



Regular City Council Meeting

Monday, March 3, 2025, at 5:30 PM

City Council Chambers, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. MAYOR'S REPORT
4. REPORTS

4.1. CITY MANAGER'S REPORT

LEGISLATIVE TOPIC DISCUSSION WITH SHANE GOETTLE

4.2. CITY ATTORNEY'S REPORT

5. CONSENT ITEMS

5.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the February 18, 2025 Regular City Council meeting.

5.2. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No 6059 - 2025 BA - Minot Public Library Collection**
- 2. Ordinance No 6060 - 2025 BA - FD Cordico App Implementation**
- 3. Ordinance No 6061 - 2025 BA - Recruitment Fee for Hiring Police Chief Position**
- 4. Ordinance No 6062 - Zoning Map Amendment - Ehr Hills Addtion**

5.3. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No 6063 - Text Amendment - Day Care Clean Up**

5.4. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No 6064 - Text Amendment - Winter 2025 Clean-up**

5.5. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

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

- 1. Power of 1 to conduct a raffle on August 18, 2025 at ARCO Dakota Square (1520 24th Ave SW).**
- 2. Sigma Omicron Tau Chapter to conduct a calendar raffle for May 2025 at Sigma Omicron Tau (426 21st St NW).**
- 3. Minot High School FBLA to conduct a raffle on April 4, 2025 at Minot High School (1100 11th Ave SW).**
- 4. Our Savior Lutheran Church Youth to conduct a raffle on March 14, 2025 at The Sleep Inn & Suites (2400 10th St SW).**
- 5. Magic City Figure Skating Club to conduct a raffle on March 23, 2025 at the MAYSA Arenda (1501 Burdick Exwy W).**
- 6. Bel Air PTA to conduct a raffle on April 11, 2025 at Bel Air Elementary (501 25th St NW).**
- 7. Two Special Event Permits for the Blue Rider (118 1st Ave SE).**

5.6. BILLS, TRANSFERS, & PAYROLL

RECOMMENDED ACTION

It is recommended City Council approve the payroll for the period of January 26, 2025, through February 22, 2025, in the amount of \$2,711,078.21 and the bills and transfers for February in the amount of \$7,061,561.97.

5.7. MAYORAL APPOINTMENT

RECOMMENDED ACTION

It is recommended City Council confirm the following Mayoral Appointment:

- **Dan Jonnason, to replace Bob Schempp, on the NAWS Authority Board.**

5.8. TRANSIT DEPARTMENT MOBILE HOISTS PIGGYBACK PROCUREMENT APPROVAL

RECOMMENDED ACTION

It is recommended City Council approve the (piggyback) procurement of the mobile post hoists and axle stands from D&J Equipment Sales utilizing the NASPO ValuePoint State bid service; and authorize the Mayor and City Staff to sign applicable documentation.

5.9. APPROVAL OF YEAR-END BUDGET AMENDMENT

RECOMMENDED ACTION

It is recommended City Council approve the proposed budget amendment on first reading.

5.10. FLEET DEPT DISPOSAL OF EXCESS EQUIPMENT UTILIZING AUCTION SERVICES

RECOMMENDED ACTION

It is recommended City Council approve the disposal of the identified excess equipment, so items can be sold through an online surplus auction.

5.11. ADDITION OF RESTRICTIVE COVENANTS FOR PROPERTY ACQUISITIONS

RECOMMENDED ACTION

It is recommended City Council approve the restrictive covenants for the listed properties and authorize the Mayor and Finance Director to sign the covenants.

5.12. CITYWORKS SOFTWARE UPGRADE CONTRACT (4922)

RECOMMENDED ACTION

1. **It is recommended City Council approve the contract and authorize the Mayor to sign the contract; and**

- 2. Authorize future contract amendments not to exceed a total contract amount of \$25,000.00 and authorize the Mayor to sign as necessary.**

5.13. DIG IT UP BACKHOE SERVICES, INC FINAL PAYMENT FOR STRUCTURE DEMOLITION AND SITE RESTORATION

RECOMMENDED ACTION

It is recommended City Council approve the final payment to Dig It Up Backhoe Services, Inc for structure demolition and site restoration in the amount of \$3,025.

5.14. NDDOT BROADWAY ADA IMPROVEMENTS PRELIMINARY ENGINEERING AGREEMENT (4920)

RECOMMENDED ACTION

It is recommended City Council approve the preliminary engineering agreement and authorize the Mayor to sign the agreement.

5.15. CASE #2025-08 - LARSON ADDITION - FINAL PLAT

RECOMMENDED ACTION

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

5.16. VISIT MINOT SERVICES AGREEMENT - LEISURE FEE/LODGING TAX

RECOMMENDED ACTION

It is recommended City Council approve the attached services agreement with Visit Minot and authorize the Mayor to sign the agreement.

5.17. AIRPORT PREVENTATIVE MAINTENANCE AGREEMENT WITH MOWBRAY AND SON

RECOMMENDED ACTION

It is recommended City Council approve the Mowbray & Son Preventative Maintenance Proposal and authorize the Mayor to sign the agreement.

5.18. 2025 SANITARY SEWER REHABILITATION - CIPP AWARD OF BID

RECOMMENDED ACTION

It is recommended City Council award the bid for the 2025 Sanitary Sewer Rehabilitation - CIPP Project to Hydro-Klean, LLC for the lowest bid of \$730,342.87 and authorize the Mayor to sign contract documents

on behalf of the City.

5.19. EECBG STREETLIGHT LUMINAIRE PROCUREMENT (4788)

RECOMMENDED ACTION

- 1. It recommended City Council award the bid for the EECBG Streetlight Luminaire procurement to the low bidder, Main Electric Construction, Inc. in the amount of \$78,604.00; and**
- 2. Authorize the Mayor to sign the agreement.**

5.20. 2025 STREET SEAL - AWARD OF BID (4867)

RECOMMENDED ACTION

It is recommended City Council award the bid for the 2025 Street Seal project to the low bidder, Asphalt Preservation Company Inc., in the amount of \$2,836,229.92 and authorize the Mayor to sign the agreement.

5.21. 2025 MICROSURFACING - AWARD OF BID (4868)

RECOMMENDED ACTION

It is recommended City Council award the bid for the 2025 Microsurfacing project to the low bidder, Asphalt Surface Technologies Corp., in the amount of \$732,614.74 and authorize the Mayor to sign the agreement.

5.22. AIRPORT PARKING FEE WAIVER FOR WESTERN ND HONOR FLIGHT

RECOMMENDED ACTION

It is recommended City Council direct the Airport staff to work with Western ND Honor Flight and LAZ Parking to validate and offer fee waivers for any parking-related costs not covered by the sponsorship of the Western ND Honor Flight staff, participants and volunteers for the flights on April 27, 2025, and April 28, 2025.

5.23. CONSENT AND WAIVER - FIREFIGHTERS LOCAL 1157 AND JOHN WARCUP

RECOMMENDED ACTION

It is recommended City Council approve the consent and waiver of conflict of interest and authorize the Mayor and Finance Director to execute the document.

6. ACTION ITEMS

6.1. TRANSIT PHASE I WORKFORCE ANALYSIS WITH BUDGET AMENDMENT AND FTE APPROVAL (MOBILITY MANAGER)

RECOMMENDED ACTION

It is recommended City Council approve the addition of a new FTE (Mobility Manager) for the MCT department (which will be eligible for an 80/20 federal cost share) and approve the proposed budget amendment on the first reading.

6.2. CDBG FISCAL YEAR 2024 GRANT AGREEMENT TRANSMITTAL

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the Funding Approval Agreement authorizing HUD to release FY 2024 Entitlement funds to the City of Minot.

6.3. 3RD STREET BRIDGE ENGINEERING CONTRACT AMENDMENT (4873)

RECOMMENDED ACTION

- 1. It is recommended City Council first make a decision on Option 1 or Option 2, then:**
- 2. Authorize the Mayor to sign contract amendment 1 for the engineering amount shown in the selection option.**

6.4. INFRASTRUCTURE REVOLVING LOAN APPLICATION FOR FLOOD CONTROL

RECOMMENDED ACTION

It is recommended City Council authorize applying for an Infrastructure Revolving Loan through the Bank of North Dakota to cover the City's share of costs for phases MI-6 and MI-7.

6.5. SOURIS BASIN PLANNING COUNCIL MAGIC FUND REQUEST

RECOMMENDED ACTION

- 1. It is recommended City Council approve the MAGIC Fund request from SBPC in the amount of \$250,000 to capitalize the BAF;**
- 2. Direct staff to draft the Grant Agreement; and**
- 3. Authorize the Mayor to sign the agreement when completed.**

7. PERSONAL APPEARANCES

8. MISCELLANEOUS AND DISCUSSION ITEMS

8.1. ISO REPORT PRESENTATION

8.2. MINOT POLICE DEPARTMENT AND MSU CRIMINAL JUSTICE PROGRAM
PARTHERSHIP

9. ADJOURNMENT



TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: March 3, 2025

City Manager:

City Manager attended the ICMA Government Reimagined Conference in Denver. At the conference discussion was had regarding current local government challenges and strategies, including utilizing data, AI, Council and Manager relationships, employee relations and motivation, and economic development approaches in rural areas.

In 2025 the City will begin holding Community Listening Sessions throughout the city. At these meetings staff will provide brief presentations on projects and processes and a significant amount of time will be dedicated to listening to citizen concerns and answering questions. The meetings will be held in the months of March, June, and October. The March dates, and locations are as follows:

March 10th, at Fire Station 4 at 5:30pm

March 13th, at the Minot Recycling Center in the Landfill at 5:30pm

March 25th, at the Parker Center at 5:30pm

March 27th, at the Minot Public Library at 5:30pm

Meetings attended included: State of the City Address; Police Department swearing-in ceremony; legislative update meetings; police department communication meetings; and various internal personnel and project meetings.

Engineering
City Engineer, Lance Meyer

Department Updates

- In February, the Department issued 3 right of way permits and attended 2 DRT meetings.
- In February, the Traffic Division replaced 5 signal head LED bulbs, 2 street light bulbs replacements and 20 sign knockdowns. In February, the Traffic Division experienced 8 after-hour calls.

Current Projects

- The 16th Street Reconstruction project is currently set for a March 14th bid opening through the NDDOT. A bid concurrence recommendation will be brought to the March 17th council agenda.
- Tree removal in preparation for the 16th Street Reconstruction project is underway.
- Staff is working on Phase 2 of the Wayfinding project which will address the five entry monuments and increased signage for the downtown parking ramps.
- 2024 Signal Cabinet Improvement was awarded in mid-December, 2024. Improvements will occur in early 2025.
- 2025 Signal Improvement was awarded in early-January. Improvements will occur in late 2025.
- Staff has paused work on the Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan project until previously approved federal funding has been allocated.
- The bid opening for procurement of streetlight luminaires for the Energy Efficiency and Conservation Block Grant was in late February. Staff is working on bringing the bid to council for approval.
- Storm Sewer District 124 design is complete. Easement and land acquisitions discussions have begun. The district will be brought to council in the coming months.
- The Puppy Dog Storm Sewer project was bid and awarded. Contracts have been signed. Construction is planned to begin in April. Council has authorized eminent domain against one property. The city is awaiting a court date to be scheduled.
- The 16th Street Interchange Improvement project is in final design.
- 3rd Street Bridge Repair project is in design and a contract amendment is on the agenda tonight.
- 3rd Street and Central Avenue Reconstruction consultant is building their scope and fee for staff review.

2025 Projects

- 2025 Microsurfacing and Street Seal projects are on the agenda for award tonight. Both projects came in below engineers' estimate.
- 2025 Pavement Markings, Patching, Sidewalk, Curb & Gutter, and Street Improvement projects are currently advertising and will be bid in March.

**Minot International Airport
Director, Jennifer Eckman**

Statistics – (Additional statistics can be found here: (<https://www.motairport.com/260/Statistics>))

- The month of January saw growth of passengers from January last year. There was severe weather over the MLK holiday weekend which caused a number of flights to be delayed and cancelled. There was correlating numbers for parking and concession revenues based the delays and cancelations. United Airline and Allegiant were the drivers of the lowered load factors (percentage of seats occupied by revenue passengers). Both airlines had increased capacity over last year (larger aircraft, more frequency, and new destination) but were unable to fill these seats this January. The car rental agencies have reduced the number of

rental cars spots leased from the airport which decreases the number of vehicles available and the statistics reflect the decrease.

Staffing and Training

- Staffing –
 - One Facilities Maintenance Tech I submitted their resignation. Interviews to be held in early February.
 - The Office and Administrative Specialist position was posted and interviews were held in January.
 - Two Lead positions, one for Operations and one for Facilities, were posted. Offers will be made in February, if eligible.
- Training and City P.R.I.D.E. –
 - PRIDE Employee Recognition Committee – Airport Operations team member represents the Airport. Due to shift work the Airport's representative has not been able to attend the regular meetings.
 - City Safety Committee – The Airport Safety and Security Specialist, a Facility Tech and an Operations Tech represent the Airport on this committee.
 - AAAE Accreditation – Airport Operations and Maintenance Manager continues to have weekly meetings with the regional examiner in preparation to do the third step, a final interview, in the accreditation process. She is also working the mentors in the field to expand her knowledge base. The final interview has been scheduled for the end of February.
 - AAAE/NEC International Snow Symposium– The Airport Operations and Maintenance Manager has been nominated and accepted as a member of the planning committee, serving a three-year term to help plan and coordinate a successful conference in Buffalo, NY each spring.
 - AAAE Emerging Leaders Conference – The Airport Operations and Maintenance Manager participated on the planning committee for the virtual conference held in January.
 - Baggage Handling System – Airport staff met with airlines to discuss proper use of the system in an effort to reduce jams and improve efficiencies of the system.
 - MB4 Snowblower - Training Ops Team went through training for new piece of snow removal equipment.
 - Process Improvement Training – The Airport Business and Development manager attended process improvement training. Airport Director attended the last day of this training for leadership.

Equipment

- Vehicles and Snow Removal Equipment (SRE) –
 - Unit 347 (Older Toro) - Went to City shop in Sept. 2024 due to PTO shaft bearing inoperable. Waiting to repair in Spring 2025.
 - Unit 303 (Older tractor) – Power steering pump leak. Waiting on parts at City shop. Has been out of service since October.
 - Unit 322 (Old Oshkosh snowblower) – Moved to boneyard for auction in spring.
 - Unit 311 (JD Loader) – Misaligned plow hitch
 - Unit 313 (MB4 snowblower) – Aviation radio issue – No antennae
 - Unit 325 (Plow) – Small plow caster tire blew
 - Unit 327 (MB3 broom, old) – Installed new hydraulic lines and added fluid

- Unit 328 (MB3 broom) – Replaced broom core
- Unit 338 (Taurus) – Replaced bad headlight bulb
- Unit 343 (dump truck) – Replaced broken shear bolts on plow attachment
- Unit 306 (GMC-CFME) – Engine light illuminated
- Airside Equipment –
 - Airside Electrical Generator – The radiator continues to have a slow leak. We are looking to see if it can be sent out for service this year or consider tying it into terminal generator for back-up.
 - Jet bridges – The jet bridges continue to show wear and tear. HVAC systems are showing their age. The airport team continues to coordinate the repairs with airlines.
 - Quarterly jet bridge inspections conducted.
 - Jet bridge 3 – Continued issues with left side curtain due to snow and ice build up. Actuator replaced. GPU plug replaced.
 - Jet bridge 5 – Cypher lock issues. Replaced GPU plug.
 - Main windsock – Due to the age of the main windsock, there is significant wear to the point of concern. Airport admin has obtained additional quotes from local contractors with the goal to have it repaired in 2025.

Facilities

- Commercial Terminal –
 - Fire Alarm – Bids were opened in July to replace the fire panel. Waiting for components to completed the system install. Estimated completion is mid-February.
 - Overhead Gate at Restaurant - The gate no longer slides on its tracks correctly. The airport team has requested quotes from various vendors and has funds budgeted for replacement in 2025.
 - Furniture – Fabric has been received and upholstery of seating has begun in phases through a local provider.
 - Terminal doors - The doors continue to have regular maintenance issues arise. The airport team budgeted one set for replacement in 2025.
 - Dedicated Outside Air System (DOAS) – Defective motor shipped to Bismarck to be rebuilt.
 - Shattered window pane in hold room. Anticipating install in February.
 - Additional heat install within car rental offices complete and signed off by State inspection. Heater online.
 - Elevator - Inoperable due to defective power source. Service contractor brought onsite for repairs. Back online.
 - Vestibule entries 1 & 3 had multiple failed motors. Worked with contractors for solution. Pulled new wiring for vestibule 1: Motor back online. Estimated completion date for vestibule 3 is mid-February.
 - Fire within airline leased space. Working through insurance requirements for repairs.
 - Internet – Provider replaced uninterrupted Power Source.
 - AHU 2 – Defective motor. New motor purchased and installed. Back online.
 - Snow removal for multiple snow events.
 - Baggage Handling System(BHS) – Out of order due to broken component. Sourced part/ordered and replaced. System is back online.
- SRE –
 - Quarterly garage door inspection and maintenance conducted
 - Quarterly HVAC air filters – SRE, jet bridges, old guard building
 - Monthly inventory conducted

- Monthly fire extinguisher inspections conducted
- Landside –
 - Rental car parking area – Replaced bad bulbs and ballasts in light fixtures
 - Storm drains opened for improved flow
- Airside –
 - Tie downs on the GA apron have begun to heave in some areas. Quotes were received at much higher costs than anticipated. Airport staff will wait until the spring for new bids and hopeful lower costs.
 - Wetland mitigation/drainage improvement project is reached substantial completion. Some work remains and will be completed in 2025.
 - Fuel farm - Jet A flow indicator blew out. Temporary fix in place with replacement on order.
 - REILS – Performed bi-monthly inspection.

Community Engagement

- Social Media – For the month of January the post with the greatest reach was on January 18, 2025. The post was let passengers know that the terminal had been reopened following a fire in a ground level office space.
- Airport Community Meeting – The monthly meeting with the tenants was held the first week of the month.
- Local Emergency Planning Committee (LEPC) – Airport staff participates in LEPC activities.
- Airport Association of North Dakota (AAND) – Airport Operations and Maintenance Manager is on the board.
- Service Organizations – Rotary - The Airport Operations and Maintenance Manager participates in Rotary.
- Minot Area Chamber EDC Committees – Airport Director participates in the Infrastructure, Energy, and Military Affairs committees and serves as an honorary commander of the 5th Logistical Readiness Squadron. She attended the 5LRS's holiday gathering.
- American Association of Airport Executives – Airport staff participates in a variety of subcommittees and working groups within this organization and its Great Lakes Chapter.

Human Resources Tom Joyce, Interim Director

Safety: A member of the HR staff attended the North Dakota Safety Council's 52d Annual Safety & Health Conference in Bismarck, 25-27 Feb; we look forward to implementing positive improvement in our City safety programs because of this attendance. In addition, we have implemented quarterly incident reporting and recommendations and will be briefing the Executive Team quarterly as part of the regularly scheduled Department Head meetings.

New Employment Orientation (NEO): In February we implemented an improvement to our NEO. Now, at the very beginning of Day 1 NEO with our new employees, the City Manager and/or Assistant City Manager will brief and lead open discussion of our City Mission, Vision, Aspirations, Values and employee expectations with our new employees as we work to improve our

organizational culture and commitment from Day 1. The new employees' Department Head and/or direct supervisor are also joining in on these discussions.

2025 Individual Performance Goals: 2025 Organizational Goals were pushed to all employees via APD and show up on each employee's "Performance Goals" dashboard. The intent is to continue to promote our PRIDE Values and use them as part of our Performance Management and Evaluation program, while also giving leaders at all levels a starter kit in developing 2025 Performance Goals for themselves and their teammates. The wording is:

Professionalism is performing your job with the very best skill and expertise, while communicating to others with empathy, facts, and kindness. Competencies to be assessed may include Problem Solving, Attention to Detail, Relationship Building and Communication, and Managing Programs.

Responsibility is being dependable and accountable for our actions. Keeping our word and honoring our commitments. It is accepting the outcomes for what we say and do, and allows us to develop our own potential, rather than comparing ourselves to others. Competencies to be assessed may include Planning & Organizing and Accountability & Dependability.

Integrity is doing the right thing even if no one is watching. Competencies to be assessed may include Decision Making and Judgment, Self-Management, Operating Equipment, Safety Focus, Ethics and Fairness, and Fiscal Accountability.

Dedication is the desire to make your community a better place by going above and beyond your job description. Competencies to be assessed may include Adaptability and Flexibility, Results Focus and Initiative, and Strategic Vision.

Excellence is the habit of always striving to do better. Competencies to be assessed may include Customer Focus (internal & external), Teamwork, Development and Continual Learning, Leadership, Coaching & Mentoring, Staff Management, and Facilitating Groups.

For example, specific performance standards under the Excellence Performance Goal for a Department Head could be something along the lines of:

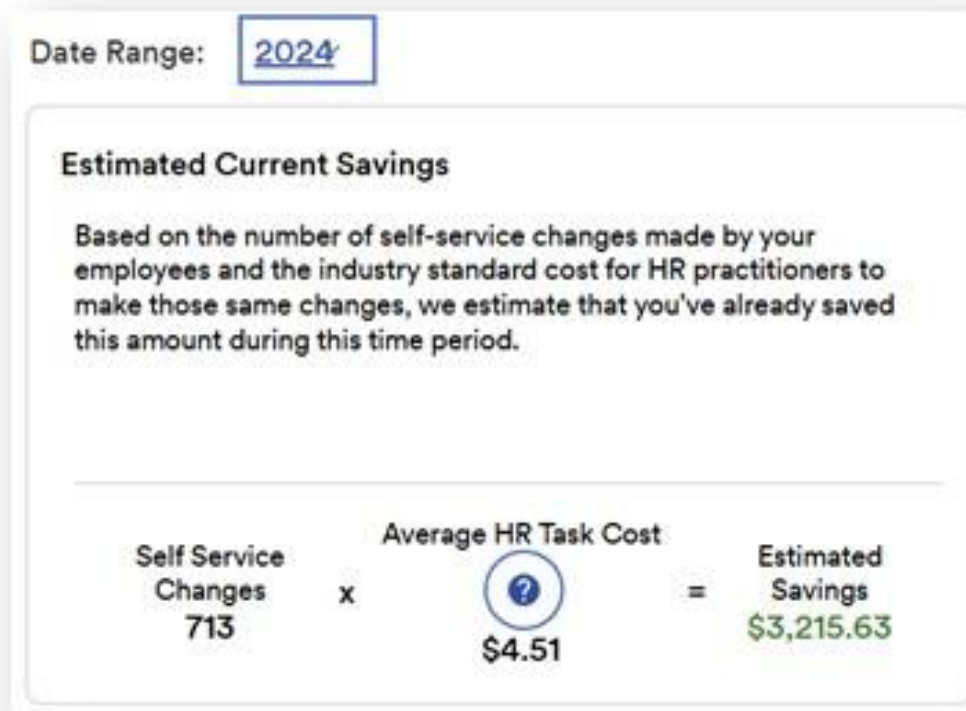
1. Facilitate Process Improvement & Innovation (PII) Training for staff; champion at least one customer-focused (internal or external) project that saves money, time, or improves performance or meets unmet needs. These may or may not be directly tied to a Success Strategy to meet a City Aspiration.
2. Serve as coach/mentor for initial PII cohort trainees from your department; meet with each at least semi-annually (e.g., Mar and Sept 2025).
3. Encourage teamwork; exhibit behaviors that support the concept of "we are better together". Empower and appropriately delegate projects and tasks to subordinates, to include more junior managers/individual contributors.

Way Ahead: A best practice is for the supervisor and direct report to work collectively on developing Performance Goals and to meet no less than quarterly to discuss progress and refine/modify/add/delete if need be.

Organizational Structure Efficacy Project: The Project Kick-off meeting with herronpalmer (hp) was held on 5 Feb with weekly project meetings since then. The objective of this project is to evaluate the City's existing organizational and base pay structures to enhance its ability to attract, engage, and retain top talent. Interviews with supervisors commence in late February/early March to gather insights and perspectives from various leaders/functional areas. The goal is to develop a framework that is both sustainable and administratively feasible while also supporting staffing models that enable each department to effectively meet community needs and expectations.

NDPERS: HR completed the implementation of two major changes to employee retirement plans in 2025. First, the addition of the NDPERS Public Safety Plan moved 79 Police and Firefighters to a plan that better fits the needs and job requirements of those positions, including a lower age for retirement eligibility. Second, the NDPERS Defined Benefit Main plan was closed, and the new Defined Contribution plan was rolled out on January 1, 2025. This required substantial restructuring of our retirement calculations and set-up with ADP. The new NDPERS Defined Contribution plan is a significant change to our benefit offerings, and we are closely monitoring its potential effects on retention and recruitment going forward.

ADP (HR Management Information System): In 2024, We had a total of 5,902 changes made to personnel profiles. 12% were completed by employee self-service and 88% were completed in-house by a practitioner. In 2025 YTD, the percentage of change made through self-service has slightly decreased, but the number of self-service changes are higher compared to last year at this point in time. The trend towards self-service is a positive movement and based on this trajectory, we estimate we will more than double the first-year utilization savings after the Open Enrollment period in November.



Date Range: **2025 Year-to-Date**

Estimated Current Savings

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

Self Service Changes	x	Average HR Task Cost	=	Estimated Savings
207		 \$4.51		\$933.57



Fires reported in the month..... 3

- Structure Fires: 2
- Cooking Fire: 1

2025 Monthly Fire Counts Year to date Total: 2

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec
7	3										

YTD Dollar loss attributed to fire..... \$68,000

Total incidents reported for the month: 362* *As of Feb 26

Fires	Overpressure ruptures, etc	EMS	HAZMAT	Service Call	Good Intent Call	False Alarm	Severe Weather	Special Incident Type
3	0	280	7	13	25	34	0	0

Injuries and Fatalities Caused by Fire	Month	Year to date
Civilian Fire Casualties	0	0
Civilian Fire Injuries	1	1
Fire Service Injuries	0	0

Update from Chief's Kronschnabel's office:

As of February 26, crews have responded to 362 calls, and are estimated to respond to ~405 by the end of the month. If the estimate holds true, that would be an increase from last



Central Dispatch Report February 2025

2025 Monthly Call Counts

Emergency calls: 1,313

Non-Emergency calls: 5,970

Total calls: 7,283* (*Through Feb. 25)

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec
9,667	7,283										

2025 Monthly Call Types (All Ward County Law Enforcement)

Traffic Stops	Domestics	DUI	Judicial Order Violation	Disorderly Conduct	Assist Public	Accidents	Welfare Checks
657	37	15	25	86	157	131	132

February 2025 Calls by Agency

Minot PD	Minot Fire	Trinity First Response	Ward County Sheriff	Highway Patrol	Minot Rural Fire	Total Ward County Agencies
2,066	380	678	1,429	52	36	4,648

Update from Margaret Haugan's office:

The Minot Central Dispatch Team has had a busy month. Telecommunicators have been attending staff meetings, and some have also had the opportunity to participate in valuable training sessions.

Public Information

Communication and Engagement Manager Jennifer Kleen

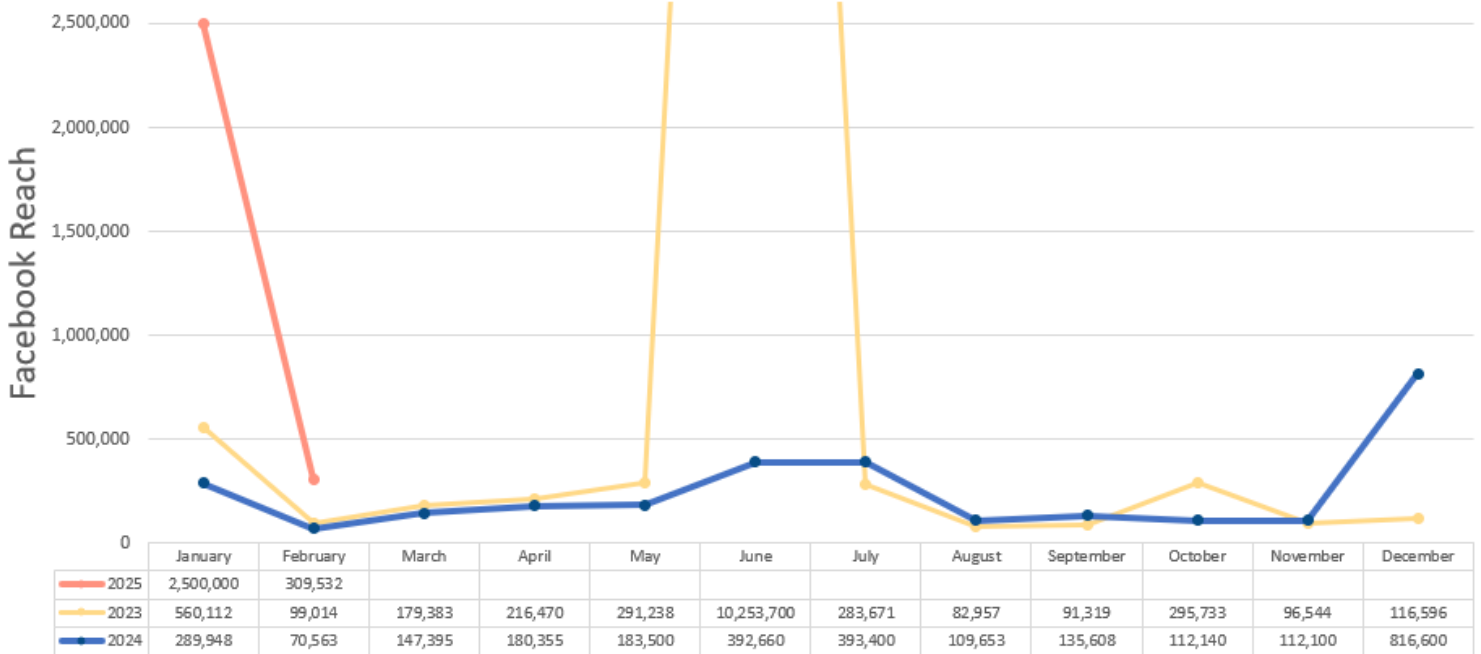
Highlights and Takeaways

- Our office assisted Mayor Tom Ross and others with the annual State of the City, which was held Feb. 20 at the North Dakota State Fairgrounds. The event capped months of meetings and preparation for everyone in our office, along with Executive Secretary Anna Schraeder and the mayor. The event went well, and included a morning roundtable discussion with several area mayors before lunch and the mayor's address.
- In January, we released the schedules for spring and fall cleanup weeks. There will be a household hazardous waste collection event with the spring cleanup week, but not with the fall cleanup week. And there will continue to be curbside collection during both cleanup weeks.
- Our office assisted Water Department crews with getting the word out about a major water break on Feb. 17 during temperatures of roughly minus 20 or worse. The break happened at the intersection of 16th St NW/4th Ave NW, and caused a block of roadway to be closed to traffic during repairs. Crews worked until around midnight to repair the break. We appreciate the Water Department's help in keeping us informed so we could help the public avoid the area until repairs were completed.

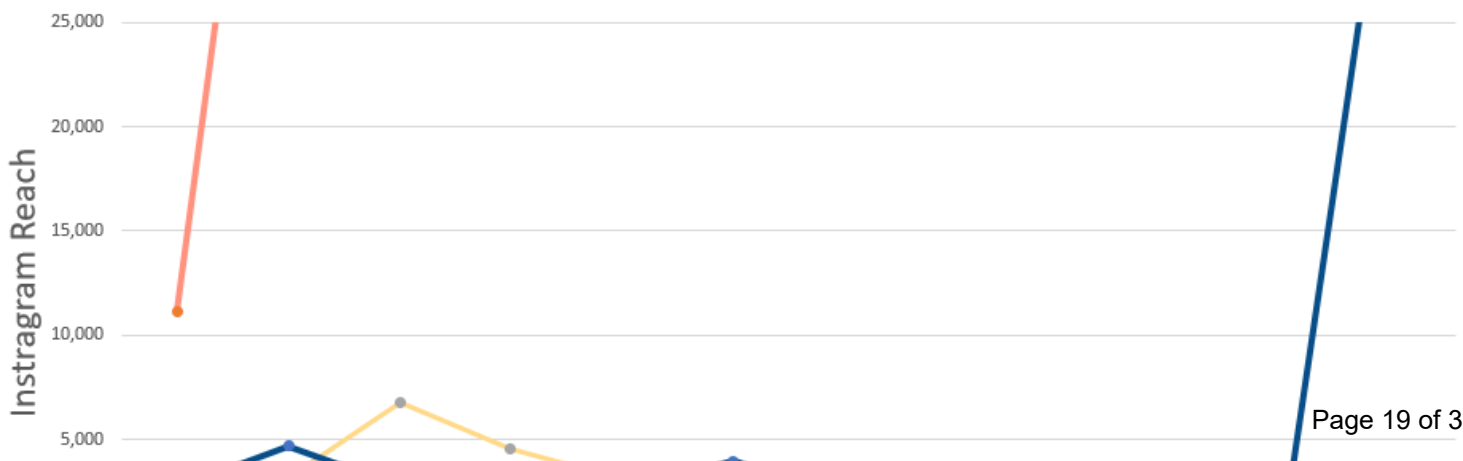
- Communication Specialist Bryan Obenchain attends the monthly Public Works superintendents meeting and regular utilities and operations meetings, which provides a wealth of background information about upcoming projects, etc. These meetings are a great way to keep up to date on what’s happening in the various Public Works departments, and Bryan regularly gets story ideas and social media post ideas from the attendees at these meetings.

All three PIO employees monitor public input on the City’s social media channels, and answer as many questions and concerns as possible. We appreciate the help from employees in all departments who provide us with facts and information so that we can relay that to the residents who are asking questions or expressing concerns. We try to answer everyone’s questions as best we can, while providing factual, up-to-date information.

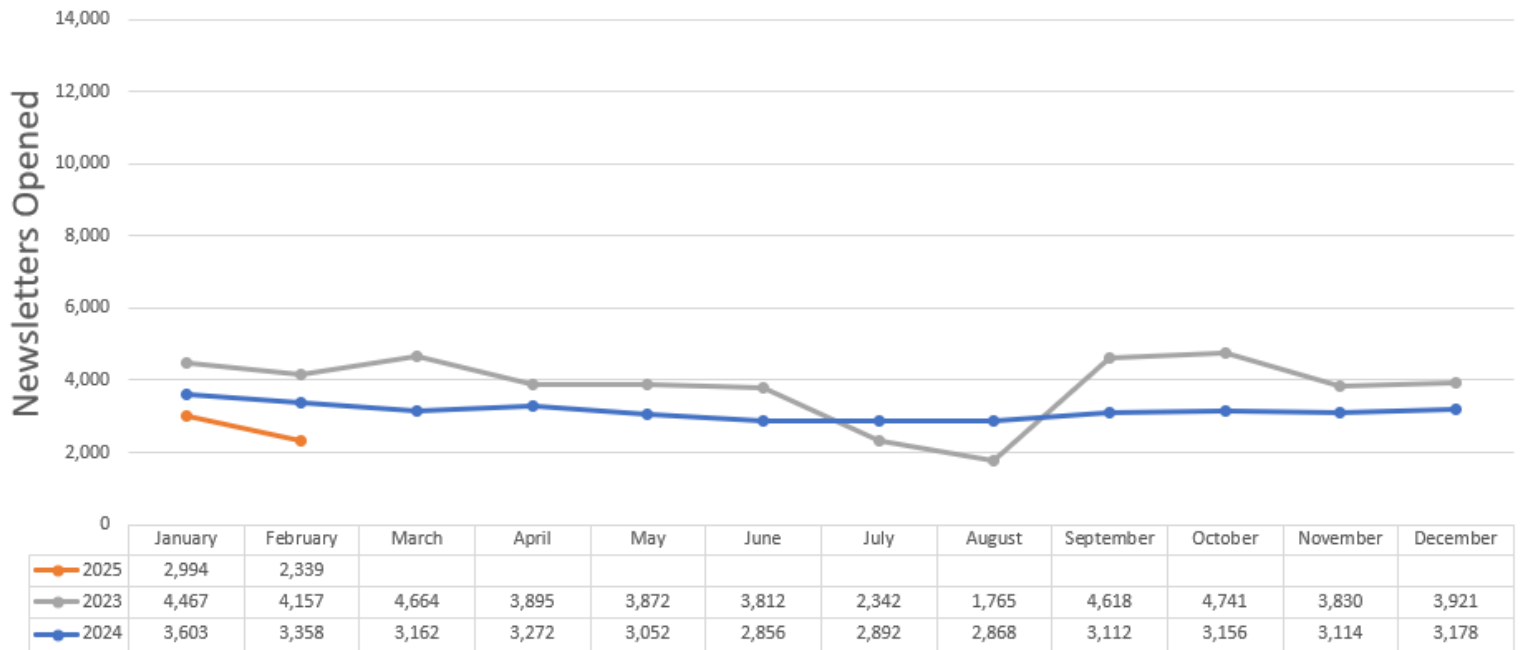
Facebook Reach Month by Month



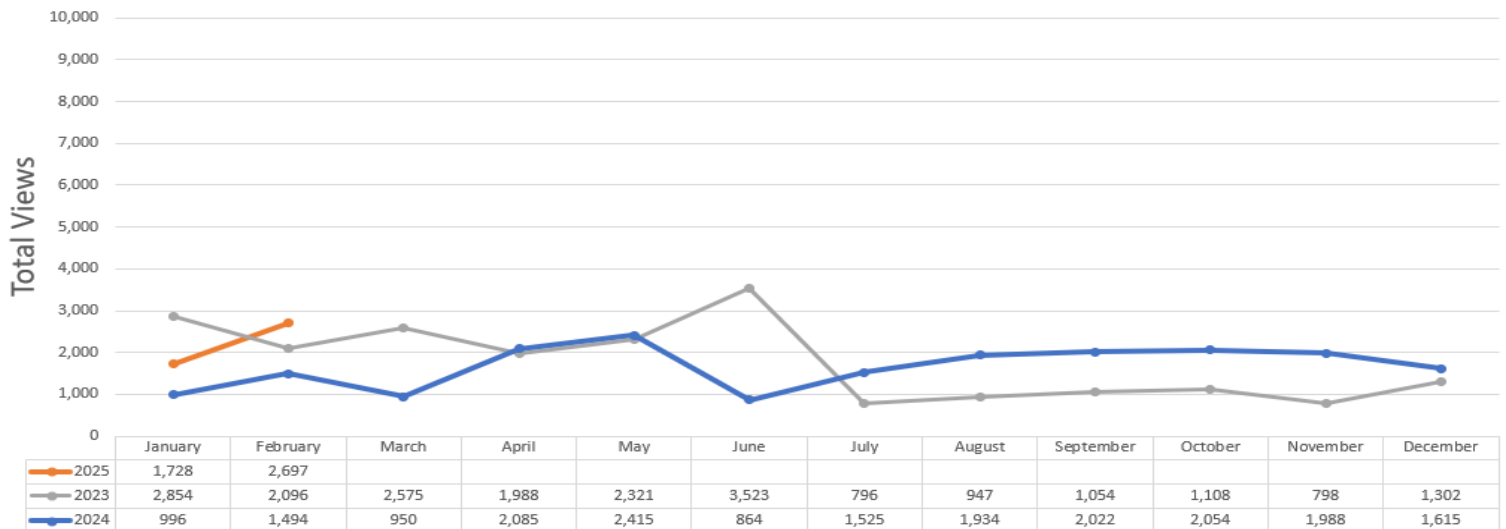
Instagram Reach Month by Month



Newsletter Opens Month by Month



YouTube Views Month by Month



City of Minot

FEBRUARY 2025 SOCIAL MEDIA FOOTPRINT



+23

1,075

YOUTUBE



-14

4,404

NEWSLETTERS



+83

4,610

INSTAGRAM



+1,052

30,205

FACEBOOK

Public Safety Information & Outreach Officer – T Kvigne

Fire Department

Current Follower counts

- **Facebook**
 - 4,797
- **Instagram**
 - 336
- There were two media releases issued in January for fires:
 - Wednesday Feb 19th
 - Tuesday, Feb 11th
- In January we gained 42 new followers on Facebook and 3 followers on Instagram. Meta, has changed analytics, going forward I will include views and reach. Our total Facebook reach was 24,628 a 14.2% increase from January. We amassed 79,478 views on Facebook. Our Instagram had a reach of 207 and 1,106 total views.

Our top performing posts for Facebook:



Overnight garage fire on St. Peter Ave early Wednesday morning. The Minot Fire Department responded to a report of a st...

Post · Published on: Wed Feb 19, 11:02am

Overview

Views ⓘ	Reach ⓘ	Interactions ⓘ	Link clicks ⓘ
43,049	18,750	169	3

 This post received more views compared to your recent Facebook posts.

Views ⓘ
43,049

Feed preview



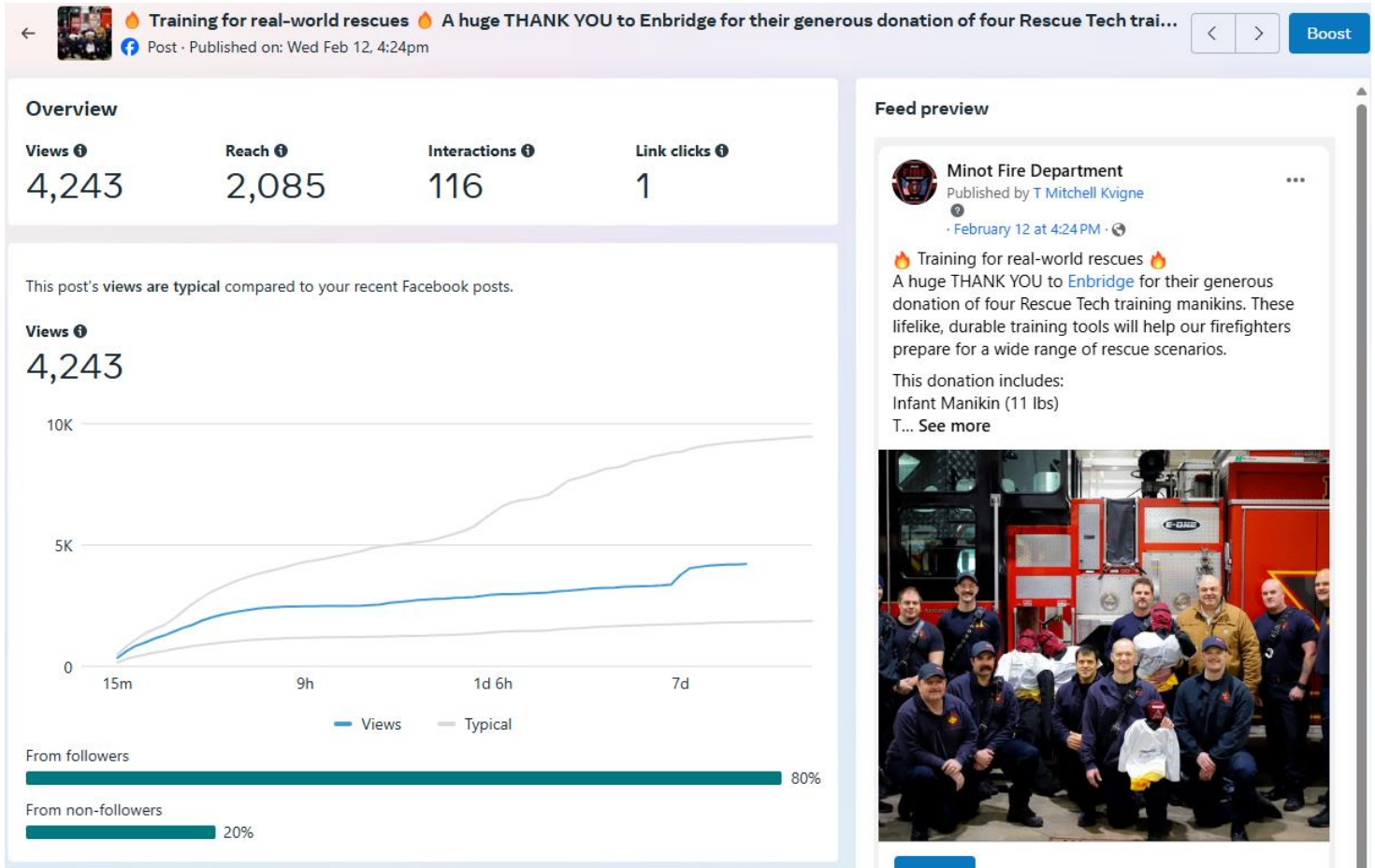
Minot Fire Department
Published by T Mitchell Kvigne
· February 19 at 11:02 AM · 🌐

Overnight garage fire on St. Peter Ave early Wednesday morning.

The Minot Fire Department responded to a report of a structure fire at 211 St. Peter Ave in southeast Minot today at 12:06 a.m.

Upon arrival, firefighters encountered heavy fire coming from a detached garage at the rear of the property.

See more

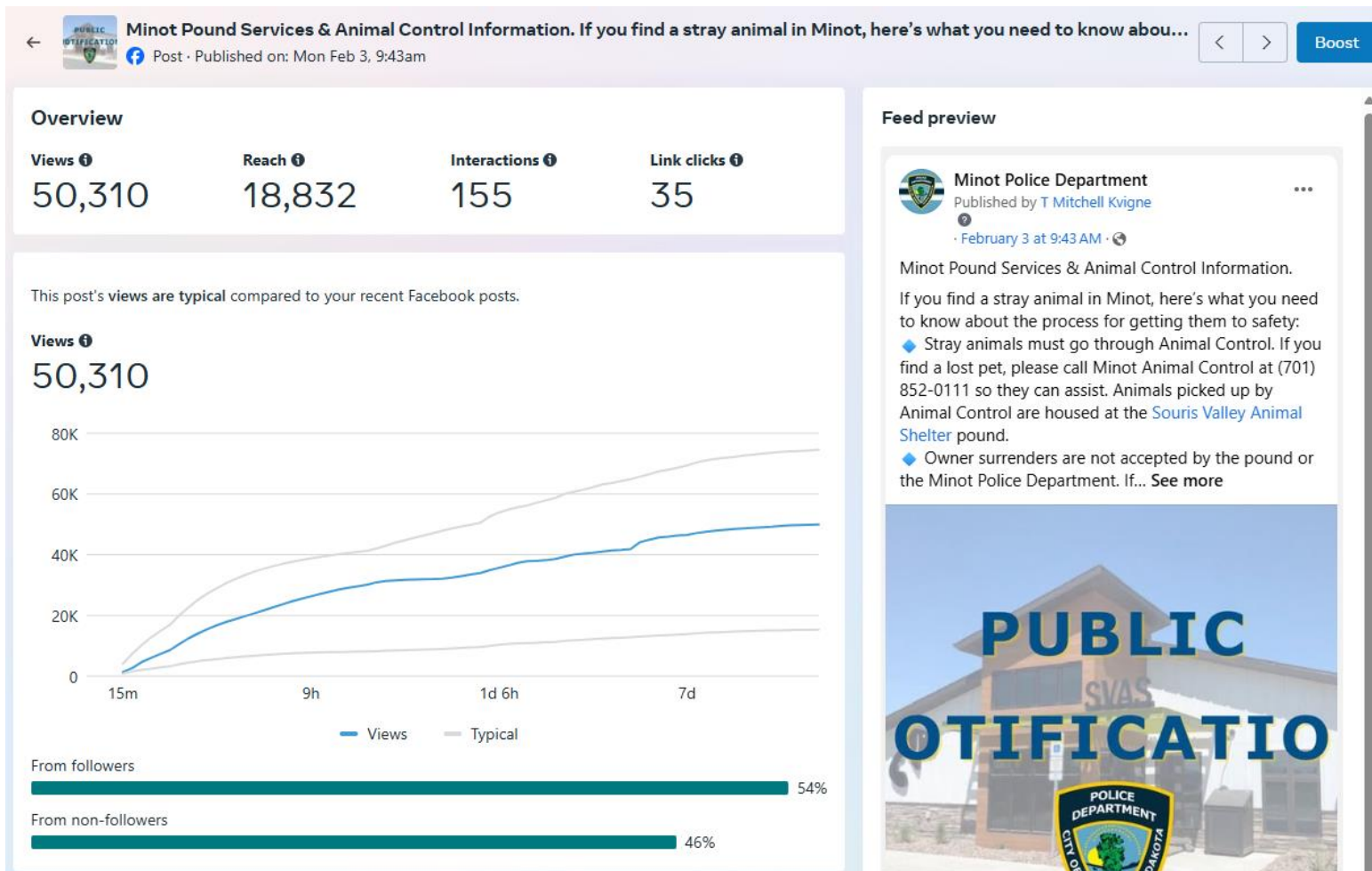


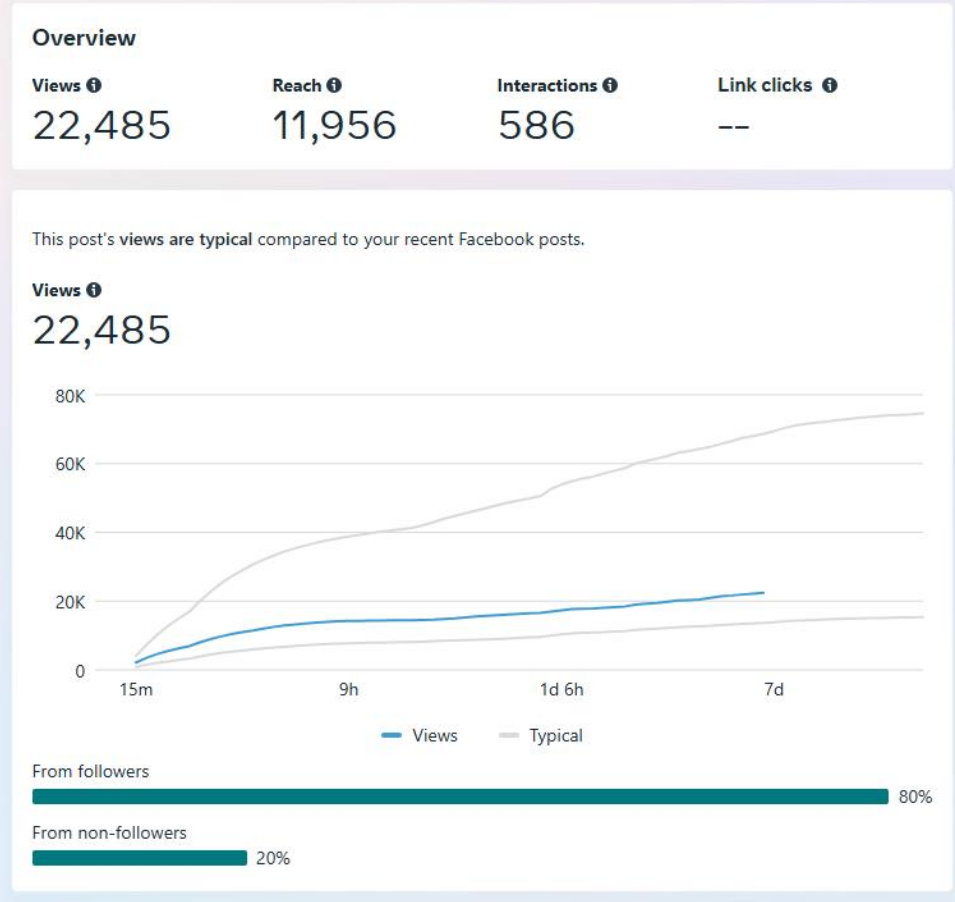
Police Department

Current Follower counts

- **Facebook**
 - 22,617
- The following media releases were issued:
 - Monday, Feb 24th

- Wednesday, Feb 19th
- We had a traffic impact post go out on Facebook on Thursday, Feb 13. Lights at the intersection of S Broadway and 31st Ave went out due to a transformer issue around 8 pm.
- We also posted about various scams that have been circulating recently, one thanks to the idea from Officer Herrington, who had been on a recent case and called me to fill me in on pushin a PSA.
- We held a swearing-in ceremony for Officer Miller and Officer Neel on Thursday Feb. 20th. It has been great holding this in the council chambers recognizing the accomplishments of our new officers.
- Our Facebook reach for the month of January was 68,427 with a total number of views at 503,021 we also gained 144 new followers, but had 155 unfollow the page. and had 23.2k visits to our Facebook page.
- Our top performing posts (not including media releases) for February are attached below: Minot Pound/Animal Control Information post, the cold safety tips featuring a photo Officer Carter sent me, and lastly, welcoming our newly sworn in officers.





Feed preview

**Minot Police Department**
Published by T Mitchell Kvigne
· 6d · 🌐

🚒 Welcome our newest officers! 🚒

Join us in welcoming our two newest Police Officers:

- Officer Cody Miller
- Officer Tyler Neel

Y... See more



Boost



February Finance Presentation

David Lakefield, Finance Director



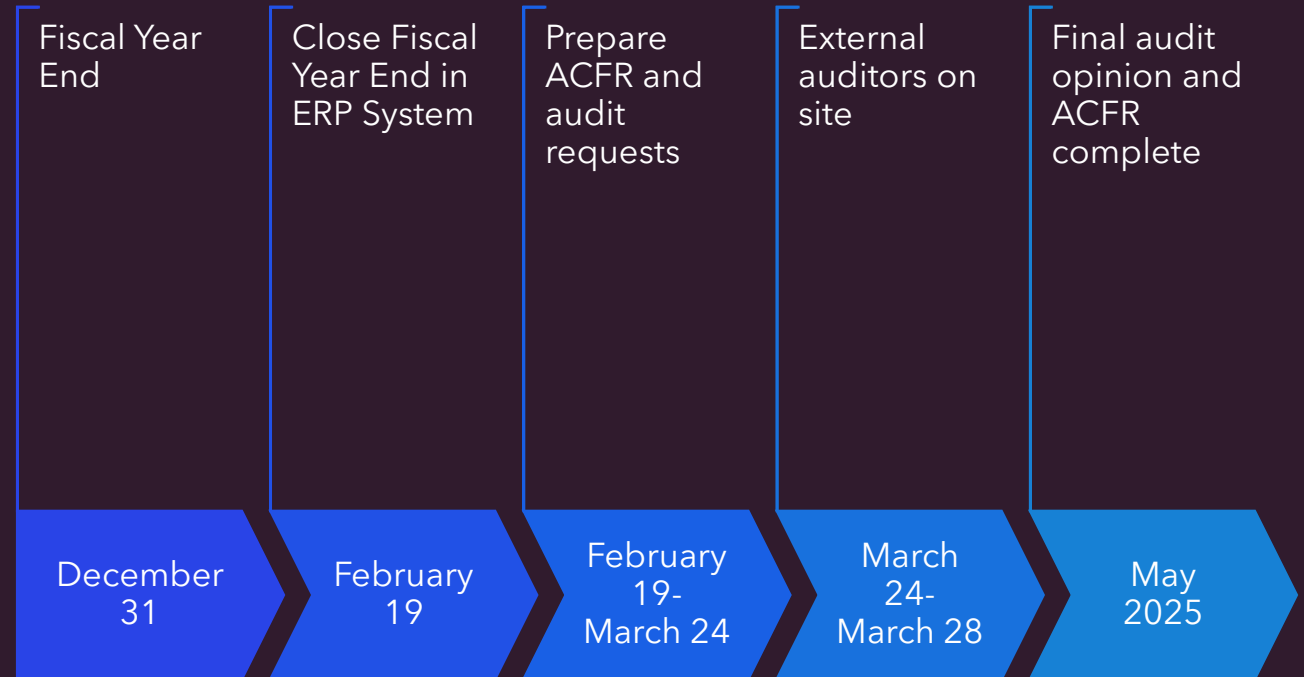
What is fiscal year-end?

- The last day of the 12-month accounting period.
 - Calendar year
 - December 31, 2024
 - End of the budget cycle

Year-End Processes

- Recording of numerous journal entries (i.e. accruals, payables, receivables)
- 1099-S, 1099-NEC, 1099-MISC issuances
- Preparation of data for actuarial services
- Implement new GASB standards, if any
- Preparation of fiscal year end audit requests
 - Totaled **194** separate requests for FY2023 audit
- Preparation of note disclosures, schedules and financial statements for the annual comprehensive financial report (ACFR)

Fiscal Year End Schedule



YE 24 General Fund Results

- Original budget included the use of \$3 million of general fund reserves
- Final amended budget included \$3.471 million additional spending
- Actual spending was \$5.590 million less than final amended budget
- Revenues were \$1.23 million less than final amended budget and less than original budget

YE 24 General Fund Results

- Net result was a decrease in general fund balance of \$3.164 million
- On par with original budget

City of Minot, North Dakota
Statement of Revenues, Expenditures and Changes in Fund Balance, Budget and Actual
General Fund
For the Year-to-Date as of December 31, 2024

	Budgeted Amounts		12/31/2024	Variance
	Original	Final Amended	Actual Amounts	With Final Budget
REVENUES				
Property tax collections	\$ 20,613,726	\$ 20,613,726	\$ 19,100,743	\$ (1,512,983)
Cable TV franchise fees	430,103	430,103	387,643	(42,460)
Licenses & permits	1,156,569	1,156,569	850,518	(306,051)
Intergovernmental	14,755,733	15,234,502	16,012,478	777,976
Charges for services	4,201,311	4,276,189	4,194,224	(81,965)
Fines and forfeitures	693,186	693,186	656,433	(36,753)
Special assessment collections	68,731	68,731	70,256	1,525
Interest income (loss)	2,500,000	2,500,000	2,270,805	(229,195)
Miscellaneous income	528,471	578,761	777,130	198,369
Total revenues	44,947,830	45,551,767	44,320,230	(1,231,537)
EXPENDITURES				
General government				
Mayor and city council	\$ 1,424,434	\$ 531,997	\$ 407,015	\$ 124,982
City manager	909,744	935,302	865,873	69,429
Human resources	808,689	821,139	805,620	15,519
City attorney	756,323	756,323	695,000	61,323
Finance	1,575,570	1,742,231	1,537,181	205,050
Information technology	1,552,452	1,845,550	1,457,106	388,444
Property assessment	898,291	898,291	897,982	309
Municipal judge	687,493	687,493	644,164	43,329
Community development	797,559	843,432	654,280	189,152
Building inspection	1,387,745	1,453,726	1,279,403	174,323
Vehicle maintenance	1,336,841	1,336,873	1,238,894	97,979
Property maintenance	1,203,243	1,206,857	1,021,304	185,553
Total general government	13,338,384	13,059,214	11,503,822	1,555,392
Public safety				
Police grants	-	444,097	270,055	174,042
Police	12,888,241	13,063,846	11,842,018	1,221,828
Narcotics task force	145,912	145,912	110,979	34,933
Telecommunications division	1,968,606	1,975,098	1,734,445	240,653
Fire grants	-	325,465	148,384	177,081
Fire control	9,622,048	9,802,527	9,700,288	102,239
Traffic	2,233,427	2,839,262	2,361,653	477,609
Total public safety	26,858,234	28,596,207	26,167,822	2,428,385
Highways and streets				
Engineering	10,781,107	12,662,410	11,080,748	1,581,662
Street maintenance	5,840,592	5,971,129	4,714,639	1,256,490
Total highways and streets	16,621,699	18,633,539	15,795,387	2,838,152
Total expenditures	56,818,317	60,288,960	53,467,031	6,821,929
Excess (deficiency) of revenues over (under) expenditures	(11,870,487)	(14,737,193)	(9,146,801)	5,590,392
OTHER FINANCING SOURCES (USES)				
Bonds issued	-	-	-	-
Premium on bonds sold	-	-	-	-
Leases (lessee)	-	-	-	-
Sale of City property	18,872	23,372	80,710	57,338
Transfers in	12,482,555	12,660,012	11,346,576	(1,313,436)
Transfers out	(3,630,940)	(6,153,958)	(5,444,529)	709,429
Total other financing sources (uses)	8,870,487	6,529,426	5,982,757	(546,669)
Net change in fund balance	\$ (3,000,000)	\$ (8,207,767)	(3,164,044)	\$ 5,043,723
Fund balances (deficits) - beginning			43,020,191	
Fund balances (deficits) - ending			<u>\$ 39,856,147</u>	

The accompanying notes to the financial statements are an integral part of these statements.

