a destination, including

the Annual Visitor Guide, which promotes events, attractions, and businesses that attract visitors from outside Ward County.

Visit Minot produces print materials and digital resources to create awareness of Minot as a destination. Content is updated annually to ensure accuracy, while digital resources are updated weekly to provide the most current information about Minot.

- a. The Annual Visitor Guide is a magazine that showcases Minot's signature events, major attractions, hotels, and various businesses. In 2024, Visit Minot distributed 30,000 copies of the guide to North Dakota rest stops, visitor centers, local hotels, key area partners, Minot Air Force Base (MAFB), Canadian communities, and anyone who requests a copy.
- b. Visit Minot distributed 5,000 dining guides in 2024.
- c. The city map of Minot, including downtown Minot, is available for distribution. In 2024, Visit Minot distributed 4,500 copies of the map.
- d. The event calendar is a free resource featuring Minot events, including festivals, fairs, major happenings, live music, sporting events, and more. Over 1,500 events were listed on the calendar in 2024.
- e. We create short promotional videos highlighting attractions, local events, shopping, and dining to enhance Minot's digital presence.
- f. Each month, we send e-newsletters to our subscribers featuring seasonal highlights, upcoming events, and additional information.
- g. We promote collaborative partner deals specifically for Canadians, offering discounts on attractions, dining, and shopping in Minot for both Canadian visitors and tournament participants.

3 - Marketing Strategy and Data: Visit Minot shall develop the marketing strategy using website analytics, social media insights, CoStar (tracking hospitality occupancy and average daily rate), and geolocation data.

Visit Minot consistently evaluates data from paid advertising campaigns, website traffic, and hotel occupancy rates to refine its marketing strategy. This process is informed by insights from various data sources, including website analytics, social media metrics, CoStar, credit card transactions, and geolocation information.

- a. Website evaluation using website analytics (GA4) allows Visit Minot to identify visitors' behavior and understand their needs. This enables the improvement of web pages by adding captivating content, seamless navigation, and enticing calls to action.
- b. The target audience is identified by analyzing the demographics from website traffic (GA4) and social media insights. This analysis enables Visit Minot to pinpoint key visitor segments, such as women with families ages 30-45 and retired couples living a few hours away, ages 45-65. Marketing messages and ad campaigns are tailored to these specific audience segments to encourage trips to Minot.

- c. Analyzing social media insights and geolocation data helps create content, which is then promoted. This includes blog posts and social media campaigns highlighting local attractions like Scandinavian Park and the Discovery Center and events like the North Dakota State Fair and Norsk Hostfest. These efforts aim to promote these attractions and events to audiences in nearby regions who are likely to visit Minot.
- d. CoStar data determines when there is an increase/decrease in hotel occupancy. During typical slower periods, we implement campaigns to drive visitor traffic to Minot.
- e. Insights from website analytics and social media data assist in guiding our email marketing campaigns, as they clearly show trending travel content that viewers engage with, such as local events, attractions, or seasonal offerings.

4 - Canadian Tradeshows: Visit Minot shall represent Minot at tradeshows in Canada each year.

Visit Minot continues to improve and expand the relationship between Minot and Canadian travelers, a key market for Minot's economy. Visit Minot's outreach to Canadians includes:

- a. 12,000-email subscriber list.
- b. Exclusive Canadian deals.
- c. Visit Minot attends key Canadian tradeshows to promote tourism and showcase itself as a nearby travel destination. These events allow for valuable feedback on Canadians' post-pandemic travel interests. Insights from one-on-one interactions have helped Visit Minot adapt and enhance their marketing strategy for Canada through new promotions. Engaging directly at these trade shows:
 - 1. Regina Spring Home Show - March 22-24, 2024
 - 2. Royal Manitoba Winter Fair - March 25-30, 2024
- d. Additional Canadian Marketing
 - 1. Visit Minot collaborates with Canadian regional newspapers, magazines, radio stations, and other media outlets to deliver targeted marketing materials that showcase Minot's offerings tailored to the Canadian audience. A digital campaign targeting past visitors ran in the summer of 2024 to inspire viewers to plan a trip to Minot.