Upcoming Budget Challenges

- Budgeted to use \$4 million in reserves in 25 budget
- CIP approaching \$950 million
- Local share nearing \$300 million
- Setting priorities to constrain the CIP

Approach to the 26 Budget

- Zero based approach – Finance will roll budget with detail items
- Object codes without detail will roll at 35% of 24 actuals
- Require 5 year look
- Implementation of the VERN – based on detailed analysis

Date	Event
April 7	City Council approves budget schedule
April 21	Presentation of the Capital Improvement Plan (CIP)
May 5	Approval of the Capital Improvement Plan (CIP)
April - May	Pay Plan and Classification Study (Human Resources)
April 25	Community contribution application for funding available on City website
May 5	Approval of the Capital Improvement Plan (CIP)
May 5-9	Department tours with Council members
May 19	City Council Meeting agenda item to outline budget priorities
June 2	Budget requests (including community contribution applications) due to Finance and City Manager
June 2	Community contribution applicant presentations to Council
June 11	Annual Plan presentation to Civil Service Commission (Human Resources)
June 9-13	Meetings with the Department Head, City Manager and Finance to go over individual budget requests
June 18	Annual Pay Plan Public Meeting (Human Resources)
June 20	Department budgets complete
June 23 - July 8	City Manager/Finance - Work on budget and presentation
July 9-10	Council Facilitator Meetings
July 15	Have budget ready to copy and bind
July 21	Proposed Annual Budget and Annual Pay Plan to City Council
July 29	Special City Council Meeting Q&A session and approve Preliminary Budget
August 18	President of the Council message due
September 15	City Council meeting - public hearing on Budget Ordinance and first reading of Budget Ordinance 5:30 pm
October 6	City Council meeting - Final adoption of budget ordinance 5:30 pm



Questions?

Minot City Council – Legislative Update

Shane Goettle

Goettle Law, PLLC

Date: March 3, 2025

Half-Time – Time on the Clock

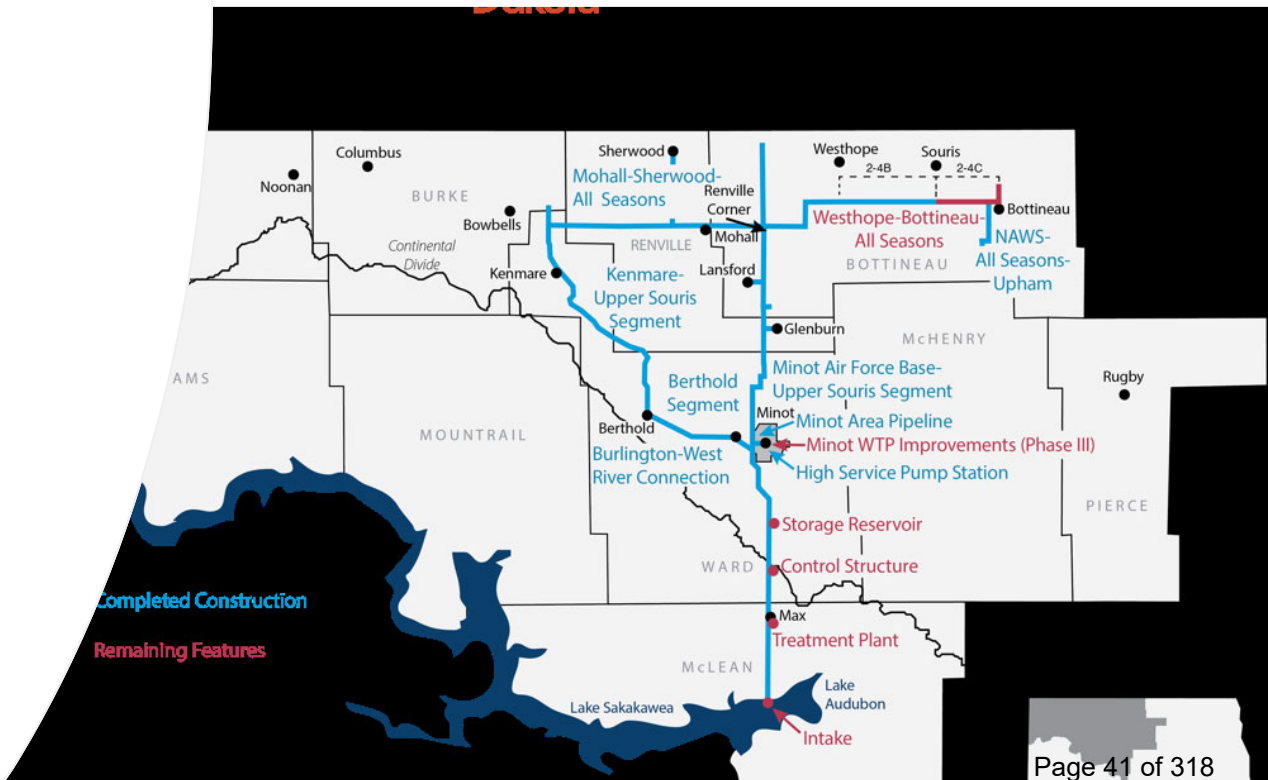
- Recessed for crossover break on Tuesday, February 2.
 - Senate leaving mid-afternoon.
 - House continuing into the evening.
- Tuesday marked the 34th legislative day. Lawmakers are limited to 80 legislative days every two years, and they typically like to save a few days. When lawmakers don't gavel in, it doesn't count as an official legislative day. In 2023, lawmakers met for 75 legislative days during their regular session.
- Legislative committees will resume their work on March 5.
- The full House and Senate will not gavel in for floor sessions until March 7, which will then be Day 35

Half-Time Stats

- A total of 1,083 pieces of legislation have been introduced, the highest number since the 2009 session.
- The House introduced 620 bills, passing 412. A total of 188 failed and 20 were withdrawn.
- The Senate introduced 400 bills, approving 298. A total of 94 failed and eight were withdrawn.
- The House introduced 35 resolutions. Twenty-three passed, eight failed, one was withdrawn and three are awaiting action.
- The Senate has introduced 28 resolutions. Of those, 13 passed, nine failed, one was withdrawn and five are awaiting action.
- So far, three bills have been sent to the governor and three resolutions have been adopted by both chambers and filed with the secretary of state.

HB 1020 and Minot Region Water Projects

First hearing: Friday,
March 7th, 8:30a



HB 1020

Mouse River Enhanced Flood Protection Project (MREFPP)

- HB 1020 provides **\$125M** in state funding for flood protection in the 2025-2027 biennium, up from \$76.1m in the present biennium.
- The state's total share is **\$733M** of the **\$1.8B** project cost.



HB 1020

MREFPP – Securing Resources for Minot

- Why HB 1020 is Critical for Minot
- Flood protection funding depends on **state, local, and federal** contributions.
- HB 1020 commits **65% of the state's share**, keeping construction on schedule.
- Ensures funding stability and prevents project delays.

MREFPP Funding Conditions HB 1020

- Caps **state funding at \$380.5M** without further legislative approval.
 - After present biennium (**\$76.1**), that leaves **\$304.4m**
- Ensures cost control and transparent financial oversight.
- Protects Minot's long-term flood protection funding.



HB 1020

Northwest Area Water Supply (NAWS)

- **\$106.9M allocated** for pipeline, pump stations, and biota treatment plant.
- Ensures continued construction of Missouri River water delivery system.
- Strengthens Minot's long-term water security.

Line of Credit in HB 1020

- Expanding Financial Flexibility
- **Water project line of credit of \$200M.**
- Allows Water Commission to approve projects without funding delays.
- Keeps Minot-area projects moving even when cash flow is tight.

Bonding Provisions in HB 1020

- Strategic Use of Bonds
- Authorizes **\$100M in bonds** for the Southwest Pipeline Project.
- Bonding **frees up cash** for flood control and water projects.
- Ensures long-term funding for Minot's **critical infrastructure improvements**.

HB 1020 – House Version Summary

Impact on Minot and Region

- Accelerates **flood protection and water projects**.
- Allows multiple major projects to proceed **simultaneously**.
- Prevents inflation-driven cost increases by ensuring **steady funding**.

Status:

- Passed House (89-0)
- First hearing (overview) at 8:30a on Friday, March 7th.



SB 2323 – Energy Impact Grant Fund

- SB 2323 reallocates oil tax revenue to support hub cities.
- Creates the **Energy Impact Grant Fund** for **infrastructure & debt relief**.
- Minot is **one of three hub cities** benefiting from this funding.
- \$20M per year redirected from state oil tax funds to hub cities.
- Adjusts state "bucket" allocations to provide stable funding.
- Minot receives 10.46% of new grant funding (~\$2M per year).



SB 2323 Projected Impact on Minot

- **Frees up local revenue for infrastructure & public services.**
- Helps **Minot pay down debt** from oil boom-related projects.
- **Reduces reliance on property & sales taxes** for city expenses.
- Supported by oil region lawmakers & Western Dakota Energy Association.
- Hub cities must demonstrate effective use of funds.
- Sunset provision in 2037 – future renewals may be needed.

Status:

- Passed Senate (45-0)

HB 1032 – Municipal Court Reform

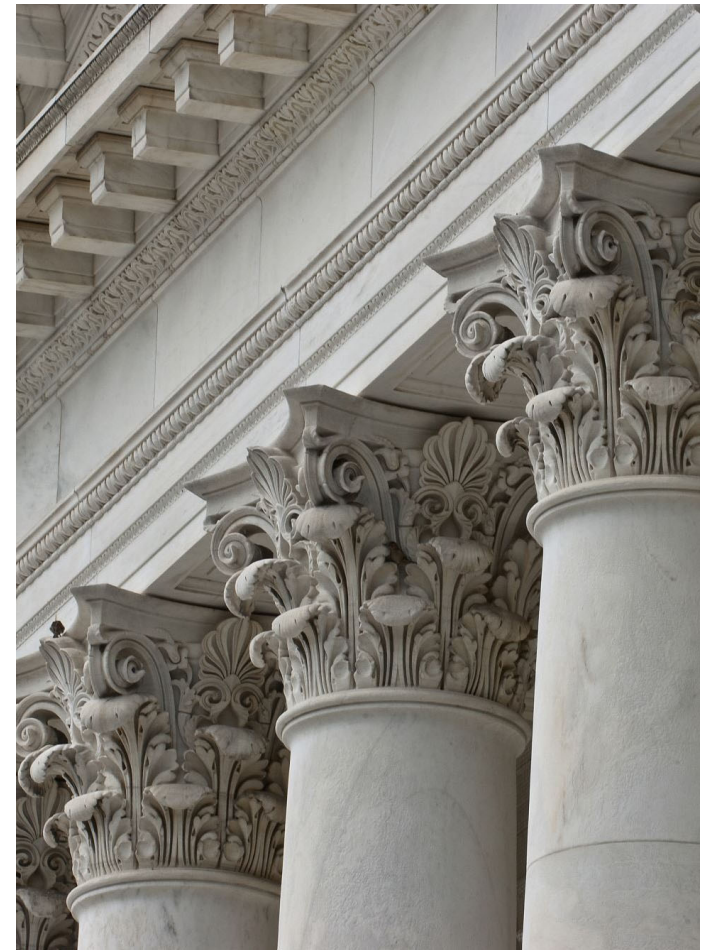
- Overhauls municipal court statutes, replacing **Chapter 40-18** with **Chapter 40-18.1**.
- Updates rules for **municipal court operations** and **oversight**.

Impact on Municipal Courts:

- Allows **small cities (<5,000)** to shift ordinance violations to **district court**.
- Requires **licensed city prosecutors** for **Class B misdemeanor cases**.
- Establishes a clear process for **abolishing municipal courts** if necessary.
- Strengthens **judge qualifications, training, and court transparency**.

Status:

- **House:** Passed **unanimously (88-0)** on **Jan 20, 2025**.
- **Senate:** Heard in **Senate Judiciary Committee** on **Feb 17, 2025**; pending approval.



HB 1187 – Debris Removal Lien

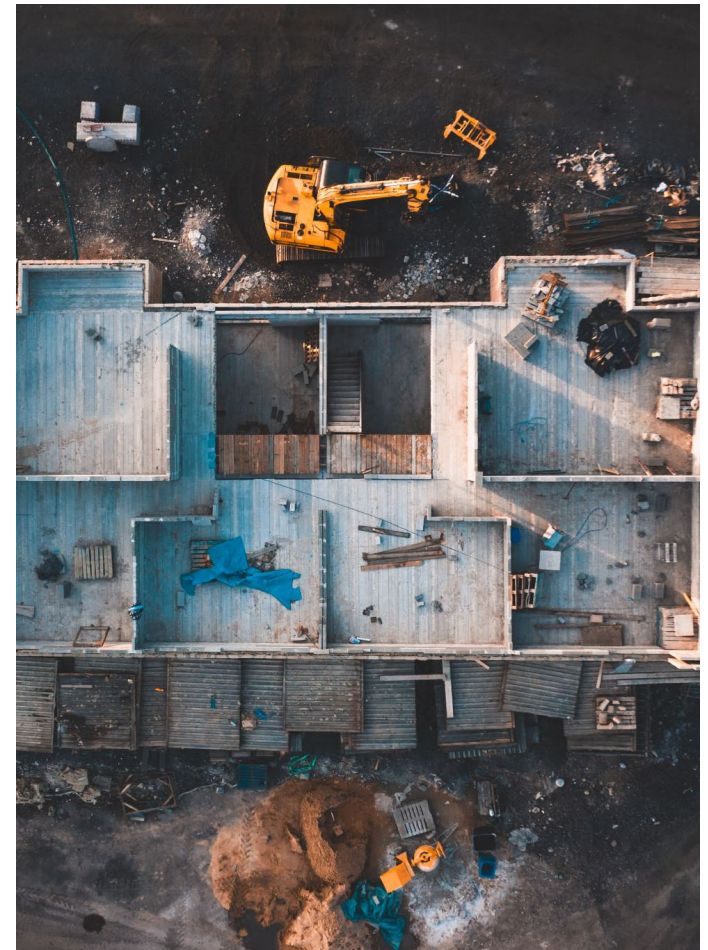
- Establishes a lien for **unpaid debris cleanup costs** on damaged or abandoned properties.
- Insurers would withhold a portion of payouts to ensure **fire-damaged buildings are removed or repaired**.

Impact on Minot:

- Helps **avoid taxpayer burden** for demolishing unsafe, abandoned buildings.
- Encourages **property owners to take responsibility** for cleanup.

Status:

- **Failed** (House vote: **3-87**).



HB 1306 – Open Records Request Fees

- Would have **limited fees** for public records requests, requiring **one free request per person per year** (up to **40 hours of staff time**).
- Intended to **increase government transparency**.

Impact on Minot:

- **City opposed** due to concerns about **excessive administrative burden**.
- Could divert **staff time away from city operations** to fulfill lengthy document requests.

Status:

- **Failed** (House vote: **15-75**).



HB 1307 – Home Rule Charter Preemption

- Prevents cities from **enforcing local ordinances that conflict with state law.**
- Targets **election and governance rules** in home rule charters, overriding local decision-making.

Impact on Minot:

- **Threatens Minot's home rule authority**, impacting voter-approved governance rules.
- Could **invalidate** Minot's existing election structure.
- Reduces **local control over municipal policies.**

Status:

- **Passed House (79-13)**

HB 1500 – Nonconforming Structures Zoning

- Allows **some nonconforming structures** to remain or be rebuilt, even if zoning laws have changed.
- Creates **uniform standards** for counties, cities, and townships.

Impact on Minot:

- **City opposed**, arguing it **limits zoning enforcement**.
- Could make it **harder to regulate aging or unsafe buildings**.
- Impacts Minot's ability to **manage neighborhood redevelopment**.

Status:

- **Passed House (81-10)**
- **Assigned to Senate Industry & Business**

ND State Fair Funding (SB 2009)

- **\$900k** appropriation to construct a **new campground facility** at the North Dakota State Fairgrounds.
- Includes **modern restrooms, showers, and laundry facilities** for fair visitors.
- **\$1m** appropriation for safety and security infrastructure.

Impact on Minot:

- **Strongly supported by Minot** as the **State Fair's host city**.
- Enhances **visitor experience**, helping boost **attendance and local business revenue**.
- Harden safety and security, especially at south entrance of State Fairgrounds.
- Strengthens Minot's role as a **regional tourism hub**.

Status:

- **Passed Senate (44-3)**
- **Committee Hearing House Appropriation E&E Division 2p, Thursday, March 6th.**

SB 2350 – Confidentiality of Personnel Records

- Would have **kept public employee evaluations and investigations private** for up to 3 years.
- Extended open-records exemptions for ongoing personnel investigations.

Impact on Minot:

- **City supported** the bill, arguing it **protects employee privacy**.
- Helps ensure **honest internal performance reviews** without fear of public disclosure.
- Would prevent premature disclosure of **ongoing investigations**.

Status:

- **Failed** (Senate vote: **22-25**).

SB 2306 – Child Care Workforce Program

- Proposed **incentives to recruit and retain child care workers.**
- Aimed at addressing **statewide workforce shortages in child care.**

Impact on Minot:

- **City supported** due to the **urgent need for more daycare providers.**
- Would have **helped daycare centers hire and retain staff**, expanding child care access.
- **More available child care** = More parents in the workforce, boosting Minot's economy.

Status:

- **Failed** (Senate vote: **11-36**).

SB 2389 – Child Care Infrastructure Study

- Called for a **legislative study on childcare infrastructure needs**.
- Would have assessed the **availability and funding gaps in childcare facilities**.

Impact on Minot:

- **City supported** as it could lead to **state investment in expanding child care centers**.
- Data from the study **could help secure future funding** for new childcare facilities in Minot.
- Would have provided **insights into regional childcare shortages**.

Status:

- **Failed** (Senate vote: **4-41**).

HB 1513 – Sidewalk Repair Notice Changes

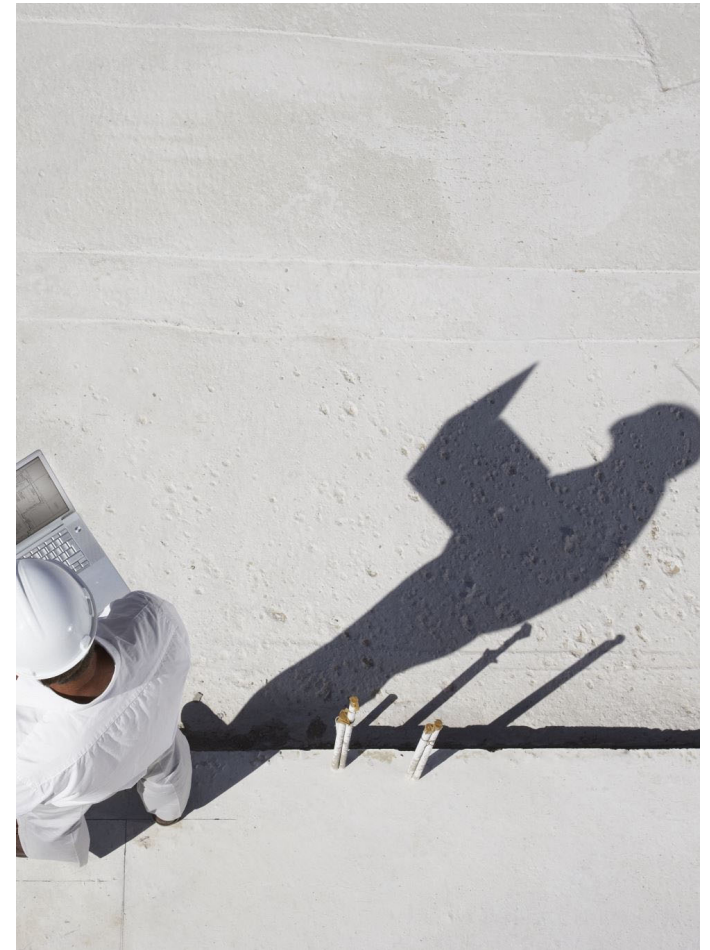
- **Extended Notice Period:** Requires cities to give property owners **2 years, 6 months** to repair sidewalks.
- **Certified Mail/On-Site Notification:** Requires repair notices to be sent by **certified mail, in-person delivery, or posted on-site.**

Minot's Position (Opposed HB 1513):

- **Delayed Repairs = Safety Risk:** 30-month wait could increase **falls, injuries, and liability.**
- **Public Expectations:** Residents expect **timely sidewalk maintenance**; long delays would cause frustration.
- **Enforcement & Liability Burden:** Ties city's hands for **three construction seasons**, while liability concerns remain.

Status:

- **Failed (1-88 vote)**



Property Tax Reform / Relief

- **Tax Reform Battles:** *Property tax relief* is front and center. Lawmakers narrowed ~20 ideas down to **three main bills**
 - including Gov. Armstrong's plan to expand the primary residence tax credit (from \$500 to \$1,450)
 - all aiming to tap the state's Legacy Fund for financing.
- These proposals promise homeowner relief but have sparked debate over long-term fiscal impacts and constraints.
- Expect final tax-relief packages to be a top priority in the second half.

House Bill 1168 – School District Levy Reduction

- Summary: Reduces local school district property tax levies by shifting funding to the state (16% reduction).
- Caps local school tax levy growth at 3% per year.
- **Status: Passed House (88-3).**





House Bill 1176 – Primary Residence Relief

- Summary: Expands the primary residence tax credit from \$500 to \$1,450.
- Caps local property tax increases at 3% annually.
- Applies only to owner-occupied homes (no relief for rental, commercial, or farm properties).
- **Status: Passed House (81-10).**

House Bill 1575 – Broad-Based Tax Relief

- Summary: Lowers taxable property values across residential, agricultural, and commercial properties.
- Limits taxable value growth to 3% per year unless voter-approved.
- Uses Legacy Fund earnings and general funds to offset local revenue loss.
- Status: Passed House (86-5).





Questions?

Shane Goettle

Goettle Law, PLLC

Date: March 3, 2025



Date: February 27, 2025
To: Mayor/City Council
City Manager
From: City Attorney's Office
Re: Monthly Attorney Report (March 2025)

Pursuant to Minot City Code of Ordinances, Section 2-30(a)(3), the following items are submitted as a summary of some of the matters addressed by the City Attorney's Office in the month prior to the March 3, 2025 City Council meeting:

I. Civil Matters

A. Floodplain Eminent Domain Cases:

1. City of Minot v. Parkview MHP, LLC

Counsel: John Warcup
Retained by City of Minot

Opposing Counsel: Abigale R. Griffin and Howard Roston

Current Status: Scheduling Conference (re)scheduled for 3/31/2025 at 4:00pm.

Property owned by Parkview MHP, LLC is considered a necessary acquisition to complete the Mouse River Enhanced Flood Protection Project. City staff and its contract counsel have been negotiating to purchase the property, and made a final counteroffer to Parkview based upon its most recent real estate appraisals. Parkview declined that offer and the City Council approved an eminent domain resolution at its August 5, 2024 regular meeting. The City filed its Summons and Complaint against Parkview MHP, LLC in Ward County District Court on September 9, 2024. An Answer was received and filed in District Court on January 23, 2025. Orders for a scheduling conference and for alternative dispute resolution were filed on January 27, 2025.

March: Judge Mattson filed a recusal in this matter on February 24. The original scheduling conference was rescheduled to March 31 and assigned to Judge Cresap. The discovery phase has commenced and will remain ongoing.

B. Other Civil Matters:

1. Marianne Bender and Doug Bender v. City of Minot

Counsel: Howard Swanson
Appointed by Airport Premises Insurance

Opposing Counsel: Steve Lautt

Current Status: City served Summons and Complaint on 2/3/2022
Plaintiff filed pleadings in Court on 1/24/2025

Scheduling Conference scheduled for 3/17/25 at 9:00am

On February 3, 2022, the City was served with a summons and complaint by Plaintiffs. The complaint alleges the City was negligent in properly maintaining its entry ways at the Minot International Airport which caused a slip and fall incident to occur on or about February 17, 2019. The airport's premises insurance (Endurance) appointed Howard Swanson to defend the City in this lawsuit. Attorney Swanson has served an answer on Plaintiffs.

Nearly three years after being served with the Summons and Complaint, the Plaintiffs filed the Summons and Complaint in Court on January 24, 2025. The City of Minot filed an Answer on January 28, 2025 along with a jury trial demand. The Court scheduled a Scheduling Conference for 9:00am on March 17, 2025.

March: Discovery and negotiations are ongoing.

2. Todd Mickelson v. City of Minot

Counsel: Brian Schmidt
Appointed by NDIRF

Opposing Counsel: Leo Wilking

Current Status: Closed

On May 26, 2023, the City was served with a summons and complaint by the Plaintiff. The complaint alleges the Plaintiff's employment as a city employee was terminated as a result of retaliation. The North Dakota Insurance Reserve Fund (NDIRF) appointed Brian Schmidt to defend the City in this lawsuit. Complaint was filed in District Court on June 8, 2023. City's Answer was filed on June 16, 2023. An Alternative Dispute Resolution Statement was filed by the City on August 15, 2023. Depositions of present and former city employees and the plaintiff have been conducted. On October 17, the City's counsel filed a motion for summary judgment, arguing that the City is entitled to judgment as a matter of law. The plaintiff filed a brief in opposition to the City's motion on November 15, 2025. On October 17, the City's counsel filed a motion for summary judgment, arguing that the City is entitled to judgment as a matter of law. The plaintiff filed a brief in opposition to the City's motion on November 15, 2025.

March: On January 27, 2025, the Court granted the City's Summary Judgment Motion and Order for Dismissal, finding the Plaintiff's claim was barred because he failed to exhaust his available remedies prior to suit, which divested the court of jurisdiction over the matter. He will have sixty days from entry of judgment to file an appeal. Judgment was entered on January 31, 2025. As of the date of this report no appeal has been filed.

3. Liberty Sierra Vista, LLC /Storm Sewer District 121 – Hotel Revel

Counsel: John Warcup
Retained by City of Minot

Opposing Counsel: Ryan Simatic

Current Status: Scheduling Conference – 2/24/25 at 3:30pm

In 2023, the City of Minot reached out to Liberty Sierra to negotiate a temporary and permanent easement to complete Storm Sewer District 121. On January 16, 2024, Liberty Sierra Vista, LLC sent a letter to the City's contractor in connection with Storm Sewer District

121's impact on the Hotel Revel and its operations. Liberty Sierra claims that while they are not opposed to improving drainage and flood protection in the area, the storm sewer project will allegedly have significant economic impacts on the hotel and is demanding compensation well in excess of what City staff and its contractor believes is reasonable or appropriate for a temporary drainage easement. In February, the City Council approved retaining John Warcup, of Swanson & Warcup, Ltd, to assist with negotiations for this storm sewer project and any necessary eminent domain proceedings. On July 1, the City Council approved an agreement that would allow progress on the storm sewer project to continue while the Parties continue to negotiate and determine a final amount of just compensation to acquire temporary and permanent easements.

In sum, the terms of the agreement have the City Council remitting \$35,362.95 as payment and consideration to Liberty Sierra Vista, LLC in exchange for the necessary easements on the property – but reserves the issue of determining a final amount of just compensation for further negotiation. This will allow construction on the project to continue and avoid construction delays. The agreement contemplates that eminent domain proceedings will be commenced if the parties do not believe negotiations are progressing.

The City Engineer, Attorney, and outside counsel agreed that negotiations with the property owner were not progressing, and the City Council passed a resolution authorizing use of eminent domain on August 5, 2024. The City's contract counsel filed a summons and complaint on Liberty Sierra Vista, LLC. Liberty Sierra Vista, LLC filed a motion for pro hoc vice to allow out of state counsel to make an appearance on their behalf on September 20, 2024 – but on September 30, 2024 their counsel filed a motion to withdraw their request for admission. On October 3, contract counsel began negotiations with Liberty Sierra Vista, LLC's new counsel, Ryan Simatic. The City's attorney approached Liberty Sierra Vista's attorney regarding signing the agreement the Council approved in July, 2024 and Liberty Sierra Vista declined.

On November 4, the City applied to the Court for an order requiring a jury to be summoned to hear the case, and Liberty Sierra's counsel filed a brief on November 14 opposing the same.

March: On January 16, the Defendant filed a motion to dismiss, or in the alternative, compel the City to file an amended complaint arguing the complaint is defective because the duration or start date of the temporary construction easement isn't stated. The City filed a response resisting the motion. A hearing was held February 24th to address both motions and the City's application for an order to summon a jury. The Judge directed the parties to report back by March 5 regarding whether they can reach an agreement on the beginning date and duration of the construction easement. If the parties cannot reach an agreement, a trial will be set sometime in May, June, or July. Negotiations are ongoing.

4. First International Bank & Trust v. the North Dakota State Fair Foundation, City of Minot, et. al.

Counsel: Stefanie Stalheim

Opposing Counsel: Blaine T. Johnson, Benjamin Sand

Current Status: Unfiled at District Court
City admitted service on December 18, 2024
Consent and Subordination of Mortgage to City's Sewer
Easement received on January 27, 2025

The City was named as a Defendant in a foreclosure action filed by First International Bank & Trust (First International) because the City was subsequently granted a sewer easement on the subject property. Mayor Ross admitted service of the Summons and Complaint on December 18, 2024. Given the nature of the City's interest, First International is willing to subordinate their mortgage to the City's easement.

March: First International executed a consent and subordination of mortgage to the City of Minot's sewer easement. Once recorded, First International will forward the City a copy and prepare a stipulation for dismissal of Minot from the foreclosure action.

C. City Business:

- 1. City Department Legal Support** – This Office provided legal support to the City's City Manager, Department Heads, and Planning Commission regarding contracts, human resources/personnel issues, and other legal matters, including the following:
 - a. PD Internal Investigation:** Attorney Stalheim and Attorney Dickerson worked with the City Clerk's office to answer questions, coordinate logistics, and assist with redacting confidential and/or exempt information from the investigation report and file.
 - b. Klug Settlement Agreement:** Attorney Stalheim has worked with external conflict counsel Katie Schmidt, the City Manager, HR Director, and Klug's attorney to negotiate a final agreement.
 - c. Interim Police Chief Agreements:** Attorney Stalheim and Attorney Dickerson have been working with the City Manager and Finance Director to draft interim police chief agreements.
 - d. Electronic Records Digitization:** The City Attorney's Office continues to work with HR and the Minot Police Department to start transferring its records to a digital format.
 - e. Minot Park District Sales Tax Project:** Attorney Stalheim worked with the Finance Director, City Manager, and Park officials to help finalize details to set a special election for the electorate to consider the Park's ½ cent sales tax request. Ballot language has been sent to the County Auditor, and the City and Park District attorneys are working on a joint powers agreement to confirm cost allocations.
 - f. 2025 Goals and 2026 Budget:** City Attorney's Office staff are finalizing 2025 office goals and continue to review and refine our 2026 budget allocation.
 - g. Superfund Site Meetings/Document Review:** Attorney Stalheim attended meetings with the Utilities Director, State Department of Environmental Quality, Environmental Protection Agency and Park District regarding the old Minot landfill superfund site to discuss amending the operations and maintenance plan to allow the park district to use the site.
 - h. Edgewood Real Estate Investment Trust Development Agreement:** Attorneys Johnson and Lindgren submitted a draft preliminary agreement, and staff has forwarded the same to Edgewood to review and consider. The City Attorney's Office defers questions regarding status of this project to the Community and Economic Development Director.
 - i. Attorney General Open Meetings Response:** The City Attorney responded to a complaint filed with the North Dakota Attorney General's Office alleging executive sessions held regarding the Nok Back Tavern purchase. The City has not yet received an opinion on this matter.
 - j. Snow Removal Procedures:** Attorneys Schmitz and Dickerson have been attending meetings with Public Works staff to discuss snow removal policies and procedures for next year.

- k. **Building and Planning Code Nonconforming Properties:** Attorneys Stalheim and Dickerson are providing counsel to staff regarding several properties that are not in compliance with building and zoning codes.
- l. **Federal Grant Compliance Consult:** Attorney Stalheim discussed the home rehabilitation program and short-term rental rehabilitation programs with the City's federal grant compliance staff.
- m. **Visit Minot Fee Ordinance:** Attorney Stalheim worked with Visit Minot's attorney regarding the Visit Minot Extended Stay Leisure Fee Ordinance and updated the lodging tax agreement between the City and Visit Minot to include the new fee.
- n. **Franchise Fee Committee:** Attorney Stalheim had several discussions with City staff regarding elimination of the Franchise Fee Committee.
- o. **Regional CO2 Storage Facility Joint Powers Agreement:** Attorney Dickerson worked with the Public Works staff to review and finalize the agreement.
- p. **Third Amendment to Joint Powers Agreement with Minot Park District to Allow Cross Country Ski Trails on City Land:** Attorney Dickerson worked with Public Works staff to review and finalize the Agreement.
- q. **Priority Dispatch One Plan Service Agreement:** Attorney Schmitz worked with dispatch to review and finalize the Agreement.
- r. **Contract with Short Elliot Hendrickson, Inc (SEH) for Airport Snow Removal Equipment:** Attorney Dickerson worked with Public Works staff to review and finalize the Agreement.
- s. **Sidewalk, Snow ROW, Sight, and Snow Removal Ordinance Amendment:** Attorney Dickerson worked with Public Works staff to draft these amendments.
- t. **Human Resource Director and Police Chief Recruitment Services Contracts:** Attorneys Stalheim and Dickerson reviewed these contracts.
- u. **Children's Library Remodel Contract:** The City Attorney and Finance Director met with the Library Director and exchanged several emails with contractors regarding the remaining punch list items keeping this contract from being completed.
- v. **Cordico Wellness App for Fire Department:** Attorney Schmitz worked with Fire Department staff to review and finalize this Agreement.
- w. **Telework Agreement Review:** Attorney Stalheim conducted a Telework Plan Review with Administrative Assistant Horst and provided feedback to the HR team.
- x. **Open Records:** Attorney Schmitz worked with the Minot Fire Department and Minot Police Department Records on open records requests.
- y. **Code Enforcement Continuing Legal Education (CLE):** To maintain our law licenses, the City Attorneys need to complete 48 hours of continuing legal education every 3 years. This week we attended several CLE webinars hosted by the International Municipal Lawyers Association and invited City code enforcement staff to attend.
- z. **Administrative Hearing:** Assistant City Attorney Schmitz represented the City in an administrative appeal of a ticket issued by the Minot Police Department to a Tobacco Retailer that sold tobacco products to an underaged person. The matter was taken under advisement by the hearing officer and we are waiting for an opinion.

2. **Ordinance/Policy Revisions:**

- a. **Alcohol Ordinance Ad Hoc Committee:** The City Attorney and City Clerk are continuing to review and prepare proposed ordinance amendments for the committee's consideration. City Attorney consulted with Minot Park District staff and their Attorney regarding proposed staff recommendations to licenses held by Minot Park District tenants.
- b. **Noise and Light Ordinance Reviews:** Attorney Dickerson assessed city staff to review and finalize the City's noise and light ordinances.

- c. **Public Works Director Ordinances:** Attorney Dickerson is reviewing the City's ordinance references to the 'Public Works Director' with public works staff to confirm references are consistent with present practices in light of recent restructuring of that position.
 - d. **Midcontinent Franchise Fee Ordinance:** Attorney Stalheim and Attorney Dickerson worked with the City Manager's office to publish notice of the proposed Midcontinent Franchise Fee Agreement update to eliminate in-kind services, and draft an ordinance.
3. **Citizen Assistance:** Attorney Stalheim and Attorney Schmitz spent significant time this past week speaking with concerned citizens, Ward County State's Attorney representatives, law enforcement, private attorneys, North Central Human Services representatives and others regarding a matter discussed at length during public appearances at last week's city council meeting. A path forward is being forged, but the outcome will largely lie in the court's interpretation of several laws, and the outcome may not be something that can be openly shared depending upon the path chosen and whether current laws allow us to divulge any updates. It is highly likely that once a path is chosen, our office will no longer be privy to information on this matter.
4. **City Manager Committees:** Attorney Dickerson has been serving on the Employee Recognition Committee.
5. **Assistant City Attorney Portfolios:** The City Attorney's Office created portfolios for each of the attorneys in an effort to streamline inquiries from City Departments and Officials. After conducting a strengths findings assessment and consulting with Department Heads and City Administration, our office restructured our portfolio assignments to maximize our strengths as follows:
- a. **Stefanie Stalheim:** City Council, City Manager, Human Resources, Finance/NDR-CDBG, Assessors, Library
 - b. **Nick Schmitz:** Municipal Court, Fire Department, and Police Department – the "Public Safety" Portfolio
 - c. **Corbin Dickerson:** Airport, Engineering, Public Works, Community and Economic Development, Planning Commission – the "Community Development Portfolio"

Attorneys Schmitz and Dickerson continue to maintain regular, weekly office hours on site at the Airport, Public Works, Fire, and Police Departments and Attorney Dickerson attended the December Planning Commission meeting.

While all city attorneys are available to City staff and officials for consultation, it is our hope that the portfolio system will allow our attorneys to develop an expertise within their assigned portfolios and, in turn, increase response time and provide more specialized services. The City Attorney's Office also has a weekly staff meeting to brief our group on office and City activities. The City Attorney's Office is always accepting comment on the portfolio workflow system to determine if it is meeting its intended purpose of improving efficiencies. Feedback can be emailed to the City Attorney at stefanie.stalheim@minotnd.gov.

II. **Criminal Matters**

- A. **Minot Municipal Court:** Assistant City Attorneys handled routine and daily matters in Minot Municipal Court for criminal prosecution (trials) and civil ordinance violations, as well as approval or initiation of criminal complaints for ordinance violations.

- a. **Annual Case Totals:** Below are tables documenting the number of criminal and traffic matters opened in municipal court each month for 2022, 2023, and most of 2024. December totals were not available at the time of publishing this memo:

2022	Criminal	Traffic	Total
January	94	208	302
February	91	269	360
March	75	321	396
April	104	209	313
May	114	345	459
June	114	324	438
July	92	235	327
August	134	241	375
September	118	217	335
October	75	200	275
November	91	138	229
December	79	151	230
totals	1181	2858	4039

2023	Criminal	Traffic	Total
January	83	177	260
February	84	208	292
March	121	256	377
April	154	361	515
May	145	318	463
June	119	357	476
July	170	404	574
August	147	372	519
September	112	260	372
October	124	310	434
November	155	250	405
December	140	274	414
totals	1554	3547	5101

2024	Criminal	Traffic	Total
January	141	260	401
February	114	348	462
March	114	345	459
April	109	331	440
May	126	275	401
June	246	285	531
July	111	281	392
August	119	285	404
September	104	174	278
October	123	186	309
November	64	156	220
December	78	172	250
totals	1449	3098	4547

2025	Criminal	Traffic	Total
January	72	166	238
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
totals			

	2022	2023	% change
Criminal	1181	1554	32%
Traffic	2858	3547	24%
	4039	5101	26%

	2023	2024	% change
Criminal	1554	1449	-7.3%
Traffic	3547	3098	-14.5%
	5101	4547	-12.2%

- B. District Court:** Assistant City Attorney Schmitz attended and responded to the scheduling of District Court transfer cases involving initial appearances, motion responses, motion hearings, status conferences, pretrial conferences, and order to show cause proceedings for criminal cases originating in the Minot Municipal Court and subsequently transferred to the Ward County District Court.

Respectfully Submitted,



Recoverable Signature

X

Stefanie Stalheim

City Attorney

Signed by: 48ae2bc4-fd85-4c0e-a0ea-7c87bc0c1a31

On February 18, 2025, 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, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson

Members Absent: Mark Jantzer

PLEDGE OF ALLEGIANCE

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

MAYOR'S REPORT

Mayor Ross attended a Task Force 21 meeting, a MACEDC Board meeting, a few legislative meetings and forums, a NoDak Race Club Board of Directors meeting, a meeting with a group from Giving Hearts Day, a discussion on childcare, a Workforce Development Council meeting, 5th Bomb Wing and 91st Missile Wing award ceremony, a lunch with Senator Hoeven and MAFB Generals, and a MACEDC Military Affairs meeting.

PROCLAMATION - Mayor Ross proclaimed February 16-22, 2025, Engineers Week.

REPORTS

CITY MANAGER'S REPORT

Harold Stewart submitted a written report to the City Council.

PLANNING COMMISSION

CONSIDER THE REPORT OF THE PLANNING COMMISSION

PUBLIC HEARING: CASE #2025-01 - THE EHR HILLS ADDITION - FUTURE LAND USE MAP AMENDMENT, ZONING MAP AMENDMENT AND PRELIMINARY PLAT

The motion to close the public hearing and approve the Preliminary Plat, Zoning Map Amendment, and Future Land Use Map Amendment in alignment with the recommendations of the Planning Commission as shown in Attachment A was initiated by City Council Member Fuller, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

PUBLIC HEARING: CASE #2025-02 - LDO TEXT AMENDMENT

The motion to close the public hearing and approve the text amendment in alignment with the recommendations of the Planning Commission as shown in Attachment A 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, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

LDO TEXT AMENDMENT: DAYCARE CLEAN UP

The motion to approve the text amendment in alignment with the recommendations of the Planning Commission as shown in Attachment A was initiated by City Council Member Olson, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

CONSENT ITEMS

The motion to approve consent items 6.1-6.9 and 6.11-6.15 was initiated by City Council Member Pitner, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

CITY COUNCIL MINUTES – Approve the minutes of the February 3, 2025, Regular City Council meeting.

ORDINANCES - Approve the following ordinances on second reading:

1. Ordinance No 6052 - 2025 BA - Regional CO2 Storage Facility

2. Ordinance No 6053 - 2025 BA - IT Server Replacement (2024190001)
3. Ordinance No 6054 - 2025 BA - Airport High Speed Plow
4. Ordinance No 6055 - 2025 BA - HR Director Recruitment Services
5. Ordinance No 6056 - Chapter 23 Art. VII Lighting - Updated

ORDINANCE – Approve the following ordinance on second reading:

1. Ordinance No 6058 - Article III Sect 28-85 - 28-87 Amendment

ADMINISTRATIVE APPROVALS – Ratify the following administratively approved requests:

1. Edison Elementary PTA to conduct a raffle on March 20, 2025, at Edison Elementary School (701 17th Ave SW).
2. Perkett Elementary PTO to conduct a raffle on March 21, 2025, at Perkett Elementary (2000 5th Ave SW).
3. (W) Evolve to conduct a raffle on April 11th & 14th, 2025 at The Depot (15 N Main St).
4. Souris River Basin Long Beards to conduct a raffle on February 8, 2025, at The Grand Hotel (1505 N Broadway).
5. Minot North Girls Basketball Boosters to conduct a sports pool on February 9, 2025, at Landsiedel Residence (1712 13th St NW).
6. Minot North Cheer Booster Club to conduct a raffle on February 15, 2025, at Minot North High School (2100 21st Ave NW).
7. Special Event Permit for the Blue Rider (118 1st Ave SE).
8. Special Event Permit for Sports on Tap (220 S Broadway).
9. Special Event Permit for Arny's 2.0 (12 3rd St SE).

MAYORAL APPOINTMENT - Approve the following Mayoral Appointment:

- Reappoint Kelly Perrin, as a Financial Sector position on the MAGIC Fund Screening Committee, with a term to expire June of 2027.

APPROVAL OF ACCOUNTS RECEIVABLE WRITE-OFFS – Approve the additional December 2024 and January 2025 general accounts receivable write-off.

MINOT PUBLIC LIBRARY COLLECTION BUDGET AMENDMENT – Accept the donation from the Patrons of the Library group to enhance the Minot Public Library's offerings for the community and approve the budget amendment on first reading.

DIG IT UP BACKHOE SERVICES, INC FINAL PAYMENT - Approve the final payment of retainage in the amount of \$14,668.10 to Dig It Up Backhoe Services, Inc.

CASE #2025-09 - MOOSE LODGE ADDITION - FINAL PLAT – Approve the proposed final subdivision plat as provided in Attachment A.

BERGER ENTERPRISES, LLC FINAL PAYMENT - STRUCTURE DEMOLITION AND SITE RESTORATION (PROJECT #3755.18) - Approve the final payment of retainage to Berger Enterprise, LLC. in the amount of \$4,186.91.

16TH STREET RECONSTRUCTION - APPROVAL OF BNSF PERMITS - Approve both BNSF permits and authorize the City Engineer to sign the permits on the city's behalf.

AIRPORT ELECTRICAL VAULT REHABILITATION - FINAL PAYMENT - Approve the final payment of \$38,310.67 to be paid to Gefroh Electric, Inc.

COMMITTEE ON CHILDCARE – Approve the Mayoral Appointment of the following individuals to serve on the Committee on Childcare; and adopt a policy in which the Committee on Childcare may have up to 11 members, who will serve staggered two-year terms beginning February 18, 2025.

February 18, 2025-June 30, 2027

- Lisa Olson, Chair
- Scott Burlingame
- Heather Cymbaluk
- Bekka Oswill
- Amy Jenkins

February 18, 2025-June 30, 2028

- Keli Roselli Sullivan
- CJ Becker
- Stacey Boyko
- Terry Schmalz

Ex-Officio

- Harold Stewart or Designee
- Doug Diedrichsen

GAMING SITE AUTHORIZATION - NODAK ROCKY MOUNTAIN ELK FOUNDATION - Approve the gaming site authorization for NoDak RMEF, Inc to conduct a raffle on March 29, 2025, at The Grand Hotel located at 1505 N Broadway.

CORDICO WELLNESS APP FOR FIRE DEPARTMENT

The motion to approve the signing of the Cordico contract; approve the budget amendment on first reading; and authorize the Mayor to sign the agreement was initiated by City Council Member Olson, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

ACTION ITEMS

MINOT LANDFILL SUPERFUND SITE OPERATION AND MAINTENANCE MANUAL APPROVAL

The motion to approve the Superfund Site O&M Plan and authorize the Mayor to sign any necessary documents on behalf of the city 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, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

SECOND READING OF CHAPTER 23 NOISE ORDINANCE

The motion to approve option 2 on second reading was initiated by City Council Member Blessum and seconded by City Council Member Fuller.

The motion to amend the original motion to include the first sentence from item (e) from the exemption section in option one was initiated by City Council Member Blessum, seconded by City Council Member Samuelson and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

Whereupon, the City Council returned to the original motion to approve either option 2 on second reading with the amendment to include the first sentence from item (e) from the exemption section in option one 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, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

POLICE CHIEF RECRUITMENT SERVICES

The motion to approve the budget amendment on first reading; approve the Executive Recruitment Statement of Work with MGT Impact Solutions; authorize payment prior to second reading of the budget amendment; and authorize the Mayor to sign the Statement of Work was initiated by City Council Member Olson, seconded by City Council Member Samuelson and carried by

DISCUSSION OF LEGISLATIVE TOPICS

Council Member Blessum discussed SB 2350 to amend and reenact section 44-04-18.1 of the North Dakota Century Code, relating to an exemption from open records for employee performance and discipline records contained in personnel records.

PERSONAL APPEARANCES

Craig Gerhart provided the City Council with information about a neighborhood issue with another resident.

MISCELLANEOUS AND DISCUSSION ITEMS

FOLLOW UP DISCUSSION ON POLICE DEPARTMENT FACILITY

EAPC provided the City Council with a fee proposal based on council directives.

The motion to direct EAPC to look at option 3 for the parking ramp was initiated by City Council Member Olson, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Lisa Olson; nays: Mike Blessum, Rob Fuller, Paul Pitner, Tom Ross, Scott Samuelson. The motion failed.

The motion to direct EAPC to look at option 1 & 2 was initiated by City Council Member Pitner, seconded by City Council Member Olson and carried by the following roll call vote: ayes: Paul Pitner, Tom Ross; nays: Mike Blessum, Rob Fuller, Lisa Olson, Scott Samuelson. The motion failed.

The motion to revisit this topic in a May meeting with a budget amendment for first reading of the full amount was initiated by City Council Member Blessum, seconded by City Council Member Samuelson and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Lisa Olson, Paul Pitner, Scott Samuelson, Tom Ross; nays: none. The motion passed.

LIAISON REPORTS

Alderwoman Olson attended a Central Dakota MPO Board meeting, the SBPC Loan Review Committee meeting, two legislative update meetings, the judging of essays, a Microsoft Teams meeting about childcare services, and the SBPC Executive Board meeting. Alderman Blessum attended a couple of Economic Development Plan Review Committee meetings and legislative meetings. Alderman Pitner attended a couple of Economic Development Plan Review Committee meetings and a meeting of city staff with the Minot Association of Builders. Alderman Fuller attended the Ward County Planning and Zoning Commission meetings, a Library Board meeting, and legislative meetings. Alderman Samuelson attended the Ward County Planning and Zoning Commission meetings.

ADJOURNMENT

The motion to adjourn the meeting at 8:09 pm was initiated by City Council Member Pitner, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Lisa Olson, Paul Pitner, Tom Ross, Scott Samuelson; nays: None.

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Thomas Ross, Mayor

ORDINANCE NO: 6059

**AN ORDINANCE AMENDING THE 2025 ANNUAL BUDGET TO INCREASE THE
LIBRARY DEPARTMENT REVENUES AND EXPENDITURES FOR A PATRONS
OF THE LIBRARY DONATION.**

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

§1: An ordinance amending the 2025 annual budget to increase the
Library department revenues and expenditures for a patrons of the
library donation:

21067000-48206		\$19,230
21000000-36400		19,230

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

PASSED FIRST READING:

February 18, 2025

PASSED SECOND READING:

March 3, 2025

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6060

**AN ORDINANCE AMENDING THE 2025 ANNUAL BUDGET TO INCREASE THE
FIRE DEPARTMENT IT MAINTENANCE & REPAIR AGREEMENTS
EXPENDITURES AND DECREASE THE FIRE DEPARTMENT OTHER
PROFESSIONAL SERVICES EXPENDITURES FOR THE IMPLEMENTATION OF
THE CORDICO APP.**

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

- §1: Amend the 2025 annual budget to increase the Fire Department IT Maintenance & Repair Agreements expenditures and decrease the Fire Department Other Professional Services expenditures for the implementation of the Cordico app:

10031000-44350		\$12,954
10031000-43300		(12,954)

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

PASSED FIRST READING: February 18, 2025

PASSED SECOND READING: March 3, 2025

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6061

AN ORDINANCE AMENDING THE 2025 ANNUAL BUDGET TO INCREASE THE POLICE DEPARTMENT OTHER PROFESSIONAL SERVICES EXPENDITURES FOR THE RECRUITMENT FEE ASSOCIATED TO THE HIRING OF THE POLICE CHIEF POSITION, USING POLICE DEPARTMENT SALARY FUNDS.

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

- §1: Amend the 2025 annual budget to increase the police department Other Professional Services expenditures for the recruitment fee associated to the hiring of the police chief position, using Police Department Salary funds:

10021000-43300		\$24,000
10021000-41100		(24,000)

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

PASSED FIRST READING: February 18, 2025

PASSED SECOND READING: March 3, 2025

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO. 6062

**AN ORDINANCE REZONING LOTS 1 AND 2, EHR HILLS ADDITION FROM “R1”
SINGLE FAMILY RESIDENTIAL DISTRICT TO “M1” LIGHT INDUSTRIAL
DISTRICT.**

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

Section 1. That the property described below is hereby zoned **“M1” Light Industrial District**:

LOTS 1 and 2, Ehr Hills Addition

Section 2. The **“M1” Light Industrial District** zoning of the above described property and any development thereof shall be in accordance with said zoning district’s provisions as set forth in the Land Development Ordinance of the City of Minot.

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

PASSED FIRST READING:

February 18, 2025

PASSED SECOND READING:

March 3, 2025

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Thomas Ross, Mayor

ORDINANCE NO: 6063

AN ORDINANCE AMENDING THE LAND DEVELOPMENT ORDINANCE OF THE CITY OF MINOT.

WHEREAS, the City Council has the authority to adopt zoning ordinances under the general powers of municipalities under its home rule charter powers;

WHEREAS, the City Council recognizes the Land Development Ordinance of the City of Minot (LDO) is a living document and it is necessary to make amendments periodically to improve clarity, increase simplicity, and ensure the document reflects best practice and the needs of the community; and

WHEREAS, the LDO will be updated on an annual basis at a minimum to reflect necessary changes for the purposes described immediately above; and

NOW, THEREFORE, BE IT ORDANED BY THE CITY COUNCIL OF THE CITY OF MINOT:

§ 1 That Chapter 2.3. related to use table definitions be amended as follows:
Chapter 2.3

Day Care Center (Use Table Definition): A business licensed with the State of North Dakota located ~~within a at a fixed non-residential building location~~ dedicated to the care, protection, and supervision of children or adults on a regular basis away from their primary residence for less than 24 hours per day. ~~Location includes a public or private building, but not a residence. Per State of North Dakota rules, more than 19 children can be permitted in a facility. More than 9 adults can be permitted in a facility.~~

Day Care ~~Center~~, Home-based (Use Table Definition) A business licensed with the State of North Dakota ~~and~~ located ~~within at~~ a residence dedicated to the care, protection, and supervision of children or adults on a regular basis away from their primary residence for less than 24 hours per day. ~~Per State of North Dakota rules, allows up to 18 children in a home. Up to 9 adults are allowed in a home.~~

§ 2 That Table 2.2 Table of Uses related to allowing Day Care Centers as a “P” Permitted use in the “CBD” Central Business District and “M1” Light Industrial District be **AMENDED** as follows:

Use Category	Example Use Types	AG	RR	R1	RIS	R2	RM	R3C	RH	MH	C1	C2	CBD	M1	M2	OP	I1	I2	P	GMU	Standards Specific to Uses and Districts
Specialty Businesses	Funeral Homes	C									C	C	C	P						C	
	Crematories	C									C	C		P	P		C	P			
	Day Care Centers		C	C	C	C	C	C	C		P	P	P	C ^P							4.1-6(J)

§ 3 This Ordinance shall become effective upon final passage and approval.

PASSED FIRST READING: February 18, 2025

PASSED SECOND READING: March 3, 2025

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Tom Ross, Mayor

ORDINANCE NO: 6064

AN ORDINANCE AMENDING THE LAND DEVELOPMENT ORDINANCE OF THE CITY OF MINOT.

WHEREAS, the City Council has the authority to adopt zoning ordinances under the general powers of municipalities under its home rule charter powers;

WHEREAS, the City Council recognizes the Land Development Ordinance of the City of Minot (LDO) is a living document and it is necessary to make amendments periodically to improve clarity, increase simplicity, and ensure the document reflects best practice and the needs of the community; and

WHEREAS, the LDO will be updated on an annual basis at a minimum to reflect necessary changes for the purposes described immediately above; and

NOW, THEREFORE, BE IT ORDANED BY THE CITY COUNCIL OF THE CITY OF MINOT:

§ 1 That Chapter 2.26. “GC Overlay” Gateway Corridor Overlay District be added as follows:

Chapter 2.26. – “GC Overlay” Gateway Corridor Overlay District

SECTION 2.26-1. GENERAL DESCRIPTION

The Gateway Corridor Overlay District is intended to provide a high level of design and landscaping requirements on properties adjacent to the principal arterials that comprise the entrance corridors of Minot. The purpose of this district is to create attractive entrance corridors using high design standards that are still compatible with responsible commercial and industrial development.

SECTION 2.26-2. USES

As allowed in the base zoning districts.

SECTION 2.26-3. LOT, HEIGHT, AREA, AND YARD SETBACK REQUIREMENTS

As specified in the base zoning districts.

SECTION 2.26-4. OVERLAY RESTRICTIONS

As with other land development projects, any building constructed or remodeled in the Gateway Corridor Overlay District shall meet specified development requirements. Projects in the “GC Overlay” districts shall meet the building construction materials and design

standards set forth in the C2 zoning district as required in Section 4.2-6 of this ordinance and the C2 landscaping requirements as required in Article 7. Compliance with these requirements will be reviewed at the time of site plan review and building permit application.

§ 2 That Section 4.1-7 relating to Manufacture or Storage of Fertilizer, Petroleum, and Similar Hazardous Materials and Compounds regarding required setbacks is **AMENDED** as follows:

SECTION 4.1-7. INDUSTRIAL USES

G. Manufacture or Storage of Fertilizer, Petroleum, and Similar Hazardous Materials and Compounds

1. C2, M1 & M2 District:

a. Storage or handling of hazardous materials, hazardous substances, or hazardous waste as these terms are defined by the Code of Federal Regulations (list and definitions of hazardous materials), if the amount of hazardous materials, hazardous substance, or hazardous waste on a particular premise at any one time exceeds the “reportable quantity.” The reportable quantity shall be as specified in Title 49 of the Code of Federal Regulations at Section 172.101.

b. Refer to buffer yard requirements within Article 7 when abutting a less intensive zoning district.

~~c. Any new use shall be located a minimum distance of one thousand (1,000) feet from a classified street.~~

c. Any new use shall be evaluated on a case-by-case basis for any distance requirements from classified roads and existing adjacent uses.

d. Hazardous materials are limited to those reviewed and approved by the Fire Chief or their designee and must be included as a condition on the conditional use permit, if one is necessary.

2. I2 District:

Facilities located within an industrial park shall be exempt from fencing and screening requirements, provided the perimeter of the industrial park is fully screened from adjacent streets and properties as set forth in Article 7.

§ 3 That Chapter Section 3.1-10 relating Outdoor Lighting is **AMENDED** as follows:

SECTION 3.1-10. OUTDOOR LIGHTING

D. Exemptions and Prohibited Lighting

~~The following installations are exempt from the provisions of this section.~~

- ~~1. Nonconforming fixtures, provided that any change in use, replacement, structural alteration, or restoration shall be made in conformance to this section.~~
- ~~2. Fossil fuel lighting, such as fixtures using natural gas combustion as a light source.~~
- ~~3. Ornamental or thematic lighting in the Minot downtown area, planned unit developments, partnering project as with Minot Park District, and other special projects, provided that such lights do not exceed sixteen feet (16') in height. Ornamental lights in excess of sixteen feet (16') high may be approved for specific design purposes by the Community Development Director.~~
- ~~4. Construction or emergency lighting, provided that such lighting is removed on completion of the construction project or emergency.~~
- ~~5. Temporary event lighting such as searchlights, subject to issuance of a temporary use permit or interim use permit by the Building Official for a specific duration of time.~~
- ~~6. Exemptions granted by the Director of Public Works for special conditions, upon issuing a written finding that conditions exist that make conforming fixtures inadequate to the specific task.~~

Refer to Section 23-113 of the Minot Code of Ordinances for exemptions and prohibited lighting standards.

§ 4 That Chapter 4.1 relating rural and agricultural uses is **AMENDED** as follows:

Chapter 4.1. – Use and District Standards

Section 4.1-1. Purpose

In order to mitigate the potential adverse impacts of certain uses, supplemental use regulations are provided in addition to the regulations set forth in each zoning district chapter and Article 3, Standards General to All Development. These regulations can apply to permitted uses, conditional uses, and interim uses.

Section 4.1-2. Using this Chapter

The Zoning and Land Use Table indicates which land uses are subject to supplemental regulations and provides references to applicable sections of the Ordinance.

Section 4.1-3 through Section 4.1-8 codify the supplemental regulations. For some land uses, the nature and extent of supplemental regulations varies by zoning district. Reference the appropriate zoning district(s) as needed.

Section 4.1-3. Rural and Agricultural Uses *A.*

Animal Production and Livestock Sales

1. All Districts Where Permitted:

- a. Animal feeding operations (AFOs) are prohibited within the City and its extraterritorial area.
- b. Ranching activities, excluding AFOs, are permitted in the extraterritorial area only.
- c. No disposal of garbage, rubbish, or other animal waste associated with animal production shall occur within five hundred (500) feet of any pre-existing residential districts, including all residential districts and shall only be conducted on premises outside the Corporate Limits of the City.

2. ~~RR District~~ Any Residential District in the Extraterritorial Zoning Jurisdiction:

- a. Lots containing one (1) acre or more may maintain two (2) horses, llamas, or other equine and/or hoofed animals and their immature offspring. Such site may have up to one (1) additional animal for each additional acre of dedicated site area, up to a maximum total of twenty (20) animals. Numbers of turkeys, guineas, peacocks; chickens, ducks, game hens, pheasants and similar birds shall not exceed six (6) per acre with a maximum of twenty (20). The number of rabbits shall not exceed twenty (20) animals. Quantities for other species will be determined on a case-by-case basis by the Planning Division.

§ 5 That Section 3.1-9. C. related to fencing standards in commercial and industrial zones is

AMENDED as follows:

C. Commercial and Industrial District Fencing Standards

1. Fences in commercial and industrial districts shall not exceed eight feet (8') in height unless an exception is granted in writing by the Planning Division.
2. ~~Fence materials allowed in commercial districts shall include maintenance free, wood, PVC vinyl, stone, masonry, black powder coated chain link, or related materials. Traditional chain link (non-black powder coated) may be erected in limited circumstances including schools, parks, or other public or semi-public facilities zoned "P" Public District following commercial~~

~~standards or as noted as a condition of approval for conditionally permitted uses within commercial districts (e.g. Commercial Self Storage).~~

- ~~3. Privacy slats are not allowed in commercial zones except as permitted for trash and/or recycling enclosure gates per Article 7: Landscaping.~~
2. Fence materials allowed in commercial and industrial districts shall include maintenance free, wood, PVC vinyl, stone, masonry, ~~black powder-coated~~ chain link, or related materials, ~~including traditional chain link fencing with or without privacy slats.~~ There are special situations where chain link with or without privacy slats is not allowed such as Section 4.2-3, Section 7.1-3 B. 2. C, and Section 7.1-4 B & D.
3. The determination of what constitutes “related materials” shall be made by the Planning Division. Any appeal to a determination by the Planning Division shall follow the appeals processes as provided in Section 9.1-9. Appeal of Administrative Decisions or related procedure available at the time of the appeal should the Land Development Ordinance of the City of Minot be changed in the future.
4. Sheet metal shall not be an approved fencing material in any zoning district.
5. No business sign or logo advertising the location in which the fence is located shall be attached to or painted on the fence.
6. Barbed wire, concertina wire, or electrified fencing is allowed when installed with a minimum clearance of six feet (6’) in height. Such fencing is not allowed in the “CBD” Central Business District. This standard is further subject to limitations for barbed wire or electric fences within City limits as provided by Section 22-1 of the Municipal Code of Ordinances.

§ 6 That Section 7.1-4. related to screening standards in commercial and industrial zones is **AMENDED** as follows:

SECTION 7.1-4. SCREENING REQUIREMENTS

A. Loading and Service Areas

1. Except at access points, one hundred percent (100%) screening of service areas typically found at the rear or on the side of commercial and industrial use areas is required when visible from a public or private street and/or from adjacent residential properties.
2. In commercial and industrial zones outdoor storage of inventory, loading docks, cargo containers, trailers, storage tanks, cardboard bailers, stockpiles of cardboard,

wooden pallets or other shipping and packing materials, and similar service and storage areas shall be screened from view with an opaque barrier not less than six feet (6') in height. Said screening must consist of one or more of the following alternatives:

- a. A solid wood, PVC, chain link with slats or masonry fence that complements the colors of the primary building
- b. A landscape screen consisting of a hedge or evergreen shrubs that will reach a height at maturity of at least six feet (6'), or evergreen conifer trees for taller screening, when appropriate.,
- c. An earthen berm planted to turf grass with side slopes no steeper than one foot of fall to four feet of run (25% grade) to be mowable, or if steeper, a planting plan using groundcover plants other than turf grass shall be approved by the Planning Division.
- d. A combination of these elements.
- e. Screening may be interrupted to provide access drives to service areas or for loading purposes, however, such interruptions shall not exceed twenty percent (20%) of the length of the required screened area.
- f. ~~Chain link fencing and chain link fencing with privacy slats is not allowable in commercial zoning districts (See Diagram 7.1-4(a)).~~

~~3. In industrial zones M1 and M2 chain link fencing and chain link fencing with privacy slats is allowable.~~

§ 7 That Section 7.1-1. related to required landscaping is **AMENDED** as follows: SECTION 7.1-1. REQUIRED LANDSCAPING

F. Single Family and Two-Family Lots

1. Single-family and two-family lots shall have primarily turf (seeding, sod), or alternative plant or other landscaping material approved by the Planning Division, established within the front yard within 120 days of the City issuing a Certificate of Occupancy (excluding time between October 1st and May 1st in which the turf shall be established within the next growing season).
2. All silt fence or erosion controls required by NPDES must be maintained until turf is established.
3. Any required sidewalk installation must be established for all portions of a yard within one (1) year of the issuance of a Certificate of Occupancy.

4. The public right-of-way from the curb to the property line is required to be ~~seeded or sodded or planted to an approved alternative plant material~~ landscaped and maintained by the property owner.

5. To ensure continuity in streetscape design and to reduce costs associated with transportation projects, ~~no landscape rock shall be allowed between the public sidewalk and the street curb (street right-of-way) and~~ this area shall not be paved with concrete or asphalt, other than a driveway apron as permitted per Section 6.1-5 C. Conventional Paving. Exceptions to this requirement may be granted in-writing by the City Engineer or their designee. Verbal authorization shall not constitute an exception to this requirement. Stamped concrete may only be installed between the public sidewalk and the street curb by the City, who will then maintain the stamped concrete.

I. Landscaping Within Boulevard or Right-of-Way Limited

To ensure continuity in streetscape design and to reduce costs associated with transportation projects, ~~no landscape rock shall be allowed between the public sidewalk and the street curb (street right-of-way) and~~ this area shall not be paved with concrete or asphalt. Exceptions to this requirement may be granted in-writing by the City Engineer or their designee. Verbal authorization shall not constitute an exception to this requirement. Stamped concrete may only be installed between the public sidewalk and the street curb by the City, who will then maintain the stamped concrete.

§ 8 That Section 7.1-2. related to required landscaping is **AMENDED** as follows: SECTION 7.1-2. GENERAL REQUIREMENTS

Inorganic Landscaping Materials

1. No artificial trees, shrubs, plants, or turf shall be used to fulfill the minimum requirements for landscaping.

2. Inorganic materials, such as stone, boulders, loose rock, and decorative pavers, may be used as follows:

a. Loose landscape rock with supplemental landscaping is allowed in the ten foot (10') wide landscape strip reserved for street trees, ~~however, loose rock is not allowed in the public right-of-way between the sidewalk and the street curb.~~ Decorative pavers may be installed between the sidewalk and street curb if approved by the Engineering Department, however, this area shall not be paved with concrete or asphalt.

SECTION 7.1-3. MINIMUM LANDSCAPING REQUIRED

3. ~~Limitations to Landscape Rock. No landscape rock shall be allowed between the public sidewalk and the street curb (street right-of-way) and this area shall not be paved with concrete or asphalt. Decorative pavers of a complimentary color may be installed between the public sidewalk and the street curb in lieu of grass if approved by the~~

~~Engineering Department. Stamped concrete may only be installed between the public sidewalk and the street curb by the City, who will then maintain the stamped concrete.~~

§ 9 This Ordinance shall become effective upon final passage and approval.

PASSED FIRST READING: February 18, 2025

PASSED SECOND READING: March 3, 2025

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Tom Ross, Mayor



TO: Mayor Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: March 3, 2025

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

- 1. Power of 1 to conduct a raffle on August 18, 2025 at ARCO Dakota Square (1520 24th Ave SW).**
- 2. Sigma Omicron Tau Chapter to conduct a calendar raffle for May 2025 at Sigma Omicron Tau (426 21st St NW).**
- 3. Minot High School FBLA to conduct a raffle on April 4, 2025 at Minot High School (1100 11th Ave SW).**
- 4. Our Savior Lutheran Church Youth to conduct a raffle on March 14, 2025 at The Sleep Inn & Suites (2400 10th St SW).**
- 5. Magic City Figure Skating Club to conduct a raffle on March 23, 2025 at the MAYSA Arenda (1501 Burdick Exwy W).**
- 6. Bel Air PTA to conduct a raffle on April 11, 2025 at Bel Air Elementary (501 25th St NW).**
- 7. Two Special Event Permits for the Blue Rider (118 1st Ave SE).**

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.

Department: Airport	
Name	Gross Pay
Baier, Jamison T	\$ 4,766.91
Brock, Vanessa M	\$ 4,384.32
Brock, William	\$ 4,662.79
Choi, Alex M	\$ 6,145.18
Clark, Benjamin P	\$ 4,429.92
Davis, Brandon	\$ 5,147.95
Depriest, Isaac	\$ 5,119.03
Dickson, Earnest edward	\$ 5,084.79
Draper, David	\$ 5,484.26
Eckman, Jennifer	\$ 12,494.56
Kaminski, Thomas	\$ 3,990.04
Klein, Craig A	\$ 4,421.23
Long, Jessica	\$ 6,585.64
McCuaig, Tyler	\$ 270.80
Moody, Sharon	\$ 4,607.38
Norby, Judy	\$ 4,609.93
Ortiz-Pabon, Nelson	\$ 4,680.36
Rafala, Michael	\$ 6,158.11
Romanick, Maria C	\$ 6,918.96
Romero, Melvin Frederick	\$ 3,707.52
Sanders, Sean Edward	\$ 952.51
Takashige, Alec N	\$ 5,836.98
Urban, Randy N	\$ 3,478.79
Totals for Department Airport	
Total	\$ 113,937.96

Department: Assessors	
Name	Gross Pay
Druse, Damon	\$ 8,527.27
Kamrowski, Ryan L	\$ 9,064.97
Lovelace, Daniel D	\$ 6,944.21
Maragos, Sheila M	\$ 7,294.27
Nelson, Chelsy	\$ 4,120.24
Schlecht, Dustin J	\$ 7,476.62
Totals for Department Assessors	
Total	\$ 43,427.58

Department: Cemetery	
Name	Gross Pay
Roteliuk, Rondel R	\$ 7,116.94
Seifert, James R	\$ 4,589.94

Name	Gross Pay
Zietz, Cole J	\$ 4,575.96
Totals for Department Cemetery	
Total	\$ 16,282.84

Department: City Attorney	
Name	Gross Pay
Dickerson, Corbin	\$ 8,856.91
Henjum, Nathaniel	\$ 4,776.85
Horst, Nancy	\$ 5,486.64
Schmitz, Nick	\$ 7,828.23
Stalheim, Stefanie	\$ 11,896.50
Totals for Department City Attorney	
Total	\$ 38,845.13

Department: City Council	
Name	Gross Pay
Blessum, Michael	\$ 1,190.00
Fuller, Robert M	\$ 1,190.00
Jantzer, Mark J	\$ 1,190.00
Olson, Lisa M	\$ 1,190.00
Pitner, Paul	\$ 1,190.00
Ross, Thomas	\$ 1,500.00
Samuelson, Scott A.	\$ 1,190.00
Totals for Department City Council	
Total	\$ 8,640.00

Department: City Manager	
Name	Gross Pay
Joyce, Thomas C	\$ 14,801.80
McWilliams, Mikayla	\$ 6,425.01
Schraeder, Ann M	\$ 4,813.86
Stein, Jeanne	\$ 7,091.94
Stewart, Harold Leroy	\$ 16,033.50
Totals for Department City Manager	
Total	\$ 49,166.11

Department: City Shop	
Name	Gross Pay
Anderson, Robbie	\$ 4,452.93
Bradford, Emil	\$ 3,908.60
Headrick, Jesse	\$ 3,981.54
Hermanson, Brook A	\$ 6,800.93

Name	Gross Pay
Hughbanks, Brian	\$ 4,045.07
Ortmann, Donald G	\$ 6,186.43
Rivera, Frank R	\$ 4,755.65
Schaubroeck, April S	\$ 3,811.34
Schmidt, Charles Joseph	\$ 7,638.04
Smith, Zachary Thomas	\$ 3,319.10
Totals for Department City Shop	
Total	\$ 48,899.63

Department: Dispatch	
Name	Gross Pay
Alves, Jeanne E	\$ 6,203.04
Brown, Justice	\$ 4,699.91
Buchweitz, Savanah Raelyn	\$ 3,955.20
Christie, Sean A	\$ 8,976.74
Evans, Amy	\$ 4,247.76
Fahy, Wayne W	\$ 7,091.94
Haugan, Margaret H	\$ 7,828.23
Lausch, Jacqueline	\$ 6,032.31
Lonis, Ashleigh	\$ 5,492.41
Meicher, Chloe G	\$ 1,923.95
Mindt, Haley Marie	\$ 1,152.31
Newman, Samantha	\$ 5,245.25
Okon, Destany Lynn	\$ 4,114.41
Pakkala, Paige Lillian	\$ 1,849.68
Roehm, Brandi	\$ 4,465.72
Sorensen, Elizabeth A	\$ 8,192.16
Van Hill, Shanlya M	\$ 6,757.62
Wollschlager, Charles David	\$ 1,842.41
Yost, Braydon Gage	\$ 4,554.26
Totals for Department Dispatch	
Total	\$ 94,625.31

Department: Engineering	
Name	Gross Pay
Erickson, Aleesha L	\$ 7,389.12
Foley, Taylor	\$ 5,018.83
Hernandez, Gabriel	\$ 4,436.43
Hoffart, Jesse	\$ 7,091.94
Huettl, Emily	\$ 9,537.95
King, Matthew R	\$ 7,091.94
Meyer, Lance E	\$ 12,434.06
Ramos, Nicole	\$ 5,820.72
Romann, Alicia A	\$ 5,678.64

Name	Gross Pay
Steckler, Thomas E	\$ 7,828.23
Swartz-Dahl, Sami	\$ 5,144.63
Vorgitch, Julia	\$ 2,060.55
Totals for Department Engineering	
Total	\$ 79,533.04

Department: Finance	
Name	Gross Pay
Burns, Callie S	\$ 6,425.01
Grabow, Randi L	\$ 5,273.33
Lakefield, David	\$ 13,181.18
Molina, Crystal R	\$ 4,926.54
Nerem, Laurisa	\$ 4,547.08
Nishek, Laurie	\$ 5,539.48
Olson, Jaelee	\$ 5,044.50
Schmidt, Susan	\$ 5,273.33
Shatara, Jenna	\$ 1,242.18
Shefstad, Brittany J	\$ 5,966.26
Shelkey, Melody L	\$ 7,853.23
Van Grinsven, Kristin	\$ 6,585.64
Variste, Jeanny	\$ 4,732.41
Zeece, Holly	\$ 5,678.72
Zelinski, Jenna M	\$ 8,665.85
Totals for Department Finance	
Total	\$ 90,934.74

Department: Fire - Administration	
Name	Gross Pay
Babinchak, Jason A	\$ 8,856.91
Berg, Lorie A	\$ 6,038.37
Brown, Robby	\$ 6,610.30
Burns, Austin T	\$ 7,752.55
Hammer, Stuart	\$ 6,610.30
Hardy, Glen A	\$ 9,562.95
Kronschnabel-Dostert, Kelli	\$ 13,156.18
Maxwell, Mason W	\$ 9,537.95
Seifert, Travis J	\$ 7,190.27
Summers, Dana W	\$ 6,292.45
Weber, Brent A	\$ 10,198.19
Totals for Department Fire - Administration	
Total	\$ 91,806.42

Department: Fire Control	
Name	Gross Pay
Aberle, Christopher	\$ 9,055.00
Allen, Scott	\$ 6,122.60
Anderson, Joseph	\$ 5,263.30
Angelo, Jason	\$ 5,380.77
Baker, Griffin Joseph	\$ 4,101.36
Beck, Kyle W	\$ 8,542.68
Berntson, Austin	\$ 5,316.18
Boechler, Matthew A	\$ 4,626.96
Burgess, Justin T	\$ 8,469.36
Christen, Tyler P	\$ 4,840.75
Coleman, Alexander	\$ 5,476.88
Croxall, Jeremy M	\$ 6,581.03
Degele, Travis W	\$ 11,000.27
Dockter, James	\$ 5,476.88
Eull, Mitchell	\$ 5,500.42
Filkins, Jacob E	\$ 6,843.27
Fylling, Jacob	\$ 5,213.26
Garberg, Tully D	\$ 6,312.48
Ghent, Tyler	\$ 5,584.77
Gilliss, Shane	\$ 11,310.75
Hanselman, Andrew J	\$ 8,335.52
Hanson, Myles	\$ 6,172.75
Haskins, Patrick	\$ 4,101.36
Hayden, Jameson	\$ 5,411.35
Kristiansen, Hans	\$ 8,347.84
Laks, Damon	\$ 5,348.45
Laskowski, Paul J	\$ 10,547.26
Lentz, Jacob W	\$ 9,090.53
Mathieson, Mark	\$ 5,515.67
Meadows, Casey D	\$ 7,793.49
Meadows, Jaydee	\$ 6,561.26
Meyer, Trent	\$ 5,457.83
Nelson, Brady Kent	\$ 4,101.36
Nerem, Jesse	\$ 4,874.83
Newman, Phillip	\$ 5,835.10
Olson, Joshua	\$ 5,515.67
Orr, Jeremiah	\$ 6,759.70
Perry, Cody Arnold	\$ 4,101.36
Peterson, Aaron P	\$ 7,913.61
Raymond, Daniel	\$ 7,782.64
Rice, Alec D	\$ 5,593.20
Rohrbach, Robert A	\$ 7,204.36
Ross, Michael T	\$ 5,209.73

Name	Gross Pay
Rostberg, Casey	\$ 5,794.51
Safranski, Dustin M	\$ 6,306.91
Schill, Kyle	\$ 6,696.92
Schoenborn, Matthew Lee	\$ 4,238.16
Schriock, Kerry W	\$ 11,602.51
Shoemaker, Charles	\$ 7,348.06
Sickles, Chad	\$ 13,797.26
Staples, Kayden	\$ 4,997.99
Tancabel, Andrew	\$ 9,196.94
Taylor, Matthew	\$ 4,529.53
Tougas, Brady W	\$ 4,713.40
Urban, Augustus	\$ 5,602.58
Walhood, Bradley	\$ 5,343.96
Walter, Devin M	\$ 7,918.04
West, Jason	\$ 6,840.64
Wolf, Hunter	\$ 4,762.56
Zabka, Aaron	\$ 5,955.10
Totals for Department Fire Control	
Total	\$ 394,238.91

Department: Human Resources	
Name	Gross Pay
Jundt, Lisa R	\$ 16,491.89
Porterfield, Monica L	\$ 7,112.69
Scott, Courtney K	\$ 5,430.08
Thurston, Brittany	\$ 7,289.90
Totals for Department Human Resources	
Total	\$ 36,324.56

Department: IT	
Name	Gross Pay
Albertson, Alec	\$ 6,473.28
Herslip, Jacob	\$ 4,332.24
Knudsvig, Miles	\$ 5,473.73
McKibben, Jason S	\$ 9,128.34
Podolski, Tyler	\$ 4,357.27
Ulrickson, Paul M	\$ 8,690.85
Totals for Department IT	
Total	\$ 38,455.71

Department: Inspections	
Name	Gross Pay
Bischof, Duran	\$ 6,115.83

Name	Gross Pay
Degroot, Gage	\$ 7,785.52
Hancock, Thomas	\$ 1,824.00
Heizelman, Gerald Lee	\$ 5,018.83
Johnson, Jennifer Lynn	\$ 2,255.20
Kilichowski, Owen J	\$ 6,389.24
Kimball, Michelle L	\$ 5,404.38
Murphy, Michael J	\$ 7,269.27
Ringsaker, Kelsey Raye	\$ 1,292.00
Sickler, Laurie A	\$ 5,273.73
Stewart, Tony Earl	\$ 5,539.88
Tillema, Luke	\$ 9,305.24
Totals for Department Inspections	
Total	\$ 63,473.12

Department: Landfill	
Name	Gross Pay
Akin, Dwayne S	\$ 4,166.98
Anderson, Melissa Ann	\$ 3,360.04
Boucher, Robbie R	\$ 4,929.35
Bullard-Wolf, Christina	\$ 5,144.63
Bullard-Wolf, Travis D	\$ 4,803.08
Curelo, Steven	\$ 4,339.63
Foster, Krystle A	\$ 3,622.41
Helgeson, David	\$ 4,897.10
Mullikin, Christopher Ryan	\$ 3,381.79
Reimche, Tyler J	\$ 5,273.73
Shefstad, Allen	\$ 6,267.45
Zuck, Darren S	\$ 5,274.72
Totals for Department Landfill	
Total	\$ 55,460.91

Department: Library	
Name	Gross Pay
Aberle, Craig S	\$ 3,857.80
Bickell, Destiny Jayd	\$ 3,643.38
Brown, Leah M	\$ 1,368.41
Carswell, Pamela E	\$ 5,450.77
Fagerland, Benjamin	\$ 3,546.33
Frey, Katelin Margaret	\$ 931.94
Hall, Bradley William	\$ 623.21
Humble, Katie	\$ 742.71
Huseth, Valerie	\$ 3,943.57
Julson, Marcia G	\$ 4,543.00
Lien, Kathryn	\$ 4,242.31

Name	Gross Pay
McGrady, Hunter Lee	\$ 1,291.92
Miller, Emily	\$ 6.55
Monley, Randi D	\$ 5,187.55
Moya, Zhaina	\$ 7,827.45
Ostlund, Emily	\$ 4,896.19
Pecoraro, Betty	\$ 2,037.34
Pikka, Joshua	\$ 6,016.56
Possen, Lacey A	\$ 4,520.08
Prevett, Destiney Raine	\$ 1,517.82
Schneibel, Veronica	\$ 4,682.48
Timothy, Scott D	\$ 6,093.98
Wernecke, Elizabeth MayLynn	\$ 1,159.98
Wheeler, Mary P	\$ 6,166.96
Williams, David J	\$ 854.03
Wolf, Julie M	\$ 3,726.45
Ziegler, Kassandra M	\$ 4,039.95
Totals for Department Library	
Total	\$ 92,918.72

Department: Metro Planning Org	
Name	Gross Pay
Van Dyke, John W	\$ 9,152.10
Totals for Department Metro Planning Org	
Total	\$ 9,152.10

Department: Municipal Court	
Name	Gross Pay
Beall, Ashley	\$ 4,733.62
Glines, Morgan	\$ 300.00
McNicholas, Andrea	\$ 4,062.20
Tallman, Nicole	\$ 5,019.23
Totals for Department Municipal Court	
Total	\$ 14,115.05

Department: NAWS Biota Plan	
Name	Gross Pay
Kittelson, Collin	\$ 5,954.36
Knight, Benjamin Layton	\$ 3,482.46
May, Ashley Elizabeth	\$ 3,225.13
O'Keefe, Kevin	\$ 5,270.60
Parsons, John	\$ 3,727.34
Plesuk, Sara Dawn	\$ 4,058.09
Sims, Aaron	\$ 3,567.19

Name	Gross Pay
Solberg, Dana	\$ 3,385.56
Walker, James Alonso	\$ 4,332.65
Totals for Department NAWS Biota Plan	
Total	\$ 37,003.38

Department: National Disaster Recover	
Name	Gross Pay
Plank, Christopher J	\$ 6,115.39
Totals for Department National Disaster Recover	
Total	\$ 6,115.39

Department: PW Utility Admin	
Name	Gross Pay
Cofell, Benjamin H	\$ 8,224.56
Cuypers, Anthony J	\$ 4,328.36
Hoyt, Kari L	\$ 5,820.60
Meyer, Veronica M	\$ 9,078.34
Schettler, Tristan	\$ 5,820.72
Sorenson, Jason S	\$ 11,662.42
Totals for Department PW Utility Admin	
Total	\$ 44,935.00

Department: Planning	
Name	Gross Pay
Billingsley, Brian	\$ 11,327.26
Diedrichsen, Douglas Craig	\$ 8,856.91
Falconer, Daniel	\$ 5,144.63
Gartner, Kylee Jo	\$ 2,000.00
Hornberger, Hannah L.	\$ 4,328.35
Zietz, Marjorie	\$ 5,486.64
Totals for Department Planning	
Total	\$ 37,143.79

Department: Police - Administration	
Name	Gross Pay
Bachmeier, Kendra	\$ 3,315.25
Chapman, David J	\$ 9,377.52
Church, Jenna J	\$ 3,825.01
Foley, Jared S	\$ 8,888.33
Gessner, Cheryl K	\$ 6,300.19
Guthrie, Trisha K	\$ 4,567.75
Haug, Shane M	\$ 9,458.45

Name	Gross Pay
Klug, John M	\$ 2,089.02
Kolnes, Kimberly	\$ 3,865.79
Olson, Ashley	\$ 4,632.21
Roberts, Christine L	\$ 5,286.81
Sandusky, Caisee M	\$ 9,291.11
Schmidt, Denise	\$ 3,218.45
Sumlin, Robbie M	\$ 8,244.77
Sundbakken, Jason J	\$ 10,650.09
Totals for Department Police - Administration	
Total	\$ 93,010.75

Department: Police - Investigations	
Name	Gross Pay
Asham, Carmen L	\$ 8,741.60
DeNovio, William	\$ 6,591.69
Dyke, Darren M	\$ 9,683.54
Guerton, Kristin	\$ 7,126.68
Hanks, Elijah	\$ 7,929.98
Heringer, Rebecca	\$ 4,987.25
Johnson, Charles S	\$ 9,492.46
Plessas, Dale J	\$ 11,440.95
Reis, Shawn	\$ 7,226.85
Roach, Andrew	\$ 8,587.67
Wheeling, Jill	\$ 3,868.37
Totals for Department Police - Investigations	
Total	\$ 85,677.04

Department: Police - Patrol	
Name	Gross Pay
Andrade, Memorie	\$ 7,172.12
Bach, Kolbe M	\$ 7,268.84
Bambenek, Jason L	\$ 2,786.15
Bartlett, Alec	\$ 5,863.41
Berentson, Taylor	\$ 5,335.77
Black, Winston	\$ 1,650.00
Boswell, Jordan	\$ 5,429.52
Burghardt, Thomas	\$ 5,635.90
Burtch, Tyler R	\$ 5,747.33
Carter, Ronald	\$ 7,757.91
Casarez, Andres	\$ 8,122.73
Connole, Michael W	\$ 8,086.00
Gladback, Belinda	\$ 8,923.59
Gonzales, Daniel	\$ 8,498.01
Greenlees, Alexander	\$ 4,749.37

Name	Gross Pay
Guzman, Katherine	\$ 4,721.88
Hall, Cullen	\$ 7,764.68
Harrington, Alexander D	\$ 6,961.94
Hathaway, Eric	\$ 5,665.56
Hess, Andrew M	\$ 5,689.64
Hugg, Anthony	\$ 6,957.06
Hunter, Mark	\$ 4,721.34
Jensen, Taylor A	\$ 10,397.35
Johnson, Greg W	\$ 8,560.55
Kiss, Sarah	\$ 5,724.77
Knutson, Zachary W	\$ 1,799.19
Labodda, Seth	\$ 6,623.29
Lakoduk, Ross Allen Macklin	\$ 7,758.57
Lovro, Mary Sanford	\$ 4,111.40
Luck, Jayden James	\$ 4,928.74
Mehlhoff, Andrew K	\$ 7,898.58
Miller, Cody Lee	\$ 3,626.48
Miller, Gannon E	\$ 8,692.84
Myers, Zackery Colin	\$ 7,073.56
Neel, Tyler	\$ 4,646.56
Nielsen, Michael Anthony	\$ 5,238.89
Noyes, Joshua D	\$ 12,514.67
Olson, Jacob	\$ 9,441.99
Petersen, Carrie A	\$ 6,760.39
Pfeiffer, Peggy	\$ 5,269.55
Pollman, Dana	\$ 8,587.73
Presley, Jessica L	\$ 6,635.13
Roberts, Bobby R	\$ 4,954.47
Ruelle, Tyler J	\$ 9,525.07
Rynestad, Jersey	\$ 4,738.64
Schoenrock, Stephen J	\$ 8,746.14
Shaide, Kristian	\$ 7,336.07
Shaw, Jarred	\$ 6,382.54
Somerville, Amanda M	\$ 6,227.00
Squyres, Heidi	\$ 3,251.96
Stebbleton, Tatum	\$ 5,301.26
Strandemo, Cole A	\$ 9,024.15
Sullivan, Christian	\$ 5,737.90
Sundheim, Justin C	\$ 10,649.83
Washington, Anthony L	\$ 7,691.63
Wegner, Shawn P	\$ 9,618.11
Wheeler, Daniel B	\$ 8,760.69
Wilkes, Jordan R	\$ 5,277.62
Williams, Brian	\$ 9,886.01
Totals for Department Police - Patrol	

Name	Gross Pay
Total	\$ 394,908.07

Department: Property Maintenance	
Name	Gross Pay
Ciccarelli, Amy Jo	\$ 3,216.65
Coughlin, Brent	\$ 4,130.71
Eichstadt, Jacob	\$ 4,925.14
Espe, Scott A	\$ 3,917.13
Heizelman, Grant L	\$ 6,553.03
Knatterud, Dena M	\$ 3,221.49
Reinemann, Christopher Jones	\$ 3,373.33
Sickler, Kevin	\$ 9,238.06
Smith, Samuel Allen	\$ 3,835.53
West, Samantha M	\$ 3,598.48
Totals for Department Property Maintenance	
Total	\$ 46,009.55

Department: Public Information	
Name	Gross Pay
Kleen, Jennifer LeAnn	\$ 7,269.21
Kvigne, T	\$ 5,298.33
Obenchain, Bryan	\$ 5,298.73
Totals for Department Public Information	
Total	\$ 17,866.27

Department: Public Works - Administra	
Name	Gross Pay
Banfill, Bryan Douglas	\$ 10,983.88
Jensen, Debra	\$ 3,920.18
Totals for Department Public Works - Administra	
Total	\$ 14,904.06

Department: Sanitation	
Name	Gross Pay
Arriola, Joseph E	\$ 5,330.44
Hamel, Scott	\$ 5,703.86
Hammer, Reid	\$ 4,901.35
Ingold, Douglas A	\$ 4,931.25
Kraft, Joshua B	\$ 8,667.85
Lakoduk, Daltyn J	\$ 4,692.92
Marten, Harold L	\$ 4,690.55
Oange, Zephaniah N	\$ 4,962.66

Name	Gross Pay
Reynolds, Nicholas R	\$ 6,374.82
Shurtleff, Michael J	\$ 4,125.86
Simonson, Christopher A	\$ 5,207.78
Totals for Department Sanitation	
Total	\$ 59,589.34

Department: Sewer Pumping	
Name	Gross Pay
Allen, Bryce J	\$ 4,220.77
Brevik, Dax	\$ 5,886.03
Cimino, Robert Paul	\$ 4,986.90
Kuglin, Troy D	\$ 5,404.38
LaValley, Christopher	\$ 3,948.71
Marmon, Shannon L	\$ 6,019.00
Olstad, Karlain L	\$ 3,920.19
Sloboden, Timothy J	\$ 6,019.02
Totals for Department Sewer Pumping	
Total	\$ 40,405.00

Department: Storm-Sewer	
Name	Gross Pay
Carpenter, Gary L	\$ 3,421.80
Espe, Mark W	\$ 6,499.49
Heizelman, Dean A	\$ 4,121.01
Herslip, Christopher C	\$ 4,120.24
Hogencamp, Matthew	\$ 3,766.60
Iglesias, Adrian	\$ 5,018.84
Johnson, Colby	\$ 3,301.16
Kueffler, Alexander	\$ 3,747.40
Rockwell, Nicholas paul	\$ 845.10
VanSickle, Edward	\$ 3,139.39
Totals for Department Storm-Sewer	
Total	\$ 37,981.03

Department: Street Department	
Name	Gross Pay
Anderson, Dustin Dale	\$ 3,671.90
Archer, Ronald Patrick	\$ 3,321.49
Braaten, Kevin A	\$ 9,078.34
Choquette, Marc F	\$ 8,347.37
Ciccarelli, Robert S	\$ 4,282.42
Fredericksen, Brandon L	\$ 5,822.30
Grant, Zachary L	\$ 7,891.30

Name	Gross Pay
Gruse, Richard	\$ 3,381.37
Harvey, Dale A	\$ 6,035.16
Herzog, Rodney	\$ 3,732.14
Huntzinger, Brian D	\$ 5,903.83
Lower, Robert	\$ 4,125.09
MacKay, Brooke	\$ 4,167.70
Monk, Harry	\$ 3,415.16
Monley, Lucas	\$ 5,022.87
Neuhalfen, Scott J	\$ 4,569.75
Opperde, Darin B	\$ 3,733.76
Oswalt, Matthew	\$ 4,143.74
Rutherford, Robert Hart	\$ 3,827.54
Sanchez, David L	\$ 3,926.26
Scofield, Garrett D	\$ 6,768.17
Skinner, Lehmann	\$ 5,050.74
Sloboden, Jacob	\$ 3,733.17
Torres, Diego Enrique	\$ 3,021.49
Vind, Roger T	\$ 5,689.26
Wood, Justin G	\$ 5,404.05
Totals for Department Street Department	
Total	\$ 128,066.37

Department: Traffic	
Name	Gross Pay
Behrens, Jeffrey W	\$ 6,238.47
Bieger, Michael	\$ 3,955.97
Degenstein, Joseph	\$ 4,782.13
Derr, Nathan P	\$ 4,641.64
Joersz, Stephen	\$ 9,328.91
Rodman, David F	\$ 7,383.42
Steen, Jeffery	\$ 1,728.87
Totals for Department Traffic	
Total	\$ 38,059.41

Department: Transit/Bus	
Name	Gross Pay
Billings, Angelique M	\$ 2,470.14
Billings, Douglas E	\$ 4,146.78
Cooper, Dean	\$ 2,358.18
Cutaiar, Joseph	\$ 6,432.10
Hochsprung, Kory	\$ 4,549.91
Horinka, Brian L	\$ 9,238.06
Lawrence, Stephen Chase	\$ 3,395.94
Newbury, Tina M	\$ 4,543.54

Name	Gross Pay
Olson, Sheri	\$ 3,829.69
Robinson, Nicole	\$ 4,291.42
Schalesky, Marty	\$ 3,880.78
Shekleton, Michael	\$ 4,628.96
Stacy, Brent Allen	\$ 3,398.25
Totals for Department Transit/Bus	
Total	\$ 57,163.75

Department: Utility Billing	
Name	Gross Pay
Duchscherer, Haili	\$ 4,547.77
Dutenhafer, Miranda S	\$ 5,539.88
Grilley, Jamie N	\$ 3,731.44
Totals for Department Utility Billing	
Total	\$ 13,819.09

Department: Water Distribution	
Name	Gross Pay
Bergrude, Carson	\$ 3,860.63
Brandt, Kelly G	\$ 6,592.11
Burckhard, Terry	\$ 3,894.57
Burnley, Cory	\$ 3,563.36
Christianson, Kurt A	\$ 5,644.77
Erhardt, Garrett	\$ 3,682.77
Feller, Taylor Rae	\$ 3,465.28
Finken, Chad G	\$ 6,306.33
Higgins, Damion Joseph	\$ 3,716.83
Hudson, Kasey L	\$ 5,838.71
Kelly, Kevin J	\$ 7,299.22
Knoop, Scot M	\$ 5,579.43
Lockyer, Cody M	\$ 5,886.10
Racine, Riley	\$ 3,381.37
Randash, Brian K	\$ 7,160.94
Reisenauer, Rick	\$ 4,568.91
Rieke, Dustin B	\$ 7,050.85
Robinson, Derek	\$ 5,879.83
Westergaard, Steve B	\$ 8,423.36
Wiggins, Kaitlynn	\$ 3,731.45
Totals for Department Water Distribution	
Total	\$ 105,526.82

Department: Water Treatment Plant	
Name	Gross Pay

Name	Gross Pay
Andrysiak, Richard J	\$ 5,018.83
Dinsmoore, Marissa R	\$ 4,403.75
Haider, Mark A	\$ 5,570.70
Hall, Steven M	\$ 1,090.11
Herd, Peter J	\$ 3,905.60
Kopp, Timothy J	\$ 5,680.06
Lopez, Ryan	\$ 4,171.96
Paddock, Mark A	\$ 8,881.91
Parton, Janet L	\$ 5,539.88
Pederson, Robert A	\$ 5,282.95
Reimche, Keith R	\$ 5,741.51
Renaud, Zachery John	\$ 3,942.90
Rensland, Brandon T	\$ 5,962.48
Seifert, Justin R	\$ 6,919.20
Solberg, Stuart	\$ 544.42
Totals for Department Water Treatment Plant	
Total	\$ 72,656.26
Grand Totals	
Total	\$ 2,711,078.21

Monthly Bills Paid

Check Date	Check Run	Check Number	Vendor Name	Payee Name	Comment	Check Amount	Void Amount
01/30/2025	FSA0125	100006629	WEX HEALTH, INC		January 2025 Discovery Benefit	\$15,897.84	\$0.00
	AP205	100006524	XCEL		JANUARY STATEMENT/2025 BILLING	\$108.31	\$0.00
	AP204	100006525	XCEL		DECEMBER STATEMENT/2024 BILLIN	\$563.23	\$0.00
	AP204	100006575	XCEL		DECEMBER STATEMENT/2024 BILLIN	\$7,586.32	\$0.00
01/31/2025	JO013125	303815	1 CALL SEPTIC SERVICES, INC		Pump Septic Tanks - Scale & Tr	\$490.00	\$0.00
	JO013125	303816	ACKERMAN ESTVOLD		4087 - PUPPY DOG COULEE SSD #1	\$9,117.10	\$0.00
	JO013125	303817	ADVANCED BUSINESS METHODS		Yearly Copier/Printer Agreemen	\$1,693.85	\$0.00
	JO013125	303818	AMAZON		HOSE CUTTER BLADE	\$310.41	\$0.00
	JO013125	303819	AMERICAN WELDING & GAS, INC.		CO2	\$6,274.11	\$0.00
	JO013125	303820	APH/AUTO VALUE		TIRE JACK PUMP	\$1,095.43	\$0.00
	JO013125	303821	AUTO ZONE 6843		2PC DEEP TRUCK FLOOR MATS	\$29.09	\$0.00
	JO013125	303822	AXON ENTERPRISE, INC.		VARIOUS AXON DEVICES FOR PD	\$217,576.01	\$0.00
	JO013125	303823	AZTECA SYSTEMS, LLC		4423 - CITYWIDE ASSET MANAGEMN	\$114,660.00	\$0.00
	JO013125	303824	BAKER & TAYLOR BOOKS		Books	\$328.14	\$0.00
	JO013125	303826	BUTLER MACHINERY CO.		--; BOLT	\$9,411.90	\$0.00
	JO013125	303827	CAPITAL ONE		FASTENER; 16MM LOCK WASHER	\$9.99	\$0.00
	JO013125	303825	CITY OF BISMARCK		REGIONAL CO2 FACILITY - JOINT	\$8,260.70	\$0.00
	JO013125	303903	CITY OF MINOT		Adam Thorpe Restitution MI-202	\$50.00	\$0.00
	JO013125	303828	CLARK HILL PLC		LEGAL SERVICES RENDERED AND CO	\$7,340.00	\$0.00
	JO013125	303829	DACOTAH PAPER CO.		UB STATEMENT PAPER SUPPLY- 26/	\$4,342.18	\$0.00
	JO013125	303830	DAKOTA FLUID POWER, INC.		--; HOSE	\$96.25	\$0.00
	JO013125	303831	DIG IT UP BACKHOE SERVICE		2024 Demolition #3755.22	\$27,225.00	\$0.00
	JV013125	303963	DIG IT UP BACKHOE SERVICE		Contract Withholding: 300618	\$14,668.10	\$0.00
	JO013125	303832	DLT SOLUTIONS, INC.		Autodesk Software	\$19,228.50	\$0.00
	JO013125	303833	DOMESTIC VIOLENCE CRISIS CENTER		DVCC JAG GRANT PASS THROUGH	\$8,742.40	\$0.00
	JO013125	303835	DR. ANTHONY TATMAN		Critical Hire	\$75.00	\$0.00
	JO013125	303836	EDND		EDND Fees	\$300.00	\$0.00
	JO013125	303837	EMERGENCY AUTOMOTIVE TECHNOLOGIES		LIGHTING; LIGHT BAR ASSY	\$2,384.90	\$0.00
	JO013125	303838	EMPLOYEE ONE TIME PAY	Alec Bartlett	FTO Training- Alec Bartlett	\$394.40	\$0.00
	JO013125	303839	EMPLOYEE ONE TIME PAY	Alexander Coleman	Training at National Fire Acad	\$162.60	\$0.00
	JO013125	303840	EMPLOYEE ONE TIME PAY	Alexander Harrington	FTO Training- Alexander Harrin	\$394.40	\$0.00
	JO013125	303841	EMPLOYEE ONE TIME PAY	Bradley Walhood	2025 Florida Hazmat Symposium	\$373.80	\$0.00
	JO013125	303842	EMPLOYEE ONE TIME PAY	Christina Bullard Wolf	Tuition Reimbursement Legal En	\$2,867.04	\$0.00
	JO013125	303843	EMPLOYEE ONE TIME PAY	Christopher Mullikin	ND Landfill Operator Training-	\$129.20	\$0.00
	JO013125	303844	EMPLOYEE ONE TIME PAY	Darren Zuck	ND Landfill Operator Training-	\$129.20	\$0.00
	JO013125	303845	EMPLOYEE ONE TIME PAY	Harold Stewart	Testify at Legislative Session	\$147.00	\$0.00
	JO013125	303846	EMPLOYEE ONE TIME PAY	Jarred Shaw	FTO Training- Jarred Shaw	\$394.40	\$0.00
	JO013125	303847	EMPLOYEE ONE TIME PAY	Jason Angelo	Tuition Reimbursement Interage	\$942.30	\$0.00
	JO013125	303848	EMPLOYEE ONE TIME PAY	Kolbe Bach	K9 E Collar Training- Kolbe Ba	\$217.60	\$0.00

JO013125	303849	EMPLOYEE ONE TIME PAY	Melissa Anderson	ND Landfill Operator Training-	\$129.20	\$0.00
JO013125	303850	EMPLOYEE ONE TIME PAY	Phillip Newman	2025 Florida Hazmat Symposium	\$391.80	\$0.00
JO013125	303851	EMPLOYEE ONE TIME PAY	Robbie Boucher	ND Landfill Operator Training-	\$129.20	\$0.00
JO013125	303852	EMPLOYEE ONE TIME PAY	Robert Rohrbach	2025 Florida Hazmat Symposium	\$373.80	\$0.00
JO013125	303853	ENERBASE		JANUARY 5 2025 FUEL	\$29,633.86	\$0.00
JO013125	303854	FACTORY MOTOR PARTS		001; AIR FILTER P621097	\$2,584.71	\$0.00
JO013125	303856	FASTENAL COMPANY		013; 5/8-18 JAM NYLOCK 1137138	\$12.40	\$0.00
JO013125	303857	FIRST WESTERN INSURANCE		PAYMENT FOR INVOICE 186672 ADD	\$94.00	\$0.00
JO013125	303858	FLASHPARKING, INC		PARKING EQUIPMENT REPLACEMENT	\$1,024.96	\$0.00
JO013125	303859	FLEETMIND SOLUTIONS, INC.		Fleetmind Software Agreement	\$2,905.69	\$0.00
JO013125	303860	G & P COMMERCIAL SALES		Custodial Materials	\$775.00	\$0.00
JO013125	303861	GALE		NO Credit on account 20460 237	\$139.96	\$0.00
JO013125	1009	GENERAL ONE TIME PAY	Buffie Lynn Salo	Buffie Lynn Salo Bond Refund M	\$225.00	\$0.00
JO013125	1010	GENERAL ONE TIME PAY	Cenex	Christopher Jacobson Res. FR B	\$16.78	\$0.00
JO013125	1011	GENERAL ONE TIME PAY	Clark R. Boehm	Dalton Dralle Restitution fr B	\$225.00	\$0.00
JO013125	1012	GENERAL ONE TIME PAY	Hannah June Franklin	MI-2024-CR-00889 BOND REFUND	\$136.97	\$0.00
JO013125	1013	GENERAL ONE TIME PAY	Joshua Donald Pizzo	MI-2024-CR-00890 FROM BOND	\$225.00	\$0.00
JO013125	1014	GENERAL ONE TIME PAY	Kevin Gordon Overland	Kevin Gordon Overland Restitut	\$340.00	\$0.00
JO013125	1015	GENERAL ONE TIME PAY	Ronald Patrick Archer	Madison Endresen Bond Refund M	\$225.00	\$0.00
JO013125	1016	GENERAL ONE TIME PAY	Tyrome West	Tyrome West Bond Refund MI-202	\$50.00	\$0.00
JO013125	1017	GENERAL ONE TIME PAY	Ward County Clerk of Court	Brandon Burtch From Bond 51-20	\$750.00	\$0.00
JO013125	1018	GENERAL ONE TIME PAY	Ward County Clerk of Court	Dirk Miller Bond 51-2025-CR-00	\$1,500.00	\$0.00
JO013125	303862	GENERAL ONE TIME PAY	Connor Garrett Koerbitz	Desean Bell Restitution MI-202	\$25.00	\$0.00
JO013125	303863	GENERAL ONE TIME PAY	Katelynn Bowen	Bryan Steier Restitution MI-20	\$25.00	\$0.00
JO013125	303864	GENERAL ONE TIME PAY	Lindsay Elizabeth Kreger	Benjamin Vandenbergh Restitut	\$50.00	\$0.00
JO013125	303865	GENERAL ONE TIME PAY	Marcos Pizza	Raashaun Walker Restitution MI	\$100.00	\$0.00
JO013125	303866	GENERAL ONE TIME PAY	Marketplace Foods	Johnathan Sather Restitution M	\$69.98	\$0.00
JO013125	303867	GENERAL ONE TIME PAY	MAS Modern Marketing	Police Department Coloring Tot	\$529.51	\$0.00
JO013125	303868	GENERAL ONE TIME PAY	Menards, Inc.	Jimmy Mote Restitution MI-2022	\$40.00	\$0.00
JO013125	303869	GENERAL ONE TIME PAY	ND Child Support	Matthew Picolo Restitution MI-	\$20.00	\$0.00
JO013125	303870	GENERAL ONE TIME PAY	ND Child Support	Matthew Skelton Restitution MI	\$30.00	\$0.00
JO013125	303871	GENERAL ONE TIME PAY	Nicholas Swennes	HVAC & Gas License (not intend	\$260.00	\$0.00
JO013125	303872	GENERAL ONE TIME PAY	Rodney Brian Neuhalfen	Justin Hoiland Restitution MI-	\$50.00	\$0.00
JO013125	303873	GENERAL ONE TIME PAY	Target	VOID AFTER UPDATE 02/06/2025	\$0.00	\$4.99
JO013125	303874	GENERAL ONE TIME PAY	Terri Patricia Ell	Brittany Telehey Restitution M	\$50.00	\$0.00
JO013125	303875	GENERAL ONE TIME PAY	Terri Patricia Ell	Brittany Telehey Restitution M	\$298.87	\$0.00
JO013125	303876	GENERAL ONE TIME PAY	Walmart	VOID AFTER UPDATE 02/06/2025	\$0.00	\$15.01
JO013125	303877	GENERAL ONE TIME PAY	Walter Penn	Overpayment of Restitution MI-	\$110.23	\$0.00
JV013125	303964	GENERAL ONE TIME PAY	Souris River Design	Souris River Design moving exp	\$864.42	\$0.00
JO013125	303878	GENERAL TRADING		--; SIL-GLYDE	\$190.76	\$0.00

JO013125	303879	GERDAU RECYCLING	STEEL; STEEL AS NEEDED	\$16.63	\$0.00
JO013125	303880	GOOSENECK IMPLEMENT COMPANY	Snow blower for JD tractor to	\$2,630.62	\$0.00
JO013125	303881	GOV DEALS, INC.	2014 Freightliner M2 Auction F	\$7,500.00	\$0.00
JO013125	303882	GRAINGER	013; GRADE 8 COURSE CARRIAGE B	\$217.99	\$0.00
JO013125	303883	GRANITE SPRINGS CO.	Drinking water	\$82.50	\$0.00
JO013125	303884	HAWKINS, INC.	Fluoride	\$29,386.64	\$0.00
JO013125	303885	HENDERSON PRODUCTS INC	013; 1.25X5" USABLE LENGTH PIN	\$68.16	\$0.00
JO013125	303886	HOLOPHANE	Holophane Streetlight Luminair	\$49,350.00	\$0.00
JO013125	303887	HOUSTON ENGINEERING, INC.	4816 - 2024 WATERMAIN REPLACEM	\$1,344.75	\$0.00
JO013125	303888	INFAX, INC.	BRIGHTSIGN EVID REPLACEMENTS	\$12,077.00	\$0.00
JO013125	303889	INFORMATION TECHNOLOGY DEPARTMENT	VPN/MFA/STATE NET FIBER Dec 2	\$3,277.30	\$0.00
JO013125	303890	INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET.	City manager pension	\$640.18	\$0.00
JO013125	303891	JET LINE SALES & SERVICE, LLC	TRUCK MOUNTED JETTER/HYDRO- EXC	\$657,267.00	\$0.00
JO013125	303892	JOHNSON CONTROLS	ANNUAL SERVICE AGREEMENT (JAN	\$6,359.00	\$0.00
JO013125	303834	LANCE LENTON	Snow Removal 01/11/2025 and 01	\$11,500.00	\$0.00
JO013125	303893	LANGUAGE LINE SERVICES	Language Interpretation Servic	\$50.96	\$0.00
JO013125	303894	LOWES PRINTING, INC.	Patient Refusal Forms	\$60.00	\$0.00
JV013125	303965	LYNNETTE KORGEL	2024 Edison SRTS Easement	\$1,285.20	\$0.00
JO013125	303895	M & S SHEET METAL, INC.	HVAC Service Call - City Hall	\$140.00	\$0.00
JO013125	303896	MATTSON CONSTRUCTION	BROADWAY CIRCLE - MATTSON CONS	\$99,548.55	\$0.00
JO013125	303897	MED-TECH RESOURCE, INC.	MTR Combat Tourniquets	\$625.54	\$0.00
JO013125	303898	MIDWEST TAPE	DVD	\$25.49	\$0.00
JO013125	303899	MILLER LAW OFFICE, P.C.	Lecia White Cloud MI-2024-CR-0	\$202.50	\$0.00
JO013125	303900	MINOT AUTO	FILTER-FUEL; DIESEL EXHAUST FL	\$709.51	\$0.00
JO013125	303901	MINOT EMPLOYEE DONATIONS	Minot Employee Donations	\$838.40	\$0.00
JO013125	303902	MINOT RURAL FIRE DEPT	Propane for Training Grounds	\$473.20	\$0.00
JO013125	303904	MOUSE RIVER FIREFIGHTER'S ASSN	Membership Dues	\$25.00	\$0.00
JO013125	303905	NAPA AUTO PARTS	STEP; NERF BARS	\$3,375.15	\$0.00
JO013125	303906	ND DEPARTMENT OF EMERGENCY SERVICES	Quarterly Terminal Fees	\$3,600.00	\$0.00
JV013125	303966	ND DEPT OF WATER RESOURCES	Contract Withholding: 300002	\$87,500.00	\$0.00
JO013125	303907	NDAAO	NDAAO membership fee in lieu o	\$50.00	\$0.00
JO013125	303908	NELSON AUTO CENTER	F550 pickups with dump beds (4	\$147,602.00	\$0.00
JO013125	303909	NEW VISION SECURITY, LLC	Fire Alarm monitoring	\$1,600.00	\$0.00
JO013125	303910	NEWMAN TRAFFIC SIGNS	White Sheeted Blanks	\$3,809.50	\$0.00
JO013125	303911	NEXTREQUEST	2025 NEXT REQUEST PLATFORM PAY	\$10,051.27	\$0.00
JO013125	303912	NOREGON SYSTEMS, INC	JPRO Diagnostic Software prog	\$4,359.80	\$0.00
JO013125	303913	NORTH PRAIRIE RURAL WATER DISTRICT	Water Usage at Landfill (3% CC	\$165.17	\$0.00
JO013125	303914	NORTHWEST TIRE AND RETREAD	TIRE; REPAIR TIRE	\$1,907.65	\$0.00
JO013125	303915	O'DAY EQUIP., INC.	Replacement Diesel Pump Guns	\$511.80	\$0.00
JO013125	303916	O'REILLY AUTO PARTS	CLEANER; BRAKE CLEAN	\$52.66	\$0.00
JO013125	303917	OHNSTAD TWICHELL, P.C.	PD Investigation December 2024	\$7,052.00	\$0.00

JO013125	303918	OTIS ELEVATOR COMPANY		OTIS ELEVATOR MAINTENANCE	\$27,163.68	\$0.00
JO013125	303855	PARKLAND USA CORPORATION		CONTRA 008; MOBIL DTE EXCEL 46	\$8,900.65	\$0.00
JO013125	303919	PATRIOT FIRE & SAFETY INC		Cover Auto Eject	\$312.12	\$0.00
JO013125	303920	PRAIRIE SUPPLY		ACETYLENE	\$395.00	\$0.00
JO013125	303921	PROCOLLECT		DEC 24 COURT PROCOLLECT	\$442.39	\$0.00
JO013125	303922	PROVIDENT LIFE & ACC INS CO		00172698-0225	\$901.50	\$0.00
JO013125	303923	PSYCHOLOGICAL RESOURCES		Psychological Testing for: Fon	\$750.00	\$0.00
JO013125	303924	RDO EQUIPMENT		CIRCLE INSERTS	\$4,234.13	\$0.00
JO013125	303925	REFUND ONE TIME PAY	ALLARD, KRISS	UB 79072 1617 24TH	\$44.19	\$0.00
JO013125	303926	REFUND ONE TIME PAY	BOTTEICHER, MICAH	UB 82198 2625 HERITAGE	\$6.99	\$0.00
JO013125	303927	REFUND ONE TIME PAY	CHURCH, JENNIFER	UB 4512 908 10TH	\$6.47	\$0.00
JO013125	303928	REFUND ONE TIME PAY	FISHER, JOSH	UB 6752 118 25TH	\$9.02	\$0.00
JO013125	303929	REFUND ONE TIME PAY	JET-LINE SALE & SERVICE, LLC	MS	\$27,863.35	\$0.00
JO013125	303930	REFUND ONE TIME PAY	NILAND, ADDICUS	UB 19022 700 19TH	\$7.40	\$0.00
JO013125	303931	REFUND ONE TIME PAY	SCHMALTZ, LORETTA	UB 25068 2904 11TH	\$76.28	\$0.00
JO013125	303932	REFUND ONE TIME PAY	SCHMIDT, KEVIN	UB 11790 317 17TH	\$142.25	\$0.00
JO013125	303933	REFUND ONE TIME PAY	THOMAS, ROBERT	UB 22594 1716 12TH	\$200.55	\$0.00
JO013125	303934	REMOTEC		Spartan Robot Upgrade - Bomb S	\$224,271.00	\$0.00
JO013125	303935	RUSSELL CANTRELL		RC-1030 Rental Assistance	\$518.82	\$0.00
JO013125	303936	SANITATION PRODUCTS		--; HOPPER PIVOT PIN	\$174.94	\$0.00
JO013125	303937	SCHOCKS SAFE AND LOCK SERVICE		Repair Door Locks at Station #	\$229.99	\$0.00
JO013125	303938	SHORT ELLIOTT HENDRICKSON, INC		WILDLIFE HAZARD REMOVAL & DRAI	\$88,880.00	\$0.00
JO013125	303939	SIGN SOLUTIONS USA		Price Sign for Landfill	\$486.50	\$0.00
JO013125	303940	SOLTIS BUSINESS FORMS CO.		Office Apparel for Inspectors	\$6,686.00	\$0.00
JV013125	303967	SOURIS RIVER JOINT WATER RESOURCE		Contract Withholding: 300026	\$27,567.30	\$0.00
JO013125	303941	SPRINKLERS PLUS, LLC		Winterization - Flood Project	\$350.00	\$0.00
JO013125	303942	SWANSON & WARCUP, LTD		SWANSON & WARCUP -FOR NEW ED C	\$2,929.00	\$0.00
JO013125	303943	SWANSTON EQUIPMENT COMPANIES		DIAGOSE HYD SYSTEM	\$3,337.74	\$0.00
JO013125	303944	TERRACON		ENVIRONMENTAL COSTS FOR ENGLE	\$9,608.75	\$0.00
JO013125	303945	CONSULTANTS, INC		BADGE PRINTER SUPPLIES	\$451.96	\$0.00
JO013125	303946	THE IRIS COMPANIES		4423 - CITYWIDE PERMITTING POR	\$11,200.00	\$0.00
JO013125	303947	TIMMONS GROUP				
JO013125	303947	TITAN MACHINERY		HYDRAULIC; HYDRAULIC HOSE	\$393.13	\$0.00
JO013125	303948	TRAFFIC CONTROL CORPORATION		FRON 2025 Centracs Renewal	\$22,550.00	\$0.00
JO013125	303949	TRINITY HEALTH		BLS CARDS (1), BAC TEST (6)	\$72.00	\$0.00
JO013125	303950	TRINITY HEALTH		CPR training cards	\$384.00	\$0.00
JO013125	303951	TYLER TECHNOLOGIES, INC.		Tyler New World Message Switch	\$10,266.84	\$0.00
JO013125	303952	U.S. GEOLOGICAL SURVEY		4578.3 - 2024 USGS WATER MONIT	\$22,120.00	\$0.00
JO013125	303953	ULINE		Retractable Cord Reels	\$1,050.15	\$0.00
JO013125	303954	UNITED MAILING SERVICE		POSTAGE SHIPPING	\$784.20	\$0.00
JO013125	303955	UNITED QUALITY COOPERATIVE		Clear Diesel	\$20,652.23	\$0.00
JO013125	303956	UPS STORE #1423		--; FREIGHT	\$34.11	\$0.00
JO013125	303957	VISIT MINOT		December 2024 (Last charges) M	\$6,187.72	\$0.00
JO013125	303958	WAGNER CONSTRUCTION		WETLAND MITIGATION CONSTRUCTIO	\$586,619.80	\$0.00