5 - Leisure Travel and Coordination of Events Promotion: Visit Minot shall coordinate with and support events, attractions, and businesses that attract leisure visitors outside Ward County.

Visit Minot partners with key local stakeholders to assist in marketing their business assets to potential visitors. Visit Minot also facilitated the destination development grant project in Minot, a tourism development district encompassing several businesses in downtown Minot. Visit Minot uses these avenues to promote Minot to audiences.

- a. Collaboration with local businesses and attractions such as hotels, restaurants, shops, and more continues to be an initiative for Visit Minot, establishing partnerships with these entities and creating promotional content for visitors.
- b. Visit Minot hosts quarterly stakeholder meetings designed to foster collaboration and enhance cross-promotion among various local organizations. These meetings serve as a platform for representatives to exchange ideas, support one another's events, and work together in a constructive manner to strengthen the community's tourism and cultural offerings. By bouncing back and forth ideas, stakeholders can create a unified approach to promoting Minot as a vibrant destination.
 - 1. The group is comprised of the following organizations: Magic City Discovery Center, Dakota Territory Air Museum, Scandinavian Heritage Park, Roosevelt Park Zoo, Minot Park District, North Dakota State Fair, Norsk Høstfest, Minot Downtown Business Association, Minot Air Force Base, Minot State University, Minot Area Council for the Arts, Minot Symphony Orchestra, Ward County Historical Society, Minot Hot Tots/Honeybees, and Minot Innkeepers Association
- c. Signature events, festivals, sporting events, and more are promoted through Visit Minot's marketing materials to attract visitors from surrounding areas.
- d. Targeted Marketing Campaigns: Developed and implemented marketing campaigns through social media and email newsletters to promote upcoming events and attractions. We created themed marketing efforts around specific holidays, seasons, or festivals to attract diverse visitor segments.
- e. Attend regional and national tourism expos and tradeshow to promote Minot as a leisure destination. Networked with international tour operators to showcase the attractions and accommodations available in Minot. Participation in these tourism tradeshow:
 - 1. IRU - April 19-22, 2024 in Casper, Wyoming
 - 2. IPW - May 3-7, 2024 in Los Angeles, California
- f. Collaborated with two travel influencer bloggers, two travel journalists, and media outlets in partnership with ND Tourism in 2024. These partnerships showcase Minot's attractions and events on their platforms, offering potential visitors a unique way to learn about Minot's offerings.
- g. Visit Minot is a resource that assists partners in enhancing their digital presence by adding and updating their listings on visitminot.org and social media channels.
- h. Partnerships with Regional Organizations: Collaborate with partner organizations in tourism to promote travel initiatives like the HWY 2 Road Trip (Minot, Devils Lake, and Grand Forks) and Your ND Road Trip (Medora, New Town, Minot, and International Peace Garden). These efforts aim to position Minot as a must-visit leisure travel destination along these popular routes.

6 - Sports Tourism: Visit Minot shall work with local sports organizations to support and grow existing sporting events and cultivate new events that attract participants and spectators outside Ward County.

Visit Minot aims to position the region as a top destination for sports tourism by collaborating with local sports organizations to support and introduce events that attract visitors from outside Ward County. We provide essential logistics and funding for these tournaments while actively recruiting and retaining athletic events in Minot. Additional services include organizing hotel blocks, lanyards, bag tags, brackets, signage, guides, and maps to encourage attendees to explore Minot.

2024 Tournaments	Estimated Economic Impact
34	\$13,609,233

7- Convention and Tourism Services: Visit Minot shall provide convention and visitor services that encourage, promote and/or foster the development of Minot as a destination for conventions and meetings with visitors from outside of Ward County.

Visit Minot is dedicated to positioning our city as a premier destination for conventions and meetings. We offer various services, including funding, hotel arrangements, and event promotion. Our collaboration with 29 conferences in 2024 reflects our firm commitment to enhancing business tourism in Minot.

- a. Visit Minot works to recruit and retain conferences and conventions in Minot. Services provided include hotel blocks, event promotion, registration assistance, name tags, signage, and more.
- b. Guides, maps, and a list of the activities during the convention are also provided to encourage attendees to explore Minot.

8 - Staff Maintenance: Visit Minot shall maintain a professional staff, including a full-time professional director, responsible for managing the organization's efforts and coordinating with the Board of Directors to accomplish organizational goals.

- a. Visit Minot's staff is comprised of 5 full-time employees, including:
 - Executive Director
 - Director of Group Development
 - Marketing Director
 - Marketing Assistant
 - Office Administrator

- b. Visit Minot also hires seasonal summertime or holiday support staff as needed.

9 - Website: Visit Minot shall provide and maintain a website for the purpose of marketing Minot and the surrounding area for conventions and meetings, sports tourism, and leisure travel. This includes maintaining a comprehensive calendar of events on visitminot.org

- a. Website development: we ensure the website is user-friendly with seamless navigation, mobile-responsive, and visually appealing. The website is regularly maintained, and content is frequently updated; this includes event listings, attractions, businesses, hotels, and service offerings.
- b. Website performance is continually evaluated to guide updates, restructuring, and to determine the effectiveness of webpages.

Website performance from January 1 to November 30th, 2024:

Active Users	177,894
Average Engagement Time	1 minute, 12 seconds
Traffic Generated – Organic Search	164,133 sessions
Traffic Generated – Direct Traffic	31,133 sessions

- c. The calendar of events features an easy-to-navigate page and category filters to more easily find events; the calendar is also integrated with ND Tourism's calendar to ensure Minot events are present on the state-wide calendar. We collaborate with local event planners so that organizations can gather the event information to add to the calendar.
- d. The website is continually optimized for search engines by using keywords and phrases that visitors would search for; all terms are researched. This includes terms for future MAFB airmen and their families who will visit Minot.
- e. New content for the website is developed based on Visit Minot's key pillars: dining, shopping, activities, attractions, and events. Our content strategy includes time-sensitive content, such as holiday landing pages, and evergreen content, such as where to find knoephla soup. The goal is to create timely and useful content highlighting what Minot offers.
- f. Services for event planners and tournament organizers can easily be accessed on the website; these pages also include an RFP portal, contact information for our Director of Group Development, and more.

10- Social media and digital media: Visit Minot shall provide and maintain a digital presence for Minot and the surrounding area to create awareness and promote events/attractions/businesses that attract visitors from outside Ward County.

- a. Visit Minot maintains a digital presence with its website and social media platforms, including Facebook, LinkedIn, Instagram, and YouTube. Visit Minot profiles on other

websites are also regularly maintained; these include ND Tourism's website, Google My Business profile, Bing business profile, Yelp!, and TripAdvisor profiles.

- b. Visit Minot's website, which includes listing pages for local attractions, major events, and tourism-related businesses such as restaurants, bars, shopping places, and activities. Listings on Visit Minot's website are also added to ND Tourism's website to ensure a robust Minot presence on this website that promotes tourism places in the state of North Dakota.
- c. Visit Minot includes all major attractions, annual events, lodging, and nearby recreation in Ward County on the Visit Minot website and manages Minot's presence on ND Tourism's website.
- d. Visit Minot posts regularly, usually daily on Facebook and Instagram, featuring these content pillars: attractions, events, dining, shopping, activities, and beauty shots or historical images of Minot.
- e. Other digital presence includes video content on YouTube, business-to-business updates on LinkedIn, and showcasing what Visit Minot does in the industry. Likewise, digital ad campaigns occur strategically throughout the year. Ad campaigns usually focus on Minot (attractions) or upcoming major events (NDSF, PBR, Norsk Hostfest, etc).
- f. Impressions for Jan 1, 2024 - Nov 30, 2024
 - Facebook: 914.9K reach, up 33.5% versus the same period in 2023
 - 739.5K organic reach, 271K ad campaign reach
 - Instagram: 71.4K reach, up 11.1% versus the same period in 2023
 - 33.8K organic reach, 38.6K ad campaign reach
 - YouTube: 30.1K views

11- Visitor Center: Visit Minot shall provide a visitor center.