	JV013125	303968	WAGNER CONSTRUCTION		Contract Withholding: 300693	\$116,960.67	\$0.00
	JO013125	303959	WALLWORK TRUCK CENTER MINOT		DRUM; 16.50X6.00 BRAKE DRUM	\$2,468.05	\$0.00
	JO013125	303960	WARD COUNTY AUDITOR		November 2024 Inmate Invoice -	\$6,075.00	\$0.00
	JV013125	303969	WEST RIVER STRIPING COMPANY		Contract Withholding: 300694	\$19,128.68	\$0.00
	JO013125	303961	WESTLIE FORD		CALIPER; REAR CALIPER NON POLI	\$714.32	\$0.00
	JO013125	303962	WESTLIE TRUCK CENTER		SLACK ADJUSTER; SLACK ADJUSTER	\$6,108.56	\$0.00
	AP205	100006576	XCEL		DECEMBER STATEMENT/2024 BILLIN	\$2,638.72	\$0.00
02/03/2025	EM013125	100006628	EMPOWER TRUST COMPANY, LLC		Empower Retirement 1/31/2025	\$26,602.23	\$0.00
	DC013125	100006626	ND PUBLIC EMPLOYEES RETIREMENT SYSTEM		Def Comp 01.31.2025	\$15,626.23	\$0.00
	SC013125	100006627	ND PUBLIC EMPLOYEES RETIREMENT SYSTEM		Service Credit 01.31.2025	\$218.00	\$0.00
02/04/2025		100006635	BRAVERA INSURANCE		3rd yr installment for Aviatio	\$14,350.00	\$0.00
		100006636	BRAVERA INSURANCE		Cyber Liability Effective 1/1/	\$24,715.08	\$0.00
		100006637	BRAVERA INSURANCE		2025 Insurance Invoice 17228	\$485,356.00	\$0.00
		100006638	BRAVERA INSURANCE		2025 Insurance Invoice 17227	\$392,783.00	\$0.00
	JV020425	1019	GENERAL ONE TIME PAY	Colton Thomas Brusven	Carter Coruette Bond Refund MI	\$725.00	\$0.00
	JV020425	1020	GENERAL ONE TIME PAY	Dylan Ray Latvis	Dylan Ray Latvis Bond Refund	\$225.00	\$0.00
	UNUM0125	100006632	UNUM LIFE INSURANCE		FMLA 01312025	\$897.70	\$0.00
02/07/2025	AFLA0125	100006634	AFLAC		January 2025 AFLAC	\$16,365.32	\$0.00
02/10/2025	AP209	100006641	MDU		DECEMBER STATEMENT/2024 BILLIN	\$2,207.52	\$0.00
	AP209	100006642	MDU		DECEMBER STATEMENT/2024 BILLIN	\$97.23	\$0.00
	AP209	100006643	MDU		DECEMBER STATEMENT/2024 BILLIN	\$193.80	\$0.00
	AP209	100006644	MDU		DECEMBER STATEMENT/2024 BILLIN	\$675.32	\$0.00
	AP209	100006645	MDU		DECEMBER STATEMENT/2024 BILLIN	\$154.50	\$0.00
	AP209	100006646	MDU		DECEMBER STATEMENT/2024 BILLIN	\$2.70	\$0.00
	AP209	100006647	MDU		DECEMBER STATEMENT/2024 BILLIN	\$10.56	\$0.00
	AP209	100006648	MDU		DECEMBER STATEMENT/2024 BILLIN	\$47.95	\$0.00
	AP209	100006649	MDU		DECEMBER STATEMENT/2024 BILLIN	\$322.50	\$0.00
	AP209	100006650	MDU		DECEMBER STATEMENT/2024 BILLIN	\$940.78	\$0.00
	AP210	100006651	MDU		FEBRUARY STATEMENT/2025 BILLIN	\$4,231.07	\$0.00
	AP210	100006652	MDU		FEBRUARY STATEMENT/2025 BILLIN	\$186.37	\$0.00
	AP210	100006653	MDU		FEBRUARY STATEMENT/2025 BILLIN	\$1,873.40	\$0.00
	AP210	100006654	MDU		FEBRUARY STATEMENT/2025 BILLIN	\$1,294.35	\$0.00
	AP210	100006655	MDU		FEBRUARY STATEMENT/2025 BILLIN	\$296.13	\$0.00
	AP210	100006656	MDU		FEBRUARY STATEMENT/2025 BILLIN	\$26.09	\$0.00
	AP210	100006657	MDU		FEBRUARY STATEMENT/2025 BILLIN	\$20.24	\$0.00
	AP210	100006658	MDU		FEBRUARY STATEMENT/2025 BILLIN	\$91.89	\$0.00
	AP210	100006659	MDU		FEBRUARY STATEMENT/2025 BILLIN	\$618.12	\$0.00
	AP210	100006660	MDU		FEBRUARY STATEMENT/2025 BILLIN	\$1,803.15	\$0.00
	AP211	100006661	XCEL		DECEMBER STATEMENT/2024 BILLIN	\$1,347.16	\$0.00
	AP211	100006662	XCEL		DECEMBER STATEMENT/2024 BILLIN	\$14.03	\$0.00

	AP211	100006663	XCEL	DECEMBER STATEMENT/2024 BILLIN	\$3.31	\$0.00
	AP211	100006664	XCEL	DECEMBER STATEMENT/2024 BILLIN	\$45.11	\$0.00
	AP211	100006665	XCEL	DECEMBER STATEMENT/2024 BILLIN	\$1,121.30	\$0.00
	AP211	100006666	XCEL	DECEMBER STATEMENT/2024 BILLIN	\$7,332.82	\$0.00
	AP211	100006667	XCEL	DECEMBER STATEMENT/2024 BILLIN	\$14,739.21	\$0.00
	AP211	100006668	XCEL	DECEMBER STATEMENT/2024 BILLIN	\$1,510.50	\$0.00
	AP211	100006669	XCEL	DECEMBER STATEMENT/2024 BILLIN	\$189.02	\$0.00
	AP212	100006671	XCEL	FEBRUARY STATEMENT/2025 BILLIN	\$1,262.96	\$0.00
	AP212	100006672	XCEL	FEBRUARY STATEMENT/2025 BILLIN	\$45.59	\$0.00
	AP212	100006673	XCEL	FEBRUARY STATEMENT/2025 BILLIN	\$99.21	\$0.00
	AP212	100006674	XCEL	FEBRUARY STATEMENT/2025 BILLIN	\$421.07	\$0.00
	AP212	100006675	XCEL	FEBRUARY STATEMENT/2025 BILLIN	\$5,045.87	\$0.00
	AP212	100006676	XCEL	FEBRUARY STATEMENT/2025 BILLIN	\$10,265.94	\$0.00
	AP212	100006677	XCEL	FEBRUARY STATEMENT/2025 BILLIN	\$23,809.49	\$0.00
	AP212	100006678	XCEL	FEBRUARY STATEMENT/2025 BILLIN	\$14,097.98	\$0.00
	AP212	100006679	XCEL	FEBRUARY STATEMENT/2025 BILLIN	\$1,058.50	\$0.00
	AP212	100006680	XCEL	FEBRUARY STATEMENT/2025 BILLIN	\$4,907.99	\$0.00
02/14/2025	JV021425	303970	1 CALL SEPTIC SERVICES, INC	Recycling Transport x 7 Trips	\$17,237.92	\$0.00
	JV021425	303971	ACME TOOLS	14BLADESSN EVOLUTION POWER (Pa	\$373.53	\$0.00
	ADP0225	100006682	ADP, INC	ADP Payroll Services for Janu	\$14,874.96	\$0.00
	JV021425	303972	ADVENTAIRE LLC	Fuel Dispenser Pedestal	\$800.00	\$0.00
	JV021425	303974	AGNES BLUE	RC-1053 Rental Assistance	\$1,554.50	\$0.00
	JV021425	303975	AIDEN WELLS & MICHELLE FJELDAHL	RC-1082 Rental Assistance	\$849.83	\$0.00
	JV021425	303976	ALL SEASON ARENA	LODGING TAXES COLLECTED	\$10,439.02	\$0.00
	JV021425	303977	AMANDA SOMERVILLE & BRENDEN MCCLLOUD	RC-2024 Rental Assistance	\$2,384.55	\$0.00
	JV021425	303978	AMAZON	GRILL; RADIATOR GRILL	\$232.32	\$0.00
	JV021425	303979	AMBER PERRY & NICHOLAS FLOWERS	RC-1032 Rental Assistance	\$294.00	\$0.00
	JV021425	303980	AMBER PITTS	RC-1045 Rental Assistance	\$210.00	\$0.00
	JV021425	303981	AMERICAN TRUCK & TRAILER, LLC	D RING; D-RING 1/2"	\$140.48	\$0.00
	JV021425	303982	AMERICAN WELDING & GAS, INC.	Carbon Dioxide	\$4,338.69	\$0.00
	JV021425	303984	APH/AUTO VALUE	HOSE; 2 1/4" X 14" FLEX HOSE	\$688.49	\$0.00
	JV021425	303985	AQUA-PURE, INC.	Hanna controller with digital	\$1,629.90	\$0.00
	JV021425	303987	AUTO ZONE 6843	ACTUATOR; PASS REAR DOOR LOCK	\$1,029.33	\$0.00
	JV021425	303988	BAKER & TAYLOR BOOKS	Books	\$4,372.71	\$0.00
	JV021425	303989	BALCO UNIFORM COMPANY, INC.	Dress Shirts - C. Miller	\$446.30	\$0.00
	JV021425	303990	BARR ENGINEERING	4618.1 BARR ENG LITTLE ROOSEVE	\$586.50	\$0.00
	JV021425	303991	BERGER ENTERPRISES, LLC	Contract Withholding: 300321	\$4,186.90	\$0.00
	JV021425	303992	BOUND TO STAY BOUND BOOKS	Children's Books	\$487.68	\$0.00
	JV021425	303993	BRAVERA INSURANCE	Add Collision onto '16 Ford F5	\$147.00	\$0.00
	JV021425	303994	BRIGHTLY SOFTWARE, INC	Maintenance Program Annual Fee	\$9,067.08	\$0.00
	JV021425	303995	BRITTINI MADSEN & LUCKY MADSEN JR.	RC-1023 Rental Assistance	\$1,019.45	\$0.00
	JV021425	303996	BUTLER MACHINERY CO.	001; AIR FILTER	\$2,325.83	\$0.00

JV021425	303997	CENTRAL MACHINING&PUMP REPAIR		Repair #517 end gate	\$699.20	\$0.00
JV021425	304075	CENTRAL NETWORK RETAIL GROUP LLC		CLEVIS HITCH PIN 3/4X6-1/4	\$5.49	\$0.00
JV021425	304084	CITY OF MINOT		Marie Baumer Restitution MI-2	\$80.00	\$0.00
JV021425	303998	CORE & MAIN		Sensus Software M2 1YR UOM	\$3,700.00	\$0.00
JV021425	303999	CUBIC ITS, INC.		PO 4432 - 2025 Synchro Support	\$365.00	\$0.00
JV021425	304000	CURT'S STARTER & ALT. SERVICE		Contact Kit	\$195.39	\$0.00
JV021425	304001	DACOTAH PAPER CO.		Dacotah Paper Co- 24 Cases of	\$1,683.02	\$0.00
JV021425	304002	DAKOTA FLUID POWER, INC.		FITTING; ADAPTER	\$19.31	\$0.00
JV021425	304003	DAKOTALAND AUTOGLASS		WINDSHIELD	\$581.95	\$0.00
JV021425	304004	DAN PASIVE & MADISON MC CLOUD		RC-1070 Rental Assistance	\$193.33	\$0.00
JV021425	304005	DOMESTIC VIOLENCE CRISIS CENTER		Crisis Center Fees for January	\$1,075.06	\$0.00
JV021425	304006	DXP ENTERPRISES, INC.		Leachate pump repair	\$177.10	\$0.00
JV021425	304007	ECOLAB PEST ELIMINATION DIVISION		Rodent Service for Sanitation	\$130.00	\$0.00
JV021425	304008	ELDORADO NATIONAL - CALIFORNIA		MIRROR; MIRROR	\$2,737.86	\$0.00
JV021425	304009	EMERGENCY AUTOMOTIVE TECHNOLOGIES		--; LIGHTBAR CONTROLLER	\$149.64	\$0.00
JV021425	304010	EMPLOYEE ONE TIME PAY	Augustus Urban	Williston Hazmat Technician-Au	\$326.40	\$0.00
JV021425	304011	EMPLOYEE ONE TIME PAY	Brady Tougas	Williston Hazmat Technician-Br	\$326.40	\$0.00
JV021425	304012	EMPLOYEE ONE TIME PAY	Christina Bullard- Wolf	Southeast Recycling Conferenc	\$457.60	\$0.00
JV021425	304013	EMPLOYEE ONE TIME PAY	David Lakefield	TRAVEL TO/FROM BIS FOR TESTIFY	\$485.90	\$0.00
JV021425	304014	EMPLOYEE ONE TIME PAY	Hans Kristiansen	Williston Hazmat Technician-Ha	\$326.40	\$0.00
JV021425	304015	EMPLOYEE ONE TIME PAY	Harold Stewart	Testify at Legislative Session	\$147.00	\$0.00
JV021425	304016	EMPLOYEE ONE TIME PAY	Jacob Lentz	Williston Hazmat Technician-Ja	\$326.40	\$0.00
JV021425	304017	EMPLOYEE ONE TIME PAY	Krystle Foster	Deposit to City Hall - Jan 20	\$73.15	\$0.00
JV021425	304018	EMPLOYEE ONE TIME PAY	Matthew Boechler	Williston Hazmat Technician-Ma	\$326.40	\$0.00
JV021425	304019	EMPLOYEE ONE TIME PAY	Melissa Anderson	Deposit to City Hall - Jan 20	\$26.95	\$0.00
JV021425	304020	EMPLOYEE ONE TIME PAY	Mitchell Eull	Williston Hazmat Technician- M	\$326.40	\$0.00
JV021425	304021	EMPLOYEE ONE TIME PAY	Stephen Lawrence	Reimbursement for Successful C	\$18.00	\$0.00
JV021425	304022	EMPLOYEE ONE TIME PAY	Timothy Kopp	Water Expo Conference- Timothy	\$156.40	\$0.00
JV021425	304023	ENERBASE		JANUARY 24 2025 FUEL	\$12,317.07	\$0.00
JV021425	304024	FACTORY MOTOR PARTS		BATTERY; BATTERY	\$1,637.16	\$0.00
JV021425	304026	FASTENAL COMPANY		013; 1/4-FLATWASHER	\$2.54	\$0.00
JV021425	304027	FERGUSON ENTERPRISES, INC.		--; ARC 855 30 MIL BLACK PAINT	\$483.26	\$0.00
JV021425	304028	FIRE EQUIPMENT CO.		Fire Extinguisher Annual Servi	\$817.50	\$0.00
JV021425	304029	FIRST DISTRICT HEALTH UNIT		FIRST DISTRICT HEALTH	\$126,898.98	\$0.00
JV021425	304030	FIRST INTERNATIONAL BANK & TRUST		Fire Union Due's	\$748.00	\$0.00
JV021425	304031	FLEETMIND SOLUTIONS, INC.		Fleetmind Software Agreement	\$2,370.19	\$0.00
JV021425	304032	G & P COMMERCIAL SALES		Floor Mats - City Hall	\$1,146.26	\$0.00
JV021425	304033	GALLS, LLC		Uniform Clothing	\$1,187.35	\$0.00
JV021425	304034	GEFROH ELECTRIC		FIRE STATION NO. 1 - WIRE NEW	\$39,139.37	\$0.00
JO021425	1021	GENERAL ONE TIME PAY	Christopher Andrew Jacobson	Christopher Andrew Jacobson MI	\$233.22	\$0.00

JO021425	1022	GENERAL ONE TIME PAY	Mario Rey Bazan	Mario Rey Bazan MI-2025-CR-000	\$185.00	\$0.00
JO021425	1023	GENERAL ONE TIME PAY	Ward County Clerk Of Court	Jared Saari BOND 51-2025-CR-00	\$750.00	\$0.00
JV021425	304035	GENERAL ONE TIME PAY	Amanda Andrews	Kaitlyn McGillis Restitution M	\$12.00	\$0.00
JV021425	304036	GENERAL ONE TIME PAY	Denis Otterness	Travel costs associated with I	\$1,736.62	\$0.00
JV021425	304037	GENERAL ONE TIME PAY	Enerbase	Sommer Gillmore Restitution MI	\$3.49	\$0.00
JV021425	304038	GENERAL ONE TIME PAY	Enerbase	Justic Watson Restitution MI-2	\$16.99	\$0.00
JV021425	304039	GENERAL ONE TIME PAY	Jade Rhiannon Carson	Christopher Bean Restitution M	\$50.00	\$0.00
JV021425	304040	GENERAL ONE TIME PAY	Jim Johnson	Ricky Steen Restitution MI-202	\$100.00	\$0.00
JV021425	304041	GENERAL ONE TIME PAY	Joe Melvin Stenvold Jr	Jessie Casey Restitution MI-20	\$150.00	\$0.00
JV021425	304042	GENERAL ONE TIME PAY	Kaitlyn Marie Holman	LeeQuan Ashford Restitution MI	\$10.00	\$0.00
JV021425	304043	GENERAL ONE TIME PAY	ND Child Support	Vincent Anderson Restitution M	\$10.00	\$0.00
JV021425	304044	GENERAL ONE TIME PAY	ND Child Support	Marcus Shaw Restitution MI-202	\$250.00	\$0.00
JV021425	304045	GENERAL ONE TIME PAY	ND Child Support	Matthew Skelton Restitution MI	\$30.00	\$0.00
JV021425	304046	GENERAL ONE TIME PAY	ND Clerk's Association	2025 ND Clerk's Association Fe	\$100.00	\$0.00
JV021425	304047	GENERAL ONE TIME PAY	North Dakota Child Support	Larry Brooks Jr Restitution MI	\$50.00	\$0.00
JV021425	304048	GENERAL ONE TIME PAY	On the Run	Denise Howling Wolf Restitutio	\$15.89	\$0.00
JV021425	304049	GENERAL ONE TIME PAY	Pinnacle Gas Station	Pete Coffey Restitution MI-202	\$50.00	\$0.00
JV021425	304050	GENERAL ONE TIME PAY	Teresa Hunt	Alexander Pittenger Restitutio	\$25.00	\$0.00
JV021425	304051	GENERAL ONE TIME PAY	Utah Department of Public Safety	Certified Copies of UT Abstrac	\$8.00	\$0.00
JV021425	304052	GENERAL ONE TIME PAY	Vehicle Records	Certified Copies of WI Abstrac	\$12.00	\$0.00
JV021425	304053	GENERAL ONE TIME PAY	Wal-Mart	Paige Iten Restitution MI-2024	\$8.31	\$0.00
JV021425	304054	GENERAL ONE TIME PAY	Wal-Mart	Karitta Phillips Restitution M	\$5.00	\$0.00
JV021425	304055	GENERAL TRADING		010; DRILL BIT-7/64	\$144.98	\$0.00
JV021425	304056	GERDAU RECYCLING		STEEL; STEEL AS NEEDED	\$645.77	\$0.00
JV021425	304057	GOETTLE LAW, PLLC		Retainer	\$7,500.00	\$0.00
JV021425	304058	GRAINGER		COPPER ALLOY ELECTRODE HOLDER	\$28.42	\$0.00
JV021425	304059	GRAYMONT WESTERN US INC.		Lime	\$95,777.00	\$0.00
JV021425	304060	GREAT PLAINS TECHNICAL SERVICES		Repaired WTP sludge pit sludge	\$2,139.00	\$0.00
JV021425	304061	HARLOW'S BUS SALES, INC. - ROLETTE		MOTOR; BLOWER MOTOR ASSEMBLY	\$313.70	\$0.00
JV021425	304062	HEIDI SQUYRES & THOMAS CRAWFORD		RC-1013 Rental Assistance	\$970.20	\$0.00
JV021425	304063	HIGH POINT NETWORKS, LLC		M365 Backup and Mimecast Licen	\$3,166.65	\$0.00
JV021425	304064	HOMESTEADERS RESTAURANT		Winter Appreciation Event Cate	\$2,200.07	\$0.00
JV021425	304065	HOUSTON ENGINEERING, INC.		3135.2E - MINOT SWIF IMPROVEME	\$515.80	\$0.00
JV021425	304066	INFAX, INC.		2025 INFAX SYSTEM SUPPORT AGRE	\$14,000.00	\$0.00
JV021425	304067	INTERNATIONAL CITY MANAGEMENT		City manager pension	\$647.02	\$0.00
JV021425	304068	ASSOCIATION RET. JAYDE HAUGROSE		RC-1057 Rental Assistance	\$569.91	\$0.00
JV021425	304069	JET LINE SALES & SERVICE, LLC		Vac truck add-ons	\$10,280.00	\$0.00
JV021425	304070	JOHN CIMINO		RC-1018 Rental Assistance	\$147.00	\$0.00
JV021425	304071	KEVIN'S PLUMBING & HEATING		12/6 replaced Control Board, C	\$850.74	\$0.00
JV021425	304072	KEVINS AUTO BODY		PAYMENT FOR INVOICE 5122B7FF	\$2,833.31	\$0.00
JV021425	304073	KMOT		December 2024 Advertising	\$77.00	\$0.00

JV021425	304074	LUCI AHMED & SULTAN AHMED & CASEY MEYERS	RC-1076 Rental Assistance	\$512.70	\$0.00
JV021425	304076	MAD DOG BROKERAGE INC	134.66 Tons Salt	\$14,341.30	\$0.00
JV021425	304077	MED-TECH RESOURCE, INC.	MTR Combat Tourniquet Return I	\$283.61	\$0.00
JV021425	304085	MELANIE MOORE	Airport Facility Tech Civil Se	\$50.00	\$0.00
JV021425	304078	MIDWEST GLASS AND DOOR, INC.	GLASS WINDOW REPLACEMENT	\$2,300.00	\$0.00
JV021425	304079	MIDWEST TAPE	Hoopla January 2025	\$4,633.09	\$0.00
JV021425	304080	MINOT AUTO	001; WATER SEPARATOR	\$273.28	\$0.00
JV021425	304081	MINOT COMMISSION ON AGING	2025 COMMISSION ON AGING	\$12,875.00	\$0.00
JV021425	304082	MINOT EMPLOYEE DONATIONS	Minot Employee Donations	\$846.89	\$0.00
JV021425	304083	MINOT PARK DISTRICT	December 2024 (Residual) State	\$66,466.02	\$0.00
JV021425	304086	NAPA AUTO PARTS	020; O-RING	\$4,486.78	\$0.00
JV021425	304087	NATIONAL SAFETY APPAREL	Winter coat, Shaw	\$290.00	\$0.00
JV021425	304088	ND DEPT OF ENVIRONMENTAL QUALITY	Fluoride Test December 2024	\$774.86	\$0.00
JV021425	304089	ND DEPT OF WATER RESOURCES	NAWS Cost Summary& Cost Share	\$10,972.96	\$0.00
JV021425	304090	ND FIREFIGHTER'S ASSOCIATION	Fire Apparatus Driver/Operator	\$480.12	\$0.00
NDRE0125	100006683	ND PUBLIC EMPLOYEES RETIREMENT SYSTEM	January 2025 ND PERS RETIREMEN	\$340,262.20	\$0.00
JV021425	304091	ND SEWAGE PUMP & LIFT STATION COMP	Lift Station parts	\$5,500.00	\$0.00
JV021425	304092	NDBOA	REGISTRATION FEES	\$995.00	\$0.00
JV021425	304093	NETWRIX CORPORATION	Netwrix Auditor SW Sub - 1/31/	\$10,269.16	\$0.00
JV021425	304094	NEXTREQUEST	Annual License	\$10,051.34	\$0.00
JV021425	304095	NISS IMPRESSIONS	Helmet Shield	\$11.95	\$0.00
JV021425	304096	NORTH PRAIRIE RURAL WATER DISTRICT	Water Usage at Landfill	\$116.36	\$0.00
JV021425	304097	NORTHERN BRAKE	002; CLEARANCO PRODUCTSE LIGHT	\$270.00	\$0.00
JV021425	304098	NORTHWEST TIRE AND RETREAD	TIRE; REPAIR TIRE	\$1,101.56	\$0.00
JV021425	304099	NORTHWESTERN ELECTRIC, INC.	BROADWAY CIRCLE (BUILDING B) -	\$1,200.00	\$0.00
JV021425	304100	NYBAKKEN BODY SHOP	Repairs to Car 19 - 2018 Ford	\$1,529.27	\$0.00
JV021425	304101	OHNSTAD TWICHELL, P.C.	PD Investigation December 2024	\$3,590.50	\$0.00
JV021425	304102	OLSON'S TOWING	TOW TO SHOP	\$4,351.25	\$0.00
JV021425	304103	ONE CALL CONCEPTS, INC.	JAN 2025 LOCATE TICKETS WATER,	\$80.05	\$0.00
JV021425	304025	PARKLAND USA CORPORATION	008; DIESEL EXHAUST FLUID	\$1,609.98	\$0.00
JV021425	304104	PAVEMENT STENCIL COMPANY	Airfield FAA approved standard	\$4,289.94	\$0.00
JV021425	303986	PEC SOLUTIONS LLC	2025 ARCHKEY SUPPORT AGREEMENT	\$9,157.00	\$0.00
JV021425	304105	POST BOARD	VOID AFTER UPDATE 02/26/2025	\$0.00	\$45.00
JV021425	304106	PRAIRIE SUPPLY	--; SHOP SUPPLIES	\$858.20	\$0.00
JV021425	304107	PRINGLE & HERIGSTAD, P.C.	Madison Endresen Crt App Att F	\$285.00	\$0.00
JV021425	304108	PROCOLLECT	DECEMBER COURT PROCOLLECT	\$30.00	\$0.00
JV021425	304109	PROTECH INTEGRATIONS, LLC	Monthly fire alarm fee- Pump S	\$100.00	\$0.00
JV021425	304110	RAE-DEAN & BREONNA WOLFE	RC-1047 Rental Assistance	\$943.09	\$0.00
JV021425	304111	RAPID FIRE PROTECTION, INC.	Technician requested for issue	\$1,391.25	\$0.00
JV021425	304112	RAYNE MARIE OLSON	RC-1041 Rental Assistance	\$784.50	\$0.00
JV021425	304113	RDO EQUIPMENT	FAN; FAN DRIVE	\$5,675.63	\$0.00
JV021425	304114	RDP TECHNOLOGIES, INC	1" Full Port Pinch Valve Sleev	\$10,408.00	\$0.00
JV021425	304115	REFUND ONE TIME PAY	BOURDEAU, CHERY UB 1616 2003 4TH	\$50.89	\$0.00

JV021425	304116	REFUND ONE TIME PAY	CITY OF MINOT	UB 21554 1716 4TH	\$217.14	\$0.00
JV021425	304117	REFUND ONE TIME PAY	EGGEN, GENE	UB 58468 3406 15TH	\$33.64	\$0.00
JV021425	304118	REFUND ONE TIME PAY	GARTNER, MANDY	UB 4412 828 6TH	\$28.69	\$0.00
JV021425	304119	REFUND ONE TIME PAY	LACOSTE, CALVIN	UB 21498 1641 MAIN	\$26.96	\$0.00
JV021425	304120	REFUND ONE TIME PAY	SCHALE, SUSAN	UB 55118 1003 SYCAMORE	\$16.85	\$0.00
JV021425	304121	REFUND ONE TIME PAY	TORNO, LYLE	UB 14114 3409 13TH	\$342.24	\$0.00
JV021425	304122	REFUND ONE TIME PAY	WALTER, JOBY	UB 14468 705 BAVARIA	\$14.61	\$0.00
JV021425	304123	RESOURCE		2025-2029 CONSOLIDATED PLAN	\$4,037.50	\$0.00
JV021425	304124	CONSULTANTS, LLC		HVAC FILTERS	\$7,480.97	\$0.00
JV021425	304125	RHI SUPPLY		FILTER-AIR	\$307.52	\$0.00
JV021425	304126	RIEKES EQUIPMENT		Subscription to RollKall	\$12.00	\$0.00
JV021425	304127	ROLLKALL				
JV021425	304127	TECHNOLOGIES LLC		RC-1030 Rental Assistance	\$518.82	\$0.00
JV021425	304128	RUSSELL CANTRELL		287; CAMERA CIC03316	\$1,306.77	\$0.00
JV021425	304128	SANITATION PRODUCTS				
JV021425	304129	SHOWCASES		RFID Tags	\$1,587.60	\$0.00
JV021425	304130	SIGNS TODAY		City of Minot Decals	\$56.00	\$0.00
JV021425	304131	SMART PLANET		Fleetpaths Monthly Rate Februa	\$539.73	\$0.00
JV021425	304132	SOFTWARE, LLC				
JV021425	304132	SOLTIS BUSINESS		Clothing Order	\$978.00	\$0.00
JV021425	304133	FORMS CO.				
JV021425	304133	SOURIS RIVER JOINT		Contract Withholding: 300456	\$527,076.96	\$0.00
JV021425	304134	WATER RESOURCE				
JV021425	304134	SOURIS VALLEY		ANIMAL BOARDING AGREEMENT -	\$12,815.00	\$0.00
JV021425	304135	HUMANE SOCIETY, INC.		SV		
JV021425	304135	SPX TECHNOLOGIES,		S/A Probe Repair Invoice	\$531.58	\$0.00
JV021425	304136	INC				
JV021425	304136	SRF CONSULTING		4753 - 16TH ST INTER REHAB TAS	\$11,400.00	\$0.00
JV021425	304137	GROUP				
JV021425	304137	SUNDRE SAND &		Class five Gravel	\$9,250.42	\$0.00
JV021425	304138	GRAVEL, INC.				
JV021425	304138	SWANSTON		S76 T4 BOBCAT SKID (DIAGNOSE)	\$1,025.57	\$0.00
JV021425	304139	EQUIPMENT				
JV021425	304139	COMPANIES				
JV021425	304140	TARA KENNER		RC-1060 Rental Assistance	\$848.25	\$0.00
JV021425	304140	THE LIBRARY STORE,		Adult & Children's Furniture	\$17,733.94	\$0.00
JV021425	304141	INC.				
JV021425	304141	THOMSON REUTERS-		Subscription	\$398.61	\$0.00
JV021425	304142	WEST PAYMENT				
JV021425	304142	CENTER				
JV021425	304142	TIM & GAYLENE RYAN		RC-1020 Rental Assistance	\$309.27	\$0.00
JV021425	304143	TITAN MACHINERY		LOW BRAKE PSI DTC	\$2,215.06	\$0.00
JV021425	304144	TONIES US, INC		Tonies for Circulation	\$680.00	\$0.00
JV021425	304145	TRINITY EVANGELICAL		2025 Property Lease Payment fo	\$500.00	\$0.00
JV021425	304146	FREE CHURCH				
JV021425	304146	TRINITY HEALTH		Ward County Inmate Billing	\$723.00	\$0.00
JV021425	304147	TRINITY MEDICAL		Ward County Inmate Billing	\$502.00	\$0.00
JV021425	304148	GROUP				
JV021425	304148	U.S. POST OFFICE		UB BULK MAILING	\$5,000.00	\$0.00
JV021425	304149	UNITED MAILING		POSTAGE/SHIPPING	\$308.87	\$0.00
JV021425	304150	SERVICE				
JV021425	304150	UNITED QUALITY		CLEAR DIESEL WM	\$49,169.03	\$0.00
JV021425	304151	COOPERATIVE				
JV021425	304151	UNITED RENTALS		trench and excavation safety t	\$4,200.00	\$0.00
JV021425	304152	VESTIS GROUP, INC.		ARAMARK - FLOOR MAT CLEANING	\$133.75	\$0.00
JV021425	304153	VISIT MINOT				
JV021425	303973	VISWESWARA RAO		LODGING TAXES COLLECTED	\$20,878.06	\$0.00
JV021425	304154	VISWANADHA		ANNUAL PART 139 ONLINE	\$6,000.00	\$0.00
JV021425	304154	WALLWORK TRUCK		SERVICE		
JV021425	304155	CENTER MINOT		CLAMP-EXHAUST; V-BAND CLAMP	\$1,999.98	\$0.00
JV021425	304155	WARD COUNTY				
JV021425	304155	TREASURER		VOID AFTER UPDATE 02/18/2025	\$0.00	\$18,820.92
JV021425	304156	WESTLIE FORD		--; CORE	\$30.63	\$0.00
JV021425	304157	WESTLIE TRUCK CENTER		--; PARK BRAKE VALVE	\$3,816.98	\$0.00
JV021425	304158	WILO USA, LLC		Seal Ring	\$355.89	\$0.00
JV021425	303983	ZACHARY JOHN SHOY		Move Sump Pump Pit Electrical	\$1,651.69	\$0.00

02/18/2025	JO021825	1024	GENERAL ONE TIME PAY	Emile Petgrave	Emile Petgrave MI-2024-CR-0102	\$225.00	\$0.00
	JO021825	304159	WARD COUNTY TREASURER		2024 WARD COUNTY REAL ESTATE T	\$15,672.57	\$0.00
02/20/2025	AP208	100006631	VERENDRYE ELECTRIC		January 2025 Verendrye	\$67,120.30	\$0.00
02/21/2025	DC021425	100006685	ND PUBLIC EMPLOYEES RETIREMENT SYSTEM		Def Comp 02.14.2025	\$15,626.23	\$0.00
02/24/2025	EM021424	100006686	EMPOWER TRUST COMPANY, LLC		Empower Retirement 2/14/2025	\$15,995.32	\$0.00
	JV021424	1025	GENERAL ONE TIME PAY	Abigail Ann Lattergrass	Abigail Ann Lattergrass Bond M	\$975.00	\$0.00
	JV021424	1026	GENERAL ONE TIME PAY	Alexander William Kopichanski	Alexander William Kopichansk B	\$310.00	\$0.00
	JV021424	1027	GENERAL ONE TIME PAY	Alexander William Kopichanski	Alexander William Kopichansk B	\$50.00	\$0.00
	JV021424	1028	GENERAL ONE TIME PAY	JETT JAMES, DEAN HETTICH	MI-2025-TR-00023 Bond Refund J	\$10.00	\$0.00
	JV021424	1029	GENERAL ONE TIME PAY	Paul Henry Madison	Christopher Tucker Bond MI-202	\$725.00	\$0.00
	JV021424	1030	GENERAL ONE TIME PAY	Scheels	Leighton Nelson Bond MI-2024-C	\$2.95	\$0.00
	JV021424	1031	GENERAL ONE TIME PAY	Ward County Clerk Of Court	Justin Oleary Bond 51-2025-CR-	\$750.00	\$0.00
	JV021424	1032	GENERAL ONE TIME PAY	Ward County Clerk Of Court	Lorrie Bierman 51-2025-CR-0033	\$750.00	\$0.00
	JV021424	1033	GENERAL ONE TIME PAY	Ward County Clerk of Court	Thomas Lawlor 51-2025-CR-00336	\$1,500.00	\$0.00
	JV021424	1034	GENERAL ONE TIME PAY	Ward County Clerk of Court	Jose Soiza MI-2025-CR-00113	\$750.00	\$0.00
	JV021424	1035	GENERAL ONE TIME PAY	Ward County Clerk Of Court	Kory Vetsch Bond 51-2025-CR-00	\$1,500.00	\$0.00
	JV021424	1036	GENERAL ONE TIME PAY	Ward County Clerk Of Court	Paul Scott Bond Transfer 51-20	\$200.00	\$0.00
Total						\$5,821,507.53	\$18,885.92

BUDGETED 2024 GENERAL FUND ADMINISTRATIVE AND OVERHEAD CHARGES*Charge these funds:*

100	Airport	\$	27,082.17
120	Cemetery		4,865.58
125	Parking Authoirty		376.25
130	Garbage		
	Collection		21,274.42
	Landfill		30,171.00
140	Water/Sewer		
	Storm Sewer Maintenance		11,885.75
	Water Supply		61,993.66
	Water Distribution		42,874.00
	Sewer		27,438.83
	Utility Billing		6,772.42
150	Renaissance Parking Ramp		381.42
150	Central Parking Ramp		381.42
205	Public Transportation		8,166.75
210	Library		8,796.00
	Total Transferred	\$	<u>252,459.67</u>

Electronic Payments:

AFLAC	-
BCBS	481,479.89
Federal Tax Withholding	-
Deferred Comp	-
NDPERS	-
Empower	2,147.35
Verendrye	-
Montana Dakota Utilities	48,373.28
Xcel Energy	56,420.80
Discovery Benefits	5,904.10
ADP Payroll taxes	174,033.44
ADP Payroll Wage garnishment 2/14/25	6,454.95
ADP Monthly Invoice	14,874.96
ADP Payroll Taxes wire Alderman	-
ADP Payroll Taxes wire Pension	-
ADP Payroll Fees	3,158.50
Bravera Insurance	2,484.00
State Treasurer	-
UNUM	897.70

Total	\$ <u>796,228.97</u>
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Posting date	Transaction date	Supplier	Amount
1/29/2025	1/27/2025	Tst*minot Badlands Resta	289.74
1/29/2025	1/27/2025	Napa Parts 0027632	124.57
1/29/2025	1/27/2025	Menards Minot Nd	91.52
1/29/2025	1/27/2025	Menards Minot Nd	37.74
1/29/2025	1/27/2025	Napa Parts 0027632	26.96
1/29/2025	1/27/2025	Menards Minot Nd	115.74
1/29/2025	1/27/2025	Officemax/Depot 6513	101.96
1/29/2025	1/27/2025	Officemax/Depot 6513	181.92
1/29/2025	1/27/2025	Officemax/Depot 6513	271.98
1/29/2025	1/28/2025	Batteries Plus #0639	88.22
1/29/2025	1/28/2025	Rescuedirect	4,941.86
1/29/2025	1/28/2025	All American Trophies & S	9.00
1/29/2025	1/28/2025	Dakota Fluid Power, Inc.	83.80
1/29/2025	1/28/2025	Amazon Mktpl	37.59
1/29/2025	1/28/2025	Macs Minot, Nd	46.35
1/29/2025	1/28/2025	Amazon Reta* Z76ze9p22	24.98
1/29/2025	1/28/2025	Amazon Mktpl	76.78
1/29/2025	1/28/2025	Amzn Mktpl Us	633.60
1/29/2025	1/28/2025	Amazon.Com*zg7s29rm1	15.53
1/29/2025	1/28/2025	Amzn Mktpl Us	85.58
1/29/2025	1/28/2025	Adp Special Events Mas	1,099.00
1/29/2025	1/28/2025	Column Public Notice	306.54
1/29/2025	1/28/2025	Column Public Notice	308.88
1/30/2025	1/28/2025	Napa Parts 0027632	83.74
1/30/2025	1/28/2025	Carquest Auto	27.32
1/30/2025	1/28/2025	Menards Minot Nd	89.20
1/30/2025	1/28/2025	Eggers Electric Motor	501.58
1/30/2025	1/28/2025	Menards Minot Nd	8.03
1/30/2025	1/28/2025	Napa Parts 0027632	239.80
1/30/2025	1/29/2025	Macs Minot, Nd	9.98
1/30/2025	1/29/2025	Tractor-Supply-Co #0130	26.99
1/30/2025	1/29/2025	Thorsrud Supply Co	423.00
1/30/2025	1/29/2025	Py *pm2 Llc	85.00
1/30/2025	1/29/2025	Fastenal Company 01ndmin	54.05
1/30/2025	1/29/2025	Apa	785.00
1/30/2025	1/29/2025	Dacotah Paper Co	1,276.62
1/30/2025	1/29/2025	Amzn Mktpl Us	73.00
1/30/2025	1/29/2025	In *dakota Fire Extinguis	492.17
1/30/2025	1/29/2025	In *dakota Fire Extinguis	3,033.44
1/30/2025	1/29/2025	Crunchyroll	11.99
1/30/2025	1/29/2025	Crunchyroll	11.99
1/30/2025	1/29/2025	Column Public Notice	374.40
1/30/2025	1/29/2025	Evacuumstore.Com	98.98

1/30/2025	1/29/2025 Column Public Notice	129.48
1/30/2025	1/29/2025 Amazon Mktpl	29.99
1/30/2025	1/29/2025 Core & Main - Nd002	245.93
1/30/2025	1/29/2025 All American Trophies & S	15.00
1/30/2025	1/29/2025 Lowes Printing	170.00
1/30/2025	1/30/2025 Amazon Mark* Zc5q51nm1	14.96
1/30/2025	1/30/2025 Amazon Mark* Z768f1bq2	1,018.64
1/31/2025	1/28/2025 Firepenny	867.90
1/31/2025	1/29/2025 The Home Depot #3703	111.52
1/31/2025	1/29/2025 Officemax/Depot 6513	199.77
1/31/2025	1/29/2025 United	368.56
1/31/2025	1/29/2025 Value Line Publishing	3,885.00
1/31/2025	1/29/2025 Menards Minot Nd	23.33
1/31/2025	1/29/2025 The Home Depot #3703	6.71
1/31/2025	1/29/2025 Menards Minot Nd	39.11
1/31/2025	1/29/2025 Menards Minot Nd	0.99
1/31/2025	1/30/2025 Sp Realwheels Corp	565.90
1/31/2025	1/30/2025 Sp Meditackits.Com	49.75
1/31/2025	1/30/2025 Harbor Freight Tools3246	397.49
1/31/2025	1/30/2025 Magic City Garage Door	3,015.00
1/31/2025	1/30/2025 Www.lafc.Org	180.00
1/31/2025	1/30/2025 Fire Safety Usa Inc	1,851.00
1/31/2025	1/30/2025 National Registry Emt	25.00
1/31/2025	1/30/2025 Discountsch 8006272829	416.70
1/31/2025	1/30/2025 Schocks Safe And Lock Se	35.00
1/31/2025	1/30/2025 Acme Tools Minot	7.98
1/31/2025	1/30/2025 Tyler User Conference	1,199.00
1/31/2025	1/30/2025 Allianz Travel Ins	43.34
1/31/2025	1/30/2025 Usps Po 3762880701	25.75
1/31/2025	1/30/2025 Sync	108.00
1/31/2025	1/30/2025	1.08
1/31/2025	1/30/2025 Amazon Mktpl	11.99
1/31/2025	1/31/2025 Amazon Mark* Zc2r04aw1	50.98
1/31/2025	1/31/2025 Amazon Mark* Zc4705ak1	36.99
1/31/2025	1/31/2025 Intl Code Council	600.00
1/31/2025	1/31/2025 Intl Code Council	600.00
1/31/2025	1/31/2025 North Dakota Aviation	325.00
2/3/2025	1/29/2025 Menards Minot Nd	(56.91)
2/3/2025	1/30/2025 Menards Minot Nd	21.73
2/3/2025	1/30/2025 Autopay/Dish Ntwk	209.10
2/3/2025	1/30/2025 Menards Minot Nd	86.97
2/3/2025	1/30/2025 Wingate Inn Bismarck	218.80
2/3/2025	1/30/2025 Menards Minot Nd	16.75
2/3/2025	1/30/2025 Wingate Inn Bismarck	218.80

2/3/2025	1/30/2025 Wingate Inn Bismarck	218.80
2/3/2025	1/30/2025 Wingate Inn Bismarck	218.80
2/3/2025	1/30/2025 Menards Minot Nd	3.81
2/3/2025	1/30/2025 Delta Air	14.99
2/3/2025	1/30/2025 Delta Air	737.96
2/3/2025	1/30/2025 Delta Air	14.99
2/3/2025	1/30/2025 Delta Air	19.99
2/3/2025	1/30/2025 Fedex284927184082	49.82
2/3/2025	1/30/2025 Red Wing Shoes #825	200.00
2/3/2025	1/31/2025 Amazon Mktp	83.76
2/3/2025	1/31/2025 Rhi Supply Minot	205.65
2/3/2025	1/31/2025 Rhi Supply Minot	21.45
2/3/2025	1/31/2025 Schocks Safe And Lock Se	47.95
2/3/2025	1/31/2025 Wpsg, Inc.	95.74
2/3/2025	1/31/2025 Amazon Mark* Z50x73p11	(7.49)
2/3/2025	1/31/2025 Gerdau Ameristeel Minot	105.34
2/3/2025	1/31/2025 Amazon.Com*zc4ji3il0	64.62
2/3/2025	1/31/2025 Amazon.Com*zc0uw9r90	189.99
2/3/2025	1/31/2025 Amazon.Com*zc0a96g21	168.24
2/3/2025	1/31/2025 National Registry Emt	25.00
2/3/2025	1/31/2025 Amzn Mktp Us	132.75
2/3/2025	1/31/2025 National Registry Emt	25.00
2/3/2025	1/31/2025 Officemax/Depot 6513	80.00
2/3/2025	1/31/2025 Enerbase	16.80
2/3/2025	1/31/2025 U.S. Cad	695.00
2/3/2025	1/31/2025 Runnings Of Minot	86.84
2/3/2025	1/31/2025 Rdo Equipment-Minot	385.95
2/3/2025	1/31/2025 Rdo Equipment-Minot	16.88
2/3/2025	1/31/2025 Officemax/Depot 6513	5.00
2/3/2025	1/31/2025 Vistaprint Corporate Solu	64.92
2/3/2025	2/1/2025 Sunoco 8002611101	31.13
2/3/2025	2/1/2025 2025 Sota Atc	395.00
2/3/2025	2/1/2025 Hawthorn Suites By Wyndha	549.45
2/3/2025	2/1/2025 Hawthorn Suites By Wyndha	549.45
2/3/2025	2/1/2025 Hawthorn Suites By Wyndha	549.45
2/3/2025	2/1/2025 Hawthorn Suites By Wyndha	549.45
2/3/2025	2/1/2025 Hawthorn Suites By Wyndha	549.45
2/3/2025	2/1/2025 Hawthorn Suites By Wyndha	549.45
2/3/2025	2/1/2025 Amazon Prime	14.99
2/3/2025	2/1/2025 Google *youtube Tv	4.99
2/3/2025	2/1/2025 Amazon Mark* Zc5t89r80	27.99
2/3/2025	2/1/2025 Nasig	60.00
2/3/2025	2/1/2025 2025 Sota Atc	395.00
2/3/2025	2/1/2025 Amazon.Com	(2.42)

2/3/2025	2/1/2025 Amazon.Com	(4.57)
2/3/2025	2/1/2025 Amazon Mktpl	22.76
2/3/2025	2/1/2025 Amzn Mktp Us	214.99
2/3/2025	2/1/2025 Quadient Leasing Usa O	1,279.23
2/3/2025	2/1/2025 Sunoco 8002611101	63.31
2/3/2025	2/1/2025 Ck Holiday # 06431	180.00
2/3/2025	2/1/2025 Staples Inc	41.28
2/3/2025	2/2/2025 Chewy.Com	235.58
2/3/2025	2/2/2025 2025 Sota Atc	395.00
2/3/2025	2/2/2025 Amazon Reta* 2k8kf6az3	27.99
2/3/2025	2/2/2025 Surveysparrow	39.00
2/3/2025	2/2/2025 Starlink Internet	165.00
2/3/2025	2/2/2025 2025 Sota Atc	395.00
2/4/2025	1/31/2025 Fire Safety Usa Inc	1,160.00
2/4/2025	2/3/2025 Hach Company	1,080.35
2/4/2025	2/3/2025 Macs Minot, Nd	12.99
2/4/2025	2/3/2025 Runnings Of Minot	12.54
2/4/2025	2/3/2025 Delta Air	466.56
2/4/2025	2/3/2025 Nddot-DI-Minot	18.00
2/4/2025	2/3/2025 Acme Tools Minot	270.99
2/4/2025	2/3/2025 Att	1,077.45
2/4/2025	2/3/2025 Delta Air	35.00
2/4/2025	2/3/2025 Grainger	21.37
2/4/2025	2/3/2025 Dive Right In Scuba Inc	4,955.40
2/4/2025	2/3/2025 Sq *the Bark Porch Inc	126.00
2/4/2025	2/3/2025 Harbor Freight Tools3246	20.95
2/4/2025	2/4/2025 Amzn Mktp Us	31.61
2/5/2025	2/3/2025 Icma Online	1,200.00
2/5/2025	2/3/2025 Menards Minot Nd	35.76
2/5/2025	2/3/2025 Butler Machinery Company	7,416.81
2/5/2025	2/3/2025 Officemax/Depot 6513	178.97
2/5/2025	2/3/2025 Officemax/Depot 6513	310.30
2/5/2025	2/3/2025 Officemax/Depot 6513	22.97
2/5/2025	2/3/2025 Napa Parts 0027632	127.87
2/5/2025	2/4/2025 Border States Industries	180.65
2/5/2025	2/4/2025 Scheels Minot	429.94
2/5/2025	2/4/2025 Fastenal Company 01ndmin	369.47
2/5/2025	2/4/2025 Farberspecialty Vehicles	609.80
2/5/2025	2/4/2025 Awg 2557	51.20
2/5/2025	2/4/2025 Amazon Reta* Z786235a0	19.95
2/5/2025	2/4/2025 Amazon Reta* Uz3g49e93	159.96
2/5/2025	2/4/2025 Sp Us-Keenfootwear	188.13
2/5/2025	2/4/2025 Column Public Notice	290.16
2/5/2025	2/4/2025 Cvent* Nfff	350.00

2/5/2025	2/4/2025 Scheels Minot	38.97
2/5/2025	2/4/2025 American Water Works Asso	4,300.00
2/5/2025	2/4/2025 Dlx For Smallbusiness	(67.12)
2/5/2025	2/4/2025 2025 Sota Atc	395.00
2/5/2025	2/4/2025 Amazon.Com*z70az7f81	39.89
2/5/2025	2/4/2025 Cdw Govt #ac2wv4k	(1,158.53)
2/5/2025	2/4/2025 Kohls #1497	32.25
2/5/2025	2/5/2025 Uber *trip	23.28
2/6/2025	2/4/2025 Rhi Supply Minot	35.82
2/6/2025	2/4/2025 Menards Minot Nd	114.77
2/6/2025	2/4/2025 Grand Forks Fire Equip	600.52
2/6/2025	2/4/2025 Napa Parts 0027632	49.98
2/6/2025	2/4/2025 Menards Minot Nd	109.98
2/6/2025	2/4/2025 Cmc Rescue	653.00
2/6/2025	2/4/2025 Bound Tree Medical Llc	14.26
2/6/2025	2/4/2025 Menards Minot Nd	341.28
2/6/2025	2/4/2025 Officemax/Depot 6513	35.95
2/6/2025	2/5/2025 Delta Air	727.97
2/6/2025	2/5/2025 Allianz Travel Ins	52.51
2/6/2025	2/5/2025 Tyler User Conference	1,199.00
2/6/2025	2/5/2025 Delta Air	14.99
2/6/2025	2/5/2025 Delta Air	19.99
2/6/2025	2/5/2025 Delta Air	14.99
2/6/2025	2/5/2025 Delta Air	638.37
2/6/2025	2/5/2025 Delta Air	638.37
2/6/2025	2/5/2025 Hach Company	219.00
2/6/2025	2/5/2025 Minot Area Chamber	15.00
2/6/2025	2/5/2025 National Registry Emt	25.00
2/6/2025	2/5/2025 Holiday Stations 0454	44.70
2/6/2025	2/5/2025 Pawtree	209.32
2/6/2025	2/5/2025 Schocks Safe And Lock Se	43.25
2/6/2025	2/5/2025 Runnings Of Minot	154.99
2/6/2025	2/5/2025 Schocks Safe And Lock Se	19.50
2/6/2025	2/5/2025 Amazon Prime	14.99
2/6/2025	2/5/2025 Amazon Prime	14.99
2/6/2025	2/5/2025 Exxon Red Carpet Intersta	22.12
2/6/2025	2/5/2025 Verizonwrlss	3,460.82
2/6/2025	2/5/2025 Cvent* Nfff	350.00
2/6/2025	2/5/2025 Petro Gas	31.53
2/6/2025	2/5/2025 Srt Communications, Inc	976.58
2/6/2025	2/5/2025 Srt Communications, Inc	837.33
2/6/2025	2/5/2025 Srt Communications, Inc	573.57
2/6/2025	2/5/2025 Srt Communications, Inc	9,729.39
2/6/2025	2/5/2025 Sp Fbr8 Llc	60.50

2/6/2025	2/5/2025 Brays Saddlery	35.00
2/6/2025	2/5/2025 Cvent* American Traffi	260.00
2/6/2025	2/6/2025 Kaminsky,sullenberger	375.00
2/6/2025	2/6/2025 Amazon Mark* Z78wf8sb0	875.17
2/6/2025	2/6/2025 Restream, Inc.	490.00
2/7/2025	2/5/2025 Menards Minot Nd	12.33
2/7/2025	2/5/2025 Hilton Garden Inn Gdfk	218.80
2/7/2025	2/5/2025 Fedex285130995406	24.74
2/7/2025	2/5/2025 Bound Tree Medical Llc	987.90
2/7/2025	2/5/2025 Menards Minot Nd	47.24
2/7/2025	2/5/2025 Cenex-Farmers Union Oil	50.20
2/7/2025	2/6/2025 Nd Dept Of Envir Qual	50.00
2/7/2025	2/6/2025 Paymentus Corporation	1.25
2/7/2025	2/6/2025 Automationdirect.Com	210.00
2/7/2025	2/6/2025 Amazon Mktpl	13.74
2/7/2025	2/6/2025 All American Trophies & S	75.00
2/7/2025	2/6/2025 Paymentus Corporation	1.25
2/7/2025	2/6/2025 Nd Dept Of Envir Qual	50.00
2/7/2025	2/6/2025 Border States Industries	169.06
2/7/2025	2/6/2025 Ebay O*23-12661-98126	377.63
2/7/2025	2/6/2025 Amazon Mark* M42qu62v3	118.35
2/7/2025	2/6/2025 Glass Doctor	707.40
2/7/2025	2/6/2025 In *dakota Fire Extinguis	241.52
2/7/2025	2/6/2025 Cornwell Performance T	64.37
2/7/2025	2/6/2025 Alls Hands Fire Equipment	232.74
2/7/2025	2/6/2025 Amzn Mktp Us	30.66
2/7/2025	2/6/2025 Amazon Mark* Z75nb2pi1	57.23
2/7/2025	2/6/2025 Dacotah Paper Co	160.76
2/7/2025	2/6/2025 Amazon Prime	14.99
2/7/2025	2/6/2025 Sp Us-Keenfootwear	(13.13)
2/7/2025	2/6/2025 Amzn Mktp Us	70.00
2/7/2025	2/6/2025 National Registry Emt	25.00
2/7/2025	2/6/2025 Tlo Transunion	180.40
2/7/2025	2/6/2025 Sq *more Than Music	106.38
2/7/2025	2/6/2025 Holiday Stations 0177	20.21
2/7/2025	2/6/2025 Cenex-Dusterhoft Oil Inc	38.84
2/7/2025	2/6/2025 Homefront	95.00
2/7/2025	2/6/2025 Hampton Inns	121.41
2/7/2025	2/6/2025 Autozone #6843	42.99
2/7/2025	2/6/2025 Niess Impressions	96.94
2/7/2025	2/6/2025 Cdl School Online	49.99
2/7/2025	2/6/2025 Cdl School Online	89.00
2/7/2025	2/7/2025 Kaminsky,sullenberger	375.00
2/7/2025	2/7/2025 Amazon Mktpl	41.98

2/10/2025	2/6/2025 Carquest Auto	4.48
2/10/2025	2/6/2025 Menards Minot Nd	19.98
2/10/2025	2/6/2025 Officemax/Depot 6513	63.62
2/10/2025	2/6/2025 Menards Minot Nd	16.44
2/10/2025	2/6/2025 Softchoice Corporation	319.96
2/10/2025	2/7/2025 Automationdirect.Com	420.00
2/10/2025	2/7/2025 Macs Minot, Nd	13.00
2/10/2025	2/7/2025 Amzn Mktp Us	120.78
2/10/2025	2/7/2025 Farstad Oil Minot	315.94
2/10/2025	2/7/2025 Ebay O*23-12661-98126	(105.50)
2/10/2025	2/7/2025 Aladdin @ Ndcapitol (F13	15.92
2/10/2025	2/7/2025 American Association O	275.00
2/10/2025	2/7/2025 Minot Plumbing & Heating	2,000.00
2/10/2025	2/7/2025 Fire- Dex Gw	1,617.74
2/10/2025	2/7/2025 Menards Minot Nd	154.74
2/10/2025	2/7/2025 Amazon Mark* Z78ae1ro0	46.55
2/10/2025	2/7/2025 National Registry Emt	25.00
2/10/2025	2/7/2025 Nddot-DL-Minot	5.00
2/10/2025	2/7/2025 Napa Parts 0027632	331.57
2/10/2025	2/7/2025 Officemax/Depot 6513	92.65
2/10/2025	2/7/2025 Arco Hi - Way	31.63
2/10/2025	2/7/2025 Delta Air	747.97
2/10/2025	2/7/2025 Delta Air	35.00
2/10/2025	2/7/2025 Fedex285206910346	12.60
2/10/2025	2/7/2025 3m	165.94
2/10/2025	2/7/2025 Menards Minot Nd	58.59
2/10/2025	2/7/2025 Periscope Intermediate Co	2,510.00
2/10/2025	2/7/2025 Ck Holiday # 06431	125.00
2/10/2025	2/8/2025 Officemax/Depot 6513	96.58
2/10/2025	2/8/2025 Verizonwrlss	283.13
2/10/2025	2/8/2025 Amazon Reta* Xf1in4gh3	88.36
2/10/2025	2/8/2025 Amazon Mark* Iv38n3g73	10.65
2/10/2025	2/8/2025 Amazon Mark* Qn1xp0xy3	69.82
2/10/2025	2/8/2025 Amazon Mark* Z78wf8sb0	(15.94)
2/10/2025	2/8/2025 Amazon Reta* li79s7513	176.25
2/10/2025	2/8/2025 Amazon Mktpl	26.99
2/10/2025	2/8/2025 Uber *trip	22.75
2/10/2025	2/8/2025 Hilton Wash Dc Natl Mall	1,154.88
2/10/2025	2/8/2025 3m	1,281.32
2/10/2025	2/8/2025 Kaminsky,sullenberger	375.00
2/10/2025	2/8/2025 Kohls #1497	30.80
2/10/2025	2/8/2025 Kohls #1497	(32.25)
2/10/2025	2/8/2025 Vistaprint Corporate Solu	99.00
2/10/2025	2/8/2025 Amazon Mktpl	26.69

2/10/2025	2/8/2025 Amazon.Com*z71yq77i1	494.10
2/10/2025	2/9/2025 Amzn Mktp Us	14.98
2/11/2025	2/10/2025 Expedia 73029084465059	122.88
2/11/2025	2/10/2025 Cape Cod Brass - Moto	1,403.55
2/11/2025	2/10/2025 Pet Supplies Plus	17.16
2/11/2025	2/10/2025 Amazon Reta* 7d05w7ca3	67.96
2/11/2025	2/10/2025 Muus Lumber And Hardware-	3.99
2/11/2025	2/10/2025 Hlu*huluplus	92.98
2/11/2025	2/10/2025 Sherwin-Williams703380	42.45
2/11/2025	2/10/2025 Linde Gas & Equipment Inc	36.41
2/11/2025	2/10/2025 Py *swanson & Warcup, Ltd	58.00
2/11/2025	2/10/2025 At&t Payment	58.06
2/11/2025	2/10/2025 Www.Apwa.Net	3,688.00
2/11/2025	2/10/2025 At&t Payment	439.18
2/11/2025	2/10/2025 At&t Payment	306.06
2/11/2025	2/10/2025 Harbor Freight Tools3246	22.98
2/11/2025	2/10/2025 Autozone #6843	10.55
2/11/2025	2/10/2025 Linde Gas & Equipment Inc	104.97
2/11/2025	2/10/2025 Cdw Govt #ac7cf2q	54.45
2/11/2025	2/10/2025 Canon Direct	355.97
2/11/2025	2/11/2025 North Dakota Aviation	40.00
2/12/2025	2/10/2025 United	657.96
2/12/2025	2/10/2025 Hilton Garden Inn Gdfk	(198.00)
2/12/2025	2/10/2025 Hilton Garden Inn Gdfk	177.20
2/12/2025	2/10/2025 Menards Minot Nd	54.97
2/12/2025	2/10/2025 Rhi Supply Minot	28.56
2/12/2025	2/10/2025 Butler Machinery Company	11.80
2/12/2025	2/10/2025 Awg 2557	100.00
2/12/2025	2/10/2025 Menards Minot Nd	25.98
2/12/2025	2/10/2025 Hirshfields - 40 - Minot	68.69
2/12/2025	2/10/2025 Menards Minot Nd	58.21
2/12/2025	2/11/2025 Arrowhead Ace	13.77
2/12/2025	2/11/2025 Acme Tools Minot	28.91
2/12/2025	2/11/2025 Runnings Of Minot	19.00
2/12/2025	2/11/2025 Vestis Services Llc	401.25
2/12/2025	2/11/2025 Ray Allen Manufacturing	2,645.70
2/12/2025	2/11/2025 Fastenal Company 01ndmin	194.08
2/12/2025	2/11/2025 Delta	618.36
2/12/2025	2/11/2025 Magic City Car Wash	700.00
2/12/2025	2/11/2025 Best Buy 00010637	149.98
2/12/2025	2/11/2025 Amazon Mktp	87.29
2/12/2025	2/11/2025 Amazon.Com*rp51n3fw3	27.98
2/12/2025	2/11/2025 Spi*directv Service	152.99
2/12/2025	2/11/2025 Cdl School Online	89.00