The Minot Visitor Center is located next to a major attraction, the Scandinavian Heritage Park. The Visitor Center and Gift Shop is open 6 days a week during peak season and 5 days a week during the off-season.

- a. The center includes brochures for Minot attractions, North Dakota attractions, and the surrounding states, along with maps and other printed materials.
- b. The gift shop features Minot and North Dakota-focused souvenirs and Scandinavian gift items.

Visit Minot is proud to report that we have successfully fulfilled our contractual obligations in 2024, enhancing Minot's appeal as a premier destination for conventions, tourism, and leisure travel. We sincerely appreciate the continued partnership with the City of Minot, and we are

excited about the opportunities in 2025. Together, we look forward to making Minot an even more vibrant and welcoming destination for visitors.

Sincerely,

Stephanie Schoenrock, Visit Minot Executive Director

A handwritten signature in black ink, appearing to read 'Stephanie Schoenrock', followed by a long horizontal line extending to the right.

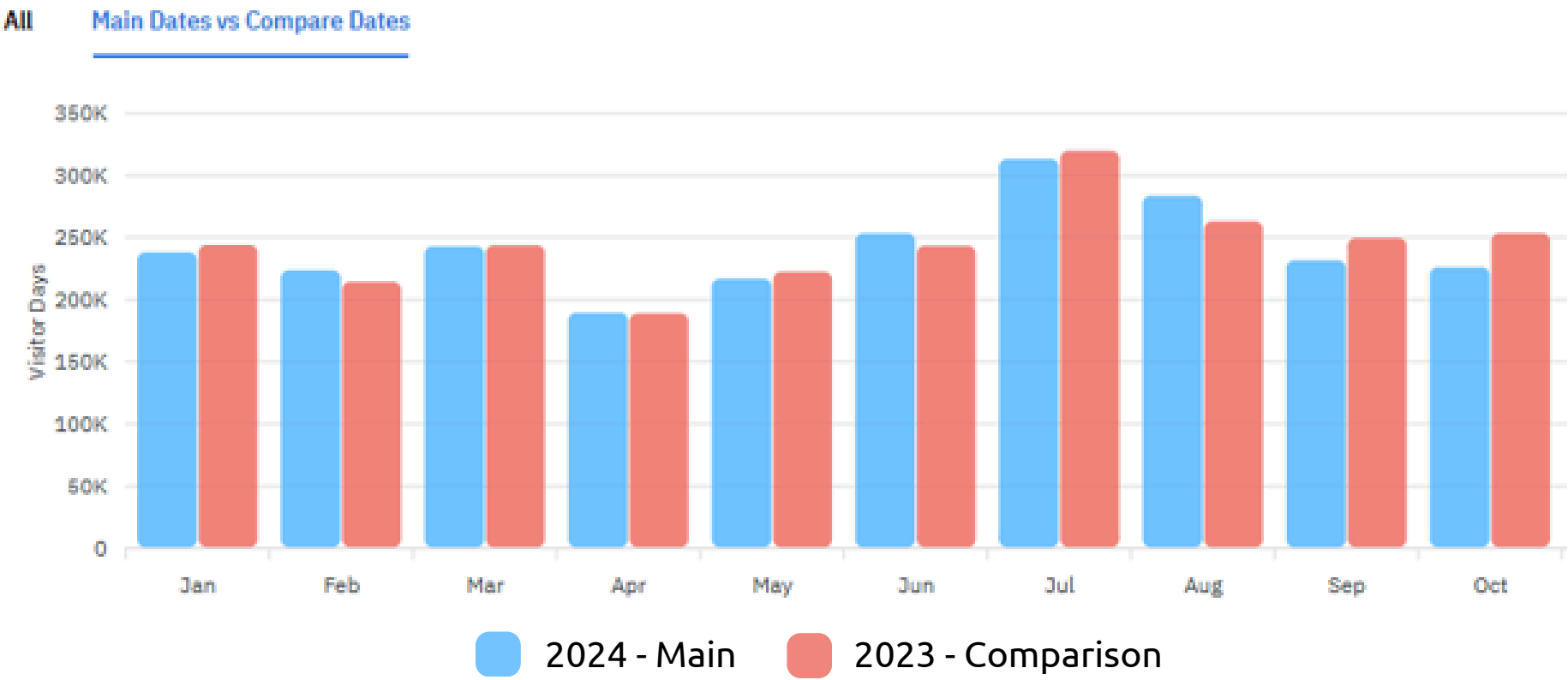


2024 Performance Report

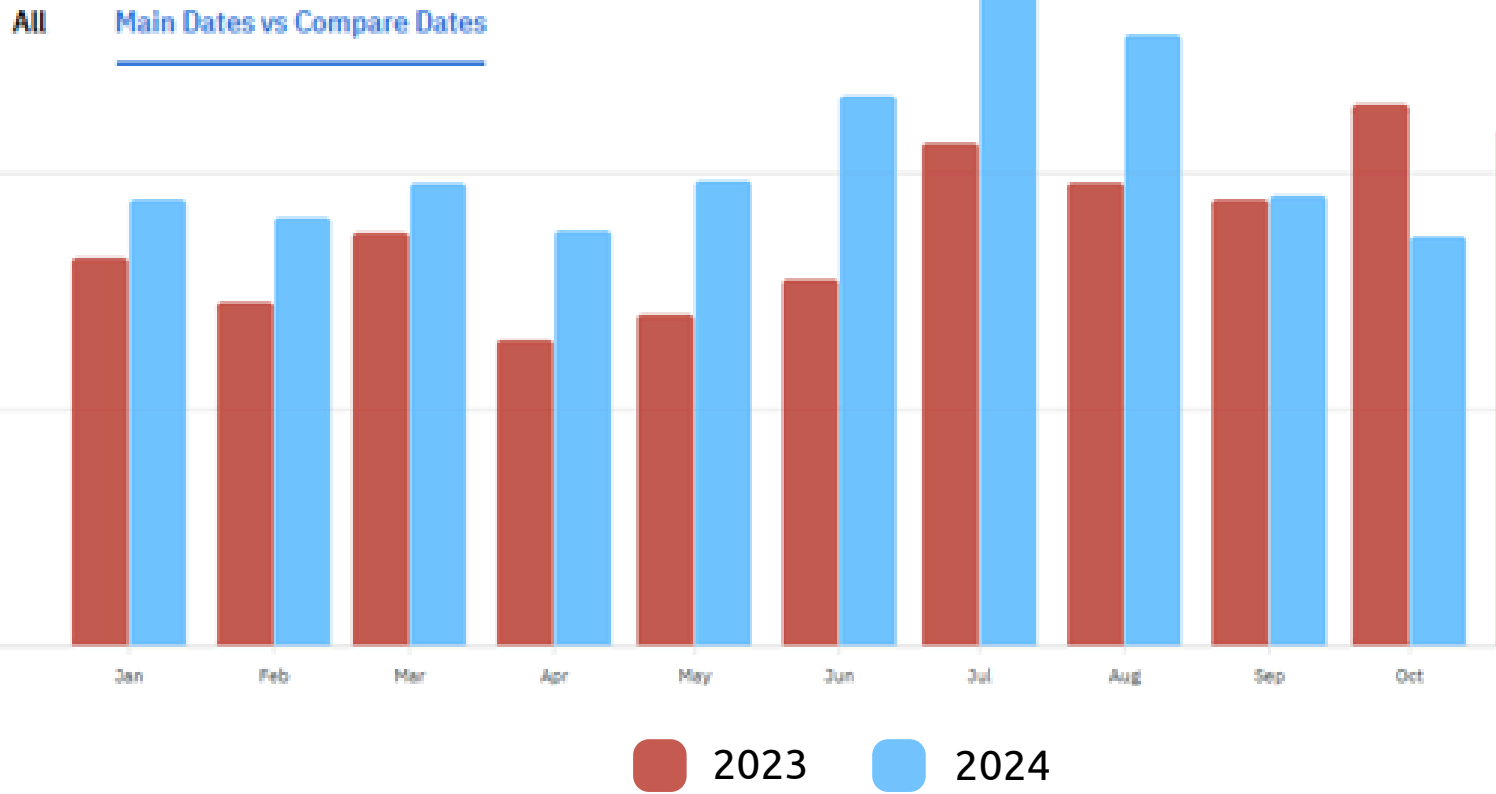


VISITOR DAYS BY MONTH

Monthly Volume by Visitor Days

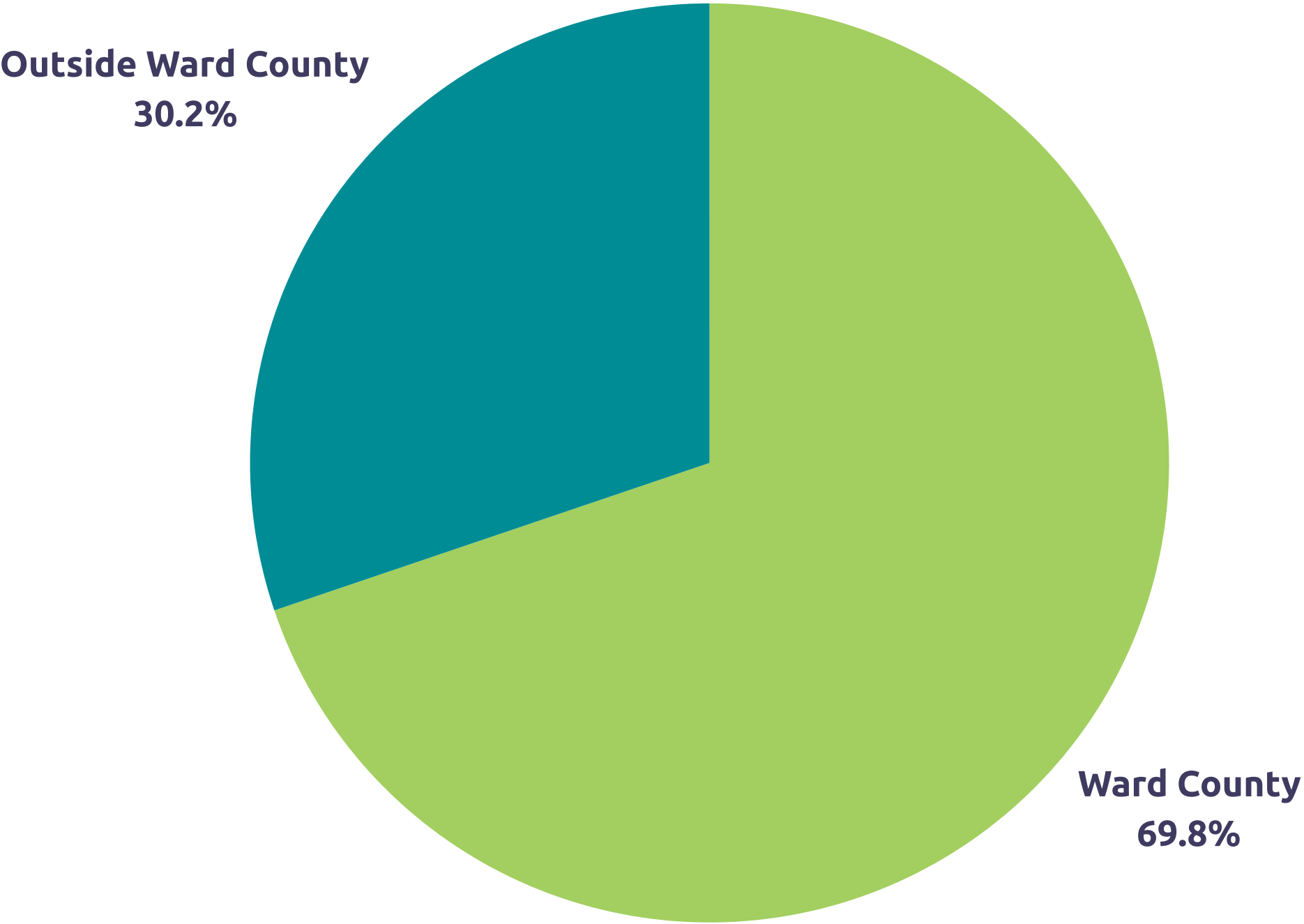


Monthly Visitation

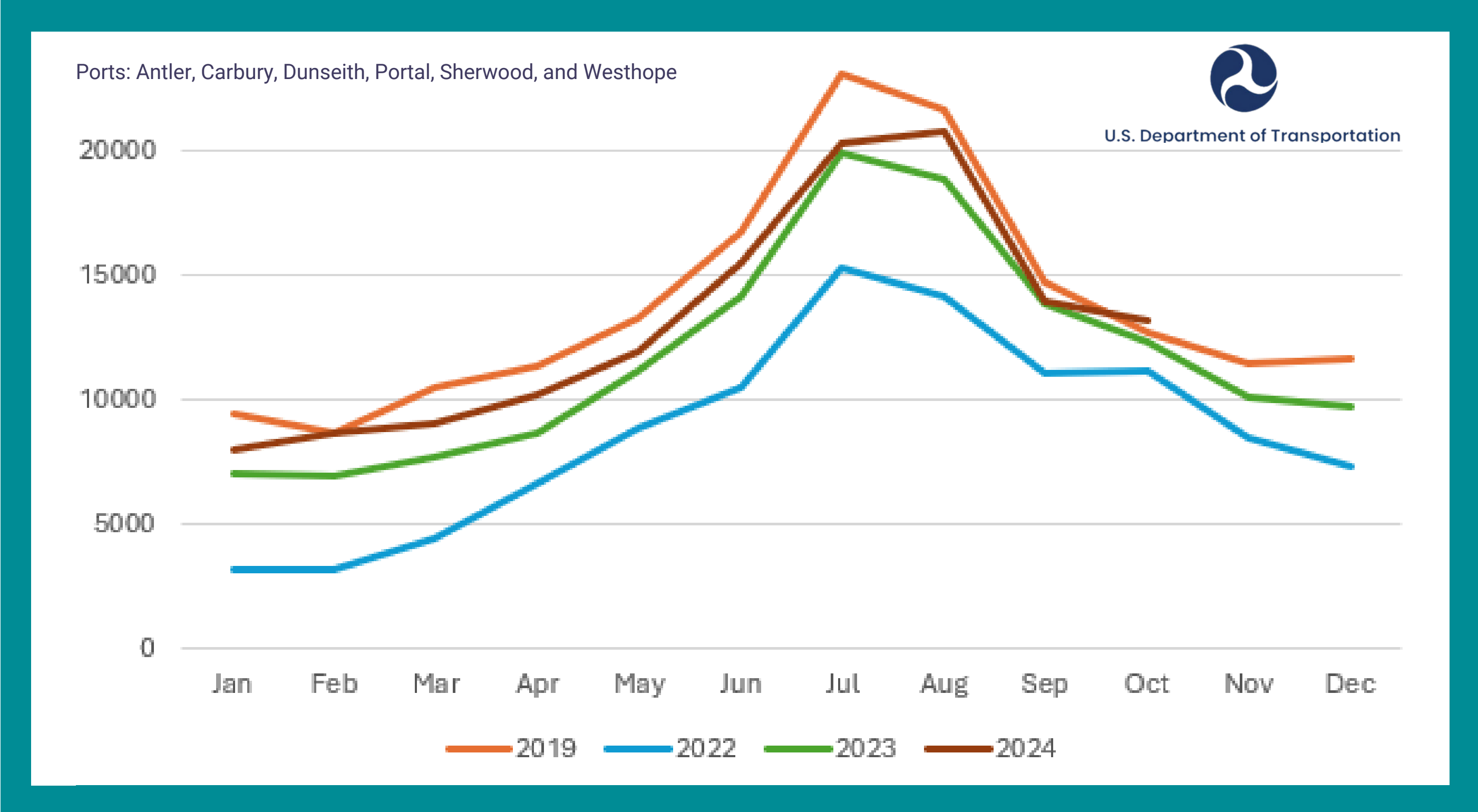


CREDIT CARD SPEND

All Spend	1/1/24 - 8/31/24	1/1/23 - 8/31/23
Ward, ND	69.8%	+ 0.72%
Williams, ND	8.4%	+ 0.28%
Mountrail, ND	3.75%	- 0.88%
McKenzie, ND	1.54%	+ 0.11%
Rolette, ND	1.52%	+ 0.04%
McLean, ND	0.93%	- 0.23%
Burleigh, ND	0.88%	- 0.02%
Bottineau, ND	0.71%	- 0.1%
Cass, ND	0.58%	- 0%
Richland, MT	0.53%	+ 0%