2/12/2025	2/11/2025 Acme Tools Minot	193.12
2/12/2025	2/11/2025 Discountsch 8006272829	(29.07)
2/12/2025	2/11/2025 Nddot-DL-Minot	3.00
2/12/2025	2/11/2025 Nddot-DL-Minot	15.00
2/12/2025	2/11/2025 Ameraproduc	58.74
2/12/2025	2/11/2025 Verizonwrlss	105.10
2/12/2025	2/11/2025 Ndrin-Nd Land Records	30.00
2/12/2025	2/11/2025 Macs Minot, Nd	9.78
2/12/2025	2/11/2025 Lowes Printing	378.10
2/12/2025	2/11/2025 Column Public Notice	187.20
2/12/2025	2/11/2025 Amzn Mktp Us	194.26
2/12/2025	2/12/2025 North Dakota Aviation	1,500.00
2/12/2025	2/12/2025 North Dakota Aviation	1,000.00
2/12/2025	2/12/2025 Nd Secretary Of State	36.00
2/13/2025	2/10/2025 Awg 2557	(100.00)
2/13/2025	2/11/2025 Napa Parts 0027632	42.98
2/13/2025	2/11/2025 Rhi Supply Minot	92.70
2/13/2025	2/11/2025 Officemax/Depot 6513	29.99
2/13/2025	2/11/2025 Butler Machinery Company	438.50
2/13/2025	2/11/2025 Napa Parts 0027632	95.31
2/13/2025	2/11/2025 Unified Supply & Services	994.00
2/13/2025	2/11/2025 Menards Minot Nd	27.96
2/13/2025	2/11/2025 Officemax/Depot 6513	22.12
2/13/2025	2/12/2025 Community Transportation	1,350.00
2/13/2025	2/12/2025 Acme Tools Minot	60.99
2/13/2025	2/12/2025 Https//Conveyorcomponents	1,224.00
2/13/2025	2/12/2025 Macs Minot, Nd	16.95
2/13/2025	2/12/2025 Amazon.Com*or7113kl3	90.18
2/13/2025	2/12/2025 Amazon.Com*qp6tc6a93	7.99
2/13/2025	2/12/2025 Sq *american Truck And Tr	46.71
2/13/2025	2/12/2025 Vzwrllss*apocc Visb	40.01
2/13/2025	2/12/2025 Arrowhead Ace	25.15
2/13/2025	2/12/2025 Amazon Reta* Ev3pm0u93	41.97
2/13/2025	2/12/2025 Cdl School Online	89.00
2/13/2025	2/12/2025 Amazon Mark* X11u64if3	51.96
2/13/2025	2/12/2025 Amazon Mark* 7f56s8kt3	27.99
2/13/2025	2/12/2025 Ssp*lewisclarktrailherit	65.00
2/13/2025	2/12/2025 Adobe *adobe	29.99
2/13/2025	2/12/2025 Column Public Notice	383.76
2/13/2025	2/12/2025 Scheels Minot	30.09
2/13/2025	2/12/2025 Column Public Notice	393.12
2/13/2025	2/12/2025 Column Public Notice	371.28
2/13/2025	2/12/2025 Column Public Notice	393.12
2/13/2025	2/12/2025 Column Public Notice	212.16

2/13/2025	2/12/2025 Column Public Notice	377.52
2/13/2025	2/12/2025 Column Public Notice	390.00
2/13/2025	2/12/2025 Hach Company	163.96
2/13/2025	2/12/2025 Tractor-Supply-Co #0130	1,099.99
2/13/2025	2/12/2025 Skillpath / National	116.00
2/13/2025	2/12/2025 Amazon Mktp	259.83
2/13/2025	2/13/2025 Teex Ecommerce	2,600.00
2/13/2025	2/13/2025 Amazon Reta* Zm4dj5o63	64.99
2/13/2025	2/13/2025 Amazon Mark* G82bt5n33	68.38
2/13/2025	2/13/2025 Amazon Mark* Cj43b9273	296.19
2/13/2025	2/13/2025 Amazon Mark* Zy8sa1vj1	68.38
2/14/2025	2/12/2025 Menards Minot Nd	56.22
2/14/2025	2/12/2025 The Home Depot #3703	34.97
2/14/2025	2/12/2025 Menards Minot Nd	12.56
2/14/2025	2/12/2025 Menards Minot Nd	18.43
2/14/2025	2/12/2025 Menards Minot Nd	43.44
2/14/2025	2/12/2025 The Home Depot #3703	76.29
2/14/2025	2/12/2025 Menards Minot Nd	58.96
2/14/2025	2/12/2025 Menards Minot Nd	63.14
2/14/2025	2/12/2025 Menards Minot Nd	10.36
2/14/2025	2/12/2025 Menards Minot Nd	113.24
2/14/2025	2/12/2025 Menards Minot Nd	255.50
2/14/2025	2/12/2025 Napa Parts 0027632	231.93
2/14/2025	2/12/2025 Fedex285367486411	40.96
2/14/2025	2/12/2025 Menards Minot Nd	19.96
2/14/2025	2/12/2025 Napa Parts 0027632	138.98
2/14/2025	2/13/2025 Tractor-Supply-Co #0130	54.99
2/14/2025	2/13/2025 Macs Minot, Nd	8.58
2/14/2025	2/13/2025 Macs Minot, Nd	6.38
2/14/2025	2/13/2025 Ramada Inns	99.00
2/14/2025	2/13/2025 2pitney Bowes Inc.	59.90
2/14/2025	2/13/2025 Macs Minot, Nd	99.00
2/14/2025	2/13/2025 Acme Tools Minot	209.40
2/14/2025	2/13/2025 Amzn Mktp Us	179.96
2/14/2025	2/13/2025 Verizonwrlss	72.02
2/14/2025	2/13/2025 Schocks Safe And Lock Se	11.25
2/14/2025	2/13/2025 3m	1,127.70
2/14/2025	2/13/2025 Muus Lumber And Hardware-	1.88
2/14/2025	2/13/2025 Macs Minot, Nd	8.69
2/14/2025	2/13/2025 Staples Inc	94.44
2/14/2025	2/14/2025 Amazon Mktp	8.50
2/14/2025	2/14/2025 Dmi* Dell K-12/Govt	12.47
2/17/2025	2/13/2025 Prairie Supply Inc	45.00
2/17/2025	2/13/2025 Tst*laughing Sun	20.67

2/17/2025	2/13/2025 Red Wing Shoes #825	200.00
2/17/2025	2/13/2025 Menards Minot Nd	66.01
2/17/2025	2/13/2025 The Home Depot #3703	7.94
2/17/2025	2/13/2025 Rdo Equipment-Minot	309.26
2/17/2025	2/13/2025 Menards Minot Nd	15.71
2/17/2025	2/13/2025 Rdo Equipment-Minot	(349.95)
2/17/2025	2/13/2025 Rdo Equipment-Minot	(349.95)
2/17/2025	2/13/2025 Menards Minot Nd	98.72
2/17/2025	2/13/2025 Rdo Equipment-Minot	694.35
2/17/2025	2/14/2025 Amazon Mktp	111.48
2/17/2025	2/14/2025 Amzn Mktp Us	33.88
2/17/2025	2/14/2025 Runnings Of Minot	59.99
2/17/2025	2/14/2025 Menards Minot Nd	156.32
2/17/2025	2/14/2025 Grainger	163.04
2/17/2025	2/14/2025 Napa Parts 0027632	46.76
2/17/2025	2/14/2025 Dacotah Paper Co	3,965.44
2/17/2025	2/14/2025 North Country Sports	292.18
2/17/2025	2/14/2025 Zoom.Com 888-799-9666	15.99
2/17/2025	2/14/2025 Verizonwrlss	29.48
2/17/2025	2/14/2025 National Lock Supply Inc.	85.25
2/17/2025	2/14/2025 Gerdau Ameristeel Minot	127.57
2/17/2025	2/14/2025 Ndpoa.Org	256.25
2/17/2025	2/14/2025 Cherry Lake Publishing	143.31
2/17/2025	2/14/2025 Lawson Products	500.64
2/17/2025	2/14/2025 Learningopp	570.84
2/17/2025	2/14/2025 Grainger	330.68
2/17/2025	2/14/2025 Partners On Booking Bv	(397.70)
2/17/2025	2/14/2025 Evident Inc	29.17
2/17/2025	2/14/2025 Evident Inc	288.00
2/17/2025	2/14/2025 Partners On Booking Bv	397.70
2/17/2025	2/14/2025	3.98
2/17/2025	2/14/2025 Menards Minot Nd	33.77
2/17/2025	2/15/2025 Amazon Mktp	231.69
2/17/2025	2/15/2025 Amazon Mktp	63.16
2/17/2025	2/15/2025 Menards Minot Nd	19.92
2/17/2025	2/15/2025 Nd Ems Association	340.00
2/17/2025	2/15/2025 Vzwrllss*apocc Visb	440.74
2/17/2025	2/16/2025 Cvent* Nfff	350.00
2/17/2025	2/16/2025 Netflix	22.99
2/17/2025	2/16/2025 Amazon Mktp	57.97
2/17/2025	2/16/2025 Target 00000851	102.01
2/17/2025	2/16/2025 Amazon Mktp	126.98
2/17/2025	2/16/2025 Amazon.Com*my10u7kw3	58.58
2/17/2025	2/16/2025 Amazon Mktp	169.96

2/18/2025	2/17/2025 Amazon Mark* 7j99q7qt3	140.36
2/18/2025	2/17/2025 Grainger	236.02
2/18/2025	2/18/2025 Getresponse Inc	777.36
2/19/2025	2/17/2025 Government Finance Off	305.00
2/19/2025	2/18/2025 Border States Industries	262.90
2/19/2025	2/18/2025 Niess Impressions	646.28
2/19/2025	2/18/2025 4 All Promos	443.39
2/19/2025	2/18/2025 Fastenal Company 01ndmin	162.17
2/19/2025	2/18/2025 Sq *the Bark Porch Inc	126.00
2/19/2025	2/18/2025 Zoro Tools Inc	55.89
2/19/2025	2/18/2025 Fireside Office Solution	839.42
2/19/2025	2/18/2025 Border States Industries	27.49
2/19/2025	2/18/2025 Amzn Mktp Us	16.83
2/19/2025	2/18/2025 Wal-Mart #1636	2.74
2/19/2025	2/18/2025 Delta Air	447.97
2/19/2025	2/18/2025 Py *swanson & Warcup, Ltd	3,741.00
2/19/2025	2/19/2025 Teex Ecommerce	2,600.00
2/19/2025	2/19/2025 Amzn Mktp Us	51.78
2/19/2025	2/19/2025 Sp Drone Nerds	618.73
2/20/2025	2/18/2025 The Home Depot #3703	174.80
2/20/2025	2/18/2025 Gerdau Ameristeel Minot	390.79
2/20/2025	2/18/2025 Menards Minot Nd	30.27
2/20/2025	2/18/2025 Officemax/Depot 6513	341.92
2/20/2025	2/18/2025 Prairie Supply Inc	200.00
2/20/2025	2/19/2025 Minot Restaurant Supply	124.32
2/20/2025	2/19/2025 Macs Minot, Nd	89.99
2/20/2025	2/19/2025 Fireside Office Solution	26.82
2/20/2025	2/19/2025 Kfyr	1,794.67
2/20/2025	2/19/2025 Verizonwrlss	760.93
2/20/2025	2/19/2025 Amzn Mktp Us	105.00
2/20/2025	2/19/2025 Amzn Mktp Us	105.00
2/20/2025	2/19/2025 Sp Heiman Fire Equip	153.76
2/20/2025	2/19/2025 Amzn Mktp Us	15.40
2/20/2025	2/19/2025 Amazon Mark* P725y03j3	263.73
2/20/2025	2/19/2025 Amzn Mktp Us	18.91
2/20/2025	2/19/2025 Amzn Mktp Us	13.95
2/20/2025	2/19/2025 Column Public Notice	38.48
2/20/2025	2/19/2025 Hach Company	133.20
2/20/2025	2/19/2025 National Safety Council	65.00
2/20/2025	2/19/2025 Autozone #6843	215.99
2/20/2025	2/19/2025 Wal-Mart #1636	49.80
2/20/2025	2/19/2025 National Registry Emt	25.00
2/20/2025	2/19/2025 Arrowhead Ace	25.98
2/20/2025	2/20/2025 Amazon Mark* 727237333	33.99

2/20/2025	2/20/2025 Amazon Reta* U01ea3s83	9.72
2/20/2025	2/20/2025 Sheepdog Guardian Cslt	50.00
2/21/2025	2/19/2025 Menards Minot Nd	57.92
2/21/2025	2/19/2025 Carquest Auto	184.62
2/21/2025	2/19/2025 Cenex-Enerbase	53.16
2/21/2025	2/19/2025 Menards Minot Nd	109.99
2/21/2025	2/19/2025 Carquest Auto	9.99
2/21/2025	2/19/2025 The Home Depot #3703	16.97
2/21/2025	2/19/2025 Menards Minot Nd	169.99
2/21/2025	2/19/2025 Everspring Inn & Suite	99.00
2/21/2025	2/19/2025 Cenex-Enerbase	61.48
2/21/2025	2/19/2025 United Rentals	485.38
2/21/2025	2/19/2025 Cherry Engineering Inc	1,601.44
2/21/2025	2/20/2025 Macqueen Emerg/Equip	1,799.34
2/21/2025	2/20/2025 At&t Payment	159.95
2/21/2025	2/20/2025 Overdrive Dist	1,232.58
2/21/2025	2/20/2025 Amazon Mark* Ac3tc3ak3	469.63
2/21/2025	2/20/2025 Amazon Mark* Nm25v48s3	317.99
2/21/2025	2/20/2025 Overdrive Dist	1,466.69
2/21/2025	2/20/2025 Verizonwrlss	372.58
2/21/2025	2/20/2025 Verizonwrlss	80.00
2/21/2025	2/20/2025 Eb *2025 Nddeq Spring	30.00
2/21/2025	2/20/2025 Arrowhead Ace	39.96
2/21/2025	2/20/2025 At&t Payment	352.02
2/21/2025	2/20/2025 Bnsf Rail Permitting	658.00
2/21/2025	2/20/2025 Bnsf Rail Permitting	7,196.00
2/21/2025	2/20/2025 At&t Payment	229.80
2/21/2025	2/20/2025 Sambor Law Consult	5,000.00
2/21/2025	2/21/2025 Kaminsky,sullenberger	375.00
2/24/2025	2/19/2025 Gravel Products Inc.	854.52
2/24/2025	2/20/2025 Red Wing Shoes #825	200.00
2/24/2025	2/20/2025 Menards Minot Nd	24.97
2/24/2025	2/20/2025 Office Depot #1090	7.19
2/24/2025	2/20/2025 Office Depot #445	19.49
2/24/2025	2/20/2025 Office Depot #1090	82.39
2/24/2025	2/20/2025 Economy Auto Glass	244.11
2/24/2025	2/20/2025 Rhi Supply Minot	195.77
2/24/2025	2/20/2025 Marketplace Foods S	4.99
2/24/2025	2/20/2025 Prairie Supply Inc	389.00
2/24/2025	2/20/2025 Menards Minot Nd	21.39
2/24/2025	2/20/2025 Hyatt Regency Indianap	1,024.92
2/24/2025	2/20/2025 Menards Minot Nd	31.96
2/24/2025	2/20/2025 Hilton Hotels Sandesti	1,031.52
2/24/2025	2/20/2025 Hyatt Regency Indianap	1,024.92

2/24/2025	2/21/2025	Eb *2025 Surface Water	268.61
2/24/2025	2/21/2025	Eb *2025 Surface Water	268.61
2/24/2025	2/21/2025	Menards Minot Nd	23.98
2/24/2025	2/21/2025	Delta Air	447.97
2/24/2025	2/21/2025	Minot Afb Vs	505.45
2/24/2025	2/21/2025	Menards Minot Nd	19.68
2/24/2025	2/21/2025	General Trading Company	84.50
2/24/2025	2/21/2025	Enerbase	66.20
2/24/2025	2/21/2025	In *dakota Fire Extinguis	964.34
2/24/2025	2/21/2025	In *dakota Fire Extinguis	175.69
2/24/2025	2/21/2025	2pitney Bowes Leasing	243.93
2/24/2025	2/21/2025	Amazon Mktpl	33.89
2/24/2025	2/21/2025	Hotel Res-Red Lion Hot	(1,258.74)
2/24/2025	2/21/2025	Officemax/Depot 6513	139.99
2/24/2025	2/21/2025	Dakota Fluid Power, Inc.	44.10
2/24/2025	2/21/2025	In *northern Testing	810.00
2/24/2025	2/21/2025	Dakota Supply Group - Min	168.00
2/24/2025	2/21/2025	Thomas Scientific Holdin	75.63
2/24/2025	2/21/2025	Hach Company	399.07
2/24/2025	2/21/2025	Dakota Fluid Power, Inc.	344.80
2/24/2025	2/21/2025	Amazon Reta* Xi8d37tn3	48.32
2/24/2025	2/21/2025	Ferguson Entprs 3094	57.56
2/24/2025	2/21/2025	Evident Inc	195.00
2/24/2025	2/21/2025	Evident Inc	23.41
2/24/2025	2/21/2025	Eb *2025 Surface Water	268.61
2/24/2025	2/21/2025	Amazon Mktpl	152.85
2/24/2025	2/22/2025	Amazon Mktpl	23.95
2/24/2025	2/22/2025	Samsclub #4933	22.55
2/24/2025	2/22/2025	Www Costco Com	309.52
2/24/2025	2/22/2025	Amazon Mark* K67v77q13	43.86
2/24/2025	2/22/2025	Bellagio - Adv Dep	300.46
2/24/2025	2/22/2025	Apex Minec* Apex Hosti	74.21
2/24/2025	2/22/2025	Menards Minot Nd	216.95
2/24/2025	2/22/2025	Galls	10.00
2/24/2025	2/22/2025	Hobby Lobby #382	4.58
2/24/2025	2/22/2025	Galls	107.23
2/24/2025	2/22/2025	Galls	57.77
2/24/2025	2/22/2025	Menards Minot Nd	43.79
2/24/2025	2/23/2025	Google *youtube Tv	82.99
2/24/2025	2/23/2025	Cenex-Fuoc Of Devils Lak	35.01
2/24/2025	2/23/2025	Lakeshore Learning Mater	44.98
2/24/2025	2/23/2025	Chewy.Com	86.80
2/24/2025	2/23/2025	Lyft *1 Ride 02-22	36.06
2/25/2025	2/23/2025	Menards Minot Nd	13.96

2/25/2025	2/24/2025 Main Electric Constructn	522.00
2/25/2025	2/24/2025 Batteries Plus #0639	50.08
2/25/2025	2/24/2025 Vistaprint	120.37
2/25/2025	2/24/2025 Amazon Mark* Zv4t16s33	14.98
2/25/2025	2/24/2025 General Trading Company	7.95
2/25/2025	2/24/2025 Www Costco Com	8.59
2/25/2025	2/24/2025 Www Costco Com	11.81
2/25/2025	2/24/2025 Ms* Thebismarckhotela	99.00
2/25/2025	2/24/2025 Amazon Mktpl	145.62
2/25/2025	2/24/2025 Wm Supercenter #1636	11.96
2/25/2025	2/24/2025 Minot Restaurant Supply	100.63
2/25/2025	2/24/2025 Sp Rts Tactical Gov	845.98
2/25/2025	2/24/2025 Amazon Mktpl	23.58
2/25/2025	2/24/2025 Gravel Products Inc.	1,603.77
2/25/2025	2/24/2025 Locators & Supplies Inc	596.59
2/25/2025	2/24/2025 In *gefroh Electric Inc	122.45
2/25/2025	2/24/2025 Lyft *2 Rides 02-23	104.29

210,251.72



TO: Mayor Ross
Members of the City Council

FROM: Bryan Banfill, Public Works Director

DATE: March 3, 2025

**SUBJECT: TRANSIT DEPARTMENT MOBILE HOISTS PIGGYBACK
PROCUREMENT APPROVAL**

I. RECOMMENDED ACTION

It is recommended City Council approve the (piggyback) procurement of the mobile post hoists and axle stands from D&J Equipment Sales utilizing the NASPO ValuePoint State bid service; and authorize the Mayor and City Staff to sign applicable documentation.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

This purchase will replace our current four-post bus hoist, which has exceeded its life expectancy and is becoming unsafe. Pro Industrial inspected the hoist and has already replaced the cables and locks; however, the cables are showing signs of unsafe wear, and obtaining parts and support for this lift is becoming increasingly difficult. This situation poses a serious safety concern for our technicians when working on our bus fleet. Additionally, this purchase qualifies for federal grant funds that would reimburse 80% of the cost.

B. Proposed Project

This project involves the procurement of essential equipment to enhance our workshop capabilities. We will be acquiring one set of mobile post hoists, one set of medium axle stands, and one set of tall axle stands. This upgrade aims to improve operational efficiency, increase safety standards, and ensure that our team can perform their tasks effectively.

C. Recommendation Detail

This recommendation adheres to the City procurement policy/process for when and how to utilize state bid (and piggyback) opportunities to reduce the cost of equipment procurements.

IV. IMPACT

A. Aspirations

Prepared and Resilient: Minot is prepared to take effective action when faced with challenges.

B. Service/Delivery Impact:

The procurement of the mobile hoists and axle stands (replacing unsafe stationary hoist system) will increase capabilities within the Maintenance Shop while also improving safety standards.

C. Fiscal Impact

Project Costs

Mobile Lifts: \$58,784.98

Axle Stands: \$5,455.08

Total: \$64,240.06

Project Funding

Line Item: 42066000-57500 (\$66,000 Authorized in CY2025)

VI. ALTERNATIVES

Council could reject the use of the State Bid (Piggyback) procurement and direct staff to follow standard advertisement / procurement processes. This would slow the procurement down, and create increased safety risk to technicians for the current hoist system.

VEHICLE LIFTS AND GARAGE ASSOCIATED EQUIPMENT

Led by the State of Washington

Master Agreement #: **CW7260**

Contractor: **Stertil-Koni USA, Inc.**

Participating Entity: **STATE OF NORTH DAKOTA**

The following products or services are included in this contract portfolio:

- *All products, installation services and accessories listed on the Contractor page of the NASPO ValuePoint website.*

Master Agreement Terms and Conditions:

1. Scope: This participating addendum (Participating Addendum) covers the Vehicle Lifts and Garage Associated Equipment led by the State of Washington for use by state agencies and other entities located in the Participating State authorized by that State's statutes to utilize State contracts with the prior approval of the State's Chief Procurement Official.
2. Participation: This NASPO ValuePoint Master Agreement may be used by all state agencies, institutions of higher institution, political subdivisions and other entities authorized to use statewide contracts in the State of North Dakota. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.
3. Primary Contacts: The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor

Name:	Kellie Hibble
Address:	
Telephone:	(410) 643-4434
Fax:	
Email:	kellie@stertil-koni.com

Participating Entity

Name:	Chad Keech
Address:	600 E Boulevard Ave, Dept 012
Telephone:	(701) 328-2767
Fax:	(701) 328-1615
Email:	ckeech@nd.gov

VEHICLE LIFTS AND GARAGE ASSOCIATED EQUIPMENT

Led by the State of Washington

4. PARTICIPATING ENTITY MODIFICATIONS OR ADDITIONS TO THE MASTER AGREEMENT

These modifications or additions apply only to actions and relationships within the Participating Entity.

Participating Entity must check one of the boxes below.

☐ No changes to the terms and conditions of the Master Agreement are required.

☒ The following changes are modifying or supplementing the Master Agreement terms and conditions.

5. Coterminous: The term of this Participating Addendum shall be coterminous with the State of Washington Master Agreement Number CW7258 ("Contract").
6. Confidentiality: CONTRACTOR shall not use or disclose any information it receives from STATE under this Contract that STATE has previously identified as confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of this Contract or as authorized in advance by STATE. STATE shall not disclose any information it receives from CONTRACTOR that CONTRACTOR has previously identified as confidential and that STATE determines in its sole discretion is protected from mandatory public disclosure under a specific exception to the North Dakota open records law, North Dakota Century Code (N.D.C.C.) ch. 44-04. The duty of STATE and CONTRACTOR to maintain confidentiality of information under this section continues beyond the term of this Contract.
7. Compliance with Public Records Laws: Under the North Dakota public records law and subject to the Confidentiality clause of this Contract, certain records may be open to the public upon request.

Public records may include: (a) records STATE receives from CONTRACTOR under this Contract, (b) records obtained by either Party under this Contract, and (c) records generated by either Party under this Contract.

CONTRACTOR agrees to contact STATE immediately upon receiving a request for information under the public records law and to comply with STATE's instructions on how to respond to such request.
8. Spoliation: CONTRACTOR shall notify State of all potential claims that CONTRACTOR is aware of that arise as a result of CONTRACTOR'S performance under this Contract. CONTRACTOR shall also take all reasonable steps to preserve all physical evidence and information that may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and grants to State the opportunity to review and inspect the evidence, including the scene of an accident.

VEHICLE LIFTS AND GARAGE ASSOCIATED EQUIPMENT

Led by the State of Washington

9. Cooperative Purchasing Contract: This Contract is a cooperative purchasing contract established pursuant to N.D.C.C. § [54-44.4-13](#). This Contract is made available to state entities, institutions under the jurisdiction of the State Board of Higher Education, other government entities (including counties, cities, townships, public primary and secondary educational entities, governmental boards and commissions), nonprofit entities established on behalf of public entities, tribal agencies, transportation providers under N.D.C.C. [ch. 39-04.2](#), and the International Peace Garden. Participation in this open-ended Contract is not mandated; therefore, the estimated volume of this Contract is not known.
10. Governing Law and Venue: This Contract is governed by and construed in accordance with the laws of the State of North Dakota. Any action to enforce this Contract must be adjudicated exclusively in the state District Court of Burleigh County, North Dakota. Each party consents to the exclusive jurisdiction of such court and waives any claim of lack of jurisdiction or *forum non conveniens*.
11. Insurance: Contractor shall 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:
- a) Commercial general liability, including premises or operations, contractual, and products or completed operations coverages (if applicable), with minimum liability limits of \$2,000,000 per occurrence.
 - b) Workers compensation coverage meeting all statutory requirements. The policy must provide coverage for all states of operation that apply to the performance of this Contract.
 - c) Employer's liability or "stop gap" insurance of not less than \$2,000,000.

The insurance coverages listed above must meet the following additional requirements:

- a) Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor or Authorized Dealer.
- b) 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 State.
- c) The state of North Dakota and its agencies, officers, and employees shall be endorsed on the commercial general liability policy, including any excess policies (to the extent applicable), as additional insured, which shall be achieved through use of a blanket endorsement. The State shall have all the benefits, rights and coverages of an additional insured under these policies.
- d) The insurance required in this agreement, excluding Workers' Compensation, through a policy or endorsement, shall include:
 - i. Waiver of Subrogation" waiving any right to recovery the insurance company may have against the State.
 - ii. A provision that Contractor's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance or self-retention maintained by the State and that any insurance, self-insurance or self-retention maintained by

VEHICLE LIFTS AND GARAGE ASSOCIATED EQUIPMENT

Led by the State of Washington

- the State shall be in excess of Contractor's insurance and shall not contribute with it.
 - iii. Cross liability/severability of interest for all policies and endorsements. The legal defense provided to the State under the policy and any endorsements must be free of any conflicts of interest, even if retention of separate legal counsel for the State is necessary.
 - iv. The insolvency or bankruptcy of the insured Contractor shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured Contractor from meeting the retention limit under the policy.
 - v. Contractor shall furnish a certificate of insurance to the undersigned State representative prior to commencement of this agreement. All endorsements shall be provided as soon as practicable.
 - e) Failure to provide insurance as required in this agreement is a material breach of contract entitling STATE to terminate this agreement immediately.
 - f) Contractor shall endeavor to provide at least 30 day notice of any cancellation or material change to the policies or endorsements.
12. Indemnification: In addition to any indemnity obligations found within the Master Agreement, Contractor agrees that any attorney appointed to represent the STATE must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under N.D.C.C. § 54-12-08.
13. Alternative Dispute Resolution – Jury Trial: STATE does not agree to any form of binding arbitration, mediation, or other forms of mandatory alternative dispute resolution. The parties have the right to enforce their rights and remedies in judicial proceedings. STATE does not waive any right to a jury trial.
14. Attorney Fees: In the event a lawsuit is instituted by STATE to obtain performance due under this Contract, and STATE is the prevailing party, Contractor shall, except when prohibited by N.D.C.C. § 28-26-04, pay STATE'S reasonable attorney fees and costs in connection with the lawsuit.
15. Subcontractors: All contactors, dealers, and resellers authorized in the State of North Dakota, shown on the dedicated Contractor (cooperative contract) website, are approved to provide sales and service support to participants in the NASPO ValuePoint Master Agreement. The contractor's dealer participation will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement.
16. Orders: Any order placed by a Participating Entity or Purchasing Entity for a product and/or service available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions) of the Master Agreement unless the parties to the order agree in writing that another contract or agreement applies to such order.

VEHICLE LIFTS AND GARAGE ASSOCIATED EQUIPMENT

Led by the State of Washington

IN WITNESS, WHEREOF, the parties have executed this Addendum as of the date of execution by both parties below.

Participating Entity: State of North Dakota	Contractor: Stertil-Koni USA, Inc.
Signature: 	Signature: 
Name: Chad Keech	Name: Scott Steinhardt
Title: State Procurement Officer	Title: General Manager
Date: 5/12/2023	Date: May 12, 2023

[Additional signatures may be added if required by the Participating Entity]

For questions on executing a participating addendum, please contact:

NASPO ValuePoint

Cooperative Portfolio Manager
Telephone:
Email:

Joel E. Atkinson
950-848-1250
jatkinson@naspovaluepoint.org

**Please email fully executed PDF copy of this document
to**

PA@naspovaluepoint.org

**to support documentation of participation and posting
in appropriate data bases.**

D&J Equipment Sales Service, LLC
5986 Lariat Lp
Bismarck, ND 58503 US
thehoistpros@gmail.com

Estimate

ADDRESS
City of Minot
City of Minot
1025 31st SE
Minot, ND 58702-5006

SHIP TO
City of Minot
City of Minot
1025 31st SE
Minot, ND 58702-5006

ESTIMATE #	DATE	
8649	02/18/2025	

ACTIVITY	QTY	RATE	AMOUNT
NASPO ValuePoint State Contract Vehicle Lifts & Garage Associated Equipment Master Agreement # CW7260 ST1085-FWA-EBright Steril-Koni E-Bright New Mobile Lifts, Wireless, 18,500lb Capacity W/Adjustable Forks	4	14,696.245	58,784.98T
JSH8 Capacity 18,000 lbs, High, Foldable, 10 locking positions,Range 50"-80" & 53"-83" with fine adjustment weight. comes with adapter u-shape,v-shape,fine adj. springloaded wheels.	4	1,363.77	5,455.08T

See attached brochure and contract. If any questions please let me know.

Travis Joritz

SUBTOTAL	64,240.06
TAX (0)	0.00
TOTAL	\$64,240.06

Accepted By

Accepted Date



Piggyback Checklist over \$50,000

Item to be purchased: Mobile Post Hoists and Stands

Account Number: 42066000-57500

City of Minot Project #: Project #4912

Purchasing Agent

Identify which purchasing agreement is applicable to the purchase:

State ☒

Federal ☐

Other Cooperative or Joint Purchasing Agreement ☐

Are the source documents establishing competitive procurement attached? Yes ☒ No ☐

Department Head Approval:

Bryan Banfill

Purchasing agent will consult with Purchasing Office and City Manager or Finance Director. Then purchasing agent will submit a memo for City Council.

City Council

Date of Council Meeting: 3 March, 2025 Approval: Yes ☐ No ☐

If approved, Purchasing Agent complete purchase. Include copy of City Council approval with invoice for payment.



TO: Mayor Ross
Members of the City Council

FROM: Jenna Zelinski, Comptroller

DATE: March 3, 2025

SUBJECT: APPROVAL OF YEAR-END BUDGET AMENDMENT

I. RECOMMENDED ACTION

It is recommended City Council approve the proposed budget amendment on first reading.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774

Jenna Zelinski, Comptroller, 701-857-4703

III. DESCRIPTION

A. Background

Staff has closed fiscal year 2024 in our accounting software and we are working to prepare the Annual Comprehensive Financial Report (ACFR) and the many auditors requests for their upcoming on-site visit at the end of March. In the year-end closing process, staff reviews and prepares many journal entries that may affect budgets. Annually, we come to the City Council for a year-end budget amendment to account for any of these last minute clean ups before the annual external audit.

B. Proposed Project

N/A

C. Recommendation Detail

Staff recommends the year-end budget adjustments be completed for accurate reporting in the Annual Comprehensive Financial Report (ACFR) and to maintain budgetary compliance. Many of these adjustments are relating to the recording of GASB 87, *Leases*, or GASB 96, *Subscription-Based Information Technology Arrangements* as well as various budget transfers for items that have previously been approved by City Council.

IV. IMPACT

A. Aspirations

Excellent and Connected - this budget amendment will provide for accurate year-end reporting and help maintain budgetary compliance for the City of Minot.

B. Service/Delivery Impact:
N/A

C. Fiscal Impact
There is no fiscal impact relating to this item.

VI. ALTERNATIVES
N/A

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO ADJUST THE DEPARTMENT BUDGETS FOR FUNDS APPROVED BY CITY COUNCIL FOR THE FOLLOWING YEAR-END TRANSFERS AND GRANTS.

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

§1: The 2024 annual budget for the following department revenue and expenditure numbers are increased and decreased for funds received and expended.

	14060000-45970	\$10,000	Budget transfer from treatment supplies for bulk lead & copper notices	Water Treatment Plant
	14060000-46110	(10,000)	Budget transfer to postage for bulk lead & copper notices	Water Treatment Plant
	11050000-44504	30,802	Budget transfer for Road Repair	Airport
	11050000-44322	(20,448)	Budget transfer for Road Repair	Airport
	11050000-44320	(10,354)	Budget transfer for Road Repair	Airport
	10020000-46102	22,950	2023 Bulletproof Vest grant	Police
	10011000-48204	51,714	Park District State Aid – Pass through	
	10011000-49137	76,501	Transfer out – CDMPO local share	
	10000000-34210	74,878	Off-Duty Policing Revenues	
	10020000-41300	69,556	Off-Duty Policing Wages	
	10020000-42210	1,009	Off-Duty Policing Medicare Match	
2018590002	14062000-57500	523,267	Truck-mounted Jetter – Council approved April 1, 2024	Sewage Pumping
	15064000-44320	17,979	Fire System Repair – Renaissance Parking Ramp	
	22570000-44509	21,075	Levee Maintenance – Rip Rap	
	25237000-49101	135,419	Fund error on ordinance #5927 – Council approved December 4, 2023	
	25172000-49101	(135,419)	Clerical error on ordinance #5927 – Council approved December 4, 2023	
	10037000-49125	135,419	Clerical error on ordinance #5927 – Council approved December 4, 2023	
	10037000-49124	(135,419)	Clerical error on ordinance #5927 – Council approved December 4, 2023	

2023370001	42037000-57300	(100,000)	Move Traffic Division Shop (Year 2) to correct fund	
2023370001	41037000-57300	100,000	Move Traffic Division Shop (Year 2) to correct fund	
2023370001	42000000-39101	(100,000)	Move Traffic Division Shop (Year 2) to correct fund	
2023370001	41000000-39101	100,000	Move Traffic Division Shop (Year 2) to correct fund	
	10037000-49125	(100,000)	Move Traffic Division Shop (Year 2) to correct fund	
	10037000-49124	100,000	Move Traffic Division Shop (Year 2) to correct fund	
	42038000-57500	35,693	Traffic Signal District #2022-1 Construction Change Orders	
	42067000-57700	4,000	Library Books	
2024940001	43094000-57100	68,000	Demolition of floodway acquisition – 100 3 rd St NE	
	25374000-49101	68,000	Demolition of floodway acquisition – 100 3 rd St NE	Transfer sales tax funds
	10011000-49126	68,000	Demolition of floodway acquisition – 100 3 rd St NE	Transfer sales tax funds
2016940001	43094000-57200	12,311,968	MREFPP Phase MI-7E – Council approved August 19 th , 2024	
2016940001	43094000-57200	18,486,398	MREFPP Phase MI-6B – Council approved October 7 th , 2024	
	42040000-57600	18,083	GASB 96 – Record Subscription Asset	
	42000000-39305	12,584	GASB 96 – Record Other Financing Source	
	35019000-47100	52,281	GASB 96 – Record current year principal payments	
	35024000-47100	6,003	GASB 96 – Record current year principal payments	
	35040000-47100	4,131	GASB 96 – Record current year principal payments	
	35040000-47206	5,208	GASB 96 – Record current year interest expenditure	
	42021000-57600	241,971	GASB 87 – Record Right-to-Use Lease Asset	
	35021000-47100	183,121	GASB 87 – Record current year principal payments	
	35011000-47100	6,891	GASB 87 – Record current year principal payments	
	35021000-47206	15,648	GASB 87 – Record current year interest expenditure	
	35011000-47206	972	GASB 87 – Record current year interest expenditure	
2024110001	10011000-48100	(1,340,876)	Move Broadway Circle to capital fund (Building A)	
2024110001	41011000-57300	1,340,876	Move Broadway Circle to capital fund (Building A)	

2024110001	10011000-49124	1,340,876	Move Broadway Circle to capital fund (Building A)	
	28292000-43040	(1,117,878)	Move Broadway Circle to capital fund (Building C)	
	41092000-57300	1,117,878	Move Broadway Circle to capital fund (Building C)	
	28292000-43040	(714,484)	Move Broadway Circle to capital fund (Building B)	
	41092000-57300	714,484	Move Broadway Circle to capital fund (Building B)	
	28090000-43040	(1,783,960)	Move Broadway Circle to capital fund (Building C)	
	41090000-57300	1,783,960	Move Broadway Circle to capital fund (Building C)	
	13057000-46118	2,363,435	MSWLF Closure/Post Closure – YE accrual	
	26561000-49106	117,163	Transfer local share of NAWS 7-1B Water Plant Expansion	
	14000000-39116	117,163	Transfer local share of NAWS 7-1B Water Plant Expansion	

§2: Approve the transfer of funds:

25374000-49101		\$65,264.10
10000000-39115		(65,264.10)
10011000-49126		65,264.10
43000000-39101	2024940001	(65,264.10)

§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: Bryan Banfill, Public Works Director

DATE: March 3, 2025

**SUBJECT: FLEET DEPT DISPOSAL OF EXCESS EQUIPMENT UTILIZING
AUCTION SERVICES**

I. RECOMMENDED ACTION

It is recommended City Council approve the disposal of the identified excess equipment, so items can be sold through an online surplus auction.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

We are requesting to dispose of the following surplus equipment in accordance with Sec 2-4 of the Minot Municipal code:

MODEL	DESCRIPTION	SERIAL NUMBER
HD-40X	4 Post Hoist	5000003645-001
GP12	2 Post Hoist	03-50633-12-61

B. Proposed Project

Equipment items will be sold using an online auction site (or auction service). This process/service will be the same or similar to what has been used in the past for the sale of surplus equipment.

C. Recommendation Detail

Recommend approval for the disposal of the identified excess equipment. Items will be sold through an online surplus auction. Auction details will be advertised in the Minot Daily News and available on the city website.

IV. IMPACT

A. Aspirations

Excellent and Connected.

B. Service/Delivery Impact:

The disposal of the aged equipment items will lesson growing maintenance costs associated with these equipment items.

C. Fiscal Impact

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

N/A



TO: Mayor Ross
Members of the City Council

FROM: Chris Plank, NDR Program Administrator

DATE: March 3, 2025

SUBJECT: ADDITION OF RESTRICTIVE COVENANTS FOR PROPERTY ACQUISITIONS

I. RECOMMENDED ACTION

It is recommended City Council approve the restrictive covenants for the listed properties and authorize the Mayor and Finance Director to sign the covenants.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

Two (2) pieces of property have been purchased in relation to different flood control projects. Since the acquisitions were related to flood control, the Department of Water Resources has a 75% cost share for these properties and 25% CDBG-NDR funds.

B. Proposed Project

The City's agreement with DWR requires properties purchased for flood control to have restrictive covenants placed on them to prevent the construction of structures that could inhibit conveyance of floodwaters. A portion of the property at 400 9th St SW along with the property at 1209 6th Ave SW were purchased to assist with the construction of flood mitigation. After council approval, the restrictive covenants are recorded at the Ward County Records Office.

C. Recommendation Detail

The land acquired for flood protection is within the city limits. Authorization from Council for the Mayor and Finance Director to sign these restrictive covenants will allow staff to record them with the county, ensuring the Department of Water Resources (DWR) and U.S. Housing and Urban Development (HUD) requirements are being satisfied.

IV. IMPACT

A. Aspirations

Resilient and Prepared

B. Service/Delivery Impact:

These acquisitions are part of future or current flood control projects.

C. Fiscal Impact

Project Costs

The properties have been purchased and DWR has reimbursed for the purchases. The recording of restrictive covenants cost about \$20.

Project Funding

Department of Water Resources

VI. ALTERNATIVES

N/A

RESTRICTIVE COVENANTS

The City of Minot, a North Dakota municipal corporation (hereinafter referred to as "City", whose principal address is 10 3rd Avenue SW, Minot, ND 58701, the owner of the following described real property located within the County of Ward, North Dakota, hereby establishes and adopts the following restrictions and covenants set forth herein relative to the following described real estate located within the City of Minot, County of Ward, to-wit:

See Exhibit "A" attached hereto

Hereinafter referred to as "Property."

WHEREAS, the City, acting by and through its City Council, has entered into an Agreement with the North Dakota State Water Commission and has submitted an action plan to the United States Department of Housing and Urban Development which includes, amongst other things, the acquisition of Property, including the purchase of structures and the demolition and/ or removal of the same and convert the land to open space, recreational uses, or for flood control purposes;

WHEREAS, the City of Minot has acquired said Property in its Program for Involuntary Acquisition/Buyout of Real Estate or its Flood Protection Acquisition Program;

WHEREAS, said Property was previously privately owned and has been subjected to flooding;

WHEREAS, one of the purposes for the acquisition of said Property was to mitigate future flood damages; and

WHEREAS, both the North Dakota Department of Water Resources and the Department of Housing and Urban Development require the grantees under its program to establish restrictions of the acquired Property.

NOW, THEREFORE, the City of Minot, North Dakota, does hereby resolve and covenant that the Property described herein is subject to the following terms and conditions in perpetuity:

1. The Property shall be used for purposes compatible with open space, recreational, or wetlands management practices, parks, outdoor recreational activities, parking lots, and/or flood control structures that the local flood plain manager approves in writing before commencement of the construction of the structure.

2. No new structures or improvements shall be erected on the property other than:

- a. public facilities that are open on all sides and functionally related to the uses permitted herein;
- b. a public restroom;
- c. flood control improvements and/or structures including but not limited to dams, dikes, levees, diversion channels. Water retention structure/methods, dam repairs, drop structures and miscellaneous flood control improvements;
- d. paved surfaces;
- e. previous parking lots; and
- f. parks and other recreational facilities that do not reduce flood conveyance.

3. No subsequent application for additional disaster assistance related to the property for any purpose will be made by the City to any Federal entity.

4. That any breach or threatened breach of the restrictive covenants set forth herein may be enjoined upon application by the City of Minot or the State of North Dakota.

5. The restrictive covenants contained herein shall run with the property and be binding upon the City's successors, grantees, and assigns.

DATED this _____ day of _____, 2025.

**CITY OF MINOT, A NORTH DAKOTA
MUNICIPAL CORPORATION**

By: _____

Tom Ross, Mayor

ATTEST:

By: _____
David Lakefield, Finance Director

STATE OF NORTH DAKOTA)
)ss
COUNTY OF WARD)

On this_____day of_____, 2025, before me, a notary public within and for said County and State, personally appeared Tom Ross and David Lakefield, the Mayor and Its Finance Director, respectively, of the City of Minot, known to me to be the persons named herein and who executed the foregoing Restrictive Covenants on behalf of the City of Minot.

Notary Public

EXHIBIT A

Legal Description	File/Physical Address
Lot 1, Moose Lodge Addition to the City of Minot, North Dakota (Being a portion of Outlot 9 and an unplatted portion of NE1/4SW1/4, Section 23, Township 155 North, Range 83 West, Ward County, North Dakota)	4061 – 400 9 th St SW Minot, ND 58701
Lot 6, Dama Subdivision of Outlot 13, Section 23, Township 155 North, Range 83 West of the 5 th P.M., Minot, Ward County, North Dakota	4011 – 1209 6 th Ave SW Minot, ND 58701



TO: Mayor Ross
Members of the City Council

FROM: Emily Huettl, Asst. City Engineer

DATE: March 3, 2025

SUBJECT: CITYWORKS SOFTWARE UPGRADE CONTRACT (4922)

I. RECOMMENDED ACTION

- 1. It is recommended City Council approve the contract and authorize the Mayor to sign the contract; and**
- 2. Authorize future contract amendments not to exceed a total contract amount of \$25,000.00 and authorize the Mayor to sign as necessary.**

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

Jason McKibben, IT Manager - Systems & Support, 701-857-4722

III. DESCRIPTION

A. Background

Cityworks is the software that the City utilizes for asset management, permitting, and licensing. Since 2020, we have been using version 15.6.6.

B. Proposed Project

An upgrade to Cityworks 15.8.9 is necessary as our current version is nearing the end of its support life. This is the first step in a two-step upgrade process. We will upgrade to Cityworks 15.8.9 now, then to Cityworks 23 likely sometime next year.

C. Recommendation Detail

This upgrade was planned, but the timeline has been moved up. Cityworks recently alerted customers to potential security vulnerabilities that exist with this older version. Because of this, it is necessary that we proceed immediately with the first step of the upgrade. We have budgeted funds available. Because this is time-sensitive, we would ask that Council approve the attached contract and authorize the mayor to sign and also authorize the mayor to sign any future amendments not to exceed a total contract amount of \$25,000.00. This will allow

for some contingencies during the upgrade process so that we may continue to quickly move forward.

IV. IMPACT

A. Aspirations

Resilient and Prepared

B. Service/Delivery Impact:

This will allow our staff to use an upgraded version of the software. More importantly, it will protect us from an identified security vulnerability.

C. Fiscal Impact

There is \$25,000 budgeted in 2025 for software upgrades and support. We wish to allocate that entire amount to provide for some contingency funds in addition to the estimated contract amount.

Project Costs

\$21,274.00	Timmons Upgrade Contract
\$ 3,726.00	Contingency

Project Funding

\$25,000.00	2025 Budgeted Funds 10038000-43040
-------------	------------------------------------

VI. ALTERNATIVES

With a potential security vulnerability, there is not a feasible alternative to upgrading the software.

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: February 12, 2025

Client: City of Minot, ND

Timmons Group Project Manager:
Greg Stephenson

Client Contact:
Lance Meyer

Project Name: Cityworks 15.8.9 Upgrade

Client Phone Number:
701-857-4100

Dear Mr. Meyer,

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

SCOPE AND SCHEDULE OF SERVICES

Timmons Group will provide the services outlined in **Attachment A (SCOPE)**. Work will be performed on a **Fixed Fee** basis, as provided in the attached **SCOPE**. Timmons Group will invoice the City of Minot on a monthly basis for services provided during that month.

Services will be provided in a timely and efficient manner. Timmons Group will keep the City informed of the job status and any necessary modifications / addendums. Acknowledgment and Acceptance of this Letter of Agreement constitutes **SCOPE** and fee schedule acceptance by the City and Timmons Group.

The attached **SCOPE** generally defines the **WORK** to be performed in support of the defined **Project**. It is understood by Timmons Group and the City that a variety of modifications / addendums / revisions to the defined **SCOPE** may be required, at various times during the performance of the **WORK**, to achieve the desired **Project** results. Such modifications / addendums / revisions will be agreed to by both Timmons Group and the City and incorporated into the **SCOPE**. Significant alterations / deviations from the **SCOPE** 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 – SCOPE

Timmons Group will upgrade the following applications.

- Cityworks will be upgraded to 15.8.9 in Dev and Production environments, as well as the Timmons Group developed web wrapper (for Cityworks customizations), People Pusher, and any associated customizations.
- The Timmons Group PLL Public Portal to work in conjunction with Cityworks Server 15.8.9 (not included with this scope, work will be done under current license and maintenance agreement)
- Changes for Crystal Reports on reports currently being utilized by the City.

Task 1: Refresh Cityworks Dev environment with a backup of Production.

Project team members will refresh Minot’s Cityworks Dev environment with a backup of Production. This will align all environments from a data standpoint.

- **Minot Responsibility** – Minot stakeholders will assist with any file retrieval of backups
- **Deliverables** – Two Cityworks environments with aligned data. Any references made to Production will be removed from Dev to avoid data corruption.
- **Assumptions** – Timmons will have full access to Minot VPN. The Minot web server and database servers meet Cityworks functionality requirements. The backup of Production may be performed during off-hours. Minot can provide time during business hours for the refresh of Test.

Task 2: Upgrade Dev Cityworks to 15.8.9

Timmons Group will update the Cityworks development environment to version 15.8.9. In addition, the current version of the web wrapper and Timmons Group PLL Portal will be upgraded to work with Cityworks 15.8.9. Minot will provide coordination with Rock Solid for OneView integration, if needed.

- **City Responsibility** – City should be prepared to test functionality of upgraded environment. Testing feedback should be given through Teamwork (Timmons Group’s project management website) in order for it to be remediated.
- **Deliverables** – Current Cityworks Dev environment (including Cityworks integrations to Timmons Group PLL Portal) moved to new app server and upgraded to 15.8.9. The web wrapper and Timmons Group PLL Portal will be upgraded.
- **Assumptions** – Timmons Group will have full access to Minot VPN. The Minot web server and database servers meet Cityworks functionality requirements. Upgrading the Test environment can occur during business hours. Minot will provide feedback to Timmons on the more detailed testing results as needed.

Task 4: Upgrade Prod Cityworks to 15.8.9

Timmons Group will update the Cityworks production environment to version 15.8.9. In addition, the current version of the web wrapper and Timmons Group PLL Portal will be upgraded to work with Cityworks 15.8.9 in the production environment. Minot will provide coordination with Rock Solid for OneView integration, if needed.

- **City Responsibility** – City should be prepared to test functionality of upgraded environment. Testing feedback should be given through Teamwork (Timmons Group’s project management website) in order for it to be remediated.
- **Deliverables** – Current Cityworks environment (including Cityworks integrations to Timmons Group PLL Portal) moved to new app server. The web wrapper and Timmons Group PLL Portal will be upgraded on the new app server.
- **Assumptions** – Timmons Group will have full access to Minot VPN. The Minot web server and database servers meet Cityworks functionality requirements. Upgrading the Prod environment must occur during Minot-defined off hours.

Project Fee:

Following is the Fixed Fee budgetary fee.

Product Code		
Services	Upgrade Cityworks environments, Crystal Reports, and associated customizations	\$21,274.00
	Total	\$ 21,274.00



TO: Mayor Ross
Members of the City Council

FROM: Chris Plank, NDR Program Administrator

DATE: March 3, 2025

**SUBJECT: DIG IT UP BACKHOE SERVICES, INC FINAL PAYMENT FOR
STRUCTURE DEMOLITION AND SITE RESTORATION**

I. RECOMMENDED ACTION

It is recommended City Council approve the final payment to Dig It Up Backhoe Services, Inc for structure demolition and site restoration in the amount of \$3,025.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The City of Minot acquires properties to assist in the construction of flood protection. Dig It Up Backhoe Services, Inc was awarded a bid to demolish and remove a structure from the property in order for construction to proceed. Dig It Up Backhoe Services, Inc has satisfied all the requirements of the contract and has submitted a request for retainage to be paid.

B. Recommended Detail

Authorize staff to pay the retainage in the amount of \$3,025.00 to Dig It Up Backhoe Services Inc for site demolition and restoration.

IV. IMPACT

A. Aspirations

Prepared and Resilient

B. Service/Delivery Impact:

The acquisition and demolition of properties is needed to assist in developing a plan for an effective plan to construct flood protection for the citizens of Minot.

C. Fiscal Impact

This retainage amount will repaid using State Water Commission Dollars

Project Costs

\$3,025.00

Project Funding

State Water Commission Dollars

VI. ALTERNATIVES

Demolition work has been completed per the terms of the contract. A denial of the retainage payment could be a violation on the part of the City as no issues have been identified, causing payment to be withheld.



CONTRACTOR PAYMENT REQUEST

Date: 2/26/2025

Contract Amount: \$ 32,400.00

Change Order Amount: \$ 0

New Contract Amount: \$ 30,250.00

Contractor: Dig It Up Backhoe Service, Inc.

Address: 800 163rd Ave SE, Minot, ND 58701

Type of Payment: Progress _____ Final ~~Final~~ Retainage X

Pay request 1 _____ Pay request 2 X Pay request 3 _____ Pay request 4 _____ Pay request 5 _____ Pay request 6 _____

Pay request 7 _____ Pay request 8 _____ Pay request 9 _____ Pay request 10 _____ Pay request 11 _____

Contractor: I hereby request an inspection to receive payment # Final for the amount of \$ 3025.00. I certify that I have satisfactorily completed the necessary work to justify this request and that all bills incurred for labor used and materials furnished in making said repairs and improvements have been paid in full of this date. See attached schedule of values/work items completed and invoiced. See attached lien waivers from subcontractors and vendors.

Contractor's Signature: [Signature] Date: 2-26-25

Program Administrator: I hereby certify that all work is completed as indicated on the Contractor's payment request and all required documentation was submitted and approved. I hereby request approval of the payment to the Contractor in the amount of \$ 3,025.00.

Program Administrator: [Signature] Date: 2-26-2025

City of Minot: I hereby approve the payment to the Contractor in the amount of \$ _____.

City of Minot: _____ Date: _____

Property Description

Invoice 4- 2	309 1st Ave NE Structure Demolition and Site Restoration Minot, North Dakota
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Item	DESCRIPTION	UNITS	QTY	UNIT PRICE	AMOUNT
00001	309 1st Ave NE	EACH	1	\$ 30,000.00	\$ 30,000.00
00002	Asbestos Abatement - Misc. Duct Insulation	SF	0	\$ 10.00	\$ -
00003	Asbestos Abatement - Underground Asbestos Pipe or Wrap	LF	0	\$ 1.00	\$ -
00004	Borrow	EACH	0	\$ 12.00	\$ -
00005	Concrete Saw Cut	LF	50	\$ 5.00	\$ 250.00
00006	Septic/Cistern Removal	EACH	0	\$ 300.00	\$ -
00007	Water Well Abandonment	EACH	0	\$ 50.00	\$ -

Invoice Total	\$ 30,250.00
Loss 10% Retainage	\$ 3,025.00
Amount Due this Invoice	\$ 27,225.00

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, CDM certifies to the City of Minot that to the best of CDM'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: \$ **3,025.00**

(Attach explanation if amount certified differs from the amount applied.)

Dig It Up Backhoe Service
By: 

Date: **1-30-25**

CDM Smith:
By: 

Date: **2-26-2025**

City of Minot:
By: _____

Date: _____

CITY OF MINOT STRUCTURE DEMOLITION

Work Order

Bld Package No. 309 1st Ave NE Structure Demolition and Site Restoration Project #3755.22

File No. 4492

Street Address: 309 1st Ave NE		Zip: 58703	County Ward
Main Structure Sq. Ft. 6000	Add. Structure Sq. Ft. 120	Total Flatwork Sq. Ft. 13950	Approved Pay Item No. 00001
CATEGORY A - C&D Demolition			
✓ 00001: 309 1st Ave NE			
CATEGORY B - Supplemental Bld Items			
□ 00002: Asbestos Abatement - Misc. Duct Insulation		X _____	SF
□ 00003: Asbestos Abatement - Underground Asbestos Pipe or Wrap		X _____	LF
□ 00004: Borrow		X _____	CY
✓ 00005: Concrete Saw Cut		X 50 _____	LF
□ 00006: Septic/Cistern Removal		X _____	EACH
□ 00007: Water Well Abandonment		X _____	EACH
Comments:			
Complete Date: November 30, 2024		CDM Smith Monitor: Justin Redding	
Final Walkthrough and Inspection			
CDM Smith Supervisor Name: Justin Redding		Contractor Supervisor Name: Kal Larson	
Signature: <i>Justin Redding</i>		Signature: <i>Kal Larson</i>	
Date: January 29, 2025		Date: 1-30-25	
QA/QC by: _____			
Print Name		Signature	



**ATTACHMENT II-H
CONTRACTOR'S CERTIFICATION OF FINAL PAYMENT**

3755.22
Project Number

309 1st Ave NE, Minot, ND 58701
Location

Dig It Up Backhoe Service, Inc. agrees to accept the sum of \$ 3025.00
(CONTRACTOR)

as full and final payment for all work under its Contract dated June 3, 2024 with the

City of Minot for the completion of all work for
(OWNER) (PROJECT)
309 1st Ave NE Structure Demo & Site Restoration

Dig It Up Backhoe Service, Inc. certifies that all construction has been completed in
(CONTRACTOR)

compliance with the Contract Documents, and that all labor, equipment, materials, and subcontractors
have been or will be paid in accordance with the requirements of the Contract Documents, and the
requirements of the General Laws of the City of Minot

CONTRACTOR: Dig It Up Backhoe Service, Inc.

BY: Paula Bohl Paula Bohl

DATED: 2/26/2025



FINAL LIEN WAIVER AFFIDAVIT BY CONTRACTOR

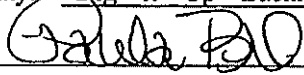
Dig It Up Backhoe Service, Inc. has furnished or will furnish certain labor, materials, or equipment on the 309 1st Ave NE, Project #3755.22 Project at [fill in address]
309 1st Ave NE Structure Demo & Site Restoration (the "Project"). In consideration of the sum total of payments to date and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned waives and releases any right which it now has or in the future may have to claim a mechanic's lien or any other lien rights, and waives and releases all other claims of any kind (whether billed or unbilled), against: (a) the real property where the Project is located; (b) the improvements and other property located thereon; (c) the Owner and its title company and lender and their employees, officers, and agents; and, (d) the surety or sureties of the Owner.

In order to induce payment to be made to the undersigned, the undersigned certifies that it has paid all of its subcontractors, suppliers, and employees for all items connected with the above-referenced Project.

The undersigned has executed this waiver voluntarily and with full knowledge of the undersigned's rights under law.

EXECUTED this 26th day of February, 2025.

Name of Contractor Company: Dig It Up Backhoe Service, Inc.

By Authorized Representative: 

Printed Name: Paula Bohl

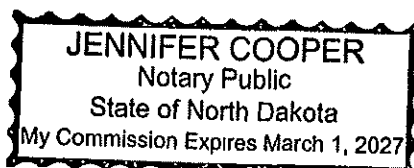
Title: Vice President

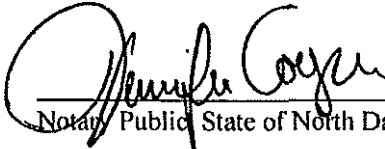
Notary's Acknowledgement

Before me, the undersigned, on this day personally appeared Paula Bohl, who first being duly sworn by me to be the person whose name is subscribed to the foregoing Lien Waiver Affidavit, acknowledged that he/she has the authority to make this Lien Waiver Affidavit, and further acknowledged to me that he/she executed the same for the purpose and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this 26 day of February, 2025.

(Seal)




Notary Public State of North Dakota
My commission expires March 1, 2027



TO: Mayor Ross
Members of the City Council

FROM: Lance Meyer, City Engineer

DATE: March 3, 2025

**SUBJECT: NDDOT BROADWAY ADA IMPROVEMENTS PRELIMINARY
ENGINEERING AGREEMENT (4920)**

I. RECOMMENDED ACTION

It is recommended City Council approve the preliminary engineering agreement 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

The NDDOT has an ADA transition plan on state highways to address the lack of accessible curb ramps on state highways. A few years ago, a project installed ramps on Burdick Expressway. Now a project is planned for Broadway from Burdick Expressway to 20th Avenue SW.

B. Proposed Project

The NDDOT informed the city of their intent to bid this project for the 2028 construction season. This sets in motion several items, the first of which is a preliminary engineering agreement (PE Agreement) with the city. The agreement form is a standard template used by the NDDOT where they will procure an engineering consultant, design the project, and obtain any necessary right of way or agreements.

The city does not have an upfront cost, but will have to reimburse the NDDOT for costs incurred for engineering if the city unilaterally or voluntarily terminates this agreement. Also, if the city requests or causes a material alteration or reduction to the scope it shall reimburse the NDDOT for costs incurred.

Ultimately, when the project is constructed, the NDDOT will pay 90% of the project cost with the city's cost share being 10%. Funding has been programmed in the capital improvement plan.

C. Recommendation Detail

The city has partnered with NDDOT many times on several different projects using the same agreement template.

IV. IMPACT

A. Aspirations

Resilient and Prepared; Excellent and Connected

B. Service/Delivery Impact:

After the project is constructed, this section of the Broadway corridor will have accessible curb ramp infrastructure. Utilizing federal funds makes this an affordable investment.

C. Fiscal Impact

At this time, there is no cost to entering into this agreement. If an issue arises where a material change in scope would be needed, this will be brought before council to make a decision.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

Alternative 1: Council could reject entering into an agreement with NDDOT. They would likely require the city install the ADA ramps, but at 100% city cost versus 10% city cost with the agreement.

MEMO TO: Chad Orn
Deputy Director of Planning

FROM: Will Hutchings
Local Government Division

DATE: 02/12/2025

SUBJECT: 38250059: NH-4-083(166)198 (PCN24525) Preliminary Engineering Reimbursement Agreement.

This project will address ADA curb ramps along US Highway 83 from 20th Ave SW to Burdick Expressway in Minot.

This agreement solidifies the City's agreement with NDDOT proceeding with the project development process. If the City decided they no longer want the project or support it, this agreement outlines their role in reimbursement to NDDOT for engineering services.

This agreement reflects one - one time change to the standard contract to remove language related to an attached project scope. The project came from the ADA Transition Plan

If you have any questions, contact me at (701) 328-4828.

38/wrh

Contract Routing:
Stacey Hanson
Derek Pfeifer
Nicole Lagasse
Lance Meyer | Assign Recipients
City Attorney
City Auditor
City Mayor
Will Hutchings
Clint Morgenstern
Chad Orn

NDDOT Contract No. 38250059
Project No. NH-4-083(166)198
PCN No. 24525

**North Dakota Department of Transportation
PRELIMINARY ENGINEERING REIMBURSEMENT AGREEMENT**

This agreement is between the state of North Dakota, acting by and through its Director of Transportation, hereinafter referred to as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and Minot, North Dakota, hereinafter referred to as the City.

WHEREAS, the City agrees that NDDOT proceed with project development activities on US Highway 83 from 20th Ave SW to Burdick Expressway, NH-4-083(166)198 (PCN 24525); and;

WHEREAS, the City agrees that the project be developed in accordance with NDDOT policies and with the scope of work identified as ADA curb ramps.

NOW, THEREFORE, it is agreed that NDDOT will take all necessary steps in project development to deliver an environmental document and set of design plans approved by the City, and construct the project by scheduling a bid opening at such time as funding and project completion allows.

The City agrees that should it unilaterally and voluntarily terminate this agreement by whatever means or action, it shall reimburse NDDOT for any and all costs it has incurred for engineering services under this agreement.

The City further agrees that should it request or otherwise cause a material alteration to, or a reduction of the scope of the project, it shall reimburse NDDOT for any and all costs it has incurred for engineering services under this agreement.

In the event the City fails to reimburse NDDOT, such failure shall constitute an assignment of funds, derived from the State Highway Tax Distribution Fund now or hereafter coming into the hands of the State Treasurer to the credit of the City, and that the State Treasurer is hereby directed to deliver and pay over to NDDOT all funds credited to the City until the total thereof equals the sum billed pursuant to this agreement.

Appendices A and E of the Title VI Assurances, attached, are hereby incorporated into and made a part of this agreement.

The Risk Management Appendix, attached, is hereby incorporated and made a part of this agreement.



Executed by the city of Minot, at Minot, North Dakota, the last date below signed.

APPROVED:

_____ CITY ATTORNEY (TYPE OR PRINT)	City of _____
_____ SIGNATURE	_____ NAME (TYPE OR PRINT)
_____ DATE	_____ SIGNATURE
	* _____
	_____ TITLE
	_____ DATE

ATTEST:

_____ CITY AUDITOR (TYPE OR PRINT)
_____ SIGNATURE
_____ DATE

Executed for the North Dakota Department of Transportation by the Director at Bismarck, North Dakota, the last date below signed.

APPROVED as to substance by: Derek Pfeifer	NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
_____ LOCAL GOVERNMENT ENGINEER (TYPE OR PRINT)	_____ DIRECTOR (TYPE OR PRINT)
<i>SH</i> <i>Derek Pfeifer</i>	<i>M</i>
_____ SIGNATURE	_____ SIGNATURE
<i>02/12/25</i>	
_____ DATE	_____ DATE

*Mayor or President City Commission

CLA 17057 (Div. 38)
L.D. Approved 7-17-89; 10-23; C.M. 01/31/2025



**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
APPENDIX A OF THE TITLE VI ASSURANCES**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.



NORTH DAKOTA DEPARTMENT OF TRANSPORTATION APPENDIX E OF THE TITLE VI ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes nondiscrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).



Risk Management Appendix

Routine* Service Agreements with Sovereign Entities and Political Subdivisions of the State of North Dakota:

Parties: **State** – State of North Dakota, its agencies, officers and employees

Governmental Entity – The Governmental Entity executing the attached document, its agencies, officers and employees

Governments – State and Government Entity, as defined above

Each party agrees to assume its own liability for any and all claims of any nature including all costs, expenses and attorney's fees which may in any manner result from or arise out of this agreement.

Each party shall 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 and automobile liability** insurance – minimum limits of liability required of the Governmental Entity are **\$437,500 per person and \$1,750,000 per occurrence**. The minimum limits of liability required of the State are **\$437,500 per person and \$1,750,000 per occurrence**.
- 2) **Workers compensation** insurance meeting all statutory limits.
- 3) The policies and endorsements may not be canceled or modified without **thirty (30) days prior written notice** to the undersigned State representative.

The State reserves the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time.

Each party that hires subcontractors shall require any non-public subcontractors, prior to commencement of work set out under an agreement between that party and the non-public subcontractor, to:

Defend, indemnify, and hold harmless the Governments, its agencies, officers and employees, from and against claims based on the vicarious liability of the Governments or its agents, but not against claims based on the Government's contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. The legal defense provided by the Subcontractor to the Governments under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for the Governments is necessary. Subcontractor also agrees to defend, indemnify, and hold the Governments harmless for all costs, expenses and attorneys' fees incurred if the Governments prevail in an action against Subcontractor in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this agreement.

Subcontractor shall 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: 1) commercial general liability; 2) automobile liability; and 3) workers compensation insurance all covering the Subcontractor for any and all claims of any nature which may in any manner arise out of or result from this agreement. The minimum limits of liability required are \$500,000 per person and \$2,000,000 per occurrence for commercial general liability and automobile liability coverages, and statutory limits for workers compensation. The Governments shall be endorsed on the commercial general liability policy and automobile liability policy as additional insureds. The Governments shall have all the benefits, rights and coverages of an additional insured under these policies that shall not be limited to the minimum limits of insurance required by this agreement or by the contractual indemnity obligations of the Contractor. Said endorsement shall contain a "Waiver of Subrogation" waiving any right of recovery the insurance company may have against the Governments as well as provisions that the policy and/or endorsement may not be canceled or modified without thirty (30) days prior written notice to the undersigned representatives of the Governments, and that any attorney who represents the State under this policy must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under N.D.C.C. Section 54-12-08. Subcontractor's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance or self-retention maintained by the Governments. Any insurance, self-insurance or self-retention maintained by the Governments shall be excess of the Contractor's insurance and the Subcontractor's insurance and shall not contribute with them. The insolvency or bankruptcy of the insured Subcontractor shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured Subcontractor from meeting the retention limit under the policy. Any deductible amount or other obligations under the Subcontractor's policy(ies) shall be the sole responsibility of the Subcontractor. This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and be placed with insurers rated "A-" or better by A.M. Best Company, Inc. The Governments will be indemnified, saved, and held harmless to the full extent of any coverage actually secured by the Subcontractor in excess of the minimum requirements set forth above. The Government Entity that hired the Subcontractor shall be held responsible for ensuring compliance with the above requirements by all Subcontractors. The Governments reserve the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time.

*See *North Dakota Risk Management Manual*, section 5.1 for discussion of "unique" and "routine" agreements.

RM Consulted 2007
Revised 6-24



Certificate Of Completion

Envelope Id: E29548DC-3685-4809-B7FC-8F439BE23697

Status: Sent

Subject: Contract #38250059: Please DocuSign: Preliminary Engineering Reimbursement Agreement

Contract Number: 38250059

PCN: 24525

Source Envelope:

Document Pages: 6

Signatures: 1

Envelope Originator:

Certificate Pages: 3

Initials: 2

Will Hutchings

AutoNav: Enabled

608 E Boulevard Ave

Envelopeld Stamping: Enabled

Bismarck, ND 58505

Time Zone: (UTC-06:00) Central Time (US & Canada)

hutchingswill@nd.gov

IP Address: 165.234.92.123

Record Tracking

Status: Original

Holder: Will Hutchings

Location: DocuSign

2/12/2025 9:39:19 AM

hutchingswill@nd.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Carahsoft OBO North Dakota Department of

Location: Docusign

Transportation CLOUD

Signer Events

Signature

Timestamp

Stacey Hanson

smhanson@nd.gov

Assistant Local Government Engineer

Carahsoft OBO North Dakota Department of

Transportation CLOUD

Security Level: Email, Account Authentication
(None), Authentication

St

Signature Adoption: Pre-selected Style

Using IP Address: 165.234.253.12

Sent: 2/12/2025 9:45:02 AM

Viewed: 2/12/2025 9:54:10 AM

Signed: 2/12/2025 9:55:10 AM

Authentication Details

SMS Auth:

Transaction: 0ac398bb-17a3-4943-84db-64f4bb36a026

Result: passed

Vendor ID: TeleSign

Type: SMSAuth

Performed: 2/12/2025 9:54:02 AM

Phone: +1 701-527-8879

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Derek Pfeifer

ddpfeifer@nd.gov

Local Government Engineer

Security Level: Email, Account Authentication
(None), Authentication

Derek Pfeifer

Signature Adoption: Pre-selected Style

Using IP Address: 165.234.253.12

Sent: 2/12/2025 9:55:12 AM

Viewed: 2/12/2025 10:13:11 AM

Signed: 2/12/2025 10:15:12 AM

Authentication Details

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Result: passed

Vendor ID: TeleSign

Type: SMSAuth

Performed: 2/12/2025 10:13:04 AM

Phone: +1 701-471-5516

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
Nicole Lagasse nmlagasse@nd.gov Assistant CFO Security Level: Email, Account Authentication (None), Authentication	 Signature Adoption: Pre-selected Style Using IP Address: 165.234.253.12	Sent: 2/12/2025 10:15:15 AM Viewed: 2/12/2025 11:45:29 AM Signed: 2/12/2025 11:46:36 AM

Authentication Details

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Result: passed
Vendor ID: TeleSign
Type: SMSAuth
Performed: 2/12/2025 11:45:18 AM
Phone: +1 701-954-8712

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Will Hutchings

hutchingswill@nd.gov

Security Level: Email, Account Authentication (None), Authentication

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Clint Morgenstern

cdmorgenstern@nd.gov

Security Level: Email, Account Authentication (None), Authentication

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Chad Orn

corn@nd.gov

Security Level: Email, Account Authentication (None), Authentication

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp

Editor Delivery Events	Status	Timestamp
Will Hutchings hutchingswill@nd.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	VIEWED Using IP Address: 165.234.252.245	Sent: 2/12/2025 9:39:32 AM Viewed: 2/14/2025 1:29:28 PM Completed: 2/12/2025 9:45:01 AM
Agent Delivery Events	Status	Timestamp
Lance Meyer lance.meyer@minotnd.gov City Engineer Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		Sent: 2/12/2025 11:46:39 AM Viewed: 2/19/2025 10:21:52 AM
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
DOT Legal Admin dotlegaladmin@nd.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Legal Admin dotlegaladmin@nd.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	2/12/2025 9:45:01 AM
Envelope Updated	Security Checked	2/12/2025 9:45:01 AM
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Envelope Updated	Security Checked	2/12/2025 9:45:01 AM
Envelope Updated	Security Checked	2/12/2025 9:45:01 AM
Envelope Updated	Security Checked	2/12/2025 9:45:01 AM
Payment Events	Status	Timestamps



TO: Mayor Ross
Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: March 3, 2025

SUBJECT: CASE #2025-08 - LARSON ADDITION - 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

Public hearing request by William Larson, owner for a request of a final plat on a property zoned "AG" Agricultural District.

B. Proposed Project

The legal description for the property is an Unplatted portion of the SE1/4NE1/4, Section 32, SW1/4NW1/4, NW1/4SW1/4, SE1/4NW1/4 and SW1/4NE1/4, Section 33, Township 155 North, Range 82 West, Ward County, North Dakota. The subject properties include 2820 47th St. SE, and an unaddressed agricultural property.

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:

Readjustment of lot lines.

C. Fiscal Impact

N/A

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

Council may approve with or without conditions or deny the request.

LARSON ADDITION

SHEET 1 OF 2

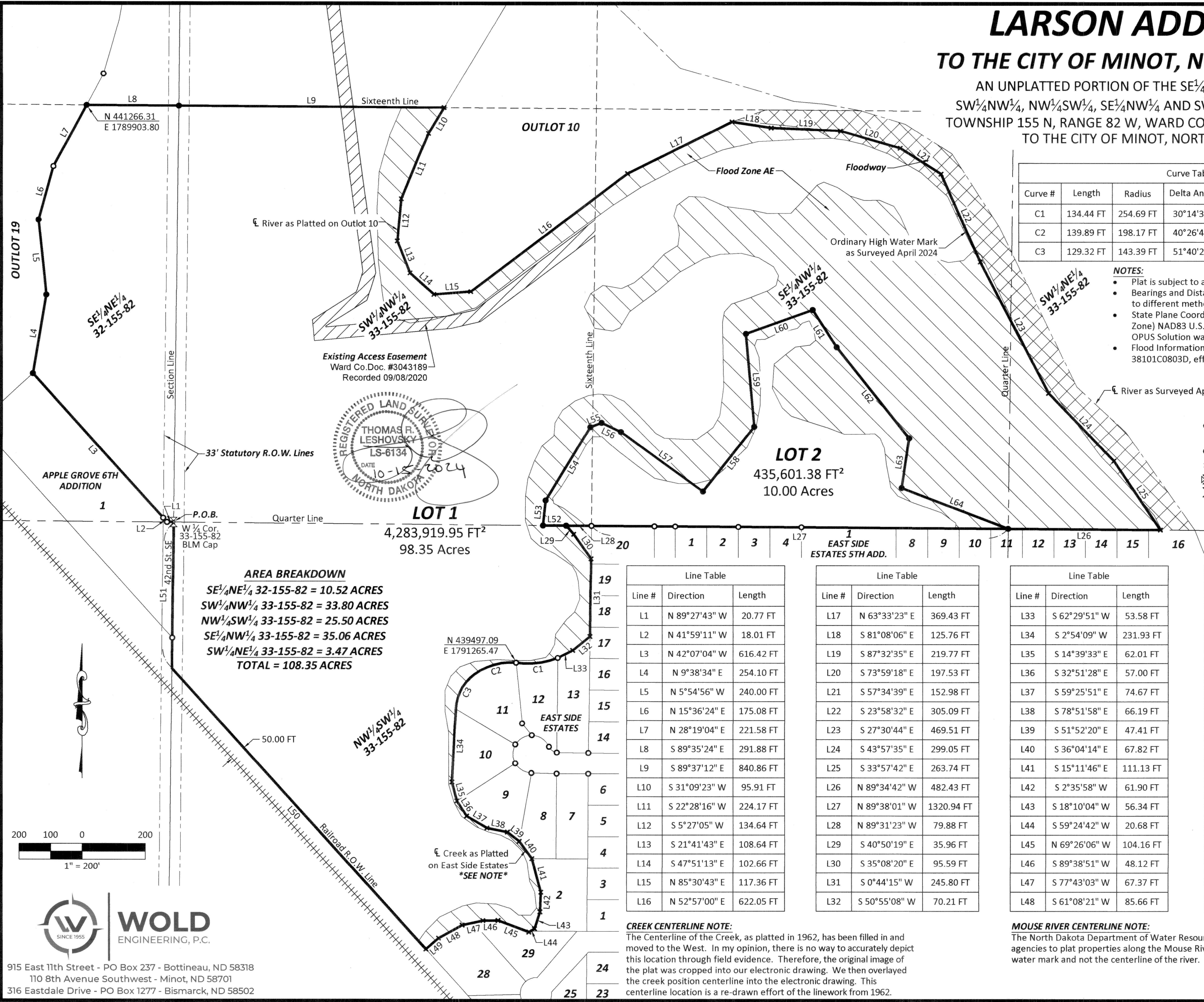
TO THE CITY OF MINOT, NORTH DAKOTA

AN UNPLATTED PORTION OF THE SE 1/4 NE 1/4, SECTION 32,
SW 1/4 NW 1/4, NW 1/4 SW 1/4, SE 1/4 NW 1/4 AND SW 1/4 NE 1/4, SECTION 33,
TOWNSHIP 155 N, RANGE 82 W, WARD COUNTY, NORTH DAKOTA
TO THE CITY OF MINOT, NORTH DAKOTA

Curve Table					
Curve #	Length	Radius	Delta Angle	Chord Direction	Chord Length
C1	134.44 FT	254.69 FT	30°14'36"	S 83°25'12" W	132.88 FT
C2	139.89 FT	198.17 FT	40°26'40"	S 74°28'15" W	137.00 FT
C3	129.32 FT	143.39 FT	51°40'23"	S 28°24'40" W	124.98 FT

- NOTES:
- Plat is subject to all prior Easements of Record.
 - Bearings and Distances may vary from previous plats due to different methods of measurement.
 - State Plane Coordinates shown are North Dakota (North Zone) NAD83 U.S. Feet (Unless Otherwise Noted). NGS OPUS Solution was used to establish coordinates.
 - Flood Information Obtained off of FEMA FIRM MAP 38101C0803D, effective on 1/19/2000.

- Denotes Property Corner Set 18" - #5 Rebar w/ RLS Cap #6134
- Denotes Property Corner Found
- Denotes Traverse Point
- Denotes Section Corners
- Denotes Quarter Corners



AREA BREAKDOWN
SE 1/4 NE 1/4 32-155-82 = 10.52 ACRES
SW 1/4 NW 1/4 33-155-82 = 33.80 ACRES
NW 1/4 SW 1/4 33-155-82 = 25.50 ACRES
SE 1/4 NW 1/4 33-155-82 = 35.06 ACRES
SW 1/4 NE 1/4 33-155-82 = 3.47 ACRES
TOTAL = 108.35 ACRES

Line Table		
Line #	Direction	Length
L1	N 89°27'43" W	20.77 FT
L2	N 41°59'11" W	18.01 FT
L3	N 42°07'04" W	616.42 FT
L4	N 9°38'34" E	254.10 FT
L5	N 5°54'56" W	240.00 FT
L6	N 15°36'24" E	175.08 FT
L7	N 28°19'04" E	221.58 FT
L8	S 89°35'24" E	291.88 FT
L9	S 89°37'12" E	840.86 FT
L10	S 31°09'23" W	95.91 FT
L11	S 22°28'16" W	224.17 FT
L12	S 5°27'05" W	134.64 FT
L13	S 21°41'43" E	108.64 FT
L14	S 47°51'13" E	102.66 FT
L15	N 85°30'43" E	117.36 FT
L16	N 52°57'00" E	622.05 FT

Line Table		
Line #	Direction	Length
L17	N 63°33'23" E	369.43 FT
L18	S 81°08'06" E	125.76 FT
L19	S 87°32'35" E	219.77 FT
L20	S 73°59'18" E	197.53 FT
L21	S 57°34'39" E	152.98 FT
L22	S 23°58'32" E	305.09 FT
L23	S 27°30'44" E	469.51 FT
L24	S 43°57'35" E	299.05 FT
L25	S 33°57'42" E	263.74 FT
L26	N 89°34'42" W	482.43 FT
L27	N 89°38'01" W	1320.94 FT
L28	N 89°31'23" W	79.88 FT
L29	S 40°50'19" E	35.96 FT
L30	S 35°08'20" E	95.59 FT
L31	S 0°44'15" W	245.80 FT
L32	S 50°55'08" W	70.21 FT

Line Table		
Line #	Direction	Length
L33	S 62°29'51" W	53.58 FT
L34	S 2°54'09" W	231.93 FT
L35	S 14°39'33" E	62.01 FT
L36	S 32°51'28" E	57.00 FT
L37	S 59°25'51" E	74.67 FT
L38	S 78°51'58" E	66.19 FT
L39	S 51°52'20" E	47.41 FT
L40	S 36°04'14" E	67.82 FT
L41	S 15°11'46" E	111.13 FT
L42	S 2°35'58" W	61.90 FT
L43	S 18°10'04" W	56.34 FT
L44	S 59°24'42" W	20.68 FT
L45	N 69°26'06" W	104.16 FT
L46	S 89°38'51" W	48.12 FT
L47	S 77°43'03" W	67.37 FT
L48	S 61°08'21" W	85.66 FT

Line Table		
Line #	Direction	Length
L49	S 49°03'44" W	53.32 FT
L50	N 42°07'59" W	1200.26 FT
L51	N 0°40'19" E	464.10 FT
L52	S 89°31'23" E	73.74 FT
L53	S 6°03'04" W	80.07 FT
L54	S 31°20'03" W	271.99 FT
L55	S 68°25'20" W	38.19 FT
L56	N 64°42'18" W	68.15 FT
L57	N 53°58'26" W	321.38 FT
L58	S 38°14'52" W	261.90 FT
L59	S 5°01'42" E	296.17 FT
L60	S 70°21'57" W	224.57 FT
L61	N 32°39'15" W	140.29 FT
L62	N 38°34'56" W	368.98 FT
L63	N 8°27'32" E	159.69 FT
L64	N 69°03'13" W	361.49 FT

CREEK CENTERLINE NOTE:
The Centerline of the Creek, as platted in 1962, has been filled in and moved to the West. In my opinion, there is no way to accurately depict this location through field evidence. Therefore, the original image of the plat was cropped into our electronic drawing. We then overlaid the creek position centerline into the electronic drawing. This centerline location is a re-drawn effort of the linework from 1962.

MOUSE RIVER CENTERLINE NOTE:
The North Dakota Department of Water Resources (DWR) is requiring agencies to plat properties along the Mouse River to the ordinary high water mark and not the centerline of the river.

WOLD
ENGINEERING, P.C.

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

LARSON ADDITION

TO THE CITY OF MINOT, NORTH DAKOTA

AN UNPLATTED PORTION OF THE SE $\frac{1}{4}$ NE $\frac{1}{4}$, SECTION 32,
SW $\frac{1}{4}$ NW $\frac{1}{4}$, NW $\frac{1}{4}$ SW $\frac{1}{4}$, SE $\frac{1}{4}$ NW $\frac{1}{4}$ AND SW $\frac{1}{4}$ NE $\frac{1}{4}$, SECTION 33,
TOWNSHIP 155 N, RANGE 82 W, WARD COUNTY, NORTH DAKOTA
TO THE CITY OF MINOT, NORTH DAKOTA

DESCRIPTION:

Know all men by these presents that William K Larson, being Owner and Proprietor, of an Unplatted Portion of the SW $\frac{1}{4}$ NW $\frac{1}{4}$ and NW $\frac{1}{4}$ SW $\frac{1}{4}$, Section 33, Township 155 N, Range 82 W and an Unplatted Portion of the SE $\frac{1}{4}$ NE $\frac{1}{4}$, Section 32, Township 155 N, Range 82 W, Ward County, North Dakota, and Paul K Larson, being Owner and Proprietor, of an Unplatted Portion of the SE $\frac{1}{4}$ NW $\frac{1}{4}$ and SW $\frac{1}{4}$ NE $\frac{1}{4}$, Section 33, Township 155 N, Range 82 W, Ward County, North Dakota, being more particularly described as follows:

Beginning at the West Quarter Corner of Section 33, Township 155 N, Range 82 W of the 5th Principal Meridian, Ward County, North Dakota; Thence N 89°27'43" W, on the East-West Quarter Line of Section 32, Township 155 N, Range 82 W, a distance of 20.77 FT, to a Property Corner of Lot 1, of Apple Grove 6th Addition, a Plat being on file at the Ward County Recorder's Office; Thence N 41°59'11" W, on a Property Line of Lot 1, of said Apple Grove 6th Addition, a distance of 18.01 FT, to a Property Corner of Lot 1, of said Apple Grove 6th Addition; Thence N 42°07'04" W, on a Property Line of Lot 1, of said Apple Grove 6th Addition, a distance of 616.42 FT, to a Property Corner of Lot 1, of said Apple Grove 6th Addition; Thence N 9°38'34" E, on a Property Line of Outlot 19, a Plat being on file at the Ward County Recorder's Office, a distance of 254.10 FT, to a Property Corner, of said Outlot 19; Thence N 5°54'56" W, on a Property Line, of said Outlot 19, a distance of 240.00 FT, to a Property Corner, of said Outlot 19; Thence N 15°36'24" E, on a Property Line, of said Outlot 19, a distance of 175.08 FT, to a Property Corner, of said Outlot 19; Thence N 28°19'04" E, on a Property Line, of said Outlot 19, a distance of 221.58 FT, to a Point being on the North Line of the SE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 32, Township 155 N, Range 82 W; Thence S 89°35'24" E, on the North Line of the SE $\frac{1}{4}$ NE $\frac{1}{4}$, of said Section 32, a distance of 291.88 FT, to the Northwest Corner of the SW $\frac{1}{4}$ NW $\frac{1}{4}$ of Section 33, Township 155 N, Range 82 W; Thence S 89°37'12" E, on the North Line of the SW $\frac{1}{4}$ NW $\frac{1}{4}$, of said Section 33, a distance of 840.86 FT, to a Property Corner of Outlot 10, a Plat being on file at the Ward County Recorder's Office; Thence S 31°09'23" W, on a Property Line, of said Outlot 10, a distance of 95.91 FT, to a Property Corner, of said Outlot 10; Thence S 22°28'16" W, on a Property Line, of said Outlot 10, a distance of 224.17 FT, to a Property Corner, of said Outlot 10; Thence S 5°27'05" W, on a Property Line, of said Outlot 10, a distance of 134.64 FT, to a Property Corner, of said Outlot 10; Thence S 21°41'43" E, on a Property Line, of said Outlot 10, a distance of 108.64 FT, to a Property Corner, of said Outlot 10; Thence S 47°51'13" E, on a Property Line, of said Outlot 10, a distance of 102.66 FT, to a Property Corner, of said Outlot 10; Thence N 85°30'43" E, on a Property Line, of said Outlot 10, a distance of 117.36 FT, to a Property Corner, of said Outlot 10; Thence N 52°57'00" E, on a Property Line, of said Outlot 10, a distance of 622.05 FT, to a Property Corner, of said Outlot 10; Thence N 63°33'23" E, on a Property Line, of said Outlot 10, a distance of 369.43 FT, to a Property Corner, of said Outlot 10; Thence S 81°08'06" E, a distance of 125.76 FT; Thence S 87°32'35" E, a distance of 219.77 FT; Thence S 73°59'18" E, a distance of 197.53 FT; Thence S 57°34'39" E, a distance of 152.98 FT; Thence S 23°58'32" E, a distance of 305.09 FT; Thence S 27°30'44" E, a distance of 469.51 FT; Thence S 43°57'35" E, a distance of 299.05 FT; Thence S 33°57'42" E, a distance of 263.74 FT, to a Point being on the South Line of the SW $\frac{1}{4}$ NE $\frac{1}{4}$, of said Section 33; Thence N 89°34'42" W, on the South Line of the SW $\frac{1}{4}$ NE $\frac{1}{4}$, of said Section 33, a distance of 482.43 FT, to the Southwest Corner of the SW $\frac{1}{4}$ NE $\frac{1}{4}$, of said Section 33; Thence N 89°38'01" W, on the South Line of the SE $\frac{1}{4}$ NW $\frac{1}{4}$, of said Section 33, a distance of 1320.94 FT, to the Southwest Corner of the SE $\frac{1}{4}$ NW $\frac{1}{4}$, of said Section 33; Thence N 89°31'23" W, on the South Line of the SW $\frac{1}{4}$ NW $\frac{1}{4}$, of said Section 33, a distance of 79.88 FT; Thence S 40°50'19" E, a distance of 35.96 FT; Thence S 35°08'20" E, a distance of 95.59 FT, to a Point being on the East Line of the NW $\frac{1}{4}$ SW $\frac{1}{4}$, of said Section 33; Thence S 0°44'15" W, on the East Line of the NW $\frac{1}{4}$ SW $\frac{1}{4}$, of said Section 33, a distance of 245.80 FT, to a Property Corner, of East Side Estates, a Plat being on file at the Ward County Recorder's Office; Thence S 50°55'08" W, on a Property Line, of said East Side Estates, a distance of 70.21 FT, to a Property Corner, of said East Side Estates; Thence S 62°29'51" W, on a Property Line, of said East Side Estates, a distance of 53.58 FT, to a Property Corner, of said East Side Estates; Thence on a Property Line, of said East Side Estates, on a Curve to the Right, said Curve having a Length of 134.44 FT, a Radius of 254.69 FT, and a Delta Angle of 30°14'36", to a Property Corner, of said East Side Estates; Thence on a Property Line, of said East Side Estates, on a Curve to the Left, said Curve having a Length of 139.89 FT, a Radius of 198.17 FT, and a Delta Angle of 40°26'40", to a Property Corner, of said East Side Estates; Thence on a Property Line, of said East Side Estates, on a Curve to the Left, said Curve having a Length of 129.32 FT, a Radius of 143.39 FT, and a Delta Angle of 51°40'23", to a Property Corner, of said East Side Estates; Thence S 2°54'09" W, on a Property Line, of said East Side Estates, a distance of 231.93 FT, to a Property Corner, of said East Side Estates; Thence S 14°39'33" E, on a Property Line, of said East Side Estates, a distance of 62.01 FT, to a Property Corner, of said East Side Estates; Thence S 32°51'28" W, on a Property Line, of said East Side Estates, a distance of 57.00 FT, to a Property Corner, of said East Side Estates; Thence S 59°25'51" E, on a Property Line, of said East Side Estates, a distance of 74.67 FT, to a Property Corner, of said East Side Estates; Thence S 78°51'58" E, on a Property Line, of said East Side Estates, a distance of 66.19 FT, to a Property Corner, of said East Side Estates; Thence S 51°52'20" E, on a Property Line, of said East Side Estates, a distance of 47.41 FT, to a Property Corner, of said East Side Estates; Thence S 36°04'14" E, on a Property Line, of said East Side Estates, a distance of 67.82 FT, to a Property Corner, of said East Side Estates; Thence S 15°11'46" E, on a Property Line, of said East Side Estates, a distance of 111.13 FT, to a Property Corner, of said East Side Estates; Thence S 2°35'58" W, on a Property Line, of said East Side Estates, a distance of 61.90 FT, to a Property Corner, of said East Side Estates; Thence S 18°10'04" W, on a Property Line, of said East Side Estates, a distance of 56.34 FT, to a Property Corner, of said East Side Estates; Thence S 59°24'42" W, on a Property Line, of said East Side Estates, a distance of 20.68 FT, to a Property Corner, of said East Side Estates; Thence N 69°26'06" W, on a Property Line, of said East Side Estates, a distance of 104.16 FT, to a Property Corner, of said East Side Estates; Thence S 89°38'51" W, on a Property Line, of said East Side Estates, a distance of 48.12 FT, to a Property Corner, of said East Side Estates; Thence S 77°43'03" W, on a Property Line, of said East Side Estates, a distance of 67.37 FT, to a Property Corner, of said East Side Estates; Thence S 61°08'21" W, on a Property Line, of said East Side Estates, a distance of 85.66 FT, to a Property Corner, of said East Side Estates; Thence S 49°03'44" W, a distance of 53.32 FT, to a Point being on the Northerly Railroad Right of Way Line; Thence N 42°07'59" W, on the said Northerly Railroad Right of Way Line, a distance of 1200.26 FT, to Point being on the West Line of the NW $\frac{1}{4}$ SW $\frac{1}{4}$, of said Section 33; Thence N 0°40'19" E, on the West Line of the NW $\frac{1}{4}$ SW $\frac{1}{4}$, of said Section 33, a distance of 464.10 FT, to the Point of Beginning.

Said described tract, of land contains 108.35 Acres more or less. Have caused the same to be surveyed and platted as shown hereon, to be known as Larson's Addition, to the City of Minot, North Dakota, the owners hereunto affixed their signatures.

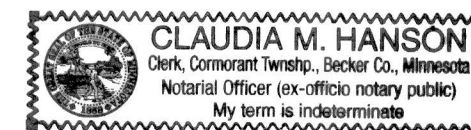
William K Larson
William K Larson

Paul K Larson
Paul K Larson

STATE OF ~~MINNESOTA~~ NORTH DAKOTA, COUNTY OF Becker

On this 11th Day of November, 2024, before me, a Notary Public in and for said State, Appeared William K Larson, well known to be the person described in the foregoing description and acknowledged to me that he executed the same on his own free act and deed.

My commission expires

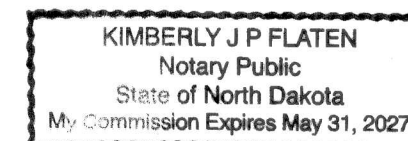


Notary Public, State of North Dakota

STATE OF NORTH DAKOTA, COUNTY OF Ward

On this 17th Day of October, 2024, before me, a Notary Public in and for said State, Appeared Paul K Larson, well known to be the person described in the foregoing description and acknowledged to me that he executed the same on his own free act and deed.

My commission expires



Notary Public, State of North Dakota

SURVEYOR'S CERTIFICATE

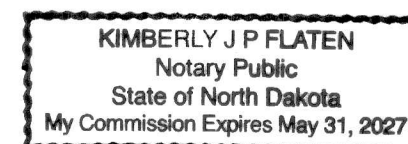
I, Thomas R. Leshovsky, a duly Registered Professional Land Surveyor, do hereby certify that I have Surveyed and Platted, the Foregoing described land. That Lots, Distances, Areas and Locations as shown on the foregoing Plat and in the Description Thereof, are true and correct to the best of my Knowledge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

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

STATE OF NORTH DAKOTA, COUNTY OF Ward

On this 15th Day of October, 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

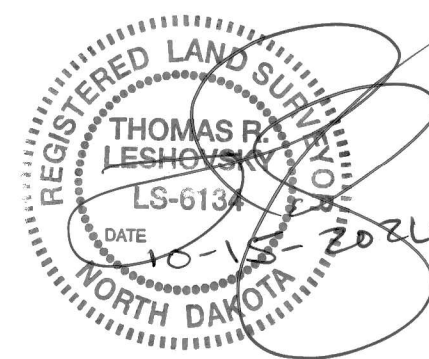


Notary Public, State of North Dakota

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: Stefanie Stalheim, City Attorney
David Lakefield, Finance Director

DATE: March 3, 2025

SUBJECT: VISIT MINOT SERVICES AGREEMENT - LEISURE FEE/LODGING TAX

I. RECOMMENDED ACTION

It is recommended City Council approve the attached services agreement with Visit Minot and authorize the Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

Stefanie Stalheim, City Attorney, 701-857-4190
David Lakefield, Finance Director, 701-857-4774

III. DESCRIPTION

A. Background

The City Council passed an ordinance establishing a lodging leisure fee on January 6, 2025. The proposed fee is separate from the existing lodging tax and imposes a \$1 per day fee on extended stays (stays 30+ days) and hotels and motels within the City of Minot. This fee is separate from the existing lodging tax, which is 3% on all stays less than 30 days.

B. Proposed Project

Staff recommends refreshing the City's services agreement with Visit Minot to reflect the new leisure fee and current practices. A proposed agreement is attached. The prior agreement has been in effect since 1995 and is also attached. The proposed agreement will replace the 1995 agreement as of the date the new agreement becomes effective.

C. Recommendation Detail

The attached agreement contains standard contract terms similar to other City services agreements with other entities.

IV. IMPACT

A. Aspirations

Dynamic & Flourishing - refreshing the City's agreement with Visit Minot will assist with their mission to further promote tourism in the area.

B. Service/Delivery Impact:

The current agreement has been in effect since 1995, and the draft contemplates distribution of the leisure fee and general updates to reflect present practices. It also contains the City's standard boilerplate services agreement language.

C. Fiscal Impact

The new leisure 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

None - city staff drafted the agreement.

Project Funding

None - city staff drafted the agreement.

VI. ALTERNATIVES

Alternative 1 - City Council can amend the draft agreement.

Alternative 2 - City Council can decline to approve the agreement - i.e., the attached agreement from 1995 will continue to govern the relationship.

CONVENTION AND VISITORS BUREAU COMMITTEE

	<u>Original Appointment</u>	<u>Expiration of Term</u>
<u>Minot Motel Association</u>		
Carroll Burtness	1/9/95	12/31/97
Connie Alexander	3/7/94	12/31/95
Peter Zimmerman	3/7/94	12/31/96
<u>Convention and Visitors Bureau</u>		
Mike Sartwell	3/7/94	12/31/95
Jan Fiedler	3/7/94	12/31/96
Jim Mello	1/9/95	12/31/97
<u>City Council</u>		
Andy Bertsch	3/7/94	12/31/95
<u>At Large</u>		
Pat Dostert	3/7/94	12/31/95
Jane Bartholomay	3/7/94	12/31/96

PURPOSE

To promote, develop, invite and encourage all types of state, regional and national conventions to meet in the City of Minot. The organization shall assist convention groups in publicizing, promoting, planning and coordinating conventions or meetings. This organization will also work toward attracting tourists to this area.

APPOINTMENT, MEMBERSHIP, TERM

The Board of Directors of the corporation shall be comprised of nine members (which number may not be altered in the bylaws), appointed by the Mayor of the City of Minot, subject to confirmation by a majority of the entire City Council of the City of Minot. Three directors shall be selected by the Mayor from the membership of the Minot Motel Association, three from the membership of the corporation itself, two persons from the community at large, and one from the City Council. The terms of the members shall be for three years, expiring on December 31st, except for the member appointed from the City Council, whose term shall be one year, expiring December 31st. However, the terms of the initial members of the board (except for the member appointed from the City Council) shall be staggered (by lot or by agreement amongst them) as follows: Three terms shall expire on December 31, 1994; three terms shall expire on December 31, 1995; two terms shall expire on December 31, 1996. A director may be removed by a majority vote of all the members of the board (including in the computation as to whether a majority has been attained the director whose removal is sought), subject to confirmation by the City Council.

Membership

Once class of members which have the following qualifications: Designated as regular membership and any individual, firm, partnership, corporation, company, association, or trustee in agreement with the interests and goals of the CVB indicating a desire to affiliate with this organization shall be eligible to such membership.

Amendment

By Directors. The Board of Directors shall have power to make, alter, amend and repeal the bylaws of the Corporation by affirmative vote of seventy five percent (75%) of the Board, provided, however, that the action is proposed at a regular or special meeting of the Board and adopted at a subsequent regular meeting, except as otherwise provided by law. However, such power shall not include the power to alter the number or selection of the Board of Directors or with regard to membership without the consent of the City Council of the City of Minot.

Source

City Council Minutes - March 7, 1994

Revised 1-9-95

City of Minot

AGREEMENT

This agreement is made and entered into between the City of Minot, a municipal corporation and political subdivision of the State of North Dakota, hereinafter called the "City" and the Convention and Visitors Bureau, a non-profit corporation, hereinafter called the "CVB".

Whereas, the City is desirous of promoting tourism to the City of Minot and the surrounding area, and the use of the city as a site for holding conventions, and

Whereas, the CVB has special expertise in promoting tourism and conventions,

Now, therefore, it is agreed as follows:

1. The CVB agrees to promote the use of the city as a site to hold conventions, coordinate community resources to meet the needs of each convention, work with and advise convention officials and promote, encourage, and develop tourism within the City of minot and in the surrounding area.

2. In return for the services to be performed by the CVB, the City agrees to pay the CVB (a) the lesser of the amounts appropriated in each annual budget for this contract, or (b) the amount of motel tax which is received by the City Treasurer from the Office of the State Tax Commissioner and which is attributable to taxes collected from Minot motel guests during the term of the agreement. Payment is to be made within 14 days of receipts of money from the State Tax Department.

3. The term of this agreement shall be until 120 days after one party gives the other written notice that the party giving notice intends to terminate this agreement. If the termination of the contract does not coincide with the end of the City's budget year the appropriation to the contract for the budget year in which the contract terminates shall be pro rated on a daily basis to determine the contract payment due under paragraph 2.

4. In order for the City to evaluate the quality of the performance rendered by the CVB under this contract, the CVB agrees to provide the City with quarterly financial reports and program reports. The financial report shall set forth the expenditures by the CVB associated with the performance of this contract and the program reports shall provide a narrative explanation of the program or projects undertaken by the CVB in the fulfillment of this contract.

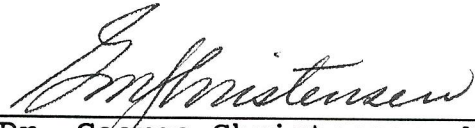
5. This contract is made specifically contingent upon the lawful appropriation by the City Council of the City of Minot of the money required to make the payments provided for within.

6. It is agreed that the CVB is an independent contractor and is not an agent of the City.

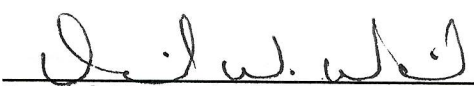
7. The CVB agrees that in hiring employees to staff the bureau, and in awarding subcontracts with respect to this contract, it will not discriminate against any person on the ground of race, religion, sex, creed, or prior condition of servitude.

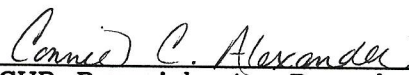
Dated at Minot, North Dakota, this 15th day of March, 1994.

CITY OF MINOT:


Dr. George Christensen, Mayor

ATTEST:


David W. Waing, City Clerk


CVB President, Board of Directors

March 7, 1994

WATER & SEWER REPLACEMENT	8,333.00	
HIGHWAY RESERVE	8,333.00	
PARKING AUTHORITY		330.00
TOTAL TRANSFERRED TO GENERAL FUND	62,853.00	
FROM WATER PLANT	\$17,394	
TO: SPECIAL ASSESSMENT DEBT	\$17,394	
FROM SEWAGE TREATMENT	\$ 857	
TO: SPECIAL ASSESSMENT DEBT	\$ 857	

APPROVAL OF PAYROLL - JANUARY 23, 1994 THROUGH FEBRUARY 19, 1994

Alderman Hatlelid moved that the City Council approve the payroll for the period of January 23, 1994 through February 19, 1994 in the total amount of \$615,528.65. Motion seconded by Alderman Anderson and carried by the following roll call vote: ayes: Anderson, Bertsch, Christianson, Collins-Roggenbuck, Duke, Ell, Frey, Hatlelid, Horn, Kuhn, Leigh, Wetzler, Zimbelman. nays: none.

MAGIC FUND APPLICATION - ORAL LOGIC, INC. - APPROVED

Alderman Hatlelid moved that the City Council approve Oral Logic, Inc. for a PACE interest buydown from the MAGIC Fund on a \$460,000 loan from a local bank (First Western) with the PACE interest buydown estimated at \$36,440.60 present value, with the provision that this authorization be flexible to the extent that should the PACE interest buydown amount change, based on the closing date, the changed amount is hereby authorized. Motion seconded by Alderman Leigh and carried by the following roll call vote: ayes: Anderson, Bertsch, Christianson, Collins-Roggenbuck, Duke, Ell, Frey, Hatlelid, Horn, Kuhn, Leigh, Wetzler, Zimbelman. nays: none.

MAGIC FUND APPLICATION - HEARTLAND PRODUCTS, INC. - APPROVED

Alderman Hatlelid moved that the City Council approve Heartland Products, Inc. for a \$30,000 five year 3% interest loan from the MAGIC Fund with the provision that the two new product molds be left in the possession of Terhorst Manufacturing until this Heartland Products loan is repaid. Motion seconded by Alderman Leigh and carried by the following roll call vote: ayes: Anderson, Bertsch, Christianson, Collins-Roggenbuck, Duke, Ell, Frey, Hatlelid, Horn, Kuhn, Leigh, Wetzler, Zimbelman. nays: none.

MAGIC FUND APPLICATION - RUGBY ECONOMIC DEVELOPMENT CORPORATION - APPROVED

Alderman Hatlelid moved that the City Council approve the Rugby Economic Development Corporation for a \$2,500 MAGIC Fund grant for the St. Michel Rentals Project in Rugby, North Dakota. Motion seconded by Alderman Leigh and carried by the following roll call vote: ayes: Anderson, Bertsch, Christianson, Collins-Roggenbuck, Duke, Ell, Frey, Hatlelid, Horn, Kuhn, Leigh, Wetzler, Zimbelman. nays: none.

MAGIC FUND APPLICATION - SOURIS BASIN REVOLVING LOAN FUND - APPROVED

Alderman Hatlelid moved that the City Council approve the Souris Basin Revolving Loan Fund for a \$135,000 MAGIC Fund grant to be matched by a \$400,000 EDA grant. Motion seconded by Alderman Leigh and carried by the following roll call vote: ayes: Anderson, Bertsch, Christianson, Collins-Roggenbuck, Duke, Ell, Frey, Hatlelid, Horn, Kuhn, Leigh, Wetzler, Zimbelman. nays: none.

MAGIC FUND APPLICATION - HARVEY ECONOMIC DEVELOPMENT CORPORATION - APPROVED

Alderman Hatlelid moved that the City Council approve the Harvey Economic Development Corporation (on behalf of TJ Manufacturing Project of Harvey) for a \$20,000 MAGIC Fund loan with the following terms:

Year 1	No payments or interest
Year 2-3	3% Interest Payments Only
Year 4-5	4% Interest, Principal Payments Begin
Year 6-8	5% Interest, Principal Payments End

Motion seconded by Alderman Leigh and carried by the following roll call vote: ayes: Anderson, Bertsch, Christianson, Collins-Roggenbuck, Duke, Ell, Frey, Hatlelid, Horn, Kuhn, Leigh, Wetzler, Zimbelman. nays: none.

ALDERMAN ARRIVES AT MEETING

At this point Alderman Giesinger arrived at the City Council meeting.

CVB - APPROVED

Alderman Zimbelman moved that the City Council approve wording for the CVB Articles of Incorporation related to the make-up of the Board of Directors for the CVB as well as the method of appointment of the Board (attached to the CVB agreement on file in the office of the City Clerk), and further, that the City Council approve agreement between the City of Minot and the CVB and authorize the Mayor and City Clerk to sign it, provided that the approved wording for the Board is included in the Articles of Incorporation of the CVB. Motion seconded by Alderman Christianson and carried by the following roll call vote: ayes: Anderson, Bertsch, Christianson, Collins-Roggenbuck, Duke, Ell, Frey, Giesinger, Hatlelid, Horn, Kuhn, Leigh, Wetzler, Zimbelman. nays: none.

CVB BOARD OF DIRECTORS - APPOINTMENT

Mayor Christensen recommended the following appointments to the CVB Board of Directors:

Minot Motel Association
Ron Holden
Connie Alexander
Peter Zimmerman

Convention and Visitors Bureau
Mike Sartwell
Jan Fiedler
Marlyn Redman

City Council
Andy Bertsch

At Large
Pat DoStart
Jane Bartholomay

Alderman Zimbelman moved that Alderman Christianson seconded a motion to confirm the above appointments to the Convention and Visitor's Bureau (CVB). Motion carried by the following roll call vote: ayes: Anderson, Bertsch, Christianson, Collins-Roggenbuck, Duke, Ell, Frey, Giesinger, Hatlelid, Horn, Kuhn, Leigh, Wetzler, Zimbelman. nays: none.

MINOT CITY COUNCIL - REGULAR MEETING

ROLL CALLMembers Present:

Anderson, Bertsch, Butz, Christianson, Duke, Ell, Frey, Giesinger, Hatlelid, Kuhn, Leigh, Zimbelman.

Members Absent:

Collins-Roggenbuck, Wetzler, Backes.

City Council President Alderman Anderson presiding.

PLEDGE OF ALLEGIANCE

City Council President Alderman Anderson led the City Council in the Pledge of Allegiance.

PUBLIC HEARING - RESOLUTION OF NECESSITY - SIDEWALK DISTRICT NO. 1 - PROTEST DECLARED INSUFFICIENT

A public hearing was held on the resolution declaring the necessity of Sidewalk District No. 1 (improvements in Burdick Expressway Second Addition Area in the sidewalk easement between 40th and 41st Streets Southeast, directly south of Burdick Expressway East). The City Clerk reported that a petition was received after the legal protest period containing the signatures of twelve individuals opposed to Sidewalk District No. 1. However, the City Clerk reported that several of those signing the petition were owners of property adjoining, but outside of, the legal protest area. He reported that those opposed to Sidewalk District No. 1 on the petition were the owners of six of the lots within the legal protest area. He reported there were eight lots owned by those still petitioning for creation of the District.

Harry Hughes of 1008 40th Street Southeast appeared to state that creation of this district would be a waste of taxpayer dollars. He questioned whether those in favor of the creation of this Sidewalk District would actually regularly maintain the sidewalk including the removal of snow. He requested that the City Council deny the district.

Following considerable discussion with regard to this proposed sidewalk district, Alderman Bertsch moved that the public hearing be closed and that protests be declared insufficient and that proceeding with Sidewalk District No. 1 be denied. Motion seconded by Alderman Christianson and carried by the following roll call vote: ayes: Bertsch, Butz, Christianson, Duke, Ell, Giesinger, Hatlelid, Zimbelman. nays: Anderson, Frey, Kuhn, Leigh.

APPROVAL OF APPOINTMENTS

Alderman Hatlelid moved that the City Council confirm the following appointments recommended by Mayor Backes:

All Seasons Arena Board of Directors

Chuck Duke - Appointed to replace Bruce Christianson (January 2, 1996)
Bob Wetzler - Re-appointed to a one year term (January 2, 1996)
Collin Dobrovolsky - Re-appointed to a one year term (January 2, 1996)

Convention and Visitors Bureau Committee

Carroll Burtress - Appointed to replace Ron Holden - representing the Minot Motel Association - to a three year term (December 31, 1997)
Jim Mello - Appointed to replace Marlyn Redman representing CVB (December 31, 1997)
Andy Bertsch - Re-appointed to a one year term representing the City Council (Dec. 31, 1995)

Housing Authority

Bill Lucas - Re-appointed to a five year term (January 1, 2000)

Souris Basin Planning Council

Ken Anderson - Re-appointed to a one year term (January 1, 1996)
Mike Ell - Re-appointed to a one year term (January 1, 1996)

Minot Commission on Aging

James Crawford - Re-appointed to a three year term (December 31, 1997)
Alan Walter - Re-appointed to a three year term (December 31, 1997)
Walfrid Hankla - Re-appointed to a three year term (December 31, 1997)
Marion Kolb - Re-appointed to a three year term (December 31, 1997)
Gertrude Shea - Re-appointed to a three year term (December 31, 1997)

The above motion seconded by Alderman Butz and carried by the following roll call vote: ayes: Anderson, Bertsch, Butz, Christianson, Duke, Ell, Frey, Giesinger, Hatlelid, Kuhn, Leigh, Zimbelman. nays: none.



SERVICES AGREEMENT
City of Minot and Minot CVB Inc.

This Agreement is entered into on this ____ day of _____, 202__, (Effective Date) by and between the City of Minot (hereinafter "City") and Minot Convention & Visitors Bureau, Inc., a North Dakota non-profit corporation and local destination marketing organization (hereinafter "Provider").

WHEREAS, the City desires to promote tourism and conventions in the Minot and the surrounding area; and

WHEREAS, Provider has expertise in promoting tourism and conventions, and has agreed to operate as the convention and visitors bureau and to provide certain services as described in Exhibit 1; and

WHEREAS, the City desires to hire Provider and to distribute (1) two-thirds of the net proceeds of the tax imposed by Chapter 28 ½, Article II of the City's Code of Ordinances and (2) the net proceeds of the hotel leisure fee imposed by Division 4 of Chapter 18, Article III, Division 4 of the City's Code of Ordinances for the costs of Services.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. Term. The term of this Agreement shall be from the Effective Date until 120 days after one party gives written notice to the other of their intent to terminate this Agreement.
2. Designation of Provider. Pursuant to Section 28½-14 of the City's Code of Ordinances, the City designates Provider as the appropriate entity to operate the convention and visitors bureau and to serve as an advisory committee to the City.
3. Scope of Services. Provider agrees to operate the convention and visitors bureau and provide the services outlined and in the manner described in Exhibit 1, which is attached and incorporated into this Agreement by reference. The term "Services" as used in this Agreement shall refer to the services described in Exhibit 1 to this Agreement (Exhibit 1).

4. Reports. In order for the City to evaluate the quality of Provider's performance of services rendered under this Agreement, Provider shall submit at minimum, an annual financial and program report to the City. The financial report must set forth the expenditures by Provider associated with its performance of the services described in Exhibit 1. The program report must provide a narrative explanation of the programs, projects, and services described in Exhibit 1 to this Agreement to include any qualifiable effects on the City and surrounding community.
5. Compensation. City shall pay Provider for its services hereunder compensation of (1) two-thirds of the gross proceeds of the tax imposed by Chapter 28 ½, Article II of the City's Code of Ordinances and (2) the gross proceeds of the hotel leisure fee imposed by Division 4 of Chapter 18, Article III, Division 4 of the City's Code of Ordinances less administrative fees established by City Council. Payment shall be made periodically as collected by the City Finance Director, but no less than once per month. In the event of termination of this Agreement, the City's obligation to make payment to Provider as set forth herein shall immediately cease, with payment for the most recent month's services prorated to the date of termination.
6. Authority to Contract. No part of this Agreement shall be construed to grant to Provider any authority to contract for, on behalf of, or incur obligations on behalf of the City.
7. Termination.
 - a. Termination by Mutual Agreement. This Agreement may be terminated by mutual consent of both parties executed in writing.
 - b. Termination Without Cause. This Agreement may be terminated by either party upon one hundred twenty (120) days' written notice to the other party of the terminating party's intent to terminate before the expiration of this Agreement.
 - c. Termination for Cause. City may terminate this Agreement effective upon delivery of written notice to Provider, or any later date stated in the notice:
 - i. If Provider fails to provide Services required by this Agreement within the time specified or any extension agreed to by City; or

- ii. If Provider fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms; or
 - iii. If the City Council's appropriation of money required to make the payments contemplated as consideration herein becomes unlawful or is not appropriated.
 - d. The rights and remedies of City provided in this Section 7 are not exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
 - e. If the termination of this Agreement does not coincide with the end of the City's fiscal budget year, the appropriation for this Agreement for the City's fiscal budget year in which this Agreement terminates shall be pro-rated on a daily basis to ascertain the appropriate Agreement payment due under Section 5 of this Agreement.
8. Notice. All notices or other communications required under this Agreement must be given by registered or certified mail and are complete on the date postmarked when addressed to the parties at the following addresses:

City:	Provider:
City of Minot	Minot CVB Inc.
c/o City Manager	c/o Executive Director
P.O. Box 5006	1020 South Broadway
Minot, ND 58702-5006	Minot, ND 58702

9. Independent Entity. Provider is an independent entity under this Agreement and is not a City employee or agent for any purpose.
10. Compliance with Law. Provider agrees to comply with all applicable federal, state, and local laws, rules, and policies, including those relating to nondiscrimination, accessibility, and civil rights. Provider's failure to comply with this section may be deemed a material breach by Provider entitling the City to terminate in accordance with the Section 7(c) of this Agreement.

- 11.Retention of Records and Audits. Provider agrees to retain financial and program records in accordance with the State of North Dakota's Retention of Records Policy. In the event Provider's records are audited by a third party, Provider shall provide the City with the results of the audit within 30 days of receipt.
- 12.Compliance with Public Records Laws. Provider understands that, City must disclose to the public upon request any records it receives from Provider. Provider further understand that any records obtained or generated by Provider under this Agreement, may, under certain circumstances, be open to the public upon request under the North Dakota public records law. Provider agrees to contact City promptly upon received a request for information under the public records law and, at no additional expense to City, comply with City's instructions on how to respond to the request.
- 13.Indemnification. Provider agrees to defend, indemnify, and hold harmless the City, its officers, and employees, from and against any all claims, loss, damage, expense, and liability for injuries to persons and property, claimed or alleged to be caused for any reason while performing Services pursuant to this Agreement. Provider also agrees to reimburse the City for all costs, expenses, and attorneys' fees incurred if the City prevails in an action against Provider in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this Agreement.
- 14.Insurance. At its sole cost, Provider shall secure and keep in force during the term of this Agreement, from insurance companies authorized to do business in the state of North Dakota, the following insurance coverages: (1) commercial general liability, including premises or operations, contractual, and products or completed operations coverages, with minimum liability limits of \$1,000,000 per occurrence; (2) automobile liability, including owned (if any), hired, and non-owned automobiles, with minimum liability limits of \$250,000 per person and \$1,000,000 per occurrence; and (3) workers' compensation coverage meeting all statutory requirements. The City, its agent, officers, and employees shall be endorsed on the commercial general liability policy on a primary and noncontributory basis, as an additional insured. The Provider's duty to defend, indemnify, and hold harmless the City under this Agreement shall not be limited

by the insurance required in this Agreement. Provider shall furnish a certificate of insurance evidencing the required coverages are in effect prior to commencement of this Agreement. Failure to provide or to maintain insurance as required in this Agreement is a material breach of contract entitling City to terminate this Agreement pursuant to Section 7(c).

15. Successors in Interest. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties hereto, and their respective successors and assignees.
16. Assignment. Neither Party may not assign or otherwise transfer or delegate any right or duty without the other party's express written consent.
17. Force Majeure. Neither Party to this Agreement will be liable to the other Party for delays, or direct and indirect costs resulting from any causes beyond the reasonable control or contemplation for either Party.
18. Severability. If any term of this Agreement is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms is unaffected and, if possible, the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain that term.
19. Attorneys' Fees. In the event a lawsuit is initiated by City to obtain performance due under this Agreement, and City is the prevailing party, Provider shall, except if specifically prohibited by law, pay City's reasonable attorneys' fees and costs in connection with the lawsuit.
20. Authority to Execute Agreement. Each party represents and warrants that this Agreement has been duly authorized, executed and delivered by it; that the undersigned representatives are fully authorized to sign this Agreement on behalf of the party for whom they are signing and whom they represent; that performance of all the actions contemplated thereby have been duly authorized by all requisite action and that this Agreement constitutes a valid and binding obligation, enforceable against each party, its successors and assigns in accordance with its terms.
21. Governing Law and Venue. This Agreement shall be construed and interpreted both as to the validity and performance of the Parties in accordance with the laws of the State of North Dakota. In the event of any dispute hereunder the forum

shall be in District Court, Ward County, North Dakota. Each Party consents to the exclusive jurisdiction of such court and waives any claim of lack of jurisdiction or forum non conveniens.