CANADIAN BORDER CROSSINGS: PERSONAL VEHICLES



LEISURE TOURISM

2024 PERFORMANCE: JANUARY 1 - NOVEMBER 30

WEBSITE PERFORMANCE

ACTIVE USERS	177,894
AVERAGE ENGAGEMENT TIME	1m, 12s
ORGANIC SEARCH	164,133 Sessions
DIRECT TRAFFIC	31,133 Sessions

DIGITAL MEDIA PERFORMANCE

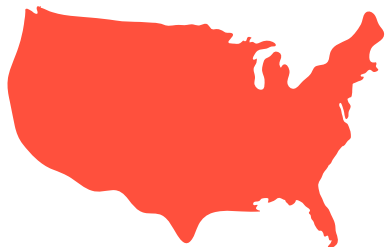
PLATFORM	REACH	COMPARED TO 2023
FACEBOOK	914.9K	33.5% ↑
INSTAGRAM	71.4K	11.1% ↑

VISITOR CENTER TRAFFIC

	AMOUNT	INCREASE
VISITORS	5.402	34.75%
COUNTRIES	32	18.52%

ALL 50 STATES REACHED BY JUNE 2024

50
States



TOP 5
States

- Minnesota
- Texas
- Florida
- California
- Wisconsin

32
Countries



SPORTS TOURISM

2024

34 TOURNAMENTS

\$13,609,233 ESTIMATED ECONOMIC IMPACT

2025

CONFIRMED TOURNAMENTS

\$11,886,018 ESTIMATED ECONOMIC IMPACT

2024 TOP PERFORMING TOURNAMENTS

\$8,761,079 ESTIMATED ECONOMIC IMPACT

January

- Minot Soccer Association Indoor Cup
- North Dakota Tournament Association 8-ball Pool Tournament
- North Dakota Association of Dance and Drill State Championship

February

- Athletic Empire Live First Volleyball Tournament
- Haley Sundbak Memorial Basketball Tournament

March

- Team USA/Team Canada Battle of the Border Sled Hockey
- North Dakota State Amateur Basketball

April

- Athletic Empire Spring Spikedown

June

- Minot Storm Invitational
- Magic City Youth Baseball Slugfest



City of Minot
Harold Stewart
10 3rd Ave SW
Minot, ND 58701

December 16, 2024

Letter of Support for the City of Minot Extended Stay Leisure Fee Ordinance

The Minot Innkeepers Association fully supports Visit Minot and the proposed ordinance to impose a \$1 leisure fee on extended-stay accommodations after exceeding 30 consecutive nights. On November 14, 2024, our association voted in favor of this initiative, recognizing its importance for our community and hospitality sector.

The hospitality landscape has evolved dramatically since the 1980s when North Dakota introduced the hospitality tax exemption for stays exceeding 30 nights. While that exemption made sense at the time, today's travel trends and the economic environment demand a reassessment to ensure fair contributions to the community and resources that benefit all stakeholders, including extended-stay guests.

This proposed leisure fee aligns with efforts to support tourism, enhance the visitor experience, and sustain local infrastructure, directly benefiting the hospitality sector. By modestly adjusting the approach to extended stays, Minot can generate additional resources to strengthen its position as a welcoming and vibrant destination.

We believe this ordinance will not only modernize Minot's hospitality framework but also help balance the needs of long-term guests with the broader goals of our community.

Sincerely,

A handwritten signature in blue ink that reads "Hannah Foley". The signature is fluid and cursive, with the first name "Hannah" being more prominent than the last name "Foley".

Hannah Foley
Minot Innkeepers Association President

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