22.Entire Agreement and Modification. This Agreement, including Exhibit 1, constitutes the entire agreement between the Parties. There are no understandings, agreements, or representations, oral or written, not specified in this Agreement. This Agreement may not be modified, supplemented, or amended, in any manner, except by written agreement signed by both Parties. It is the explicit intent of the Parties that beginning on the Effective Date, this Agreement shall replace the Agreement the Parties entered into on March 15, 1994 as it relates to the lodging taxes collected by the City of Minot.

23.Effectiveness of Agreement. This Agreement is not effective until fully executed by both Parties.

CITY OF MINOT, NORTH DAKOTA

Thomas Ross
Mayor

David Lakefield
Finance Director

Mikayla McWilliams
City Clerk

MINOT CVB INC.

Stephanie Schoenrock, Executive Director

Thor Nelson, Board President



EXHIBIT 1

MINOT CVB, INC. SERVICES AGREEMENT

1. Provider Services. Provider shall provide the following services and/or meet the following obligations:
 - a. Operate the convention and visitors bureau;
 - b. Advise the City on tourism related issues and initiatives;
 - c. Maintain a team of qualified professionals, led by a full-time executive director and a Board of Directors to achieve strategic objectives and ensure operational excellence;
 - d. Develop and implement a data-driven marketing strategy, leveraging analytics from various sources, which may include website traffic, social media engagement, CoStar hospitality data (occupancy and average daily rate), and geolocation insights;
 - e. Develop, produce, and distribute promotional materials that effectively market Minot as a travel destination;
 - f. Establish and maintain a strong digital presence, utilizing social media, online advertising, and other digital platforms to enhance awareness of Minot's attractions, events, and visitor opportunities, with a targeted focus on audiences outside Ward County;
 - g. Promote Minot as a preferred destination for conventions, meetings, tournaments, events, and group travel, and provide comprehensive support to event organizers to ensure successful execution and increased visitation;
 - h. Collaborate with event organizers, attractions, and local businesses to promote and support events that draw leisure visitors from outside Ward County and to enhance economic impact and visitor engagement.



TO: Mayor Ross
Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: March 3, 2025

**SUBJECT: AIRPORT PREVENTATIVE MAINTENANCE AGREEMENT WITH
MOWBRAY AND SON**

I. RECOMMENDED ACTION

It is recommended City Council approve the Mowbray & Son Preventative Maintenance Proposal and authorize the Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

In 2017, at the conclusion of the warranty period for many of the Passenger Terminal's mechanical systems, the Airport entered into a one-year preventative maintenance plan with Mowbray and Son, Inc. Mechanical Contractors. This agreement has since been renewed on an annual basis each year. This contract is a continuation of the preventative maintenance agreement.

B. Proposed Project

Approval of the agreement ensures that preventative maintenance checks are being done by trained professionals according to manufacturer's recommended time frame and procedure.

Beginning in July 2019, Airport staff have completed filter changes, significantly reducing the preventative maintenance plan cost. Mowbray & Sons, Inc., upon approval of the attached proposal, will continue to provide preventative maintenance checks including:

Quarterly:

- Check and tighten belts and grease bearings
- Check pumps, all fans, voltages and amps
- Clean motors, tighten electrical and check pressures on hot and chilled loops
- Annually:

- Changing boiler filters
- Check wye strainers
- Change all belts and grease bearings
- Check boiler
- Clean all flame sensors and check gas pressures

C. Recommendation Detail

Mowbray has been the service provider for the terminal's mechanical systems since the building first opened in 2016. Because of their agency's familiarity with the systems, Airport staff recommend continued service with Mowbray. Two other companies were solicited and expressed the inability to accommodate a service agreement at this time.

IV. IMPACT

A. Aspirations

Resilient and Prepared

B. Service/Delivery Impact:

Tenants and travelers will benefit from consistent and proper functioning HVAC and other mechanical systems.

C. Fiscal Impact

The contract was budgeted and all the funds are within the 2025 HVAC and building maintenance budget.

Project Costs

Mowbray & Son	\$22,072.00
Agreement	

VI. ALTERNATIVES

1. Council could request the maintenance go out for bid resulting in the potential to bring less familiar technicians on site with limited knowledge of the building's operations and delaying the preventative maintenance throughout the process.

PROPOSAL

Proposal Submitted To: City of Minot	Job Name: Minot International Airport PM checks	Date: 20-Feb-25
Address:	Job Location: Minot International Airport	Date of Plans: -
City, State, Zip Minot, ND 58701	Phone: michael.rafala@minotnd.gov	Architect: -
Attention: Airport Manager	Fax: maria.romanick@minotnd.gov	Job Number

3 Times Per Year PM Check:

We offer this proposal to perform 3 annual Preventative Maintenance checks at the Minot International Airport. The PM checks will include check and tighten belts and grease bearings. Check pumps, all fans, voltages and amps. Clean motors, tighten electrical and check pressures on hot and chilled loops. **Please note we do not include any changing, cleaning or supplying of HVAC system filters.**

For the sum of \$4,600 per PM check.

1 Time Per Year PM Check:

We offer this proposal to perform this Preventative Maintenance check once per year at the Minot International Airport. This PM check will include changing of boiler filters. Check wye strainers. Change all belts and grease bearings. Check boiler. Check pumps, all fans, voltages and amps. Clean motors, tighten electrical and check pressures on hot and chilled loops. Clean all flame sensor's and check gas pressures. **Please note we do not include any changing, cleaning or supplying of HVAC**

For the sum of \$8,272.00 per annual PM check.

* **Technicians must follow all security requirements, including but not limited to obtaining ID media in order to gain access to the secured areas to conduct the required maintenance.**

** **Billing must be provided to the airport within 30 days of conducting quarterly service.**

We Hereby Propose to furnish all labor and material - complete - in accordance with the above specifications for the sum of:

Twenty Two Thousand Seventy Two & 00/100

Dollars

\$22,072.00

Total for Complete PM checks for entire 12 month period(less filters)

This is a one year PM contract starting March 15, 2025 through March 14, 2026.

One PM check for (3) quarters for \$4,600.00 each and (1) time PM check for \$8,272.00.

Note: This proposal may be withdrawn by us if not accepted within **30 Days**.

All material is guaranteed to be as specified. All work is to be completed in a workman like manner according to standard practices. Any alteration of deviation from the above specification involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by worker's compensation insurance. If payment for work provided in this proposal is not paid when due, customer agrees to pay for all costs of collection including attorney's fees.

Authorized
Signature

Derrick Burke

Derrick Burke
HVAC Superintendent

Acceptance of Proposal

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

Date of Acceptance: _____

Signature and Title: _____



TO: Mayor Ross
Members of the City Council

FROM: Veronica Meyer, Senior Project Manager

DATE: March 3, 2025

SUBJECT: 2025 SANITARY SEWER REHABILITATION - CIPP AWARD OF BID

I. RECOMMENDED ACTION

It is recommended City Council award the bid for the 2025 Sanitary Sewer Rehabilitation - CIPP Project to Hydro-Klean, LLC for the lowest bid of \$730,342.87 and authorize the Mayor to sign contract documents on behalf of the City.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director, 701-857-4768

III. DESCRIPTION

A. Background

Each year, the Sewer Department budgets funds for sewer main replacement in areas where old sewer mains are in poor condition. The proposed improvements are necessary because of the high maintenance costs over the past several years.

On Tuesday, February 25, 2025, bids were opened for the 2025 Sanitary Sewer Rehabilitation - CIPP Project. Below is a copy of the bid tabulation:

2025 Sanitary Sewer Rehabilitation Project Bid Tabulation	
City Project #4878	
Engineers Estimate: \$1,122,924.00	
Bidder	Total Bid
Hydro-Klean, LLC	\$730,342.87
Municipal Pipe Tool Company	\$753,850.22

Insituform Technologies USA, LLC	\$802,059.62
CC Steel LLC	\$852,092.80

The lowest responsible bid was received from Hydro-Klean, LLC in the amount of \$730,342.87.

B. Proposed Project

Work for this project this year will mostly concentrate in areas of town where tree roots penetrate older sewer mains causing high potential for sewer backups. These mains are mostly in decent condition so cure in place lining systems are an excellent rehab method without needing to excavate in the street.

C. Recommendation Detail

Hydro-Klean did not submit the most recent bid form (which was issued by addendum) for the project with their bid. While discrepancies exist in some of the quantities listed, it has been viewed as a minor technicality as the main objective of the bid form is to obtain certification that the contractor has authorization to provide a bid and to ensure the bid is genuine. No dollar amounts are included on the bid form so the bid amount is not affected by the quantities on the bid form.

IV. IMPACT

A. Aspirations

Prepared and Resilient

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

Project Costs

Engineer's Estimate: \$1,122,924.00

Contractor's Bid: \$730,342.87

Project Funding

Funds for this project were budgeted in the 2025 Sewer Rehabilitation budget in the amount of \$1,000,000 (Account 14062000-44502).

VI. ALTERNATIVES

N/A



TO: Mayor Ross
Members of the City Council

FROM: Stephen Joersz, Traffic Engineer

DATE: March 3, 2025

SUBJECT: EECBG STREETLIGHT LUMINAIRE PROCUREMENT (4788)

I. RECOMMENDED ACTION

- 1. It recommended City Council award the bid for the EECBG Streetlight Luminaire procurement to the low bidder, Main Electric Construction, Inc. in the amount of \$78,604.00; and**
- 2. 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 March 2023, the City staff were notified that our municipality was eligible to receive federal grant funding through the Energy Efficiency and Conservation Block Grant (EECBG) program. The EECBG funding allocation of \$76,670 is predetermined by the Department of Energy and any associated project does not request a cost share.

From the U.S. Department of Energy regarding the EECBG program:

- Eligible activities range from strategy development to clean energy deployment.
- Funds can be community wide; not just for government buildings and facilities.
- Governments can fund clean energy projects or launch clean energy programs.

On May 1, 2023 City Council directed staff to utilize the EECBG funding allocation for street light LED conversions within the City of Minot. City staff then worked with the EECBG program to submit the necessary applications with approval to proceed with the equipment purchase and installation received on December 17, 2024.

B. Proposed Project

The Traffic Division is proposing to procure 60 Type A residential style streetlight luminaires. The procurement is for material only, Traffic Division staff would perform the subsequent installations.

C. Recommendation Detail

On February 25, 2025 at 11:00 AM, bids were opened for the EECBG Streetlight Luminaires. Below is the Engineer's Estimate followed by the three acceptable bids:

Engineer's Estimate	\$ 76,850.00
Burlington Electric, Inc.	\$ 79,500.00
Gefroh Electric, Inc.	\$ 87,900.00
Main Electric Construction, Inc	\$ 78,604.00

IV. IMPACT

A. Aspirations

This item achieves the aspirations of safe and welcoming and excellent and connected.

B. Service/Delivery Impact:

Streetlight conversions from HPS (high-pressure sodium) to LED have proven to lower monthly energy bills, lower energy consumption and lower maintenance and service calls.

C. Fiscal Impact

The City of Minot received a grant of \$76,670 through the EECBG program. Costs are reimbursable once materials are received and installed in the field. The Traffic Division is proposing to utilize the \$125,000 budgeted for Street Light LED Conversions within the Traffic Division's 2025 budget to cover the remaining \$1,934 needed for the low bid.

Project Costs

Low Bid - \$78,604

Project Funding

EECBG - \$76,670

Traffic Division Street Light LED Conversion - \$1,934

VI. ALTERNATIVES

1. Council could choose to not award the bid and direct staff to rebid the streetlight procurement.
2. Council could choose to not award the bid and direct staff to cease working on the EECBG program project.



TO: Mayor Ross
Members of the City Council

FROM: Jesse Hoffart, Project Manager

DATE: March 3, 2025

SUBJECT: 2025 STREET SEAL - AWARD OF BID (4867)

I. RECOMMENDED ACTION

It is recommended City Council award the bid for the 2025 Street Seal project to the low bidder, Asphalt Preservation Company Inc., in the amount of \$2,836,229.92 and authorize the Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100
Jesse Hoffart, Project Manager, 701-857-4117

III. DESCRIPTION

A. Background

This is the annual maintenance project to fill the cracks that have developed over time and seal the pavement surface. The project helps protect the pavement surface and prevent surface water infiltration for approximately 5-8 years.

The \$11 million Street Maintenance budget will be split between the microsurfacing project, the street seal project, the street patching project, and the street improvement projects.

B. Proposed Project

This year's project covers various areas of town. It includes sealing many streets, as well as asphalt surfaces for the airport and for the fire department, as shown on the attached plan sheet.

C. Recommendation Detail

On Tuesday, February 25, 2025 at 11:00 am, bids were opened for the 2025 Street Seal project. Below and attached is a bid tabulation summary that shows the bid comparisons as they relate to the engineer's estimate.

The low bid is 15.4% under the engineer's estimate:

Engineer's Estimate:	\$ 3,354,255.70
<u>Bidder</u>	<u>Total Bid</u>
Asphalt Preservation Company, Inc.	\$ 2,836,229.92
Asphalt Surface Technologies Corp.	\$ 3,297,823.66

IV. IMPACT

A. Aspirations

Resilient and Prepared – This project moves us in the right direction as we address our roadway maintenance backlog.

Excellent and Connected – This project directly addresses what residents have said they wanted to see: better roadway maintenance.

B. Service/Delivery Impact:

This project will provide needed maintenance of existing infrastructure throughout the City to extend the life of the roadways. Some units include heavily traveled roadways. Traffic control and detour routes will be in place to manage traffic during construction.

C. Fiscal Impact

The project will be paid for from the accounts identified below.

Project Costs

Contractor's Bid Price	\$ 2,836,229.92
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Project Funding

Airport - Landside	\$ 34,200.00
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Account No. 11050000-44504

Airport - Airside	\$ 40,500.00
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Account No. 11050000-44382

Fire Department	\$ 1,350.00
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Account No. 10003100-44320

Street Maintenance	\$ 11,000,000.00
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Account No. 10038000-44508

VI. ALTERNATIVES

1. Council could choose not to award the project, which would further delay needed roadway maintenance.

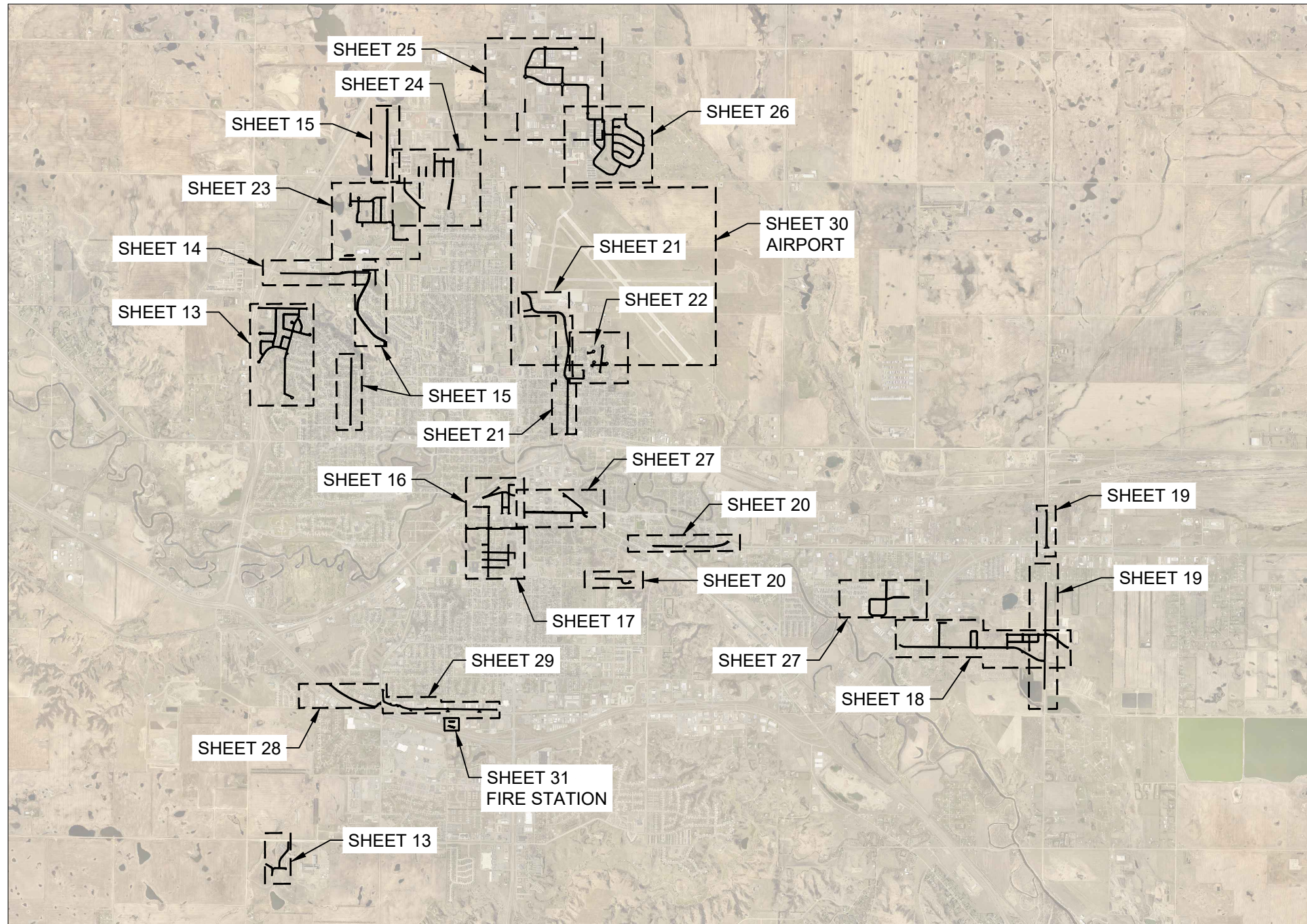
City of Minot



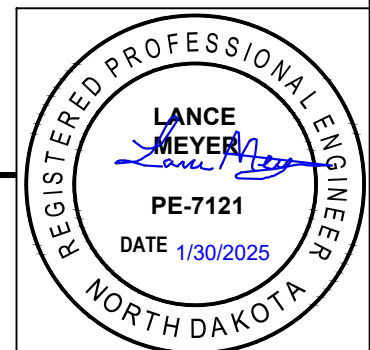
1025 31ST ST SE, MINOT, ND 58701

No.	Revision	Date	By
1			
2			
3			
4			

<u>SHEET</u>	<u>DRAWING</u>
1	COVER SHEET & INDEX
2	QUANTITIES
3	BASIS OF ESTIMATE, ABBREVIATIONS, LEGEND
4-7	NOTES
8-12	DETAILS
13-31	PLAN SHEETS
32-41	TRAFFIC CONTROL
42-51	PERMANENT PAVEMENT MARKINGS
52-60	TEMPORARY PAVEMENT MARKINGS
	NDDOT D-704-34 SIGN LAYOUT FOR ONE LANE CLOSURE
	NDDOT D-762-1 PAVEMENT MARKING MESSAGE DETAILS



Lance Meyer PE-7121 1/30/2025
LANCE MEYER, P.E. CITY ENGINEER LIC. NO. DATE



SHEET	
1 OF 60	
Surveyed by	MK
Drawn by	AR
Designed by	MK
Date	01/27/2025
Project No.	4867

2025 Street Seal (#9497779)
Owner: Minot ND, City of
Solicitor: Minot ND, City of
02/25/2025 11:00 AM CST

Section Title	Line Item	Item Description	UoFM	Quantity	Engineer Estimate		Asphalt Preservation Company Inc.		Asphalt Surface Technologies Corp.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
	1	CONTRACT BOND	LS	1	\$15,000.00	\$15,000.00	\$13,000.00	\$13,000.00	\$12,000.00	\$12,000.00
	2	MOBILIZATION	LS	1	\$225,000.00	\$225,000.00	\$224,999.00	\$224,999.00	\$340,000.00	\$340,000.00
	3	TRAFFIC CONTROL-TYPE 1	LS	1	\$60,000.00	\$60,000.00	\$42,306.00	\$42,306.00	\$60,000.00	\$60,000.00
	4	TRAFFIC CONTROL-TYPE 2	LS	1	\$150,000.00	\$150,000.00	\$118,740.00	\$118,740.00	\$158,000.00	\$158,000.00
	5	STORM DRAIN INLET PROTECTION	EA	6	\$200.00	\$1,200.00	\$330.00	\$1,980.00	\$315.00	\$1,890.00
	6	REMOVE CURB AND GUTTER	LF	1640	\$45.00	\$73,800.00	\$22.00	\$36,080.00	\$21.00	\$34,440.00
	7	REMOVE DRIVEWAY PAVEMENT	SY	60	\$50.00	\$3,000.00	\$55.00	\$3,300.00	\$52.50	\$3,150.00
	8	REMOVE SIDEWALK	SY	12	\$50.00	\$600.00	\$70.00	\$840.00	\$67.20	\$806.40
	9	REMOVE VALLEY GUTTER	SY	20	\$50.00	\$1,000.00	\$57.20	\$1,144.00	\$54.60	\$1,092.00
	10	OBLITERATE PAVEMENT MARKINGS	SF	31005	\$3.00	\$93,015.00	\$2.67	\$82,783.35	\$2.54	\$78,752.70
	11	ADJUST CASTING	EA	20	\$800.00	\$16,000.00	\$1,100.00	\$22,000.00	\$1,050.00	\$21,000.00
	12	REPLACE CASTING	EA	10	\$1,500.00	\$15,000.00	\$1,650.00	\$16,500.00	\$1,575.00	\$15,750.00
	13	ADJUST VALVE BOX	EA	30	\$275.00	\$8,250.00	\$385.00	\$11,550.00	\$367.50	\$11,025.00
	14	REPLACE VALVE BOX TOP SECTION	EA	8	\$1,500.00	\$12,000.00	\$1,650.00	\$13,200.00	\$1,575.00	\$12,600.00
	15	COMMON EXCAVATION	CY	212	\$80.00	\$16,960.00	\$82.50	\$17,490.00	\$78.75	\$16,695.00
	16	TOPSOIL-IMPORTED	CY	32	\$120.00	\$3,840.00	\$117.00	\$3,744.00	\$110.25	\$3,528.00
	17	AGGREGATE BASE, CLASS 5	TON	399	\$65.00	\$25,935.00	\$66.00	\$26,334.00	\$63.00	\$25,137.00
	18	BITUMINOUS LEVELING	TON	202	\$320.00	\$64,640.00	\$313.50	\$63,327.00	\$299.25	\$60,448.50
	19	HMA FULL DEPTH PATCH	SF	33800	\$9.00	\$304,200.00	\$8.25	\$278,850.00	\$7.88	\$266,344.00
	20	2" HMA MILL & FILL - SUPERPAVE FAA 43	SF	10900	\$13.00	\$141,700.00	\$9.35	\$101,915.00	\$8.93	\$97,337.00
	21	CRACK SEAL - ROUTED	LF	236000	\$0.90	\$212,400.00	\$0.72	\$169,920.00	\$0.92	\$217,120.00
	22	CRACK SEAL - NON ROUTED	LF	181200	\$0.90	\$163,080.00	\$0.72	\$130,464.00	\$0.88	\$159,456.00
	23	CRACK SEAL (AIRPORT ONLY ON AIRFIELD SIDE) - ROUTED & NON ROUTED	LF	45000	\$0.90	\$40,500.00	\$0.72	\$32,400.00	\$1.52	\$68,400.00
	24	CRACK SEAL (AIRPORT ONLY ON PUBLIC SIDE) - ROUTED & NON ROUTED	LF	38000	\$0.90	\$34,200.00	\$0.72	\$27,360.00	\$1.46	\$55,480.00
	25	BITUMINOUS SEAL OIL, CRS-2P	GAL	150094	\$3.00	\$450,282.00	\$2.35	\$352,720.90	\$3.00	\$450,282.00
	26	COVER COAT AGGREGATE, CLASS 41M	SY	357363	\$1.25	\$446,703.75	\$1.04	\$371,657.52	\$1.10	\$393,099.30
	27	BLOTTER SAND, CLASS 44	TON	14	\$20.00	\$280.00	\$1.00	\$14.00	\$5.00	\$70.00
	28	FOG SEAL, CSS-1H (PAID AT DILUTED RATE OF 50/50)	GAL	35738	\$3.00	\$107,214.00	\$1.23	\$43,957.74	\$3.75	\$134,017.50
	29	CURB AND GUTTER	LF	1640	\$90.00	\$147,600.00	\$73.70	\$120,868.00	\$70.35	\$115,374.00
	30	VALLEY GUTTER	SY	20	\$225.00	\$4,500.00	\$275.00	\$5,500.00	\$262.50	\$5,250.00
	31	CONCRETE SIDEWALK - 4 IN	SY	12	\$120.00	\$1,440.00	\$286.00	\$3,432.00	\$273.00	\$3,276.00
	32	DRIVEWAY PAVEMENT - 6 IN	SY	60	\$175.00	\$10,500.00	\$184.80	\$11,088.00	\$176.40	\$10,584.00
	33	EPOXY PVMT MK 4 IN LINE-GROOVED (WHITE)	LF	26071	\$2.20	\$57,356.20	\$2.15	\$56,052.65	\$2.05	\$53,445.55
	34	EPOXY PVMT MK 4 IN LINE-GROOVED (YELLOW)	LF	44087	\$2.20	\$96,991.40	\$2.15	\$94,787.05	\$2.05	\$90,378.35
	35	EPOXY PVMT MK 8 IN LINE-GROOVED (WHITE)	LF	3587	\$4.25	\$15,244.75	\$4.29	\$15,388.23	\$4.10	\$14,706.70
	36	EPOXY PVMT MK 8 IN LINE-GROOVED (YELLOW)	LF	636	\$4.25	\$2,703.00	\$4.29	\$2,728.44	\$4.10	\$2,607.60
	37	SHORT TERM 4 IN LINE-TYPE NR (WHITE)	LF	60642	\$0.60	\$36,385.20	\$0.55	\$33,353.10	\$0.53	\$32,140.26
	38	SHORT TERM 4 IN LINE-TYPE NR (YELLOW)	LF	127830	\$0.60	\$76,698.00	\$0.55	\$70,306.50	\$0.53	\$67,749.90
	39	SHORT TERM 6 IN LINE-TYPE NR (WHITE)	LF	330	\$1.00	\$330.00	\$5.99	\$1,976.70	\$5.72	\$1,887.60
	40	SHORT TERM 8 IN LINE-TYPE NR (WHITE)	LF	10014	\$1.10	\$11,015.40	\$1.10	\$11,015.40	\$1.05	\$10,514.70
	41	SHORT TERM 24 IN LINE-TYPE NR (WHITE)	LF	102	\$4.00	\$408.00	\$12.71	\$1,296.42	\$12.13	\$1,237.26
	42	SHORT TERM MESSAGE-TYPE NR	SF	1476	\$9.00	\$13,284.00	\$8.30	\$12,250.80	\$7.92	\$11,689.92
	43	THERMOPLASTIC PVMT MK 6 IN LINE-GROOVED (WHITE)	LF	1540	\$11.00	\$16,940.00	\$12.52	\$19,280.80	\$11.95	\$18,403.00
	44	THERMOPLASTIC PVMT MK 24 IN LINE-GROOVED (WHITE)	LF	1300	\$60.00	\$78,000.00	\$57.71	\$75,023.00	\$55.08	\$71,604.00
	45	THERMOPLASTIC PVMT MK MESSAGE-GROOVED (WHITE)	SF	1682	\$50.00	\$84,100.00	\$51.56	\$86,723.92	\$49.21	\$82,771.22
	46	SEEDING (HYDRO-MULCH) - SUNNY MIX	SY	374	\$40.00	\$14,960.00	\$17.60	\$6,582.40	\$16.80	\$6,283.20
Base Bid Total:						\$3,354,255.70		\$2,836,229.92		\$3,297,823.66



TO: Mayor Ross
Members of the City Council

FROM: Jesse Hoffart, Project Manager

DATE: March 3, 2025

SUBJECT: 2025 MICROSURFACING - AWARD OF BID (4868)

I. RECOMMENDED ACTION

It is recommended City Council award the bid for the 2025 Microsurfacing project to the low bidder, Asphalt Surface Technologies Corp., in the amount of \$732,614.74 and authorize the Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

Jesse Hoffart, Project Manager, 701-857-4117
Lance Meyer, City Engineer, 701-857-4100

III. DESCRIPTION

A. Background

This is an annual maintenance project to prolong the lifetime of a road. This type of treatment is best used on roads that are in moderate to good condition, specifically to seal minor cracks and fill in wheel ruts and other irregularities of the road surface. This treatment will also make a ride smoother and safer overall.

The \$11 million Street Maintenance budget will be split between this microsurfacing project, the street seal project, the street patching project, and the street improvement projects.

B. Proposed Project

This year's project will cover 20th Ave SW/SE. It will span from 16th St SW all the way to 13th St SE. A map of the project is attached.

C. Recommendation Detail

On Tuesday, February 25, 2025, at 11:00 am, bids were opened for the 2025 Microsurfacing project. Below and attached is a bid tabulation summary that shows the bid comparison as it relates to the engineer's estimate.

Only one bid was received. It is 3.1% under the engineer's estimate:

Engineer's Estimate:	\$ 755,683.36
<u>Bidder</u>	<u>Total Bid</u>
Asphalt Surface Technologies Corp.	\$ 732,614.74

IV. IMPACT

A. Aspirations

Resilient and Prepared – This project moves us in the right direction as we work to keep our good roads out of the road maintenance backlog.

Excellent and Connected – This project directly addresses what residents have said they wanted to see, better roadway maintenance.

B. Service/Delivery Impact:

This project is intended to provide needed maintenance of existing infrastructure throughout the City to extend the life of the roadways. The work area for this project is a heavily-travelled roadway. Traffic control and detour routes will be in place to manage traffic during construction.

C. Fiscal Impact

The project will be paid for from the Street Improvements line item in the Engineering Department budget with budgeted funds from sales tax infrastructure fund and general fund revenue.

Project Costs

Contractor's Bid Price	\$ 732,614.74
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Project Funding

Street Maintenance	\$ 11,000,000.00
Account No. 10038000-44508	

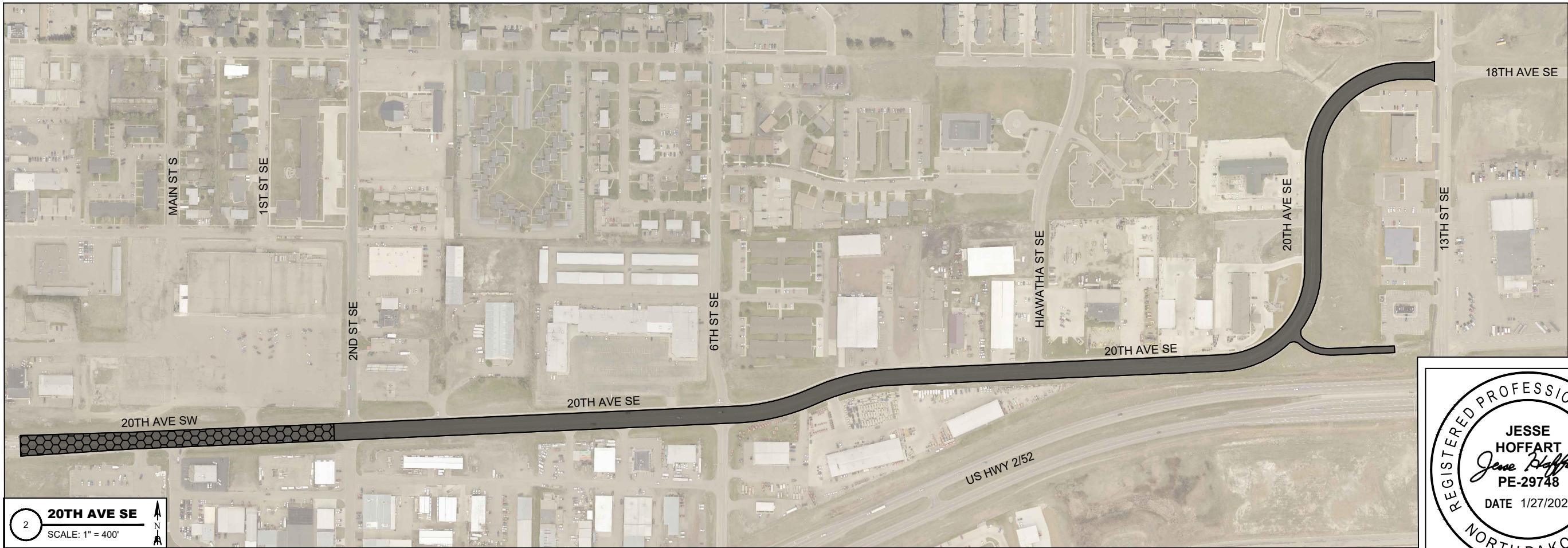
VI. ALTERNATIVES

1. Council could choose not to award the project, which would delay necessary roadway maintenance.

2025 Microsurfacing (#9497787)
Owner: Minot ND, City of
Solicitor: Minot ND, City of
02/25/2025 11:00 AM CST

Section Title	Line Item	Item Description	UofM	Quantity	Engineer Estimate		Asphalt Surface Technologies Corp.	
					Unit Price	Extension	Unit Price	Extension
	1	CONTRACT BOND	LS	1	\$15,000.00	\$15,000.00	\$2,500.00	\$2,500.00
	2	MOBILIZATION	LS	1	\$35,000.00	\$35,000.00	\$75,000.00	\$75,000.00
	3	TRAFFIC CONTROL - TYPE 2	LS	1	\$50,000.00	\$50,000.00	\$75,000.00	\$75,000.00
	4	REMOVE CURB & GUTTER	LF	300	\$55.00	\$16,500.00	\$26.40	\$7,920.00
	5	OBLITERATE PAVEMENT MARKINGS	SF	12058	\$2.50	\$30,145.00	\$2.67	\$32,194.86
	6	ADJUST CASTING	EA	20	\$900.00	\$18,000.00	\$1,100.00	\$22,000.00
	7	ADJUST GATE VALVE BOX	EA	10	\$315.00	\$3,150.00	\$385.00	\$3,850.00
	8	REPLACE CASTING - MANHOLE	EA	3	\$1,750.00	\$5,250.00	\$1,650.00	\$4,950.00
	9	REPLACE VALVE BOX TOP SECTION	EA	2	\$1,500.00	\$3,000.00	\$1,650.00	\$3,300.00
	10	TOPSOIL - IMPORT	CY	23	\$130.00	\$2,990.00	\$115.50	\$2,656.50
	11	COMMON EXCAVATION	CY	25	\$50.00	\$1,250.00	\$82.50	\$2,062.50
	12	AGGREGATE BASE - CLASS 5	TN	50	\$72.00	\$3,600.00	\$66.00	\$3,300.00
	13	HMA FULL DEPTH PATCH	SF	2700	\$10.00	\$27,000.00	\$8.25	\$22,275.00
	14	1.5IN HMA MILL & FILL	SF	1230	\$14.00	\$17,220.00	\$7.70	\$9,471.00
	15	MICRO SURFACING AGGREGATE, TYPE II WEAR COURSE	TN	931.615	\$155.00	\$144,400.33	\$159.50	\$148,592.59
	16	MICRO SURFACING AGGREGATE, TYPE III SCRATCH COURSE	TN	165.7	\$165.00	\$27,340.50	\$159.50	\$26,429.15
	17	BITUMINOUS SEAL OIL, CQS-1hP	GAL	35145.32028	\$4.00	\$140,581.28	\$3.52	\$123,711.53
	18	CONCRETE CURB & GUTTER	LF	300	\$105.00	\$31,500.00	\$86.10	\$25,830.00
	19	SHORT TERM 4IN LINE - TYPE NR WHITE	LF	10547	\$0.75	\$7,910.25	\$0.56	\$5,906.32
	20	SHORT TERM 4IN LINE - TYPE NR YELLOW	LF	20688	\$0.75	\$15,516.00	\$0.56	\$11,585.28
	21	SHORT TERM 8IN LINE - TYPE NR WHITE	LF	3912	\$1.50	\$5,868.00	\$1.10	\$4,303.20
	22	EPOXY PVT MK 4IN LINE - WHITE (GROOVED)	LF	9447	\$3.00	\$28,341.00	\$2.15	\$20,311.05
	23	EPOXY PVT MK 4IN LINE - YELLOW (GROOVED)	LF	18885	\$3.00	\$56,655.00	\$2.15	\$40,602.75
	24	EPOXY PVT MK 8IN LINE - WHITE (GROOVED)	LF	2317	\$6.00	\$13,902.00	\$4.31	\$9,986.27
	25	THERMOPLASTIC PVT MK 6" LINE - WHITE (GROOVED)	LF	159	\$11.00	\$1,749.00	\$11.97	\$1,903.23
	26	THERMOPLASTIC PVT MK 24" LINE - WHITE (GROOVED)	LF	135	\$65.00	\$8,775.00	\$60.59	\$8,179.65
	27	THERMOPLASTIC PVT MK MESSAGE (GROOVED)	SF	728	\$60.00	\$43,680.00	\$51.67	\$37,615.76
	28	SEEDING (HYDROMULCH)	SY	34	\$40.00	\$1,360.00	\$34.65	\$1,178.10
Base Bid Total:						\$755,683.36		\$732,614.74

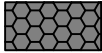
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LEGEND



MICRO SURFACE
SINGLE LAYER @ 30 LB/SY
TYPE II WEAR COURSE

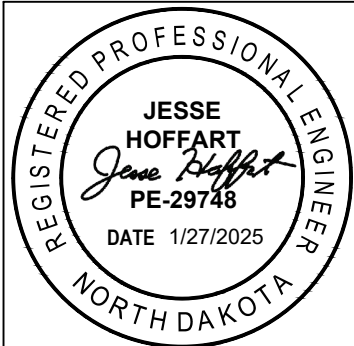


MICRO SURFACE
DOUBLE LAYER @ 20 LB/SY
TYPE III SCRATCH COURSE
TYPE II WEAR COURSE

City of Minot

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

2025 MICROSURFACING
SCOPE OF WORK



GH	AR	JH	01/27/2025	4868
Surveyed by	Drawn by	Designed by	Date	Project No.
SHEET				
7 OF 33				



TO: Mayor Ross
Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: March 3, 2025

SUBJECT: AIRPORT PARKING FEE WAIVER FOR WESTERN ND HONOR FLIGHT

I. RECOMMENDED ACTION

It is recommended City Council direct the Airport staff to work with Western ND Honor Flight and LAZ Parking to validate and offer fee waivers for any parking-related costs not covered by the sponsorship of the Western ND Honor Flight staff, participants and volunteers for the flights on April 27, 2025, and April 28, 2025.

II. DEPARTMENT CONTACT PERSONS

Jessica Long, Business & Development Man., 701-857-4725
Maria Romanick, Operations & Maint. Manager, 701-420-4503

III. DESCRIPTION

A. Background

The Western ND Honor Flight, a non-profit organization, will be flying a group of veteran's to visit and reflect at their memorials in Washington, DC. The organization is coordinating its next operation to depart Minot International Airport on April 27, 2025 and return the following evening, April 28, 2025.

Upon the return to the City of Minot, the Western ND Honor Flight is planning on having a large group of greeters welcome home the veterans. It is anticipated about 400-500 individuals will come to the event. Airport staff and its tenants are coordinating with Western ND Honor Flight volunteers to make it a successful event.

B. Proposed Project

One logistical area being discussed is the parking for both the outgoing and inbound flights. It is anticipated the greeters and well-wishers will bring about 200 vehicles and will be parking for about two hours on April 28, 2025. The outbound flight will have fewer participants. Sponsorship efforts are in progress and managed by Western ND Honor Flight. In the event the sponsorship funds do not cover in full the anticipated parking fees, the proposed project will be to

validate (offer free parking for the participants of the event) in the short-term lot.

In order to ensure the City of Minot is in compliance with 49 U.S.C. §§ 47107(b)(1), 47133, Grant Assurance # 25, and Policy—64 Fed. Reg. 7696, the staff at the airport will use the goodwill as a marketing opportunity for the airport.

C. Recommendation Detail

The only time constraint is the decision will need to be made prior to the Honor Flights on April 27, 2025 and April 28, 2025.

IV. IMPACT

A. Aspirations

By collaborating with Western ND Honor Flight and the volunteers, the City is being Dynamic and Flourishing.

B. Service/Delivery Impact:

This project will provide an exceptional level of customer service and support of the community's military service members by making the event run as smoothly as possible.

C. Fiscal Impact

Project Costs

The revenue from the parking lot is anticipated to be approximately \$1,500.00 in gross revenue. The department of the Airport receives a percentage of the gross revenue from LAZ based on a sliding scale.

Project Funding

Western ND Honor Flight is currently fundraising to offset the anticipated parking fees but cannot guarantee the fundraising will be successful.

VI. ALTERNATIVES

1. The City Council can decide not to take any action and require Western ND Honor Flight staff, participants, and volunteers to pay the published rates for parking.
2. The City Council can decide to limit the validations to a set dollar amount or to a certain type of participant.



TO: Mayor Ross
Members of the City Council

FROM: Stefanie Stalheim, City Attorney

DATE: March 3, 2025

SUBJECT: CONSENT AND WAIVER - FIREFIGHTERS LOCAL 1157 AND JOHN WARCUP

I. RECOMMENDED ACTION

It is recommended City Council approve the consent and waiver of conflict of interest and authorize the Mayor and Finance Director to execute the document.

II. DEPARTMENT CONTACT PERSONS

Stefanie Stalheim, City Attorney, 701-857-4190

III. DESCRIPTION

A. Background

The law firm of Swanson & Warcup, Ltd has historically provided legal and consulting services and continues to provide legal and consulting services to the City of Minot. The local firefighters union (Firefighters Local 1157) would like to present an ordinance for consideration and passage by the Minot City Council and has asked Swanson & Warcup to represent them in matters related to drafting an ordinance for the Council's consideration. This poses a conflict of interest given the firm's relationship with the City of Minot. Firefighters Local 1157 would like the City Council to consider waiving this conflict, and allowing Swanson & Warcup to represent them in this matter. The City in regard to this matter would be represented by the City Attorney's Office.

B. Proposed Project

The attached Consent and Waiver of Conflict of Interest confirms the conflict of interest disclosures are made, describes the potential and actual consequences of such simultaneous representation, and explains the circumstances under which the parties are willing to represent all parties simultaneously, if after full consideration of the consequences, all clients wish Swanson & Warcup to do so.

C. Recommendation Detail

The City Attorney's Office recommends allowing Swanson & Warcup to represent the Firefighters Local 1157. We are very familiar with Swanson &

Warcup and we think approving this representation will help the union present their ordinance in a lawful, organized, expeditious manner, which is ultimately beneficial to all parties.

IV. IMPACT

A. Aspirations

Approving this conflict waiver aligns with the 'resilient and prepared' aspiration because it is allowing Firefighters Local 1157 to be represented by legal counsel that is familiar with our city ordinances, state law, staff, and city processes.

B. Service/Delivery Impact:

This project will give Firefighters Local 1157 the benefit of competent legal counsel when preparing their ordinance for the Council's consideration.

C. Fiscal Impact

Project Costs

None - the local fire union will be responsible for Swanson & Warcup's legal fees.

Project Funding

None - the local fire union will be responsible for Swanson & Warcup's legal fees.

VI. ALTERNATIVES

Alternative 1 - the Council could amend the conflict waiver and remit to the parties for their consideration.

Alternative 2 - the Council could decline the conflict waiver and require Firefighters Local 1157 to seek alternate legal counsel.

CONSENT AND WAIVER OF CONFLICT OF INTEREST

Swanson & Warcup, Ltd., a professional corporation, has historically provided legal and consulting services and continues to provide legal and consulting services to the City of Minot, North Dakota.

WHEREAS, Firefighters Local 1157, is the union representing firefighters in the Minot, North Dakota area.

WHEREAS, Firefighters Local 1157 would like to present an ordinance for consideration and passage by the Minot City Council.

WHEREAS, Swanson & Warcup, Ltd. has been asked to represent the Firefighters Local 1157 in matters relating to drafting an ordinance for consideration and passage by the Minot City Council.

WHEREAS, Swanson & Warcup, Ltd. has advised the parties hereto of the firm's prior and continuing professional relationship with the City of Minot, North Dakota of the inherent conflicts of interest representing multiple parties and the parties hereto have confirmed their desire to have Swanson & Warcup, Ltd. continue its representation of the City of Minot, North Dakota and to represent Firefighters Local 1157 relating to drafting an ordinance for consideration and passage by the Minot City Council.

WAIVER

The purpose of this agreement is to confirm the disclosures mentioned above and the actual and potential consequences of such simultaneous representation and to explain the circumstances under which we would be willing to represent all parties simultaneously if, after full consideration of the consequences, all clients wish us to do so.

Simultaneous representation of parties with potentially adverse interests involves a departure from professional norms and should not be undertaken by such parties without careful consideration. In particular, we want you to be aware of the following:

- ▶ The parties hereto understand potential conflicts exist between them. Nevertheless, the parties have agreed to have the firm represent Firefighters Local 1157 despite the possibility of a conflict of interest.
- ▶ Under the applicable rules of professional conduct, a law firm owes each of its clients a duty of loyalty, which would typically preclude any professional within the firm from providing services to a firm client without the affected client's informed consent. Other rules generally prohibit a firm from undertaking any

representation involving an actual or potential conflict of interest without the informed consent of all affected parties after full disclosure. Such a situation exists whenever our firm represents two clients simultaneously in a situation where their interests are actually or potentially adverse.

- ▶ The appointment of a single attorney to represent multiple parties can create problems of divided loyalty if there are existing conflicts between the parties or if disputes arise in the future. For example, it is impossible for an attorney representing you to make claims against another party your attorney also represents. Also, the situation could arise where the attorney representing you may be reluctant to advance all arguments and positions on your behalf that would constitute effective representation because of the representation of other parties whose interests may differ or conflict with your interests.
- ▶ Confidential client information obtained from you may have to be shared with other parties represented by the same attorney. At the very least, confidential information obtained from you will be known to your attorney, who, under the foregoing arrangements may end up representing a party whose interests may be different from yours.
- ▶ It may not be possible for a single law firm to represent all parties in the same manner as two or more separate and independent law firms. By signing this Consent and Waiver of Conflict of Interest, the clients are, in effect, waiving that kind of independent representation in this matter. Independent counsel might advise either party to demand different or more favorable terms and conditions with respect representation.
- ▶ If a dispute should arise in the future between any of the parties concerning the representation or any other aspect of your dealing with each other and Swanson & Warcup, Ltd. believes it would no longer be able to serve the conflicting parties, Swanson & Warcup, Ltd. may have to withdraw from representing a party, or all parties, with regard to the representation or any other relationship that the parties may then have with each other. In such an event, each client would have to retain separate professional guidance, possibly resulting in additional expense and inconvenience that you might not have incurred had you been separately represented from the outset.
- ▶ Despite any potential or actual conflict of interest that may exist now or in the future, we waive any potential or actual conflict of interest and consent to Swanson & Warcup, Ltd.'s simultaneous representation of the City of Minot, North Dakota and Firefighters Local 1157 with respect to the matters described above. We further agree that Swanson & Warcup, Ltd. may withdraw its

representation and any client or all clients without prejudice should it determine that continued representation might violate the applicable rules of professional conduct.

CITY OF MINOT

DATE _____

By Tom Ross, Mayor

DATE _____

By David Lakefield, Finance Director

FIREFIGHTERS LOCAL 1157

DATE _____

By Jacob Lentz, Its President



TO: Mayor Ross
Members of the City Council

FROM: Bryan Banfill, Public Works Director

DATE: March 3, 2025

**SUBJECT: TRANSIT PHASE I WORKFORCE ANALYSIS WITH BUDGET
AMENDMENT AND FTE APPROVAL (MOBILITY MANAGER)**

I. RECOMMENDED ACTION

It is recommended City Council approve the addition of a new FTE (Mobility Manager) for the MCT department (which will be eligible for an 80/20 federal cost share) and approve the proposed budget amendment on the first reading.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

In early 2023, discussions among key stakeholders—including the Federal Transit Administration (FTA), the North Dakota Department of Transportation (NDDOT), and Minot City Transit (MCT)—revealed significant concerns about the transit system being able to fulfill federal guidelines as Minot transitioned into a small urban community. This change necessitated a reevaluation of MCT services to meet the evolving needs of the growing population. In response to these discussions, the Minot City Council approved the implementation of Phase I Transit recommendations as part of a four-phased approach. These recommendations included the adoption of the ADA Paratransit Plan and a Service Agreement with Souris Basin Transit (SBT). These initiatives underscore the city's commitment to enhancing accessibility for all residents and ensuring compliance with federal regulations.

B. Proposed Project

The next step in phase I involved a thorough review of staffing requirements necessary to develop and manage an ADA Eligibility Certification Program, which is critical for adhering to federal guidelines (refer to 49 CFR § 37.121, 37.123, & 37.125) and optimizing service delivery within the MCT system. Currently, MCT has a workforce of 14 personnel, structured to maintain efficient operations while addressing the community's changing needs. However, when

the department's staffing composition was initially designed (based on the 2013 Nelson Nygaard analysis), the additional responsibilities outlined in 49 CFR § 37.121, 37.123, & 37.125 were not taken into account. This, in part, was due to the rural designation (less than 50,000 City residents) versus the current urban designation (50,000+ City residents). Due to current route requirements, the existing staffing levels have been determined to be insufficient for the demands associated with a Mobility Manager position. This position has been assessed to require a committed 40 hour per week requirement. This assessment was based on regional partners' experience, FTA recommendations, and internal staff studies. Based on MCT's comprehensive review of staffing requirements, and recommendations by both the FTA and regional partners, an additional Full-Time-Equivalent (FTE) position is being requested to fulfill new federal ADA Certification Program requirements that are above and beyond the current capabilities of the MCT Department.

C. Recommendation Detail

The recommendation to add a new full-time equivalent (FTE) position for a Mobility Manager was based on the following factors:

1. A comprehensive analysis of the current hours required for MCT bus routes, which total 23,970.33 hours across 8 routes, with an additional 12 routes to be added in the fall and spring.
2. The current availability of FTE bus driver hours, which amounts to 18,841.50 hours. This includes 7 full-time bus drivers, 2 part-time bus drivers, and 5 part-time drivers performing alternate duties.
3. The average overtime hours that have been utilized throughout 2024. (311.7 hours)
4. New federal requirements not previously analyzed during the 2013 Nelson Nygaard study (Minot's population was under 50,000 - designating the City as a Rural Community and not a small Urban Community with more federal requirements)
5. The desire to limit changes to the current MCT system until Phase III (Transit Development Plan and Study are complete in Spring 2026) is complete. This would give MCT the ability to return options & recommendations to City Council based on the updated study findings. The Mobility Manager position is expected to continue due to federal requirements still being in effect due to the small Urban community designation.

IV. IMPACT

A. Aspirations

Dynamic & Flourishing, Safe & Welcoming, and Excellent & Connected

B. Service/Delivery Impact:

The new FTE position of Mobility Manager ensures that MCT is capable of fulfilling its commitments to the community by providing adequate transit services while also meeting federal requirements due to the changing designation as a small urban community. This initiative not only complies with federal regulations but also promotes equity in transportation, empowering individuals with disabilities to fully engage in community life.

Ultimately, this coordinated approach will enhance operational efficiency, improve service coordination, and enrich participation for all citizens in Minot.

C. Fiscal Impact

Project Costs

Cost for FTE (Including Benefits): \$90,377 ***Budget Amendment

80% Federal Cost Share: \$72,302

Local Cost: \$18,075

Project Funding

Salaries & benefits: \$90,377 (Eligible for 80/20 cost share)

Local match will be funded through fund cash reserves.

VI. ALTERNATIVES

The Council could elect not to approve the budget amendment and the addition of a Full-Time Equivalent (FTE) position, which would raise concerns about failing to meet the requirements outlined in 49 CFR §§ 37.121, 37.123, and 37.125, jeopardizing federal funding for this year. The funding breakdown for 2024 included \$841,550 from federal sources, \$63,142 from the state, \$76,871 from fares, and \$656,469 from the city. If the Council opts for this route, staff will have to depend on additional personnel, such as the Superintendent, Foreman, Mechanic, and Administrative Specialist, to cover driving shortages, impacting their primary responsibilities, as 4,817.13 hours of driving are currently being distributed among these positions. Furthermore, the need for overtime will arise, with 311 hours already utilized in 2024 to help address the driver shortages.

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2025 ANNUAL BUDGET TO INCREASE THE
TRANSIT DEPARTMENT SALARIES AND BENEFITS EXPENDITURES FOR THE
ADDITION OF A TRANSIT MOBILITY MANAGER.**

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

- §1: An ordinance amending the 2025 annual budget to increase the transit department salaries and benefits expenditures for the addition of a transit mobility manager:

20566000-41100		58,627
20566000-41300		2,960
20566000-42100		21,778
20566000-42110		49
20566000-42210		834
20566000-42320		5,429
20566000-42700		448
20566000-42900		252

- §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

Grade 60 Range: \$26.83 - \$39.83/hour (\$55,802 - \$82,839 annually)

Justification for Grade 60 Placement

1. Complexity of Responsibilities Without Direct Supervision Duties

The Mobility Manager is responsible for **program management, regulatory compliance, marketing, and transit accessibility efforts** but **does not have direct supervisory responsibilities** over employees. While the role involves **stakeholder coordination and community engagement**, it does not meet the **leadership and personnel management criteria** of a Grade 62 Foreman-level position.

Key functions include:

- **ADA Compliance & Paratransit Operations Management** – Ensuring City Transit meets **federal transit regulations** while evaluating service eligibility.
- **Data Analysis & Reporting** – Conducting research, collecting and interpreting **transit data**, and preparing reports.
- **Marketing & Community Outreach** – Managing the **Minot City Transit website**, promoting services, and conducting **mobility training** for the public.
- **Revenue Generation** – **Securing grants and advertising sponsorships** (bus wraps, benches, shelters).
- **Problem-Solving & Issue Resolution** – Addressing concerns from **riders with disabilities** and resolving transit service complaints.

Because these responsibilities require **technical expertise and independent decision-making** but **do not involve managing staff**, Grade 60 is the appropriate placement.

2. Alignment With Other Grade 60 Positions

The **Mobility Manager's administrative, regulatory, and outreach duties** align with the following **Grade 60** positions:

- **Human Resource Generalist (Grade 60)**—\$26.83 - \$39.83/hr: This position has similar requirements for **policy enforcement, regulatory compliance, and stakeholder engagement**.
- **Property Appraiser (Grade 60)**—\$26.83 - \$39.83/hr: requires data analysis, interpretation of regulations, and fieldwork, similar to the **Mobility Manager's transit program evaluations**.
- **Financial Specialist Sr. (Grade 60)**—\$26.83 - \$39.83/hr: This position involves funding management and reporting, comparable to the **Mobility Manager's grant work and financial tracking**.

These positions require **technical expertise, regulatory knowledge, and independent project management** but **do not involve staff supervision**, making Grade 60 an appropriate match.

3. Market Competitiveness & Justification for \$28.19/hr Starting Rate

The proposed hourly wage of **\$26.83/hr** aligns with **Grade 60** and is justified by the following:

- **Grade 60 Minimum: \$26.83/hr (\$55,802 annually)**
- **Grade 60 Midpoint: \$33.33/hr (\$69,326 annually)**
- **Grade 60 Maximum: \$39.83/hr (\$82,839 annually)**
- **National Mobility Manager Salaries: \$58,000 - \$78,000 (Glassdoor, ZipRecruiter).**
 - **Comparable Local Roles (Non-Supervisory, Technical): GIS Technician II (Grade 60) - \$55,802 - \$82,839**
 - **Dispatcher, Lead (Grade 60) - \$55,802 - \$82,839**

This wage ensures the **position remains competitive in the transit field while staying within City pay plan guidelines.**

Conclusion

The **Mobility Manager** role should be classified at **Grade 60** based on the following:

- ✓ **Requires specialized knowledge (ADA compliance, grant writing, marketing, analytics) but not direct staff supervision** (which would justify Grade 62).
- ✓ **Comparable responsibility to HR Generalists, Property Appraisers, and Financial Specialists in Grade 60**, all of whom **work independently but do not supervise staff.**
- ✓ **\$26.83/hour fits within the Grade 60 pay scale** while ensuring market competitiveness.

This placement **ensures fairness in job classification and appropriate pay alignment** within the City of Minot's 2025 Pay Plan.



TO: Mayor Ross
Members of the City Council

FROM: Chris Plank, NDR Program Administrator

DATE: March 3, 2025

SUBJECT: CDBG FISCAL YEAR 2024 GRANT AGREEMENT TRANSMITTAL

I. RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the Funding Approval Agreement authorizing HUD to release FY 2024 Entitlement funds to the City of Minot.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

In late 2023, the City of Minot was notified by the US Department of Housing and Urban Development (HUD) it met the criteria of an Entitlement Community and would be receiving an annual allocation to be used towards programs assisting the Low to Moderate Income (LMI), residents of the city. One of the requirements outlined in 24 CFR 570 is for the city to prepare a five (5) year Consolidated Plan. This plan provides HUD with housing and demographic information along with a housing study. The City of Minot contracted with Resource Consultants to assist in the development and submission of the required information.

B. Proposed Project

The City of Minot submitted a Consolidated Plan to HUD for approval on August 15, 2024. After reviewing the information submitted, HUD sent a request for additional information regarding housing statistics. Some of the original data failed to transmit, resulting in the request for additional information. Information was gathered and submitted. On February 19, 2025, a notice was received indicating the Consolidated Plan has been accepted and the grant amount is set to be released to the City. HUD is requiring a signed copy of the Funding Approval Agreement. The City has been approved for \$331,580.00.

C. Recommendation Detail

Staff recommend council authorize the mayor to sign the Funding Approval Agreement with HUD to release 2024 FY Entitlement Funds to the city.

IV. IMPACT

A. Aspirations

Prepared and Resilient

B. Service/Delivery Impact:

These grant funds will be used to assist in the development of activities benefiting the low to moderate income resident of the city.

C. Fiscal Impact

Funding has been approved by the US Department of Housing and Urban Development

Project Costs

\$331,580.00

VI. ALTERNATIVES

The council may choose not to authorize the mayor to sign the agreement. This would prevent the city from receiving FY 2024 and future allocations.

U. S. Department of Housing and Urban Development



Community Planning and Development

Region VIII, Denver
1670 Broadway Street
Denver, Colorado 80202-4801

Phone: 303-672-5414
Fax: 303-672-5028
Web: www.hud.gov

February 19, 2025

Mr. Chris Plank, NDR Grant Manager
City of Minot
10 3rd Avenue SW
Minot, ND 58701

SUBJECT: Fiscal Year 2024 Grant Agreement Transmittal

Dear Mr. Plank:

The Region VIII, Denver Field Office would like to thank you for your continued partnership in providing quality affordable housing, a suitable living environment, and expanding economic opportunities for low-and moderate-income persons through the Department of Housing and Urban Development (HUD) programs.

One Grant Agreement is attached for each program awarded as follows:

Community Development Block Grant Program (CDBG)	\$331,580.00
Total FY 2024 Award	\$331,580.00

Plan Approval

Transmittal of a grant agreement does not constitute approval of the activities described in your Consolidated Plan. You are reminded that you, as grantee, are responsible for ensuring that all grant funds are used in accordance with all program requirements. By executing the Grant Agreement (or Funding Approval/Agreement) you will be entering into a legally binding agreement with HUD to use the awarded funds and carry out the funded activities in accordance with all Federal statutes, regulations, and award terms and conditions that apply to those funds and activities.

Please note the special conditions that may be attached to each agreement.

Preventing Waste, Fraud, and Abuse and Whistleblower Protections

Preventing waste, fraud, and abuse of Federal funds is a shared responsibility and any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its [online hotline form](#).

Please be reminded of the Whistleblower Protection requirements contained in 41 U.S.C. § 4712, which, as amended, protect employees of a government contractor, subcontractor, grantee, and subgrantee from retaliation or reprisal as a result of protected disclosures of gross mismanagement, gross waste, abuse of authority, and other violations in connection with Federal contracts or grants. Grantee must inform employees in writing of their rights and remedies.

Federal Funding Accountability and Transparency Act (FFATA)

The FFATA Subaward Reporting System (FSRS) is a reporting tool that Federal prime awardees (i.e., prime grant recipients and prime contractors) use to capture and report subaward and executive compensation data to meet the FFATA reporting requirements. For FSRS reporting, prime awardees will report on all subawards they make. In accordance with 2 CFR Part 170, prime awardees awarded a Federal grant are required to file a FFATA subaward report by the end of the month following the month in which the prime awardee awards any subaward equal to or greater than \$30,000 in Federal funds. Additional information can be found on the FSRS website, at <https://www.fsrs.gov/>.

Revised Federal Uniform Guidance (2 CFR Part 200)

In April 2024, the Office of Management and Budget (OMB) issued revised OMB Guidance for Grants and Agreements, which is now called the OMB Guidance for Federal Financial Assistance. In this update, there have been significant changes made to 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, commonly known as the “Uniform Guidance.” More information on these revision is available [here](#) and [here](#). Of particular note, the revisions increase of the **Single Audit threshold** from \$750,000 to \$1 million and the *de minimis* indirect cost rate will increase from 10 percent to up to 15 percent of Modified Total Direct Costs (MTDC). The revisions to 2 CFR Part 200, Subpart F (Audit Requirements) will be effective for fiscal years beginning on or after October 1, 2024. The rest of the changes will take effect on October 1, 2024, for (1) awards issued on or after October 1, 2024, and (2) awards HUD has expressly made subject to the regulations as may be amended.

Environmental Review Requirements

You are reminded that all activities are subject to the provisions at 24 CFR Part 58 (Environmental Review Procedures). Furthermore, funds for certain activities may not be obligated or expended until HUD has approved a Request for Release of Funds (RROF) and issued an Authority to Use Grant Funds (AUGF). A RROF must be signed by a certifying officer and submitted to HUD along with proof of public notice. Until the AUGF has been issued, no HUD funds can be committed. If the project or activity is Exempt per 24 CFR § 58.34 or Categorically Excluded Not Subject to 58.5 per 24 CFR § 58.35(b), no RROF is required.

On April 23, 2024, HUD published the Federal Flood Risk Management Standard (FFRMS) Final Rule to better protect communities from flooding. This Rule amends HUD’s existing floodplain regulations to require a greater level of flood protection for HUD-funded projects. The Rule, with a compliance date of June 24, 2024, applies to all CPD programs (with

the exception of HTF) as part of the environmental review process. Additional information can be found at https://www.hud.gov/program_offices/comm_planning/environment_energy/ffrms.

Build America, Buy America (BABA)

The Build America, Buy America (BABA) Act established a Buy America Preference (BAP) which requires that certain CPD-funded infrastructure projects procure all iron and steel, construction materials, and manufactured products from domestic sources, unless exempted by a general or project-specific waiver. HUD issued a Phased Implementation Waiver that phases in the BAP based on the program funding and materials used. In FY24, the BAP will apply to additional covered CPD programs and materials. Grantees are encouraged to utilize BABA resources on the [HUD Exchange](#), including the CPD BABA Implementation Guidance, for information on how to determine if the BAP applies to a specific project and resources to maximize the flexibilities provided by current HUD general waivers.

Executing the Agreement

Please execute each agreement with electronic signature and date and return to this office to the attention of Noemi Ghirghi, Regional Director, Community Planning and Development. Please ensure the Chief Elected Official or authorized official electronically signs the agreement and maintain a copy of each signed agreement in your local program files.

Indirect Cost Rate Addendum: New for FY2024, the authorized official **must** complete the Indirect Cost Rate Addendum to each agreement. Please mark one (and only one) checkbox to reflect how indirect costs will be calculated and charged under the grant. Complete this section in full by applying the authorized official's name, title, date, and signature. For grantees electing to use the *de minimis* indirect cost rate: As noted above, under the 2024 Revisions to 2 CFR Part 200, the *de minimis* indirect cost rate will increase from 10 percent to up to 15 percent of MTDC. For FY2024 grants, any grantee that elects to use the *de minimis* indirect cost rate, and indicates this selection on the Indirect Costs Rate Addendum to the agreement (2nd checkbox), is permitted to utilize the *de minimis* rate of up to 15 percent when the 2 CFR Part 200 revisions become effective on October 1, 2024, regardless of whether the grant agreement is executed before, on, or after October 1, 2024. However, Grantees using the *de minimis* rate may only apply the higher rate to MTDC amounts that are incurred on or after October 1, 2024.

For additional information and guidance on grant-based accounting, please refer to the HUD Exchange at: <https://www.hudexchange.info/manage-a-program/grant-based-accounting/>.

To establish a Line of Credit for Fiscal Year 2024 grant funds, you will need to sign, execute and return one copy of each agreement. If you need to add or remove individuals authorized to access the Integrated Disbursement Information System (IDIS), please complete an IDIS Online Access Request Form (HUD 27055), notarize it, and return it to this office. Additionally, if you need to establish or change the depository account where these funds are to be wired, a Direct Deposit Sign-Up form (SF-1199A) must be completed by your financial institution and returned to this office with a copy of a voided check.

HUD congratulates the City of Minot on your grant award, and we look forward to assisting you in accomplishing your programs goals. If you have any questions or need further information or assistance, please contact Don Morris, Senior CPD Representative, at Don.R.Morris@hud.gov.

Sincerely,



Noemi Ghirghi
Regional Director, Region VIII
Acting CPD Director, Denver Field Office

enclosure(s)

Funding Approval/AgreementTitle I of the Housing and Community
Development Act (Public Law 930383)
HI-00515R of 20515RU.S. Department of Housing and Urban Development
Office of Community Planning and Development
Community Development Block Grant ProgramOMB Approval No. 2506-0193
exp 1/31/2025

1. Name of Grantee (as shown in item 5 of Standard Form 424) Minot	3a. Grantee's 9-digit Tax ID Number 456002126	3b. Grantee's 9-digit DUNS Number D33RGAW88JU9 (UEI)
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) 10 3RD AVE SW MINOT, ND 58701-3739	4. Date use of funds may begin 07/01/2024	
	5a. Project/Grant No. 1 B-24-MC-38-0005	6a. Amount Approved \$331,580.00 (by this action)
	5b. Project/Grant No. 2	6b. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any additional and/or special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the additional and/or special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) Noemi Ghirghi		Grantee Name (Contractual Organization) CITY OF MINOT	
Title CPD Director (Acting)		Title Mayor	
Signature X	Date (mm/dd/yyyy) 2/19/2025	Signature X	Date (mm/dd/yyyy)

7. Category of Title I Assistance for this Funding Action: Entitlement, Sec 106(b)	8. Additional/Special Conditions (check one) ☐ None ☒ Attached	9a. Date HUD Received Submission (mm/dd/yyyy)	10. check one ☒ a. Orig. Funding Approval ☐ b. Amendment Amendment Number
		9b. Date Grantee Notified (mm/dd/yyyy)	
		9c. Date of Start of Program Year 07/01/2024	
11. Amount of Community Development Block Grant			
a. Funds Reserved for this Grantee		FY 2024	FY 2023
b. Funds now being Approved		\$331,573.00	\$ 7.00
c. Reservation to be Cancelled (11a minus 11b)			

12a. Amount of Loan Guarantee Commitment now being Approved N/A	12b. Name and complete Address of Public Agency City of Minot #103rd Ave SW Minot, ND 58701-3739
Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.	12c. Name of Authorized Official for Designated Public Agency Tom Ross
	Title Mayor
	Signature X

HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		
Date Entered PAS (mm/dd/yyyy)		Date Entered LOCCS (mm/dd/yyyy)		Batch Number		Transaction Code		Entered By		Verified By		

8. Additional Conditions.

- (a) The period of performance and single budget period for the funding assistance specified in the Funding Approval ("Funding Assistance") shall each begin on the date specified in item 4 and shall each end on September 1, 2031. The Grantee shall not incur any obligations to be paid with such assistance after September 1, 2031.
- (b) The Grantee must complete Addendum #1 to Agreement "Grantee Indirect Cost Rate(s)" and return it to HUD with this Agreement. The addendum HUD receives from the Grantee will be incorporated into and made part of this Agreement, provided that the rate information is consistent with the applicable requirements under 2 CFR part 200. The Grantee must immediately notify HUD upon any change in the Grantee's indirect cost rate, so that HUD can amend the Agreement to reflect the change if necessary.
- (c) In addition to the conditions contained on form HUD 7082, the grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS); the System for Award Management (SAM.gov.); the Federal Funding Accountability and Transparency Act as provided in 2 CFR part 25, Universal Identifier and General Contractor Registration; and 2 CFR part 170, Reporting Subaward and Executive Compensation Information.
- (d) The grantee shall ensure that no CDBG funds are used to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For the purposes of this requirement, public use shall not be construed to include economic development that primarily benefits private entities. Any use of funds for mass transit, railroad, airport, seaport or highway projects as well as utility projects which benefit or serve the general public (including energy-related, communication-related, water- related and wastewater-related infrastructure), other structures designated for use by the general public or which have other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfield as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Public Law 107-118) shall be considered a public use for purposes of eminent domain.
- (e) The Grantee or unit of general local government that directly or indirectly receives CDBG funds may not sell, trade, or otherwise transfer all or any such portion of such funds to another such entity in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act.
- (f) E.O. 12372-Special Contract Condition - Notwithstanding any other provision of this agreement, no funds provided under this agreement may be obligated or expended for the planning or construction of water or sewer facilities until receipt

of written notification from HUD of the release of funds on completion of the review procedures required under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 CFR Part 52. The recipient shall also complete the review procedures required under E.O. 12372 and 24 CFR Part 52 and receive written notification from HUD of the release of funds before obligating or expending any funds provided under this agreement for any new or revised activity for the planning or construction of water or sewer facilities not previously reviewed under E.O. 12372 and implementing regulations.

- (g) CDBG funds may not be provided to a for-profit entity pursuant to section 105(a)(17) of the Act unless such activity or project has been evaluated and selected in accordance with Appendix A to 24 CFR 570 - "Guidelines and Objectives for Evaluating Project Costs and Financial Requirements." (Source - P.L. 113-235, Consolidated and Further Continuing Appropriations Act, 2015, Division K, Title II, Community Development Fund).
- (h) The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.
- (h) Waste, Fraud, Abuse, and Whistleblower Protections. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. You must comply with 41 U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of: 1. Gross mismanagement of a Federal contract or grant; 2. Waste of Federal funds; 3. Abuse of authority relating to a Federal contract or grant; 4. Substantial and specific danger to public health and safety; or 5. Violations of law, rule, or regulation related to a Federal contract or grant.
- (i) The Grantee will comply with the right to report crime and emergencies protections at 34 U.S.C. 12495 of the Violence Against Women Act.

Addendum # 1 to Agreement B-24-MC-38-0005
Grantee Indirect Cost Rate(s)

As the duly authorized representative of the Grantee, I certify that the Grantee:

- ☐ Will not use an indirect cost rate to calculate and charge indirect costs under the grant.
- ☐ Will calculate and charge indirect costs under the grant by applying a *de minimis* rate as provided by 2 CFR 200.414(f), as may be amended from time to time.
- ☐ Will calculate and charge indirect costs under the grant using the indirect cost rate(s) listed below, and each rate listed is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 CFR part 200 and, *if required*, was approved by the cognizant agency for indirect costs.

Agency/department/major function	Indirect cost rate	Type of Direct Cost Base
	%	
	%	
	%	

Name of Authorized Official:

Tom Ross

Signature:

X

Date

(mm/dd/yyyy):

Title:

Mayor

//

Instructions for the Grantee's Authorized Representative:

You must mark the one (and only one) checkbox above that best reflects how the Grantee's indirect costs will be calculated and charged under the grant. Do not include indirect cost rate information for subrecipients.

The table following the third box must be completed only if that box is checked. When listing a rate in the table, enter both the percentage amount (e.g., 10%) and the type of direct cost base to be used. For example, if the direct cost base used for calculating indirect costs is Modified Total Direct Costs, then enter "MTDC" in the "Type of Direct Cost Base" column.

If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

If the Grantee is a government and more than one agency or department will carry out activities under the grant, enter each agency or department that will carry out activities under the grant, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.

To learn more about the indirect cost requirements, see 2 CFR part 200, subpart E and Appendix VII to Part 200 (for state and local governments).



TO: Mayor Ross
Members of the City Council

FROM: Lance Meyer, City Engineer

DATE: March 3, 2025

**SUBJECT: 3RD STREET BRIDGE ENGINEERING CONTRACT AMENDMENT
(4873)**

I. RECOMMENDED ACTION

- 1. It is recommended City Council first make a decision on Option 1 or Option 2, then:**
- 2. Authorize the Mayor to sign contract amendment 1 for the engineering amount shown in the selection option.**

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

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

III. DESCRIPTION

A. Background

KLJ was hired as the city's consultant on the 3rd St Bridge Repair Project. Pier 3 on the 3rd St bridge is showing signs of severe deterioration, and while serviceable, repairs need to be made in the near future to prevent having to place load restrictions on the bridge or close the bridge.

During project scoping, KLJ and staff had to assume the pier condition would be the same or similar as the report provided by the NDDOT from the inspection completed last summer. However, KLJ has recently reinspected pier 3 (results detailed in attached MNOT10 Pier 3 Cap Inspection Memo) and the bearing for the girder line cannot be salvaged and additional deterioration on the pier has occurred. This has caused us to change our approach from a patch and repair project to a repair that is more extensive. The project must provide enough service life to allow the city to fund a future bridge replacement. A patch and repair alone will no longer meet that requirement.

B. Proposed Project

KLJ has developed two options, each with associated engineering costs for the

additional design, additional bid package for bearing procurement, and additional construction engineering time for the lengthened construction project. The options are detailed in the attached 3rd Street Bridge Pier 3 Repairs - Contract Amendment 1 Memo.

Under each option, the steel bearing under the girder line must be replaced as it is too worn to try and work around and survive. Due to lead times, the city will procure this bearing and provide it to the contractor to install with the project.

Option 1: Dead Load Pier Jacking

- Additional bearing design and plan package
- Design and plans for dead load pier jacking. KLJ will design modifications to the structure of the bridge, tell the contractor how to modify the bridge to allow them to jack the bridge utilizing the existing pier and standard jacks. This is a construction cost savings and can be seen as a value engineering exercise.
- Design a bridge drainage system at this expansion joint to help protect it from drainage. This is the primary cause of the current damage, deicing salt and chemical attack flowing through the failed joint attacking this pier.
- Additional construction engineering time for all of this work.
- Lower overall cost option
- Northbound traffic would have to be detoured for three months. Short full closures needed while deck drains are being installed.

Option 2: Live Load Pier Cribbing

- Additional bearing design and plan package
- Design of jacking points to support contractor designed cribbing system to jack the bridge. Soil boring and geotechnical design will be provided to the contractor for their design.
- Design a bridge drainage system at this expansion joint to help protect it from drainage. This is the primary cause of the current damage, deicing salt and chemical attack flowing through the failed joint attacking this pier.
- Additional construction engineering time for all of this work
- Highest overall cost option
- Bridge can be fully open to traffic except when short full closure needed for deck drain installation and deck jacking.

C. Recommendation Detail

Both options are feasible to construct. KLJ has provided high-level approximate costs to start getting a sense of where the budget may land. The decision council needs to make revolves around keeping the bridge open to traffic. Is the additional cost worth the traffic detour for northbound traffic? If the cost is worth it, select option 2. If it is not, select option 1.

Depending on the option selected, staff will execute a contract amendment with KLJ and proceed with the design.

IV. IMPACT

A. Aspirations

Resilient and Prepared

B. Service/Delivery Impact:

Once pier 3 is repaired, a significant safety issue will be corrected for many years. This will allow the city time to plan for a replacement bridge.

C. Fiscal Impact

In the 2025 budget, \$350,000 was allocated for a preliminary engineering effort for a major rehabilitation project in 2027. However, due to the rapid change in bridge conditions, the preliminary engineering project had to be changed to a bridge repair project.

The current engineering contract is \$102,140 which would have covered all engineering for a patch and repair project. With the change in scope due to the additional deterioration, an additional \$40,000 to \$70,000 is required depending on if option 1 or 2 is selected by council.

A future budget amendment will be required to bring additional funds to the project when bid packages are awarded.

Project Costs

Option	Opinion of Probable Construction Cost	Original Task Order Fees	Est. Additional Engineering Fees	Total Est. Project Cost
Option 1	\$200,000- \$250,000	\$102,140	\$70,000	\$372,140- \$422,140
Option 2	\$350,000- \$400,000	\$102,140	\$40,000	\$492,140- \$542,140

Project
Funding
Capital
Infrastructure

VI. ALTERNATIVES

Council can select from the two options detailed above.

Memorandum

Date: 2/25/2025
To: Lance Meyer, PE
Copy to: Jordan Gerber, PE
From: Cassie McNames, PE
RE: 3rd Street Bridge Repair (4873) – KLJ Task Order 2404-01418-1

Remarks

KLJ has completed a site visit in conjunction with our scope of services outlined in Exhibit A of Task Order 2404-01418-1. The site visit concluded that bridge pier 3 on the 3rd Street Bridge (MNOT10) has undergone additional deterioration since the last inspection report completed by AECOM in August 2024. This is summarized in KLJ's memorandum titled "Minot 3rd St. Pier 3 Inspection" dated January 29, 2025. As such, it is our recommendation the bearing be replaced as part of the current project.

KLJ's original scope of services only included repairs to the concrete pier itself. With the addition of the bearing replacement, this will also require temporary support to be provided for the bridge during construction. KLJ briefly reviewed potential options for temporary support and identified two options. The first option would include jacking of the girder to support dead load only, such that only southbound traffic would be allowed on the bridge during construction. This option includes the design of the jacking system. The second option would include temporary cribbing that would be supplied and designed by the contractor to support the full live load on the bridge to keep the bridge open to traffic during construction. These options would include the following services to be added to the project:

Option 1: Dead Load Pier Jacking

- One (1) steel girder bearing design and plans (Early Release Plan Package)
- Engineering design and plans of dead load pier jacking, including assessment/ modifications to the existing end diaphragm as required.
- Hydraulic Spread Analysis and design/ plans for bridge scuppers. Assumed riprap swale under bridge to collect downfall.
- Additional three (3) weeks of full-time construction observation time due to additional construction effort. Includes review of jacking installation, bearing and superstructure upgrades required as part of the jacking process.
- Excludes:
 - Additional field visits during design phase for steel superstructure data not present in plans (i.e. bolt hole spacing, etc.)
 - Additional early release work packages beyond the steel bearing package.
 - Full Drainage system (i.e. pier mounted gutter system, concrete outfall structure, etc.)

Option 2: Live Load Pier Cribbing

- One (1) steel girder bearing design and plans (Early Release Plan Package)
- Engineering design of jacking points to support repair work. Contractor to develop cribbing capable of supporting live load.
- Hydraulic Spread Analysis and design/ plans for bridge scuppers. Assumed riprap swale under bridge to collect downfall.
- One (1) Soil Boring to establish geotechnical criteria for Contractor cribbing tower.
- Additional two (2) weeks of construction observation time to observe installation of the cribbing tower and bearing.
- Excludes:
 - No additional field visits during design phase for steel superstructure data not present in plans (i.e. bolt hole spacing, etc.)
 - Additional early release work packages beyond the steel bearing package.
 - Full Drainage system (i.e. pier mounted gutter system, concrete outfall structure, etc.)

KLJ has developed a preliminary opinion of cost for the construction of both options as well as the additional engineering services associated with each. These are summarized below.

Option	Opinion of Probable Construction Cost	Original Task Order Fees	Est. Additional Engineering Fees	Total Est. Project Cost
Option 1	\$200,000-\$250,000	\$102,140	\$70,000	\$372,140-\$422,140
Option 2	\$350,000-\$400,000	\$102,140	\$40,000	\$492,140-\$542,140

The largest difference between the two options is the traffic impacts during construction. Option 1 will require the northbound lane of traffic to be closed for a duration during construction. Option 2 will allow both lanes of traffic to remain open during construction. Construction is estimated to be three months.

Please review the options presented and let us know how you'd like to proceed. We'll issue a task order amendment for the preferred option once selected.

If you have any questions or concerns, please let us know.



300 23rd Ave E, Suite 100
West Fargo, ND 58078-7820
701 232 5353
KLJENG.COM

Memorandum

Date: 1/29/2025
To: Lance Meyer
Copy to: Cassie McNames, PE, Jordan Gerber, PE
From: Josh Schroeder, PE
RE: Minot 3rd St. Pier 3 Inspection

On January 9, 2025, I inspected the above referenced structure element as part of a project to determine appropriate rehabilitation of the pier, particularly deteriorated concrete in the east pier cap overhang. Pier 3 is north of the river under a joint in the deck, and it exhibits spalled concrete, exposed rebar, and bearing loss driven primarily by drainage through the deck joint. Due to the roadway cross slope and profile, roadway drainage primarily falls onto the northeast bearing and overhang of Pier 3.

This area of the pier cap overhang has been showing advancing deterioration under the east girder since at least 2019. The spall at this location is approximately 3'-2" wide, 5 1/2" deep and extends the full height of the overhang on the north face. The spall extends up to 2" into the shear reinforcing cage in some areas. The overhang did not show signs of structural distress at this inspection. Sounding the concrete with a hammer around the areas of visual deterioration revealed that 1" of concrete or more may need to be removed before finding sound concrete. The spalls at this location extended into the east face and underside of the pier cap and column approximately half the width of the pier. Additional spalling has occurred since the load rating and inspection performed by AECOM in June 2024.

I also performed a close-up examination of the concrete supporting the northeast bearing at this location. The northeast corner of the bearing exhibits erosion and undermining due to the loss of solid bearing material below. After some initial concrete removal, I felt that it was imprudent to determine the exact depth of unsound concrete. As the deterioration at this location is primarily driven by roadway drainage due to the deck geometry, removing deteriorated concrete is going to further expose sound concrete to roadway drainage. I believe that any rehabilitation project should include full removal and replacement of concrete under this bearing as opposed to surface patching. The bearing corrosion and pack rust is prohibitive to repair, and concrete surface patching work is not recommended due to the unknown condition of the remaining grout pad under the bearing.

I examined the rest of the Pier 3 cap and columns. Overall, the pier was in fair condition with some areas that could be patched to slow environmental deterioration as part of a larger repair project, but these areas are otherwise not a structural concern. Please contact me if you have any questions about our findings or recommendations.

Sincerely,

Josh Schroeder



Pier 3 North Face East Column



Pier 3 Span 2 East Girder Bearing. Eroded grout pad shown under northeast corner of the bearing.



Typical bearing with some concrete spalls and pack rust



Spall in southwest corner of west column



Cracks in west column cap



TO: Mayor Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: March 3, 2025

SUBJECT: INFRASTRUCTURE REVOLVING LOAN APPLICATION FOR FLOOD CONTROL

I. RECOMMENDED ACTION

It is recommended City Council authorize applying for an Infrastructure Revolving Loan through the Bank of North Dakota to cover the City's share of costs for phases MI-6 and MI-7.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director, 701-857-4768

III. DESCRIPTION

A. Background

Phases MI-6 and MI-7 are two phases of flood protection in the City of Minot. The projects are the first two segments to begin construction of Milestone 2 of Minot's flood control. MI-6 starts north of downtown Minot and extends east to Roosevelt Park and MI-7 extends through Roosevelt Park and the zoo and terminates at Burdick Expressway. Both of these projects are part of the overall basin-wide MREFPP.

B. Proposed Project

The SRJB secured a cost share from North Dakota Department of Water Resources during the 2023 North Dakota Legislative Assembly in the amount of \$76.1 million. That funding is going toward the design and construction of the different phases of MI-6 and MI-7. Now that parts of those projects have been bid and awarded, the City is requesting approval to apply for a loan from the Bank of North Dakota under the Infrastructure Revolving Loan Fund. Funding borrowed through this program has an interest rate of 2% and a term of up to 40 years.

C. Recommendation Detail

The City has dedicated sales tax dollars for flood control. In lieu of bonding for these projects at a higher interest rate, a loan through the Bank of North Dakota will be used to reduce overall costs for the project.

IV. IMPACT

A. Aspirations

Prepared and Resilient

B. Service/Delivery Impact:

Construction of these projects helps protect Minot from flooding similar to an event experienced in 2011.

C. Fiscal Impact

Project Costs

The local share of MI-6 and MI-7 is expected to cost in excess of \$40 million

Project Funding

The sales tax dedicated to flood control will be used to repay loans to cover the City's share of projects

VI. ALTERNATIVES

Council could elect to deny applying for this funding. However, alternate funding sources will need to be determined but programs haven't been identified with terms more favorable than what is offered by the Bank of North Dakota.



TO: Mayor Ross
Members of the City Council

FROM: David Lakefield, Finance Director

DATE: March 3, 2025

SUBJECT: SOURIS BASIN PLANNING COUNCIL MAGIC FUND REQUEST

I. RECOMMENDED ACTION

1. It is recommended City Council approve the MAGIC Fund request from SBPC in the amount of \$250,000 to capitalize the BAF;
2. Direct staff to draft the Grant Agreement; and
3. Authorize the Mayor to sign the agreement when completed.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774

III. DESCRIPTION

A. Background

In 2019 Souris Basin Planning Council was approved for funding from the MAGIC Fund to capitalize a new revolving loan fund called the Business Accelerator Fund. The BAF would be used to fund the local share of Bank of ND PACE and Flex PACE interest buy-downs. Since the inception, SBPC has received two additional tranches of funding from the MAGIC Fund, \$780,000 in 2022 and \$805,300 in 2023.

B. Proposed Project

SBPC has requested additional seed capital to further capitalize the BAF. Due to updates to the MAGIC Fund guidelines, the request is limited to \$250,000. The request was approved by the MAGIC Fund Screening Committee on February 21.

C. Recommendation Detail

Recommend approval of the MAGIC Fund request from SBPC in the amount of \$250,000 to capitalize the BAF, direct staff to draft the Grant Agreement and authorize the Mayor to sign the agreement when completed.

IV. IMPACT

A. Aspirations

Dynamic & Flourishing - this funding request would allow business to have access to lower cost capital to start or expand new businesses.

B. Service/Delivery Impact:

New and expanding businesses add to the local economy by providing jobs and also expand the tax base.

C. Fiscal Impact

The request will be funded via the State Programs "bucket" of Economic Development Sales Tax.

Project Costs

\$250,000

Project Funding

25172000-48100

VI. ALTERNATIVES

Decline the request - this would limit the ability of BAF to fund requests until funds begin to revolve.

MAGIC FUND APPLICATION

I. MAGIC FUND CONTACT OFFICE OF RESPONSIBILITY: Minot Chamber EDC

II. PREVIOUS MAGIC FUND PROPOSALS/APPLICATIONS: _____

March 2019- \$1 million application for initial BAF investment

March 2022- \$780 thousand additional BAF investment

March 2023- \$805 thousand additional BAF investment

III. THE FIRM:

- A. Name of Company: Souris Basin Planning Council
- B. Corporate Address: 18 2nd Street NE, Suite 2, Minot, ND 58703
- C. Project Address: ND Region 2 - Bottineau, Burke, McHenry, Mountrail, Pierce, Renville, and Ward counties
- D. Telephone: 701.255.1982
- E. Form of Business Ownership: 501 (c)(4)
1. If a Corporation, Indicate Federal Tax ID #: 45-0321353
- F. Project Principal(s)/Contact(s):

Name	Address	% Ownership
Briselda Hernandez, Executive Director		N/A
Ashley Berg, Board Chairperson		N/A

G. Product or Service: BAF Program - community match for BND Flex PACE and PACE

H. Phase of Project: _____ start-up _____ expansion _____ retention

I. Current Company Status:

1. Current Number of Employees
- a. Full Time: _____ Average Hourly Wage: _____
- b. Part Time: _____ Average Hourly Wage: _____

J. Primary Bank Account(s)

1. Name: Bravera Bank
2. Address: 925 20th Ave SW, Minot
3. Telephone: 701.420.5733
4. Contact Person: Cassie Simon

K. Company Attorney

1. Name: Jake Maxson, Maxson Law Office
2. Address: 320 16th Street NW, Minot
3. Telephone: 701.839.6704

VI. ALL APPLICANTS

- A. A completed MAGIC Fund Application form.
- A. Enclose information concerning any pending or threatening litigation or administrative proceeding or any outstanding administration orders, judgments, or injunctions to include company officials or any of the principals involved in bankruptcy (for the past five years)

VII. NEW BUSINESS VENTURES

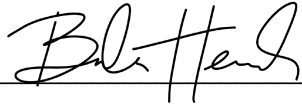
- A. List three professional and three personal references.
 - 1. (professional) _____
 - 2. (professional) _____
 - 3. (professional) _____
 - 4. (personal) _____
 - 5. (personal) _____
 - 6. (personal) _____
- B. A business plan that include no less than three years pro-forma financial statements (balance sheet, income statement and cashflow statement).
- C. Signed personal financial statements for all principals who hold more than 20% interest in the venture.

VIII. EXISTING BUSINESSES (Expansion/Retention/Relocation)

- A. Enclose financial statements for the past three fiscal years, including: balance sheets, income statements. If unaudited, the statements must be signed and dated by an authorized financial officer of the business.
- B. Enclose most recent interim financial statements (balance sheet and income statements).
- C. Enclose Federal Tax returns filed by the business principals for the previous three years, if the applicant is a sole proprietorship, partnership, or corporation that does not have its financial statements audited or reviewed.
- D. Enclose a business plan, which shall include no less than three years of pro-forma financial statements (balance sheet, income statement, and cashflow statement).
- E. Attach a typewritten narrative describing the company, the project, markets served, jobs being retained/created, benefits offered, community/regional impact, competition, and any other information that may help describe the project and funding request.

The data which you supply to this department will be used to assess your firm's qualifications for MAGIC Fund assistance. Any information the company deems confidential/proprietary should be defined when presenting the application. All information submitted that can be protected by the North Dakota open records laws will be omitted from the public record as determined appropriate.

By signing below you represent that you are duly authorized to verify the foregoing application, that you have read it, and that you are familiar with the statements contained therein, which you verify are true.

SIGNATURE AND TITLE  Briselda Hernandez, Executive Director

DATE: 1/20/2025

MEMO

TO: MAGIC Fund Screening Committee and City Council
FROM: Brekka Kramer, President | CEO
DATE: February 12, 2025
SUBJECT: MAGIC Fund Request – Souris Basin Planning Council

1. Request

Souris Basin Planning Council (SBPC) is requesting an additional \$250,000 investment into an existing program, the Business Accelerator Fund (BAF). The BAF is used as the regional match program for the Bank of North Dakota Flex PACE program. SBPC anticipates using the funds over the next year.

2. Background

Souris Basin Planning Council serves the communities and counties within North Dakota Region 2 (Bottineau, Burke, McHenry, Mountrail, Renville, Pierce, and Ward Counties). SBPC has been serving as an Economic Development District as designated by the US Department of Commerce since 1978.

The Business Accelerator Fund (BAF) was established by SBPC with funds from the City of Minot MAGIC Fund in 2019. The BAF has serves as a community source for Bank of North Dakota's (BND) PACE and Flex PACE programs.

BND supports communities to expand their economic base by combining the PACE and Flex PACE program with local community resources to buy down the interest rate on business loans. BND requires participation with a local lender and with the local community. The PACE and Flex PACE programs can reduce the borrower's rate of interest by as much as 5 percent (5%). BND assigns a community percentage factor to the 200 largest communities within the state. The factor determines the amount of BND's participation (65-85 percent) in the funding of the interest buy down.

The BAF program follows all PACE and Flex PACE guidelines and requirements. Additional information is available on the BND website: bnd.nd.gov/business/

3. Project Description

Since 2019, the BAF program has seen tremendous success and significantly passed the goals originally set for the program. With the \$2.58 million investment, SBPC has approved 62 loans. These projects have

been primarily located in Minot. Between 2015-2023, BND has invested more than \$25.63 million in Minot through the Flex PACE program. Roughly \$24.9 million was invested after the launch of the BAF program.

The BAF program was created as a revolving loan fund; funds begin revolving in 2024. As a requirement of the BND programs, SBPC cannot begin requesting principal payments until after the buy down period has passed. The average loan term for the current portfolio is just short of 5 years. In 2024, SBPC received loan payoffs from three (3) borrowers. As of December 2024, SBPC has an estimate of \$100,000 in potential requests, with \$141,000 available to lend. See revolving timeline attachment.

Funds from the BAF program will be revolved and maintained in this fund - as loans are repaid by borrowers, the principal will be lent again to new borrowers. These funds will continue to leverage these investments over and over into the future as the funds revolve. It is projected by SBPC that this fund will need an additional \$1.05 million to cover projects over a 3-year period. See revolving timeline attachment.

No portion of the MAGIC Fund investment will be utilized for administrative fees to underwrite and manage the program. SBPC will cover the costs for staff with other funds.

4. Recommendation

It is the recommendation of the Minot Area Chamber EDC to support this MAGIC Fund request, at the \$250,000 level. The MAGIC Fund guidelines state, on page 4 under State of North Dakota Program Initiatives – PACE/Flex PACE, that “Capitalization of the SBPC Business Accelerator Fund can be funded through this program once per calendar year. SBPC cannot be funded more than 25% of the available funds in the MAGIC Fund account for State of North Dakota Program Initiatives.” Souris Basin Planning Council’s request represents 25 percent of the available funds on January 1, 2025 under this particular category of funding.

Our support for this recommendation per the guidelines does not preclude the SBPC from returning with a MAGIC Fund request for additional capitalization in future years. The use of MAGIC Funds for a revolving loan fund, toward matching/community source Flex PACE loan buy downs, has proven successful by the Souris Basin Planning Council.

Business Accelerator Fund (BAF) MAGIC Fund Requests

Year	MAGIC Fund Request	MAGIC Fund Granted
2019	\$1,000,000	\$1,000,000
2022	\$2,000,000	\$780,000
2023	\$805,300	\$805,300
Total	\$3,805,300	\$2,585,300

BAF Funding Disbursement

Year	# of Loans Approved	Total Funds Approved
2019	4	\$129,985.68
2020	5	\$159,204.04
2021	12	\$603,255.55
2022	13	\$671,730.07
2023	14	\$627,333.20
2024	14	\$423,821.21
Total	62	\$2,615,329.75

BAF Revolving Schedule

Key notes:

- SBPC cannot receive interest and principal payments during a project's interest buydown period.
- Starting in 2024, projects are generally tied to a 3-year buydown period.
- These values are based on receiving 100% of payments. Loan payment modifications and loan write offs will affect this schedule
- Future Payoff amount is contingent upon additional funding from the MAGIC Fund.
- Based on an assessment of previous years and current projects we estimate needing a minimum of \$750,000 per year to meet demand. We anticipate meeting this in 2028.

Year	Current Payoff Schedule	MAGIC Fund Request/Need	Future Payoff	Available to lend
2024	\$170,699			\$170,699
2025	\$42,079	\$250,000		\$462,778
2026	\$342,707	\$400,000		\$742,707
2027	\$310,040	\$400,000		\$710,040
2028	\$418,003			\$880,781
2029	\$415,651		\$462,778	\$878,429
2030	\$219,676		\$742,707	\$962,383
2031	\$164,270		\$710,040	\$874,310
2032	\$392,453		\$880,781	\$1,273,234
2033	\$20,143		\$878,429	\$898,572
2034	\$119,604		\$962,383	\$1,081,987
2035	\$874,310		\$874,310	\$1,748,620



MAGIC Fund Proposal

February 7, 2025

Introduction

Souris Basin Planning Council (SBPC) serves the communities and counties within North Dakota Region 2, consisting of Bottineau, Burke, McHenry, Mountrail, Renville, Pierce, and Ward Counties. SBPC has been serving as an Economic Development District as designated by the US Department of Commerce since 1978.

Program Overview

The Business Accelerator Fund (BAF) was established by SBPC with funds from the City of Minot MAGIC Fund in 2019. The BAF has serves as a community source for Bank of North Dakota's (BND) PACE and Flex PACE programs.

BND supports communities to expand their economic base by combining the PACE and Flex PACE program with local community resources to buy down the interest rate on business loans. BND requires participation with a local lender and with the local community. The PACE and Flex PACE programs can reduce the borrower's rate of interest by as much as 5 percent (5%). BND assigns a community percentage factor to the 200 largest communities within the state. The factor determines the amount of BND's participation (65-85 percent) in the funding of the interest buy down.

The BAF program follows all PACE and Flex PACE guidelines and requirements. Additional information is available on the BND website: bnd.nd.gov/business/

Community Need

Since 2019, the BAF program has seen tremendous success and significantly passed the goals originally set for the program. With the \$2.58 million investment, SBPC has approved 62 loans. These projects have been primarily located in Minot. Between 2015-2023, BND has invested more than \$25.63 million in Minot through the Flex PACE program. Roughly \$24.9 million was invested after the launch of the BAF program.

The BAF program was created as a revolving loan fund; funds begin revolving in 2024. As a requirement of the BND programs, SBPC cannot begin requesting principal payments until after the buy down period has passed. The average loan term for the current portfolio is just short of 5 years. In 2024, SBPC received loan payoffs from three (3) borrowers. As of December 2024, SBPC has an estimate of \$100,000 in potential requests, with \$141,000 available to lend. See revolving timeline attachment.

MAGIC Fund Request

SBPC projects needing an additional \$1.05 million investment to cover projects over a 3-year period.

We recognize that SBPC cannot be funded more than 25% of the available funds in the MAGIC Fund account for State of North Dakota Program Initiatives. Therefore, we are requesting the maximum amount of \$250,000.

Capacity and Experience

SBPC manages and operates the following loan programs:

1. Business Accelerator Fund: a community source for Bank of North Dakota PACE and Flex PACE programs.
2. Resiliency Fund: low-interest flexible financing tool for businesses needing down payment assistance.
3. Impact Fund: low-interest financing tool for projects that may not fit the programs listed above, or other traditional financing.

SBPC LOAN REVIEW COMMITTEE MEMBERS	SBPC EXECUTIVE BOARD OF DIRECTORS
Jersey Benson, First Western Bank & Trust	Shannon Holter, Bowbells Mayor
Mike Mueller, United Community Bank	Jesse Baker, New Town City Councilman
Stacey LaCompte, ND Native Tourism Alliance	Lisa Olson, Minot City Councilwoman
Brandi Larson, Farmers Union Insurance	Ashley Berg, Pierce County representative
Jessica Aardahl, State Farm Insurance	Nathaniel Buynak, Bottineau County Commissioner
Zachary Broadwell, SBPC Board representative	Dianne Hensen, Glenburn representative
Lisa Olson, SBPC Board representative	Arlen Gartner, Kenmare Mayor
	Davis Mary Liz, Velva Commissioner
	Whitney Gonitzke, Bottineau County EDC
	Zachary Broadwell, Rugby JDA

Expected Community Benefit

Based on a \$250,000 MAGIC Fund investment, we estimate \$3.5 million in total funds leveraged (14:1 ratio) the first time it is lent, including \$465,000 in BND PACE or Flex PACE interest buydown. Funds from the BAF program will be revolved and maintained in this fund - as loans are repaid by borrowers, the principal will be lent again to new borrowers. These funds will continue to leverage these investments over and over into the future as the funds are revolved. No portion of the MAGIC Fund investment will be utilized for administrative fees to underwrite and manage the program.

Business Accelerator Fund

DECEMBER 2025

Established with funds from the City of Minot MAGIC Fund.



62

new and expanding
businesses received BAF
financing in the region

56 in Minot



\$2.61MM

\$2,615,329 funding
committed for new and
expanding business
in the region

**96% funding to Minot
businesses**



\$75.04MM

\$75,044,281 in other funds
invested in the region

\$69.22MM in Minot



\$4.85MM

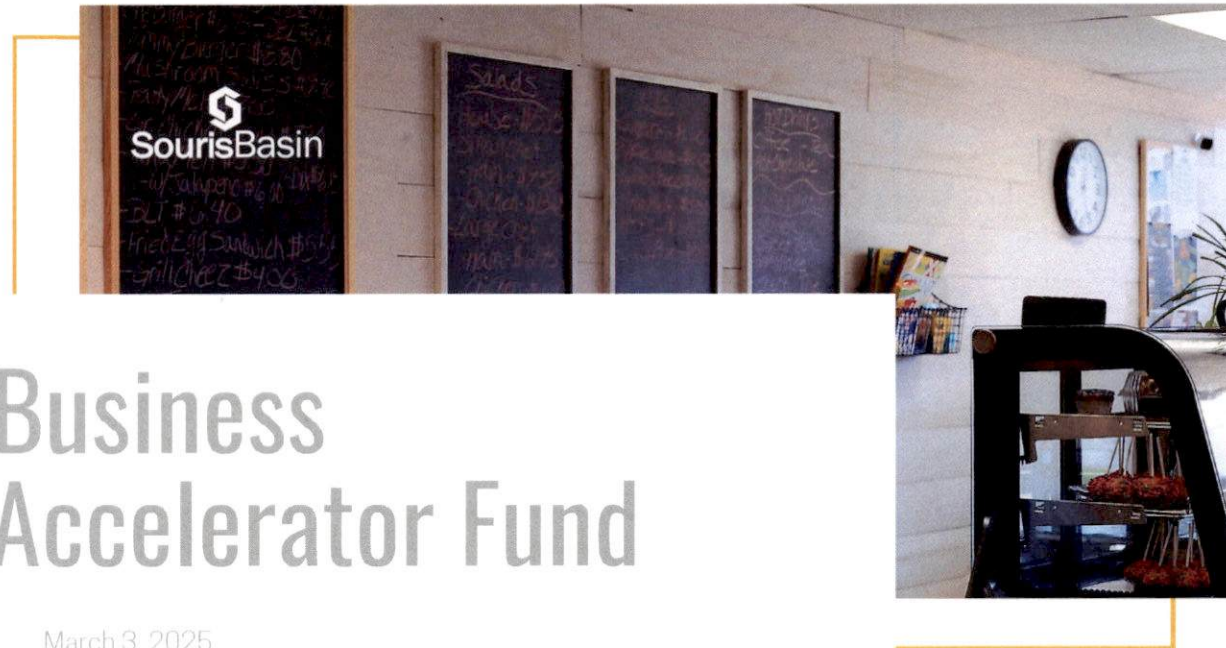
\$4,857,039 leveraged in
interest buydown from the
Bank of North Dakota.

96% in Minot

Business Accelerator Fund

Program Policy, Procedures, and Oversight

- SBPC serves ND Region 2 consisting of Bottineau, Burke, McHenry, Mountrail, Pierce, Renville, and Ward counties.
- The BAF program was created in 2019 to serve as a community match source for the Bank of North Dakota (BND) Flex PACE and PACE program.
- The community match is in a form of a loan; borrowers must repay the loan with interest.
- SBPC received funding from the MAGIC Fund in 2019, 2022, and 2023 for the BAF program. The total amount is \$2,585,300.
- 100% of MAGIC Fund investment is used for lending.
- Individuals/businesses apply directly to SBPC, and we provide free technical assistance to all applicants. Our staff reviews BAF applications and presents them to the SBPC Loan Review Committee for final approval/denial.
- Prior to the BAF program, the City of Minot did not have a local program that could be used to meet the community match requirement for the BND Flex PACE program.

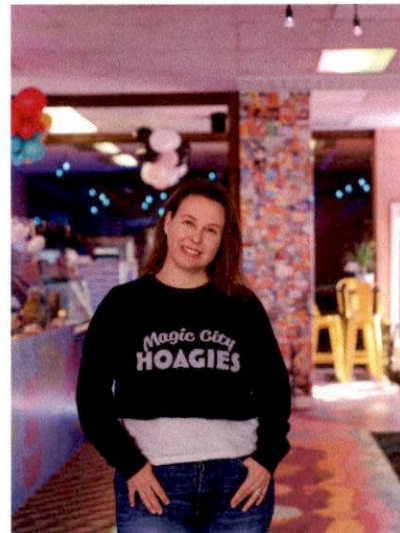


Business Accelerator Fund

March 3, 2025

ABOUT SBPC

- 33 years of experience managing loan programs
- Operate under strict governance which includes annual reporting and audits
- Board is made up of elected city officials and county commissioners (majority), and regional stakeholders
- 7-member Loan Review Committee

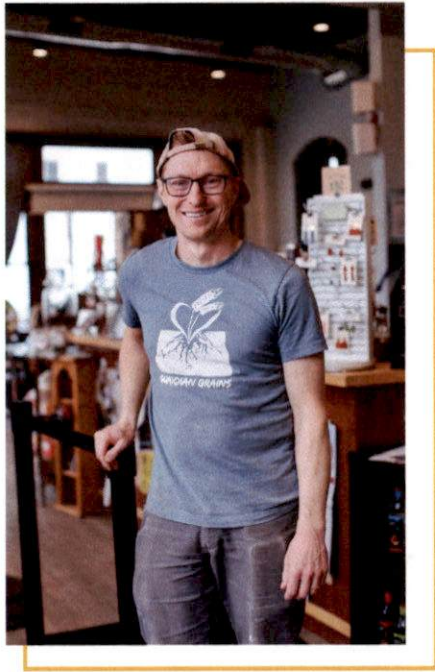




PROGRAM OVERVIEW

A community resource for the Bank of North Dakota (BND) PACE and Flex PACE programs in ND Region 2.





History



March 2018

SBPC utilized an existing loan program to provide the community match for a Flex PACE project. SBPC's Board recognized the need to create a separate program to serve as the community match.



April 2018 - December 2018

Planning and program design



March 2019

First MAGIC Fund application submitted for \$1 million



June 2019

Grant Funding Agreement finalized and program launched

Year	MAGIC Fund Request	MAGIC Fund Granted
2019	\$1,000,000	\$1,000,000
2022	\$2,000,000	\$780,000
2023	\$805,000	\$805,300
Total	\$3,805,300	\$2,585,300



PROGRAM AT A GLANCE

62
new and expanding
businesses received BAF
financing in the region
56 in Minot

\$75.04MM
in other funds invested in
the region
\$69.22MM in Minot

\$4.85MM
leveraged in interest
buydown from the Bank of
North Dakota
96% in Minot

Year	# Loans Approved	Total Funds Approved
2019	4	\$129,985.68
2020	5	\$159,204.04
2021	12	\$603,255.55
2022	13	\$671,730.0
2023	14	\$627,333.20
2024	14	\$423,821.21
Total	62	\$2,615,329.75

FUTURE FUNDING NEEDS



- **\$1.05 million**
SBPC projects needing an additional \$1.05 million investment to cover projects over a 3-year period.
- **\$750 thousand**
Based on an assessment of previous years and current projects, SBPC estimates needing a minimum of \$750,000 per year to meet demand. SBPC projects meeting this in 2028.





**Public Protection Classification
(PPC®)
Summary Report**

Minot

NORTH DAKOTA

Prepared by

**Insurance Services Office, Inc.
1000 Bishops Gate Blvd., Ste. 300
P.O. Box 5404
Mt. Laurel, New Jersey 08054-5404
1-800-444-4554**

**Report Created January 2025
Effective May 1, 2025**

Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC®) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

Data Collection and Analysis

ISO has evaluated and classified over 39,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

PPC Grade

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

What's changed?

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

Benefits of the revised split class designations

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

New water class

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

What's changed with Class 10W?

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

What's the benefit of Class 10W?

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

What does the fire chief have to do?

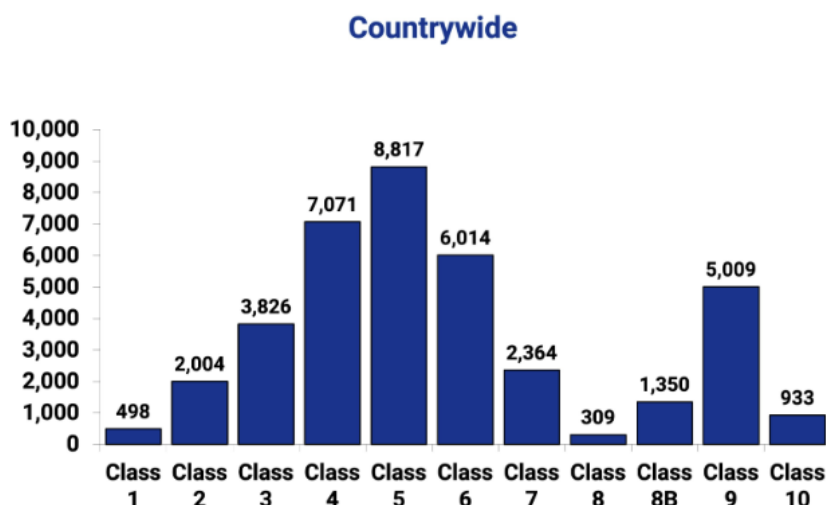
Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

What if I have additional questions?

Feel free to contact ISO at 800.444.4554 or email us at PPC-Cust-Serv@iso.com.

Distribution of PPC Grades

The 2023 published countrywide distribution of communities by the PPC grade is as follows:



Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRS and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at www.isomitigation.com.

PPC Review

ISO concluded its review of the fire suppression features being provided for Minot. The resulting community classification is **Class 02**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., “6” in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., “6” in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

FSTRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	2.85	3
422. Credit for Telecommunicators	3.63	4
432. Credit for Dispatch Circuits	1.80	3
440. Credit for Emergency Communications	8.28	10
Fire Department		
513. Credit for Engine Companies	5.91	6
523. Credit for Reserve Pumpers	0.50	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	2.23	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	6.56	10
571. Credit for Company Personnel	6.64	15
581. Credit for Training	7.61	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	34.45	50
Water Supply		
616. Credit for Supply System	29.60	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	5.40	7
640. Credit for Water Supply	38.00	40
Divergence	-5.22	--
1050. Community Risk Reduction	4.63	5.50
Total Credit	80.14	105.50

Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	2.85	3
422. Credit for Telecommunicators	3.63	4
432. Credit for Dispatch Circuits	1.80	3
Item 440. Credit for Emergency Communications:	8.28	10

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1 For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.	20.00	20
1. E9-1-1 Wireless Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
2. E9-1-1 Voice over Internet Protocol (VoIP) Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
3. Computer Aided Dispatch Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)	10.00	15
4. Geographic Information System (GIS/AVL) <u>The PSAP uses</u> a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments. The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.	15.00	15
Review of Emergency Reporting total:	95.00	100

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. The 2013 Edition of NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
A1. Alarm Receipt (AR) Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	20.00	20
A2. Alarm Processing (AP) Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	20.00	20
B. Emergency Dispatch Protocols (EDP) Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.	20.00	20
C. Telecommunicator Training and Certification (TTC) Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i> , and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i> . Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.	13.75	20
D. Telecommunicator Continuing Education and Quality Assurance (TQA) Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions	16.88	20
Review of Telecommunicators total:	90.63	100

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 “Credit for Dispatch Circuits (CDC)”. This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A “Dispatch Circuit” is defined in NFPA 1221 as “A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency”. All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. “Alarms” are defined in this Standard as “A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency”.

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 “Credit for Dispatch Circuits (CDC)” = 1.80 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	5.91	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	2.23	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	6.56	10
571. Credit for Company Personnel	6.64	15
581. Credit for Training	7.61	9
730. Credit for Operational Considerations	2.00	2
Item 590. Credit for Fire Department:	34.45	50

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3500 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **5 engine companies**

- a) **5 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3500 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **5 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 5.91 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 “Credit for Reserve Pumpers (CRP)”. This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 “Credit for Reserve Pumpers (CRP)” = 0.50 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 “Credit for Pumper Capacity (CPC)”. The total pump capacity available should be sufficient for the Basic Fire Flow of 3500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 “Credit for Pumper Capacity (CPC)” = 3.00 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 “Credit for Ladder Service (CLS)”. This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **2 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **0 service companies** in service.

Item 549 “Credit for Ladder Service (CLS)” = 2.23 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.00 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of 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*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 “Credit Deployment Analysis (DA)” = 6.56 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **18.58 on-duty personnel** and an average of **0.00 on-call personnel** responding on first alarm structure fires.

Item 571 “Credit for Company Personnel (CCP)” = 6.64 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
A. Facilities, and Use For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.	34.36	35
B. Company Training For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.	15.00	25
C. Classes for Officers For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.	9.12	12
D. New Driver and Operator Training For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	5.00	5
E. Existing Driver and Operator Training For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	3.10	5
F. Training on Hazardous Materials For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.	1.00	1
G. Recruit Training For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.	5.00	5
H. Pre-Fire Planning Inspections For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.	12.00	12

Item 580 “Credit for Training (CT)” = 7.61 points

Item 730 – Operational Considerations (2 points)

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	50	50
Incident Management Systems The department should use an established incident management system (IMS)	50	50
Operational Considerations total:	100	100

Item 730 “Credit for Operational Considerations (COC)” = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	29.60	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	5.40	7
Item 640. Credit for Water Supply:	38.00	40

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 “Credit for Supply System (CSS)” = 29.60 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 2363 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets	2363
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	0
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	0
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 “Credit for Hydrants (CH)” = 3.00 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 2.40 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 3.00 points

Item 631 “Credit for Inspection and Fire Flow Testing (CIT)” = 5.40 points

Divergence = -5.22

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	1.95	2.2
1033. Credit for Public Fire Safety Education (CFSE)	1.58	2.2
1044. Credit for Fire Investigation Programs (CIP)	1.10	1.1
Item 1050. Credit for Community Risk Reduction	4.63	5.50

Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	10.00	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	3.54	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	6.00	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	16.00	16
Review of Fire Prevention Code and Enforcement (CPCE) subtotal:	35.54	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	6.67	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	22.00	30
Review of Public Safety Education Programs (CFSE) subtotal:	28.67	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	8.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	6.00	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Investigation Programs (CIP) subtotal:	20.00	20

Summary of PPC Review
for
Minot

FSRS Item	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	2.85	3
422. Credit for Telecommunicators	3.63	4
432. Credit for Dispatch Circuits	1.80	3
440. Credit for Emergency Communications	8.28	10
Fire Department		
513. Credit for Engine Companies	5.91	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	2.23	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	6.56	10
571. Credit for Company Personnel	6.64	15
581. Credit for Training	7.61	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	34.45	50
Water Supply		
616. Credit for Supply System	29.60	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	5.40	7
640. Credit for Water Supply	38.00	40
Divergence	-5.22	--
1050. Community Risk Reduction	4.63	5.50
Total Credit	80.14	105.5

Final Community Classification = 02

ISO REPORT — CITY OF MINOT

Evaluation of Risk & Impact on the Community

INTRODUCTION

- - Purpose of the presentation
- - Explanation of the ISO report
- - Importance of ISO rating for the City of Minot



UNDERSTANDING THE ISO RATING SYSTEM

- - How ISO evaluates municipalities
- - Key categories:
 - - Fire Department
 - - Water Supply
 - - Emergency Communications
 - - Community Risk Reduction
- - Impact on insurance premiums





MINOT'S CURRENT ISO RATING

- - Summary of the city's current rating
- - Comparison with previous ratings and regional benchmarks

STRENGTHS IDENTIFIED IN THE ISO REPORT



- Positive aspects of fire services and emergency preparedness



- Strengths in water infrastructure and communication systems



AREAS FOR IMPROVEMENT



- Identified weaknesses and potential risks



- ISO recommendations for enhancing public safety services





COMMUNITY IMPACT

- - Effect on residential and commercial insurance rates



RECOMMENDATIONS & NEXT STEPS

- - Actions to maintain or improve Minot's rating
- - Investment needs for fire services, water supply, and emergency systems
- - Community involvement and risk mitigation strategies



CONCLUSION

- - Summary of key takeaways
- - Next steps for city leadership
- - Open discussion and Q&A





MINOT POLICE & MSU CJ PARTNERSHIP



COUNCIL PRESENTATION

PARTNERSHIP WITH THE CRIMINAL JUSTICE DEPARTMENT AT MINOT STATE UNIVERSITY

“Coming together is a beginning;
keeping together is progress;
working together is success.”

Henry Ford



- 01. Education & Application Process
- 02. Community Service Officer
- 03. Financial Component



EDUCATION & APPLICATION PROCESS

WHO IS ELIGIBLE?

- Individuals who meet police officer requirements but lack the necessary education

WHAT DOES THE PROGRAM PROVIDE?

- Two years of education (Two years of Criminal Justice or LE related coursework)
- Housing & books fully covered
- If accepted, candidates must sign a **three-year** contract
 - Part time work as a Community Service Officer (CSO) while completing their education

PROGRAM COMMITMENT:

GOAL: DEVELOP A PIPELINE OF QUALIFIED CANDIDATES FOR FUTURE LAW ENFORCEMENT POSITIONS

COMMUNITY SERVICE OFFICER ROLE

CIVILIAN POSITION SUPPORTING
SWORN OFFICERS BY HANDLING
NON-EMERGENCY TASKS

RESPONSIBILITIES INCLUDE:

- ASSIST IN INVESTIGATION OF TRAFFIC ACCIDENTS
- NON-EMERGENT COMPLAINTS
- EVIDENCE COLLECTION (COLLECTION OF VIDEO EVIDENCE AND PROCESSING CRIME SCENES)
- FUNERAL PROCESIONS, TOW TAGS AND OTHER ADMINISTRATIVE DUTIES



IMPACT

Free up sworn officers to
focus on higher-priority
law enforcement duties

COMMUNITY SERVICE OFFICER BENEFITS & EXPANDED ROLE



SHIFTING SWORN OFFICERS TO A PROACTIVE APPROACH

- Reduces reactive responses, improving overall efficiency
- Enhances public safety initiatives and **officer availability**

ADDITIONAL CSO RESPONSIBILITIES OVER TIME:

- Assisting with community outreach programs and events
- Supporting the in-house training sergeant
- Representing the department at **recruiting events**



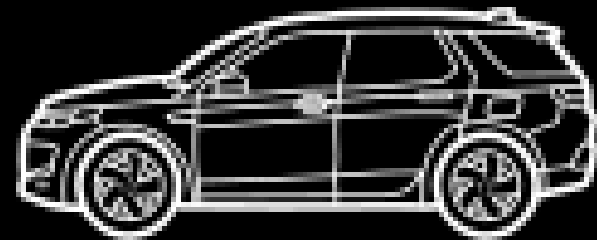
CSO BRANDING & IDENTIFICATION

Uniform Distinction



- CSOs will have uniforms that clearly differentiate them from sworn officers

CSO Vehicle



- Offline patrol vehicles will be restriped and rebranded for CSO use



FINANCIAL COMPONENT



Expense Category	Annual Cost per Student
Tuition	\$8,700
Books	\$1,000
Housing	\$9,420
CSO Wages (Hourly)	\$19.95 - \$29.61
CSO Wages (Annual, 20 hrs/week)	\$20,748 - \$30,794
Total Annual Cost per Student	\$44,891.20 - \$50,914.40

*WE ARE EXPLORING STATE PROGRAMS FOR REIMBURSEMENT OF UP 50% OF THE TUITION AND FEES



QUESTIONS?



